



Hay Lakes School Handbook 2025-2026

What's your PAW print?

Updated September 1, 2025

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About Hay Lakes School

Hay Lakes School is a Grade 1 to 12 school located in the rural community of Hay Lakes. The school serves approximately 230 students, with a staff of 13 teachers and approximately 6 support staff. We currently have an average of approximately 20 students per grade level. Students in our school receive a quality education that focuses on Literacy and Numeracy instruction throughout all grade levels, with strong instruction in Science, Social studies, and Fine Arts, including a robust Band program from grades 6 to 12. Students have the opportunity to participate in many different types of extracurricular activities, including a strong athletic program. Our school has been in the community for many years and has a very strong base of community support.

Our Vision, Mission, and Values

Hay Lakes School is a place where everyone is made to feel welcome. We strive to create a family environment where students feel valuable and important. We work to represent TIGER Characteristics of Trust, Inclusion, Generosity, Empathy, and Respect.

Our mission is to provide the best possible educational opportunities for all of our students all the while teaching them to be Positive, Accountable, and Wise (PAW).

At Hay Lakes School, we believe that all students are able to succeed, and that success can look different for each individual student. We work to support students while holding them to a high standard, both academically and behaviorally. We value our community and work to recognize the voice and contributions of our students, stakeholders, and community members.

SCHOOL WEBSITE

Our school website is the best source of information about our school, including the school calendar with upcoming events, links to our Newsletter, staff emails, and links to PowerSchool and the online Fee payment system.

Check it out at www.haylakes.brsd.ab.ca

BATTLE RIVER SCHOOL DIVISION WEBSITE

Our school is part of the Battle River School Division. The website is www.brsd.ab.ca and contains up-to-date information including district policies and procedures, and school calendars for the current and upcoming years.

SCHOOL MESSENGER

Our school utilizes the SchoolMessenger system to deliver messages to your email and phone with important information about events, school closings, safety alerts, and more. This system is also used by our transportation department for information about route delays and cancellations.

Parents are encouraged to make sure that they have the School Messenger App downloaded to their mobile phones. If you are not receiving text messages and/or emails, please contact the office for assistance.

FEES

The Fee Schedule for Hay Lakes School is updated each June and is available on our school website. Fees may now be paid online through the Rycor system by accessing the link on our school [website](#). Any parents who require assistance with setting up a payment plan with school fees should contact the school office.

For students participating in extra-curricular activities, including our Junior/Senior High Athletics programs and Band program trips, all course fees and fees from previous athletic seasons must be paid to participate in future events and sport seasons.

KEEPING YOUR PERSONAL INFO UPDATED

It is important that the school has current contact information for parents and guardians of all students. This includes accurate phone numbers for parents/guardians during the school day and evenings. At the beginning of each school year, parents are required to complete a verification form in PowerSchool to confirm that all information is still correct. A due date in October will be given to all parents for this to be completed. As there are important documents that need to be completed each year, any student who does not have this document completed by the due date may have their internet access removed after the due date until the documents are completed.

Please inform the school if there are any address or phone number changes during the school year.

POWERSCHOOL

PowerSchool is the program used by Hay Lakes School and all Battle River Schools for student information, including parent/guardian and emergency contact information, student attendance, and student grades and assessments.

The primary usage of PowerSchool for parents and guardians is for updates on student learning, including progress reports and marks for different assessments in all subject areas. All Battle River schools will be using PowerSchool as an online reporting system starting in the 2024/2025 school year, and we will no longer be printing report cards. It is important that parents check PowerSchool regularly.

There is a mobile app available for PowerSchool for all phones. Parents must first log into the parent portal to gain access. Information on how to set yourself up on PowerSchool can be found on our [website](#). username and password.

If you are having difficulty accessing the Parent Portal or the PowerSchool app, please contact the school.

BUSSING INFORMATION

Students who live outside of the town of Hay Lakes are able to apply for bussing to school through the Battle River School Division Transportation Office. While on the bus, students are expected to follow all school and division expectations about behavior. Each bus driver may also add expectations for student behavior on their own individual buses.

Students who ride the bus are required to have a bus pass which they scan each time they enter and exit the bus. If your child has lost or damaged their bus pass, please complete our online form ([link](#)) to request a replacement. After the replacement pass has been processed, a \$10 fee will be added to your child's online account and the old pass will be deactivated. The replacement bus pass will be distributed to your child by their bus driver.

If your child is going to be absent from school, we ask that you let the bus driver know as soon as possible, as the absence could have an effect on the route for the driver for that day.

If students have ridden the bus to a school-sponsored event where transportation for students back to the school is being provided, and parents decide to transport their child home in their private vehicle, parents must sign a Transportation-Refusal form which will be provided by the teacher/parent supervisor or bus driver.

EXTREME WEATHER/UNSAFE ROAD CONDITIONS

In the case of extreme weather or unsafe road conditions, school administration and bus drivers will determine if bus routes will operate. School Board policy indicates that if the temperature and wind chill is -40 degrees Celsius or colder buses should not run. This information will be posted on the Battle River website and can be accessed through the Hay Lakes School website. Students who ride the bus will also be contacted through the

School Messenger App. If the buses are canceled in the morning, they will be canceled in the afternoon in most cases.

During these days, Hay Lakes School will still be open for students for those parents who chose to have their children attend. If a student will not be attending, parents are asked to report the absence so the school is aware their child(ren) will not be at school. ***Any students who aren't present and not excused by parents will be marked as absent, including students who normally ride the bus. This will be done out of safety for any students who may have walked to school or driven themselves, so parents will be aware that their child did not make it to school.***

BELL SCHEDULE

Elementary Bell Schedule			Secondary Bell Schedule		
Doors Open	8:30		Doors open	8:30	
Warning Bell	8:35		Warning bell	8:35	
Start period 1	8:40	41 minutes	Start period 1	8:40	43 Minutes
End period 1	9:21		End period 1	9:23	
Start period 2	9:21	41 minutes	Start period 2	9:23	43 Minutes
End period 2	10:02		End period 2	10:06	
BREAK	10:02-10:16	14 minutes	BREAK	10:06-10:12	6 Minutes
Start period 3	10:16	41 minutes	Start period 3	10:12	43 Minutes
End period 3	10:57		End period 3	10:55	
Start period 4	10:57	41 minutes	Start period 4	10:55	43 Minutes
End period 4	11:38		End period 4	11:38	
LUNCH	11:38 - 12:12	34 minutes	LUNCH	11:38-12:12	34 Minutes
Start period 5	12:12	41 minutes	Start period 5	12:12	43 Minutes
End period 5	12:53		End period 5	12:55	
Start period 6	12:53	41 minutes	Start period 6	12:55	43 Minutes
End period 6	1:34		End period 6	1:38	
BREAK	1:34 - 1:48	14 minutes	BREAK	1:38- 1:44	6 minutes
Start period 7	1:48	41 minutes	Start period 7	1:44	43 Minutes
End period 7	2:29		End period 7	2:27	
Start period 8	2:29	39 minutes	Start period 8	2:27	41 Minutes
End period 8	3:08		End period 8	3:08	
Dismissal Bell	3:10		Dismissal Bell	3:10	

ACADEMIC PROGRAMS

Band

Students at Hay Lakes School learn to play basic instruments like recorder and ukulele in upper elementary, then start on proper wind instruments in grade six. Band becomes an option in grade seven and carries on through grade 12. Students in the program are able to rent an instrument from the school at an extremely reasonable rate. They have the opportunity to learn an instrument, perform at school functions, perform at events in the community, and travel for music related experiences.

English Language Arts

Fine Arts

At Hay Lakes School, students are given opportunities to develop their skills in the Fine Arts areas of Music, Band and Art. Classes are scheduled on a weekly basis where students can learn to play an instrument, enjoy singing, and learn the basics of music. In our Art classes, students are encouraged to express themselves with teacher-driven projects or, in the older grades, choose self-directed projects. This work in the Fine Arts classes is showcased with school displays and special concerts.

Mathematics

Options

Elementary students have opportunities to participate in art and music classes, and starting in grade 4, they also begin to learn French as a Second Language (FSL).

At HLS, students in grades 7-9 attend CTS courses at Camrose Composite one morning a week. Students also participate in different options at HLS throughout the week. At different times, we have offered courses in Band, Outdoor Education, World Sports, Art, FSL, Leadership, ComTECH, and STEM. Each year these courses can change, allowing students the opportunity to experience many different opportunities.

In High School, students are able to choose from a variety of options, including Band, FSL, Art, and Sports and Recreation. We also provide students with the opportunity to take courses by distance and through modules, offering courses in Psychology, Sociology, Forensic Science, Geography, and many more courses.

Physical Education

Science

Social Studies

Other Available Programs

Dual-Credit Programming

Green Certificate

Registered Apprenticeship Program (RAP)

Work Experience



We are TIGERS

THE FIVE CHARACTERISTICS OF A TIGER





I am being **TRUSTWORTHY** when:

- ☒ I am truthful and honest
- ☒ I play by the rules
- ☒ I am responsible for my own learning and behavior
- ☒ I am reliable and dependable
- ☒ I am a good role model to others



I am being **INCLUSIVE** when:

- ☒ I am inviting and accepting of others
- ☒ I consider and acknowledge everyone's views, opinions, strengths, and weaknesses
- ☒ I contribute to group activities
- ☒ I understand individual differences and encourage everyone to be themselves
- ☒ I keep an open mind and accept new ideas



I am being **GENEROUS** when:

- ☒ I share willingly with others
- ☒ I go above and beyond to help out
- ☒ I devote my energy to doing good things for others
- ☒ I give from the heart without expecting anything in return



I am being **EMPATHETIC** when:

- ☒ I understand others' feelings
- ☒ I am supportive of others when they feel bad
- ☒ I celebrate the successes of my classmates
- ☒ I put myself in someone else's shoes



I am being **RESPECTFUL** when:

- ☒ I listen to others when they are speaking
- ☒ I am being kind and considerate to everyone
- ☒ I keep my learning environment organized
- ☒ I recognize the personal space of others
- ☒ I accept everyone's differences

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STUDENT BEHAVIOR AND CONDUCT

The Board believes all students have the right to be safe and secure in school. With that right comes the responsibility to respect the rights of those around them, and to accept the rewards and consequences of their behaviour.

Link: [BRSD Policy 20 SAFE, CARING, AND HEALTHY SCHOOLS AND WORKSITES](#)

Students will:

- attend school regularly and punctually.
- complete all assignments and homework.
- work to the best of their ability.
- continually strive for excellence in endeavours.
- dress appropriately and use appropriate language and behavior.
- respect the safety and wellbeing of all in the school.
- adhere to board and school policies and rules.
- cooperate fully with everyone authorized by The Board to provide educational programs and services.
- conduct themselves with respect for legal authorities.
- respect school property.
- respect the property of others.

STUDENTS IN GOOD STANDING

As a school, we believe that it is important for our students to have opportunities to extend their learning and educational experiences,. This extension of learning can sometimes take the form of special activities in the classroom, along with field trips, both for educational purposes and as a celebration of learning and milestones for students, and extra-curricular activities including, but not limited to, school athletics.

For students to be able to participate in these activities, students must show a reasonable effort to ensure good attendance, that they are working to the best of their abilities in class, they should demonstrate a positive attitude towards learning, and they must show they are able to be good representatives of Hay Lakes School. Student misbehaviour may also be taken into consideration, whether it is historical or recent.

As these special events approach, for any student who may not be in good standing, teachers, upon consultation with school administration, will reach out to parents to inform them their child may not be able to participate. Teachers will ensure that parents understand what might be expected of the student to be able to participate in the learning experience or field trip.

STUDENT WELLNESS FACILITATOR (SWF)

The SWF's role includes building trusting relationships with students and parents, offering coaching based on strengths, and finding practical solutions. They assist in setting achievable goals, provide strategies and community referrals, and recommend support for social-emotional and mental health needs. They also facilitate ongoing communication between home and school to support attendance and act as a liaison.

PERSONAL COMMUNICATION DEVICES

Hay Lakes School will align with Alberta Education's ministerial order and BRSD's Administrative Procedure 135.

Hay Lakes School believes in the interest of health, wellness and safety of our students and to maintain a focused and engaging learning environment we are requiring:

- Students in Grades 1 to 6 who have mobile devices will be expected to turn their devices off and place them in their locker at the beginning of the day, and they must remain there until the end of the day.
- Students in Grades 7 to 12 will be expected to have their devices turned off or in silent/do not disturb mode in their locked hallway lockers during instructional time.
- Students in Grades 7 to 12 will be allowed to use their mobile devices during the time before and after school, during the noon hour, and during the breaks between periods 2 and 3, as well as 6 and 7.

Social Media platforms will NOT be accessible on our school network.

Students may access their phones for medical or health reasons (as confirmed by a physician) or for educational support as approved by school administration.

Students shall be personally and solely responsible for the security of the personal communication devices. Hay Lakes School and Battle River Regional School Division are not responsible for the loss, theft, damage, or vandalism to student electronic devices, as well as other student property.

Student Dress Guidelines

At Hay Lakes School, we allow students to have the right to determine individual patterns of dress, provided that such dress does not interfere with the health and safety of themselves or others, and does not interfere with the moral tone of the school.

Student dress should keep the following guidelines in mind (but are not limited to):

1. Clothing should be clean and tidy.
2. Suitable clothing and indoor/outdoor running shoes are necessary for Phys. Ed.
3. Clothing should not display foul, offensive, or inappropriate language or graphics for a school setting, including implied meanings and slang terminology.
4. Graphics promoting smoking, drugs, or alcohol are not suitable for the school environment.
5. For safety reasons footwear is always to be worn.
6. Students should dress appropriately for the current weather conditions.

Any student who wears clothing that is deemed inappropriate for the school atmosphere may be asked by any staff member to cover the clothing or remove it if possible, and will be asked not to wear it to school again. Any repeated issues could result in conversation with administration and parent involvement.

Lockers

Lockers are available for use by all students, however, they remain the property of Battle River School Division. The school reserves the right to enter and search lockers at any time in the event there is reasonable suspicion to believe that there is contraband in the locker. Again, lockers are the property of the Battle River School Division, and searches will take place at the discretion of the school administration.

Once a locker is assigned, students are responsible for the care of the locker. Students who damage or deface a locker may lose their locker privileges and will be assessed for the damages. Students are also responsible for cleaning out their lockers on a regular basis and at the end of the school year. Parents please be sure that all goods are clearly marked for easy identification. Hay Lakes School and BRSD do not accept any responsibility for lost or stolen items.

Student Drivers

Hay Lakes School does not accept responsibility for damages and/or thefts, which occur in the parking area. Complaints should be filed with the R.C.M.P.

- Students must park in designated parking areas at the west and south of the school.
 - Out of respect for our community, students are asked not to park on the road in front of homes
- Speed limits and road signs must be obeyed at all times.
- Stunting of any kind in the school zone will not be tolerated.

Administration will work to support students in learning about this very important responsibility of driving a vehicle in school zones, however, any infractions of these expectations may result in meetings with parents, school disciplinary action, and may be reported to the R.C.M.P.

Students Leaving School Grounds

If students are required to leave school during the day, we ask that a parent or guardian emails or calls the school office to excuse the student. Students must sign out at the office.

For students participating in Work Experience and Registered Apprenticeship Programs (RAP) off of school grounds, parents are required to send an email once at the beginning of the placement indicating their permission for the student to leave. All RAP and Work Ex students leaving school grounds are required to sign out at the office **every time they leave for their program.**

During the noon hour, students in Junior High and Senior High are allowed to leave school grounds to go to the store in town if they so choose, or to go home for lunch. While students may be off of school property, they are still at school during that time, and all expectations about behaviour are the same. Students must be back in the building before the beginning of afternoon classes. Students are expected to keep any purchased items from the store in their lockers if directed to do so by staff members.

Any misbehaviour in and around the town of Hay Lakes, or students who are consistently late returning to school in the afternoon, could result in disciplinary action and the loss of the privilege of leaving school grounds.

Starting in the 2024-2025 school year, students in Grade 7 will require permission from their parents to leave the school grounds at lunch. Other junior high students will not be required to have the parent permission form signed to leave school grounds for the 2024-2025 school year. Once students reach High School, students leaving school grounds will not require parent permission.

Smoking, Vaping, And Tobacco Use

In the interest of promoting the health and welfare of all employees and students, the Board mandates the existence of a smoke-free environment in all its buildings, grounds, school buses, vehicles, and property, except in designated smoking areas outside buildings every day, whether the buildings are used for school, entertainment, recreation, business, or private functions.

Students are not permitted to use or be in possession of tobacco or vape products. If a student is found to be in possession of a tobacco/vape product, the staff member will confiscate the item and it will be retained by administration, additional consequences may apply. Students who are found to be using tobacco/vape products on school property or during school time will be subject to consequences up to and including suspension from school.

Prohibited substances

As per BRSD's Administrative Procedure 165, "Division facilities and grounds are officially declared as zones free from the use, possession or offer for sale of tobacco, alcohol or drugs. Employees and students are also prohibited from attending work and/or school impaired from the use of alcohol or drugs." Reporting to class or to a school activity under the influence of or in possession of prohibited substances is a very serious offense. The consequence will not be worth the risk, as these are considered serious violations of the behaviour code.

Under BRSD's Administrative Procedure 355, the Division has a responsibility to ensure that each student and each staff member is provided with a welcoming, caring, respectful and safe learning environment. As such, the Division authorizes principals to conduct student searches where it is necessary and reasonable to do so in order for the principal to fulfill their obligations to maintain order and discipline in the school and on school grounds and during school activities. The Supreme Court of Canada has confirmed that a school authority may conduct a search of a student, without warrant, where there are reasonable grounds to believe that a school rule has been violated and evidence of the breach will be found on the student.

- The Principal is responsible for maintaining an environment that is safe and conducive for learning.
- The Principal and staff adopt a zero tolerance toward illicit drugs in the school. This includes vaping and vaping supplies.
- The Principal stands in place of a parent, and therefore can access the entire school facility. This means that any evidence gathered as a result of a search could be used either by the school administration for discipline, or by the police for criminal charges.

Students 18 Years Of Age Or Older

When a student turns 18 years of age, he or she may choose to be solely responsible for his or her attendance, behaviour, and general success at school. To do this, students must sign a letter requesting that the school have no further communication with their parents. The parents must be given a copy of this letter. All school expectations still apply.

STUDENT ASSESSMENT AND REAL-TIME REPORTING

The following information is in accordance with [BRSD Administrative Procedure 360](#) on Assessment of Students.

Starting in September of 2024, all Battle River School Divisions moved to Real-Time reporting. This means that no longer will we have a traditional report card go out throughout the year, but parents and guardians will be able to stay up to date on their child's marks using PowerSchool. What does real-time reporting mean?

1. **Real-Time Information:** With PowerSchool, you can access your child's academic progress in real-time. This means you can stay up-to-date on their learning journey whenever you want, rather than waiting for periodic report cards.
2. **Unlimited Access to Assessment Results:** You are no longer limited to seeing your child's progress three times a year. With digital reporting, you can check assessment results at any time, enabling you to have a deeper understanding of their academic performance.
3. **Active Partner in Learning:** This transition empowers you to become an active partner in your child's education, rather than merely an observer. You can now be more involved and engaged in their learning process.
4. **Timely Support:** If your child is facing challenges or has missing assignments, you can address these issues promptly, preventing them from becoming larger problems. Digital reporting allows for timely intervention.
5. **Access to Teacher Feedback:** You'll have easy access to teacher feedback on assignments, which can help you better support your child's learning by understanding their strengths and areas for improvement.
6. **Engagement in the Learning Process:** We view education as a partnership between parents and educators. Digital reporting fosters greater collaboration and engagement in the learning process.
7. **Close Communication with Teachers:** The PowerSchool platform also facilitates closer communication with your child's teachers, allowing for quick and efficient exchanges of information.

Elementary Assessment

At Hay Lakes, our elementary teachers are all piloting providing marks in a manner which focuses on how students are doing on specific outcomes. This means that you are better able to see how your child is doing on specific concepts, allowing you to better understand how your child is doing on that outcome. For example, no longer will you just receive an overall mark for math, but you will be able to see marks for how they are doing on adding and subtracting, multiplying and dividing, pattern recognition, data analysis, etc.

In elementary classes, students receive marks based on the following scales:

Grades 1 to 3

Level of Achievement	Academic Achievement
Proficient	A strong understanding and application of concepts and skills
Achieving	A good understanding and application of concepts and skills
Developing	Limited understanding and application of concepts and skills
Not Meeting	Does not yet demonstrate the required understanding and application of concepts and skills

Grades 4 to 6

Level of Achievement	Academic Achievement
Exemplary	Very good to excellent understanding and application of concepts and skills
Proficient	A good understanding and application of concepts and skills
Achieving	A basic understanding and application of concepts and skills
Developing	Limited understanding and application of concepts and skills
Not Meeting	Does not yet demonstrate the required understanding and application of concepts and skills

Junior High and Senior High Assessment

In Junior and Senior High classes, students are marked according to outcomes. Students are given multiple opportunities to show their understanding of the material, and assessments could include, but are not limited to, in-class assignments, quizzes, presentations, individual and group projects, tests, and both unit and final exams.

At the beginning of each course, the teacher will provide students with an outline of the assessments that will take place during the courses along with a breakdown of how students will be marked.

Final Assessments

Each teacher will decide upon a culminating assessment for students in their core courses. This can take many different forms, but final assessments will have a maximum value of the following:

- Grade 7 and 8 - 10% of the total mark
 - Teachers may split this between a midterm assessment and a final assessment.
- Grade 9 - 15% of the total mark
 - The PAT mark will be used for this mark
- Grade 10 - 20%
- Grade 11 - 25%
- Grade 12 - 30% Diploma mark

Absences

When students are absent on the date of a test or assignment, they will be expected to be prepared to complete the assessment on their next day at the school. This also includes our athletes who may miss time due to sports. Students may be asked to complete this assessment during an alternate time as well, including during the noon hour or during a flex period of the student.

Late work

If a student is late in submitting an assignment, it will be marked as late or incomplete, and given a mark of 0% until the work is complete. Teachers will work with students and parents to give students an opportunity to complete the assignment, or an alternate assignment may be provided. Students will be given a reasonable time to complete the missing work, but if the work remains incomplete, the teacher may use their professional judgement to assign a grade to the student based on the level of understanding they showed on other assignments covering the same topic.

Exams

An exam schedule will be created for the end of first and second semester. The dates of exams for students will be shared with parents. Regular classes may continue to happen during this time for students, especially those courses which run all year.

Plagiarism, Cheating, and the improper use of AI

Plagiarism is deliberate literary theft. It is dishonest and demonstrates a lack of integrity. Plagiarism can involve: copying answers to questions from another person or source and submitting them as your own; copying and pasting information from Internet source(s) and adding it to a report or essay without crediting the source(s); submitting your work for one class and re-submitting it to another for marking; or purchasing an on-line essay and passing it off as your own work. These guidelines are also in place for students who are using artificial intelligence(AI) in a way to create work that is not their own. Teachers will work with students on the ways in which they can use AI in their work, but the use of AI must only be used with teacher approval.

Depending on the circumstances of the case, any of the following guidelines may apply:

- Students will be required to redo the assignment or an alternative assignment covering the same outcomes.
- The student's parents are notified, and the incident is noted on the student's school file.
- The student's computer and internet privileges could be suspended for a term of time.
- A student's involvement in such activities could jeopardize his or her chances of receiving favorable recommendations from teachers and the Principal for awards, post-secondary institutions, or employment.
- Repeated plagiarism or cheating could result in the student being removed from the course.

HAY LAKES SCHOOL ATTENDANCE PLAN

Philosophy

At Hay Lakes School, staff members believe that regular and punctual student attendance and student achievement are closely related. Students are encouraged to consistently attend all their classes.

Knowing that frequent absences can make student success challenging due to missing instruction and assignments, we are also cognizant that there are many factors that can have an impact on student attendance, including mental health, sickness, and other medical and family issues. Regular attendance means that students attend school each day to the best of their ability, and arrive on time to begin their day in a positive way.

Communication between the home and the school is fundamentally important for student success. If your child is struggling with attending school, please reach out to the school for support.

Responsibilities

As part of the Alberta School Act, students are expected to attend school regularly.

The following parties will share responsibilities for student attendance:

All Students

- Students will attend class regularly and do their best to attend school each day
- Students, in conjunction with caregivers, will give teachers advance notice about absences whenever possible.
- Students will be responsible for completing any required work missed during any absence, including for school events.
- If students arrive late to school for any reason, they are asked to check in at the office before heading to their class.
- Students leaving the school for any reason must have permission from parents and sign out in the office. Parents should communicate their permission with the school office by phone or email. Text messages will not be accepted as permission to leave the school.

High School Students

- Students in grades 10 and 11 are required to take a full course load, without spares.
- Students participating in RAP and Work Experience programs off school grounds are still expected to have parents communicate with the school office allowing students to leave for their programs. This can be done one time for the duration of their work experience. Students are expected to check in with the office before leaving.
- Students in grade 12 who have spare periods who remain at the school are expected to be in the student commons or the library, and not in the hallways.

Parents or Guardians

- Parents and guardians will be expected to encourage their children to attend school daily, however, if a child is going to be absent, we ask that parents/guardians phone or email the school to let us know.

Teachers

- Teachers will contact parents/guardians when they become concerned about a student's absences, and work with the parents/guardians to support the student to attend school regularly.

Administrators

- Administration will establish and execute the appropriate communication, both verbal and written between the school and the home regarding attendance and attendance problems.

Procedures

1. School Messenger will report all student lates and absences to parents/guardians twice daily, in the morning and the afternoon.
2. Parents/Guardians will be contacted by the subject teacher regarding chronic student lates and absences throughout the semester/year
3. If the attendance does not improve, a letter of concern will be sent to parents/guardians of students who exhibit poor attendance and/or are failing one or more courses after the fifth week of the start of each semester.
4. Excessive absenteeism will be referred to the administrator. Parents/Guardians will be contacted when a student's absenteeism is negatively impacting their academic achievement reiterating the importance of attendance and requesting a meeting with the parent/guardians to develop an action plan to improve attendance.
5. A letter from Hay Lakes School will be sent to parents/guardians of the student who exhibits poor attendance.
6. If none of the preceding strategies work to improve the student's attendance, the school will be required to report the attendance issue to the Assistant Superintendent, Education Services, to determine the next steps.

EXTRACURRICULAR OPPORTUNITIES (In Draft)

Sports Teams:

Cross Country
Volleyball
Basketball
Badminton
Track and Field

Athletic Code of Conduct

This policy applies to all extra-curricular athletic activities within Hay Lakes School. All athletes & parents must sign the following policy statement in order for a student to participate in extra-curricular activities at Hay Lakes School.

There are a number of common qualities teams must pursue if they wish to approach their potential. The following statements will be the building blocks of all Hay Lakes teams. All players & coaches must adhere to the following athletic philosophy & guidelines.

1. As members of Hay Lakes School, we must recognize that our first responsibility is to academic progress. This statement has a number of implications:
 - a) Regular attendance for all classes.
 - b) Punctual completion of all assignments and tests.

School attendance is a prerequisite for participation at either a practice or a game. The only exceptions are verified medical appointments, or prior consent of the principal. Students who have less than 50% in any course will be academically ineligible and will not be allowed to participate until such time the mark is 50% or better or the student is cleared to play by the principal. Students with multiple outstanding assignments may also be ineligible to participate in the extracurricular activity until they are caught up.

Other factors such as attendance, tardiness, classroom behaviour, and effort will also be considered when determining eligibility. Athletes will not be able to practice or participate in games (league or tournament) during the time they are considered academically or behaviourally ineligible.

Your teachers will be speaking to us about your athletic and academic successes. We look forward to these because we are proud of our association with you.

2. As members of Hay Lakes School, you have the privilege of representing our school in a fashion that very few people will. This privilege is one we should continuously work for, and not one that we consider our due right.

3. We must adopt and actively pursue a “team-before-self” and “school-before-team” attitude. Although individual goals and objectives are positive and advisable, all individuals must recognize that we will not jeopardize the development of the team for that of an individual.

4. Players, managers, and coaches must be committed to the team; the pursuit of excellence should be a real one. Regular, punctual attendance at all team activities is an expectation. Individual effort (in practices and games) should reflect a willingness to

improve, and a real excitement for playing the game.

5. The consumption of tobacco, vape products, alcohol, cannabis products, and other drugs is prohibited at school for all students, including those who are 18 and older. Any athlete found to be consuming any of these substances during all athletic events, including tournaments and overnight trips, will lead to athletes being unable to participate in games and practices and could result in suspension from school.

6. You are what you do. You do what you think. In that respect, we want to exhibit a positive attitude at all times. We should work towards:

- Being positive to all our teammates both as players and as people; negativity cannot/will not be tolerated.
- Showing our opponents the same respect we show our teammates.
- Accepting instruction and displaying a willingness to change when and where it is appropriate.
- Showing officials respect. All team members must accept the official's judgments and decisions as irreversible, and thus continue to concentrate on the game.
- Displaying tremendous pride in our performance. The game is an opportunity to display our hard work, our collective energy, our positive attitude, and ourselves.
- Displaying concerned leadership, regardless of your position of play or years of involvement in the program.
- Making positive lifestyle decisions and modeling appropriate behavior.
- Building the best team we can.
- Having as much fun as we can.

7. As coaches we will strive to be fair, honest & positive and treat all athletes with respect. Every player is important to our team and every player will be given ample playing time to develop their skills & contribute.