

# WILLOW CREEK COMPOSITE HIGH SCHOOL



2025/2026

SCHOOL HANDBOOK

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# BELL SCHEDULES

## Junior High Bell Schedule

	Mon - Thurs	Duration	Friday	Duration
Block 1	8:35 AM - 9:41 AM	66 Minutes	8:35 AM - 9:22 AM	47 Minutes
Block 2	9:48 AM - 10:54 AM	66 Minutes	9:27 AM - 10:14 AM	47 Minutes
Block 3	11:01 AM - 12:07 PM	66 Minutes	10:19 AM - 11:05 AM	46 Minutes
Lunch	12:07 PM - 12:44 PM	37 Minutes	11:05 AM - 11:33 AM	28 Minutes
Block 4	12:44 PM - 1:26 PM	42 Minutes	11:33 AM - 12:05 PM	32 Minutes
Block 5	1:31 PM - 2:13 PM	42 Minutes	12:10 PM - 12:42 PM	32 Minutes
Block 6	2:18 PM - 3:30 PM	72 Minutes	12:47 PM - 1:20 PM	33 Minutes

## Senior High Bell Schedule

	Monday - Thursday	Duration	Friday	Duration
Block 1	8:35 AM - 9:15 AM	40 Minutes	8:35 AM - 9:15 AM	40 Minutes
Block 2	9:20 AM - 10:41 AM	81 Minutes	9:20 AM - 10:10 AM	50 Minutes
Block 3	10:46 AM - 12:07 PM	81 Minutes	10:15 AM - 11:05 AM	50 Minutes
Lunch	12:07 PM - 12:44 PM	37 Minutes	11:05 AM - 11:33 AM	28 Minutes
Block 4	12:44 PM - 2:08 PM	84 Minutes	11:33 AM - 12:24 PM	51 Minutes
Block 4	2:13 PM - 3:30 PM	77 Minutes	12:29 PM - 1:20 PM	51 Minutes

Warning Bell rings at 8:30 AM for the morning and at 12:39 PM for the afternoon.

# ASSESSMENT & REPORTING PROCEDURES

Assessment practices at WCCHS are governed by [Livingstone Range Administrative Procedure 360](#). Assessment and reporting is an ongoing process that includes assessment as learning, assessment for learning and assessment of learning. Each of these types of assessment play a key role in enhancing student learning and teacher instructional practices. Student assessment should be connected to learner outcomes as derived from the Alberta Program of Studies.

## Key Components of Assessment and Reporting at WCCHS

- Teachers will clearly communicate their assessment plan for each course to students and parents/guardians at the beginning of the course.
- Grades will be reflective of accurate and current evidence.
- Grades will be free from non-curricular influences such as attendance, work habits, behavior etc.
- If there is not enough evidence to report a student's standing in a course due to missing summative assessments or academic dishonesty, students will initially receive an "INC" (incomplete). In consultation with the student, the parent/guardian and the teacher a reasonable amount of time will be given for the student to provide acceptable evidence of learning.

## Use of Artificial Intelligence

Evidence of learning received from students for grading must be the student's unique work, unless otherwise specified in the assessment. The use of artificial intelligence software, such as ChatGPT, to produce final work turned in by the student for grading, is not permitted. Teachers may employ AI detecting software to determine if final work turned in from a student has signs of it being created by AI. Teachers will contact students and parents/guardians if work submitted is suspected of being created by AI. If after meeting with the student and parent/guardian a teacher believes the work submitted is not the unique work of the student, the assessment will be considered incomplete and the student will be given the opportunity to redo and resubmit the assessment as per above.

Students and parents will have access to LRSD's assessment tool, Edsembli, which allows for up to date information on academic performance. WCCHS teachers update Edsembli on a regular basis. ***At a minimum grades will be updated by teachers on each of the following dates.***

Semester One		Semester Two	
Collection Date Cutoff	Reporting Date	Collection Date Cutoff	Reporting Date
September 22, 2025	September 25, 2025	February 24, 2026	February 27, 2026
October 20, 2025	October 23, 2025	March 16, 2026	March 19, 2026
November 7, 2025	November 12, 2025	April 13, 2026	April 16, 2026
December 15, 2025	December 18, 2025	May 19, 2025	May 21, 2025
January 20, 2026	January 27, 2026	June 17, 2025	June 25, 2025

### **Report Cards**

Report cards, with teacher comments, will be emailed to parents 4 times per year. Parents can expect to receive report cards during the following weeks.

Quarter 1 Marks - November 24 - 27, 2025

Semester 1 Final Marks (High School) & Quarter 2 Marks - February 2 - February 5, 2026

Quarter 3 Marks - April 13 - 16, 2026

Final Marks - June 24 - 26, 2026

### **Student/Parent/Guardian/Teacher Conferences**

Teachers are available at any time during the year for students or parents/guardians to arrange meetings to support the student at school. WCCHS schedules formal time for these meetings to take place four times during the year. Parents/guardians are able to schedule a meeting using an online scheduler. The dates and times of these formal meeting times are as follows:

DATE	TIME
November 6, 2025	4:30 PM - 7:30 PM
November 27, 2025	4:30 PM - 7:30 PM
March 19, 2026	4:30 PM - 7:30 PM
March 26, 2026	4:30 PM - 7:30 PM

# STUDENT SUPPORT SERVICES

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WCCHS has a student services team which meets weekly and is composed of an Administrator/academic advisor, Family School Liaison Counsellor and Learning Support Teacher. When concerns for student wellness have been communicated, the team may invite teacher assistants, child and youth care workers and regular classroom teachers.

## **Services provided:**

- Programming planning advising
- Development, implementation and monitoring of Individual Program Plans (IPP), Individual Support Plans (ISP) and Behaviour Support Plans (BSPs)
- Transition Programming
- Learning Strategies and Homework Support
- Assistive technology supports
- Personal Counseling and Crisis Counseling
- Health and Wellness classroom presentations
- Goal setting

## **Referral Process for Student Services**

The staff of Willow Creek Composite High school strives to work together with all students and families to design appropriate programming for students based on shared information. Concerns regarding student academic, social, emotional or physical wellness should first be communicated with the parent and student. Upon parental contact, teachers will direct concerns to the learning services team through the bi-weekly pre-meeting organizer. Once populated, the learning support teacher will provide an agenda a day in advance of the learning services meeting. If concerns persist, the Learning Support Teacher and Principal, if necessary, can schedule meetings with divisional leads within the jurisdiction to determine the next steps needed. ([Policy 14, Livingstone Range School Division #68.](#)) Further problem solving may involve the Superintendent of Schools, the School Board or the Minister of Education.

## **Individual Program Plan**

In the event your child is in need of Individual Programming Plan meetings are held three times a year for junior high, and twice a semester for senior high students. WCCHS will contact parents to arrange meetings with parents and students. Upon meeting, parents, students and the classroom teacher meet to discuss goals and strategies associated with the IPP. Often, these goals are competency based and students work with classroom teachers to determine the nature of the goal and monitor progress. Once a goal is articulated, teachers will send a digital copy of the IPP to parents for signatures. Throughout the year teachers and the student will document, record and monitor student growth in divisional IPP platform **Imagine Everything**. All parents are encouraged to work with classroom teachers and communicate the learning needs of their child. Parents are also encouraged to attend parent teacher conferences offered twice a year and establish strong lines of communication regarding student growth and progress.

## **Family School Liaison Counsellor**

WCCHS has a full time family school liaison counsellor who works with families to support struggling students. Family School Liaison Counsellors provide counseling services when students experience social, emotional, learning, and/or behavioral difficulties. With consent, the counseling services will include observations, student record reviews, staff and parent consultations, informal assessment (e.g., questionnaires, inventories), and/or student intervention (e.g., individual or group counseling sessions), and referrals to additional resources. Family School Liaison Counselors do not offer assessments or interventions for diagnoses, legal purposes, to assist with custody and access decisions, or to determine parental capacity. The Family School Liaison Counsellor works as part of a school team. Thus, information relevant to the student's success in school will be shared with school and Division office staff as appropriate. Personal information that is sensitive and not relevant for school staff will be kept private.

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*Mairin Gettman is onsite at WCCHS and works together with families to support students. In order to access services, parents and/or students can refer through contact with her directly and with legal consent. These documents will be provided to parents and students at their request through the family school liaison counsellor. Once consent has been granted, Mairin works collaboratively with students and families to support student wellness.*

### **Youth Worker**

*WCCHS has two full time Youth Workers whose central role is to support the academic, mental and physical health of students. Youth workers are a universal support that are accessible to ALL WCCHS students. Youth workers can be utilized to support students inside and outside of the classroom environment. They are critical members of the learning team whose flexibility and time are used by administration, classroom teachers, the FSLC and students. Youth Workers serve in this capacity and are primarily located in the student support center.*

### **Educational Assistant**

*WCCHS has five educational assistants whose central role is to support student learning in the classroom. The role of the educational assistant is critical to supporting the individual success of students.*

### **English as an Additional Language**

*WCCHS, in partnership with Livingstone Range School Division, has a full time English as an Additional Language teacher whose responsibilities include benchmarking and communicating with families regarding the development of language skills. This teacher is on site and available to assist with intakes, language support and assessment. For additional information and services please contact the school.*

### **Off Campus Coordinator**

*WCCHS, in partnership with Livingstone Range School Division, has a part time Off-Campus Coordinator whose primary responsibility is working with students and community businesses to honor student employment with Work Experience Credits. Rob Charchun is a liaison between the school, students and employers and works in the best interest of the student to support successful integration of work and school. In the event students are working part time, please contact Robert Charchun. If you are interested in employing a student, please contact Robert Charchun for more information. Our off campus coordinator also facilitates and directs the Registered Apprentice Program (RAP). He can be reached at 403.682.9881 or [charchunr@lrsd.ab.ca](mailto:charchunr@lrsd.ab.ca)*

### **Career Practitioner**

*WCCHS, in partnership with Livingstone Range School Division, has a part time career Practitioner. Lettie Croskery is passionate about helping students prepare for their journey beyond high school. From post-secondary resources and scholarship information to career development opportunities, Lettie will help you explore your options and prepare for your future now.*



# THE COBRAS" CODE

Conduct of members of our school community is governed by the Cobras' Code. Developed collaboratively by students, staff and parents/guardians, the Cobras' Code explains what behavior is expected of any person who participates in the WCCHS community.

## **Cobras Positively Contribute to the School and Community**

*Cobras positively contribute to the school and community when they:*

- Model proper behaviour and attitudes in school.
- Promote positive behaviour to others
- Stand up to unacceptable behaviour in others.
- Participate in school activities and invite others to do the same.
- Behave, even when adults aren't watching
- Make healthy choices on school property including refusing to vape or use other harmful substances.
- Follow the directions of the adults in the school.
- Teachers, excel as teachers.
- Teachers, help their students.
- Students, take ownership for their learning

## **Cobras Contribute to a Welcoming, Caring, Respectful and Safe Learning**

### **Environment that Respects Diversity and Fosters a Sense of Belonging**

*Cobras contribute to a welcoming, caring, respectful and safe learning environment when they:*

- Speak to others kindly, using language and mannerisms that would make others feel safe and included.
- Focus on their own school work and allow others to do the same.
- Don't say or do anything with the intent to hurt others physically or emotionally.
- Behave and speak in a way that allows everyone to feel accepted.
- Stand up for and look out for each other.
- Compliment others so they feel good about themselves.
- Listen to others' opinions and respect them even if they disagree.

## **Cobras Respect the Rights of Others**

*Cobras respect the rights of others when they:*

- Value and accept differences in people, even if those differences are not understood.
- Use courteous and inclusive language when speaking to or about others.
- Avoid physical contact or interaction that is unwanted or that is unacceptable for the



school environment.

- Take responsibility for their own personal belongings and treat the personal belongings of others with care and consideration.
- Refrain from displays of romantic intimacy or inappropriate affection while in school.
- Are able to be themselves.

### **Cobras Refrain From, Report and Do Not Tolerate Bullying or Bullying Behaviour**

*Cobras refrain from, report and don't tolerate bullying or bullying behavior when they:*

- Treat others so as not to intimidate them or belittle them.
- Treat those who are different from them kindly and respectfully.
- Use names and pronouns preferred by others when known.
- Refrain from spreading rumors, talking about people behind their backs, or calling other people names.
- Refrain from using electronic means to isolate, make fun of or insult others.
- Respond to someone else being mistreated by telling the offender to stop and supporting the victim.
- Tell adults about incidents of mistreatment, harassment, bullying or bullying behaviour that has been witnessed.
- Respond to reports of bullying so that it actually stops.
- Step in to stop bullying, even if it is not happening to them or their friends.

### **Failure to follow the Cobras' Code**

WCCHS believes in a restorative approach to those who fail to abide by the expectations of the Cobras' Code. Providing an opportunity to learn and positively change behaviour is our goal. In cases of severe or repeated breaches of the code, a disciplinary response will be necessary. Severe breaches would be defined as a breach that could cause physical or emotional harm to another person, or a breach that includes illegal activity such as vaping or drug use at school. Responses to students failing to follow the Cobras' Code could include, but are not limited to the following.

#### **Classroom Responses**

- Teacher verbal intervention
- Student moved within the classroom
- Loss of classroom privileges
- Student removed momentarily from the classroom
- Student removed/suspended from the classroom for the remainder of class
- Teacher contact parent guardian
- Teacher request parent/guardian meeting

#### **School Responses**

- In-school suspension
- Out of school suspension
- Removal of school privileges (extra curricular activities etc.)
- Parent meeting
- Behavior contracts

# APPROPRIATE CLOTHING

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- Recommendation for expulsion

Clothing is expected to be respectful of others and appropriate to a working and learning environment. Clothing with drug and alcohol logos, sexually suggestive designs, profanity, or clothing that is otherwise considered inappropriate for the school setting are not acceptable. Hats are acceptable at WCCHS, but students are expected to comply with teachers' expectations in all locations.

Students deemed to not be meeting the expectations of acceptable clothing at school will be given the opportunity at school to adjust what they are wearing to meet the expectations. Any interactions regarding a student's clothing will be done in a dignified manner, and whenever possible in a private setting. Should there be conflict regarding the appropriateness of a student's clothing, the student, both administrators and a parent/guardian will work together to come to an agreement on what is acceptable. In cases where no consensus can be reached, school administration will have the final decision on what is acceptable for school.

Achievement and attendance are directly related. Years of research and experience show that better attendance leads to improved learning. The [Alberta Education Act, Section 31](#) states that students are expected to attend classes regularly and punctually. [Livingstone Range Administrative Procedure 330](#) further details expectations in regards to student attendance as follows:

1. A critical benchmark for attendance is 90%.
2. Excusable absences are limited to illness or other unavoidable causes, religious holiday of a religious denomination the student belongs to and disciplinary action taken by the school (suspension or expulsion).
3. The school and/or the individual teacher must keep the parents/guardians informed of all absenteeism. This will be done at regular reporting periods for all students and in keeping with the attendance policy of the school.

## WCCHS Attendance Procedures

To ensure timely notification regarding student attendance, **WCCHS will be using an automated call service**. At the end of each school day, parents/guardians will receive a phone call if their student has any unexcused absences during the day.

For students with **excessive unexcused absences**, parents/guardians will be contacted directly by the classroom teacher or school administration to discuss possible supports that may help improve attendance. This follow-up communication may occur by telephone or email.

Parents and guardians are also encouraged to check the Edsebli Parent Portal regularly, where daily attendance information is available.

**It is important that parents/guardians inform the school at their earliest opportunity if their student is going to be absent. This assists the school in efficiently accounting for student absences and maintaining accurate attendance records.**

## Support for Excessive Absences

WCCHS's attendance procedures are aimed at supporting students to improve attendance. Students with excessive absences may be supported in one or more of the following ways:

- conference with the student and/or parent(s)
- adjustment of programs or schedules
- appropriate counseling or other appropriate action as deemed necessary

In cases where excessive absences for high school students have led to it being unlikely the student will be successful in the class, the student may be removed from the class. This decision will be made in consultation with the classroom teacher, the parent/guardian and the student.

## Lates and Mid Class Exits

Students who are late are expected to enter the classroom respectfully. If the door is closed students should knock once to alert the teacher to their presence and then wait for the teacher

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to provide access to the classroom. Classroom teachers will apply a variety of classroom interventions as they deem appropriate to students arriving lately. WCCHS tracks lates of less than 15 minutes, lates of more than 15 minutes and mid class exits that exceed a reasonable amount of time. Students showing patterns of excessive lates or mid class exits will be subject to similar responses as unexcused absences as deemed necessary by school staff.

### **Attendance and Extra Curricular Activities**

WCCHS recognizes the value of extracurricular activities for students. However, we are a learning community first, meaning that in order to participate in extracurricular activities students must be in good standing in their school classes. This includes not having unexcused absences. Students will **NOT** be allowed to participate in extracurricular activities if they have **unresolved unexcused absences**. Resolving an unexcused absence means the student has discussed the absence(s) with the classroom teacher, coach/athletic director, school administration and parent/guardians and the unexcused absence has been responded to with whatever response is deemed appropriate for the situation. At any time a coach, school administrator or a parent/guardian may remove the student from participating.



# MOBILE DEVICES AT SCHOOL

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In June 2024 the Alberta Government passed a ministerial order [“Standards for the Use of Personal Mobile Devices and Social Media in Schools”](#). It states that school authorities are required to have policies and procedures that limit the use of personal mobile devices in school and restrict access to social media. The school board for The Livingstone Range School Division have implemented Board Policy 24 [“Personal Mobile Devices And Social Media In Schools”](#) which has directed to creation of Administrative Procedure 145 [“Use of Personal Mobile Devices and Social Media in Schools”](#) WCCHS’s school policy reflects the requirements of these three documents.

## **Definitions**

**Instructional time:** includes time scheduled for the purposes of instruction, examinations/testing, and other student activities where direct student-teacher interaction and supervision are maintained.

**Non-Instructional time:** includes time during the school day where students are not scheduled for the purposes of instruction, examinations/testing and other student activities where direct student-teacher interaction and supervision are maintained. This includes before and after school, breaks and lunch.

**Personal mobile device:** a personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, smartwatch, or smart glasses.

## **Policy**

### ***Junior High Students (Gr. 7-9)***

Junior high students are expected to keep their mobile devices in their lockers during the school day as per LRSD Admin Procedure 145. Junior high students found using mobile devices during the school day will immediately become subject to the responses for misuse.

### ***Senior High Students (Gr. 10-12)***

Senior high students are expected to keep their mobile devices in their lockers during class time. Senior high students may access their mobile devices during breaks and lunch time. Senior high students found using mobile devices inside or outside of the classroom during class time will immediately become subject to the responses for misuse.

## **Exceptions**

Students may access their mobile devices outside of the school policy under the following circumstances.

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The student has:

- a diagnosed health or medical reason(s) where a physician has confirmed the need for use in the school environment; or
- an individualized educational support as approved by the Administration/School Learning Support Team in consultation with the legal guardian and where appropriate, the student.

It should be noted that Personal mobile devices brought to school for a diagnosed health or medical reasons or an identified inclusive-educational need shall be stored in a locker where available or according to the school Personal Mobile Devices and Social Media in Schools plan when not required.

### ***Responses to Misuse***

**1st Offence** - the personal mobile device will be confiscated and delivered to the office. The student will be permitted to collect their personal mobile device at the end of the school day. This offense will be recorded in PublicSchool Works.

**2nd Offence** - the personal mobile device will be confiscated and will be delivered to the office. The student will be permitted to collect their personal mobile device at the end of the school day. Parent or guardian will be contacted by the office. This offense will be recorded in PublicSchool Works.

**3rd Offence** - the personal mobile device will be confiscated and will remain in the office until a parent or guardian is available to collect the personal mobile device. Parent or guardian will be contacted by the office. This offense will be recorded in PublicSchool Works.

**4th Offence** - the personal mobile device will be confiscated and will remain in the office until a parent or guardian is available to collect the personal mobile device. Parent or guardian will be contacted by the office. Parent or guardian will meet with school administration to create a personal plan to assist the student in developing more responsible use. This offense will be recorded in PublicSchool Works.

Students refusing to surrender the phone after a reasonable effort is made by staff are failing to comply with Section 31(g) of the Education Act which states students have a responsibility to cooperate with everyone authorized by the board to provide education programs and other services. A refusal will be dealt with as a serious breach of the code of conduct and will result in a one day in-school suspension. Students are not allowed phones during an in-school suspension. Repeated refusals, or a belligerent or profane refusal may lead to an out of school suspension.

### **Emergency Situations**

In the event of an emergency, our priority is the safety of students. Please be assured that the school has an emergency response plan which is reviewed regularly with staff. This plan includes contact with emergency personnel (fire, police, medical, etc.) as necessary, the possible relocation of students as well as a plan for communication with parents as appropriate. Should an emergency situation occur, the school will provide updates and information to parents as soon as, and as often as, reasonably possible.

# PARKING AT SCHOOL

## PARKING

Students **must** park in designated areas. This includes the east parking lot, along with the south side (angle parking) of the front loop. Students can also park on the north side of the front loop, up to the Visitor Parking sign. Street parking is also available in front of the school. **Please refrain from parking where the curb is painted either yellow or blue.** Students will have their parking privilege revoked if they are repeatedly found parked in these zones.

**Parents can drop off and pick up in the front loop.**

Parents and students are reminded to drive cautiously in the loop and around the school as we have many students walking to school and crossing through the loop.



# ILLEGAL SUBSTANCES AT SCHOOL AND BATHROOM USE

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Bathroom use and illegal substances are included in the same procedure because most of the use of illegal substances, namely vaping, occurs in our bathrooms. Students are not permitted to gather more than one person in a stall. Students needing a private space are expected to access, the counselors' office, the Learning Commons or the office. Gathering in bathroom stalls is not permitted.

**Students gathering more than one person to a stall will be subject to the following responses.**

1. The first occurrence will result in a warning to students, and where feasible, a contact will be made home.
2. The second occurrence will result in a one day in school suspension.
3. A third occurrence will result in a two day out of school suspension.
4. A fourth occurrence will result in a four day out of school suspension.
5. A fifth occurrence will result in a five day out of school suspension and a meeting to determine if WCCHS is the right programming option for the student.

If a student is caught using or in possession of any illegal substance, which includes vapes, tobacco, alcohol and any drugs, including drugs not specifically prescribed to the student there will be no warning, they will be issued a two day out of school suspension. Any further breaches will continue the progression as per the procedure above. The school reserves the right to contact the RCMP and ask for citations to be issued for any possession of illegal substances. Students caught distributing or selling illegal substances at school will be immediately suspended from school and referred to the RCMP for prosecution.

## **STUDENT EMERGENCY RESPONSE PLANS**

All out of town students must have a place to stay in the Town of Claresholm should there be an emergency situation (such as blizzards and road closures). Parents and students are required to plan for an acceptable place for the student to stay in case of such emergencies. If no in town safe place is available for students, then the student will remain at the school under the supervision of school administration.

## **SCHOOL EMERGENCY RESPONSE PLANS**

### **Evacuation Procedures**

Evacuation procedures are used when there is possible danger inside the school. This could include fire, gas leak, building damage or other reasons.

- To initiate the evacuation the fire alarm will ring, regardless of the reason for the evacuation.
- Classroom teachers are responsible to know the designated exit for any space they are working in with students and will direct students on how to exit the space.
- Teachers will be the last person to exit the room and will shut off lights and close the door.
- Once outside the building teachers should direct their students to move a safe distance away from the building and then take attendance.
- Attendance sheets should be completed and one student chosen as a runner to bring the list to the front of the school to the administrative assistant who will be stationed there. Teachers should mark any students who are not accounted for and also document any extra staff or students that evacuated to their space outside.
- In the event the evacuation is expected to require staff and students to remain outside the building for an extended period of time, staff and students will be directed by administration or emergency personnel to move students to the muster point at West Meadow Elementary School to the West of the school.
- If necessary, a controlled student release procedure will be used to release students to authorized parents/guardians or emergency contacts.
- School re-entry is allowed after an all clear is issued

### **Hold and Secure**

Hold and secure protocols are instigated in response to security threats of criminal activity outside of the school. This could include criminal activity, police pursuits or activity in the area or a dangerous offender in the area but not in the school.

- To initiate a hold and secure, an announcement will be made over the intercom to inform all those in the building of the hold and secure.

- All exterior doors and windows will be secured and locked.
- **No one** will be allowed in or out of the building other than law enforcement.
- Should a hold and secure extend past the end of the school day, parents/guardians will be provided with dismissal information and students will only be dismissed under the direction of law enforcement.
- Classes and movement within the school can occur as normal.

### **Shelter-In-Place**

Shelter-In-Place protocols are used when it is safer to be inside the building than outside the building and there is **NO THREAT OF VIOLENCE**. This includes events such as severe weather, potentially dangerous wildlife on the grounds or dangerous goods spills.

- Shelter-In-Place will be initiated by an all call announcement.
- Everyone retreats to designated indoor locations. Locations will vary depending on the nature of the incident and will be indicated at the initiation stage.
- Staff will remain with students on their way to and from the location and while in the designated location.
- Access to or from the school may be limited or restricted based on the nature of the incident.
- Students will not be released until the Shelter-In-Place is over.

### **Lock Down**

Lockdowns are initiated when there is a threat or potential threat of violence inside the school. This could include an active shooter, armed intruder, hostile incident in the school or the imminent possibility of these events.

- Lockdown will be initiated with a PA announcement with clear instructions as to if students can move and return to their classrooms or if they should find immediate cover.
- Office Administrative staff will call 911 for emergency services, and shut the mag doors with the key in the office.
- The principal or designate will lock front doors and office door.
- Office Administrative staff will call CO and WMES to notify them we are in lockdown. They will also send an email for teachers to reply to with attendance information as per below.
- Classroom teachers will do the following:
  - Close and ensure classroom doors are locked, pull blinds shut, shut lights and any projectors/smartboards off and move students to the safest spot in the room at the teacher's discretion.
  - If threat is imminent, ensure that students are as safe as possible, create cover by moving furniture; keep students away from and below the level of windows, doors and other exposed areas.
  - Report back to the Office Administrative Staff in response to the email sent: teacher name, room this information is coming from, students absent from

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the class, missing students (students that were there for attendance but are not in the room, any extra students or staff with you in the room)

- Students in any open area that cannot be made secure will move to a designated safe area. (Gym – into the gym storage room; common area – into the nearest lockable room: VC room, bathroom, staffroom hallway; commercial kitchen –into Home Ec room; Learning Commons –book storage room)
  -
- Student without adult supervision will do the following:
  - Pick up phone when it rings and report who is there
  - Stay secure in the location they are at until directed otherwise by law enforcement or school administration who access the space with a key.
- Staff and Students who are out-of-doors will do the following:
  - staff outside with students will direct students to move to the designated alternate site -West Meadow Elementary or Community Center-- and remain with the students until informed that the lockdown has been lifted
- In the case of an event in the building, public areas will be cleared to secure locations as follows:
  - Common Area – Into room 100 or the staff room.
  - Learning Commons – into the back, storage room or if possible room 100 or the staff room.
  - Gymnasium – into the weight room, gym storage room or locker rooms.
  - ***Depending on the nature of the lockdown, event attendees may be directed to leave the building through emergency exits. This should only be done if directed to do so by school officials.***
- Office Administrative staff will communicate with all ‘off campus’ staff that the school is in lockdown. Those ‘off campus’ students will continue with their activity, as directed by staff. If they are to return to the school and the school is in lockdown, staff and students will move to the designated alternate site (Community Hall). Staff will remain with students until the lockdown has been lifted.
- Follow police directions with respect to ending the lock down of students.
- Once the need for lockdown no longer exists, the Principal will:
  - Formally end the lockdown with a **P.A. Announcement repeated twice: “Willow Creek Composite lockdown is lifted.”**)
  - relay further instructions to every classroom by the most rapid and efficient means
  - Contact CO and WMES to indicate the lockdown is lifted.
- Send home a notice at the end of the day informing parents of the lockdown
  - if students are sent home through regular means
    - **OR**
  - inform parents when and how children may be picked up if there is need.
- Complete a Critical Incident Report.

As per school district expectations WCCHS will conduct 6 fire drills per year, 3 in the first

**[WWW.WILLOWCREEKHIGH SCHOOL.CA](http://WWW.WILLOWCREEKHIGH SCHOOL.CA)**



# SCHOOL FEES

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semester and 3 in the second semester, and 2 Lockdown drills per year, one per semester. Students will not be given notice of fire drills unless part of an ISP. Lockdown drills will be scheduled and staff, students and parents will be given advance notice.

LRSD does not charge fees for Basic Educational Services. WCCHS CHARGES fees for Enhanced Educational Services and Non-Curricular services on a cost recovery basis only. A complete list of fees is available on our website at: [www.willowcreekhighschool.ca](http://www.willowcreekhighschool.ca)

**Fees for elective courses such as Foods, Shop, and Art are required to cover the cost of student consumables. These fees must be paid before students are able to participate in activities within those courses.**

**If fees are not paid after the first three classes, the school will consult with the student and parent/guardian. If appropriate arrangements for payment are made with the school, the student may remain in the option. If no arrangements are made, the student will be reassigned to an option course that does not have a fee.**

It is expected that satisfactory arrangements for the payment of all fees be made within two weeks of receiving the invoice, which will be e-mailed out. School fees can be paid by cash, cheque (made payable to Willow Creek Composite High School) or on-line at: <https://lrzd.schoolcashonline.com/>

WCCHS will provide two reminder notices in regards to outstanding fees. Should fees remain unpaid they will be forwarded to LRSD central office who will provide two more reminder notices. After the following actions have been taken, defaulted fees will be forwarded onto collections for resolution. Please see [Livingstone Range Admin Procedure 505](#) for further information regarding this matter. Parents who are unable to pay fees are encouraged to contact the school and inquire about the school fee waiver process. WCCHS recognizes there are situations that exist that may prevent some families from paying their school fees. Parents can apply to the Superintendent of Business Affairs at Central Office for an exemption of fees.



# EXTRA CURRICULAR ACTIVITIES

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## EXTRA-CURRICULAR PARTICIPATION POLICY

All students involved in extra-curricular activities are expected to:

Pay all fees associated with the activity prior to the start of the activity or season. Students with monetary limitations can approach coaches or the office for information from Kids Sport for sponsorship opportunities. Please do not use the online form.

Be ambassadors for the school and community by conducting themselves with pride and dignity in all situations.

Demonstrate exemplary attendance, behavior and attitudes toward school, staff and associated events. For further information please refer to the WCCHS attendance policy.

## EXTRA-CURRICULAR OPPORTUNITIES

WCCHS offers a variety of extra-curricular activities. **We are always looking at the possibility of adding new clubs and teams to this list. If you have an idea for a new club, activity or team, please talk with a staff member.**

### SPORT OFFERINGS:

X Country	Badminton
Golf	Baseball
Football	Slo Pitch
Volleyball	Track & Field
Basketball	Rugby
Curling	

### OTHER OFFERINGS:

Student Council	Yearbook
Travel Clubs	Jr. Prom – Gr 11
Drama	Grad Committee
Drawing Club	Book Club
Writing Club	Archery
Skills Club	
Weight Room	



