

# Westpark Middle School



## Student Handbook 2024-2025

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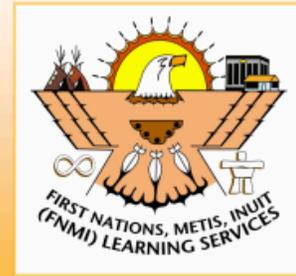
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## Westpark Middle School Student Handbook 2023-24

### Land Recognition

We acknowledge that we are on Treaty Six territory to the North of the Red Deer River and Treaty Seven territory to the South of the Red Deer River.

We acknowledge and give thanks to all the many First Nations, Metis and Inuit whose footsteps have marked these lands for centuries.



# **Welcome to Westpark Middle School!**

## **Administration**

Ms. Kelly Brand- Principal & Grade 8 Administrator  
Ms. Danielle Verklan- Vice Principal & Grade 7 Administrator  
Mr. Aaron Langstraat- Vice Principal & Grade 6 Administrator

## **Learning Support Team**

Mrs. Viki Hedlund- Family School Liaison Counselor  
Ms. Evelyn Gotell- Counselor  
Mrs. Angela Skene- Learning Assistance Teacher  
Ms. Alyssa Bratt- Student Support Room Teacher

## **School Address**

3310 55 Avenue, Red Deer, AB T4N 4N1  
Main Office: (403) 347-8911, Fax: (403) 343-2792  
[westparkmidd@rdpsd.ab.ca](mailto:westparkmidd@rdpsd.ab.ca)  
<https://www.rdpsd.ab.ca/westparkmiddle>

## **Attendance Reporting**

Phone: (403) 343-2737  
Email: [wmsattendance@rdpsd.ab.ca](mailto:wmsattendance@rdpsd.ab.ca)

## **Mission Statement**

*“Westpark Middle School is a community where all people are respectful, responsible, and enjoy lifelong learning.”*

## **Message from the Principal**

### ***Welcome to Westpark Middle School!***

Welcome to Westpark Middle School. Whether this is your first year, your last year, or somewhere inbetween, we want all students to have a great experience at Westpark and to make the most of their middle school experience.

At Westpark, we are committed to supporting students' behavioral and academic needs with positive reinforcement. At Westpark, "Wildcats LEAD" is an integral part of our school culture that is interwoven into everything we do. LEAD stands for Learn, Effort, Accountability and Dignity. These four words represent the values and expectations of all Wildcats at WMS. While it certainly applies to their academics and behavior while at the school, we also want to prepare our students for their varied futures and hope to watch all of our Wildcats LEAD long past their short time in our building.

Our school staff are committed to supporting students in their journey of lifelong learning. Respect for others and the right of all students to learn and be treated with respect and dignity is an expectation of this school.

Middle school is an exciting time to try new things and get involved in all the clubs, activities and opportunities we have to offer. We encourage all our students to do their best, but it is also important to branch out and try something new, maybe even discover a new passion.

There are so many opportunities to grow and explore at Westpark. I am excited to be a part of your journey in becoming a LEADER.

Have a great year Wildcats!!

***K. Brand***

Ms. Kelly Brand

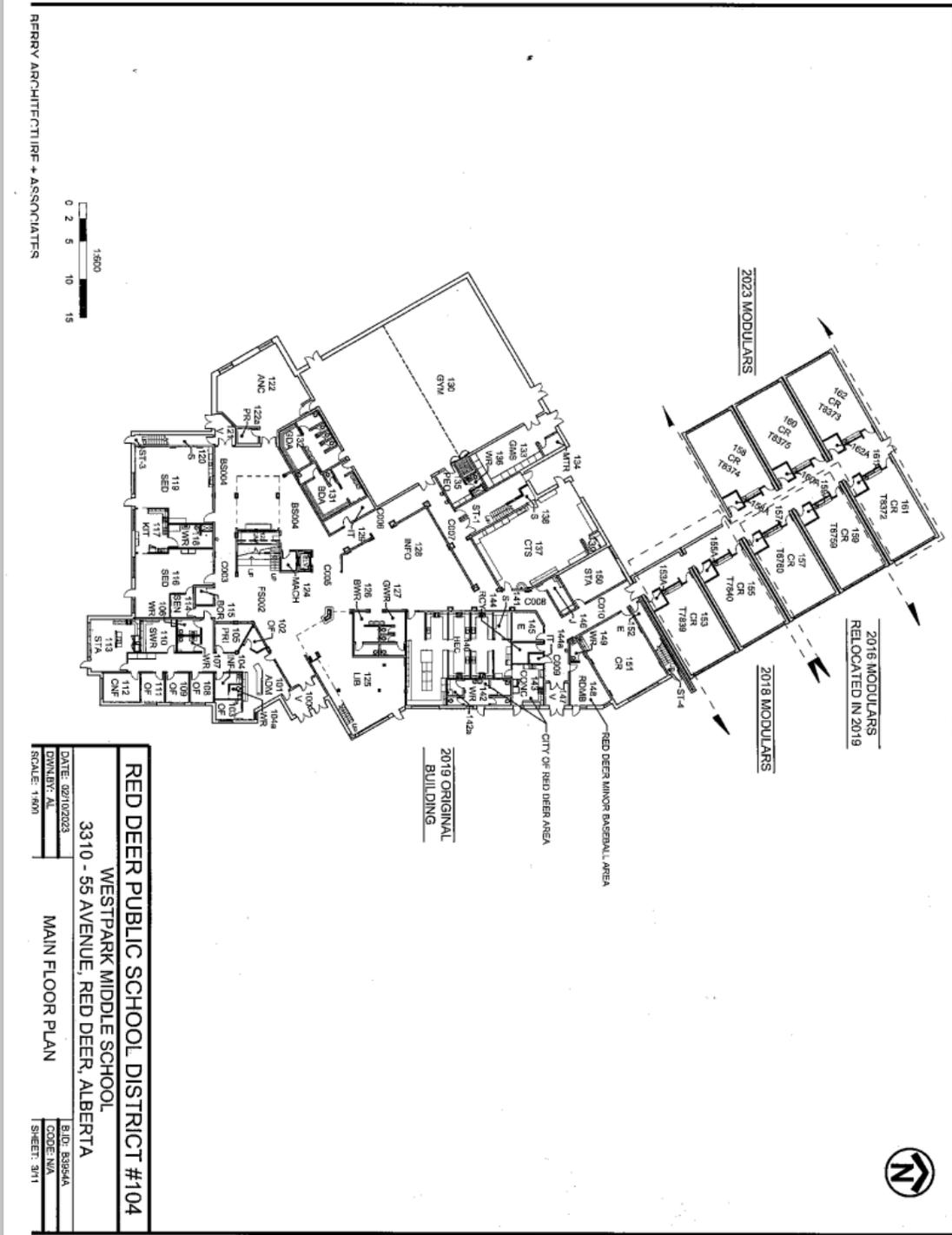
Principal, Westpark Middle School

## Bell Schedule

<b>Bell Times</b>	
<b>First Bell</b>	<b>8:00</b>
<b>Block 1</b>	<b>8:05-8:53</b>
<b>Break</b>	<b>8:53-8:55</b>
<b>Block 2</b>	<b>8:55-9:42</b>
<b>Break</b>	<b>9:42-9:47</b>
<b>Block 3 (Interventions)</b>	<b>9:47-10:27</b>
<b>Break</b>	<b>10:27 - 10:29</b>
<b>Block 4</b>	<b>10:29 - 11:17</b>
<b>Break</b>	<b>11:17 - 11:19</b>
<b>Block 5</b>	<b>11:19 - 12:07</b>
<b>LUNCH (eating) 12:07 - 12:22</b>	
<b>Recess 12:22 - 12:52</b>	
<b>PM Warning Bell 12:52</b>	
<b>Block 6</b>	<b>12:59 - 1:47</b>
<b>Break</b>	<b>1:47 - 1:49</b>
<b>Block 7</b>	<b>1:49 - 2:37</b>

# Westpark Middle School Floor Plan

## Main Floor





**\*\*The information in this handbook is subject to change. Please consult the link on the Westpark website and/or contact the main office for the most up to date information.\*\***

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### **General School Information**

Student Entry: 7:55 am  
 Office Hours: 8:00 am-3:30 pm (M-F)  
 School Day: 8:00 am -2:37 pm  
 School Team: Wildcats  
 Lunch: 12:07- 12:52 pm (Closed Campus)

### **Before and After School Hours**

The school opens at the first bell at 8:00 am. Only those students under the direct supervision of a staff member are allowed early entry (extra curricular activities, band, etc.). Once students have entered the school, they are expected to remain on campus for the entire day. Students are not permitted to leave the school grounds at any time during the day without prior, parent/guardian permission. Students are permitted to enter the school through the front doors and snack shack doors for morning entry. Only the front doors are unlocked during the school day.

Students are expected to leave the school premises immediately after school unless they are under the direct supervision of a teacher or are watching a surprise activity in the gym. The outside doors are locked at 4:00 each day.

Full days off are scheduled throughout the school year (see chart below). While we know it cannot always be helped, we strongly encourage parents to schedule appointments during this time.

### **Non School Days 2024-25 School Year**

Aug. 21: School Open for Registration	Feb. 18 & 19: Winter Break
Sept. 2: Labour Day Holiday	Feb. 20 & 21: Teachers Convention
Sept. 30: National Day of Truth and Reconciliation	Mar. 13 & 14: Staff Learning Day/ Parent Teacher Interviews
Oct. 10 & 11: Staff Learning Days	Apr. 4- Staff Learning Day
Oct. 14: Thanksgiving Day Holiday	Apr. 18- Good Friday
Nov. 7: Staff Learning Day	Apr. 21- Easter Monday
Nov. 8: Fall Break	Apr. 22-25 Spring Break
Nov. 11: Remembrance Day	May 16: Staff Learning Day
Dec. 12&13: Staff Learning Days/ Parent Teacher Interviews	May 19: Victoria Day
Dec. 20 - 1 hour early dismissal	June 13: Staff Learning Day
Dec.r 21-Jan. 5- Christmas Break	June 26: Last Day for Students (1 hour early dismissal)
Jan. 17- Staff Learning Day	June 27: School Organizational Day (Teachers and Staff Only)
Feb. 17 Family Day	June 30: School Organizational Day (Teachers & Staff Only)

## RDPSD Values for Learning and Life

Westpark Middle School is committed to upholding the Red Deer Public School District Values for learning and life.

<p><b>RESPECTFUL</b></p> <p>Treat everyone, including yourself, with respect. Show that you care. See the value in everyone and celebrate our differences.</p> <p><i>Treat others as you want to be treated.</i></p>	<p><b>CURIOUS</b></p> <p>Being curious is having an eagerness to learn more, exploring possibilities, and making the whole world your classroom.</p> <p><i>Imagine the possibilities.</i></p>	<p><b>RESPONSIBLE</b></p> <p>Being responsible means doing what is right and always being accountable for your actions.</p> <p><i>It's the choices you make and the actions you take.</i></p>
<p><b>COLLABORATIVE</b></p> <p>Collaborating with others is how you create friendships, see things from other perspectives, and come up with bright new ideas and solutions to problems.</p> <p><i>Together we can do the impossible.</i></p>	<p><b>RESILIENT</b></p> <p>Resilient is being able to bounce back from challenges, disappointments or adversity.</p> <p><i>You've got this.</i></p> <p><i>Life is tough but so are you.</i></p>	<p><b>HEALTHY</b></p> <p>Healthy means your mind, body, and spirit all working well together - so you can be the best you.</p> <p><i>Power your body, brain and soul.</i></p>

Value/Definition/Tagline

## RDPSD Student Code of Conduct

### STUDENT CODE OF CONDUCT

An important goal of the Red Deer Public School District No. 104 is to develop responsible, caring and respectful members of a just, peaceful and democratic society.

A student, as a partner in education, has the responsibility to:

1. demonstrate a commitment to maintaining a safe and caring school
2. demonstrate desirable personal characteristics, such as respect, responsibility, fairness, honesty, caring, loyalty and commitment to democratic ideals
3. conduct yourself so as to reasonably comply with the following code of conduct:
  - a. be ready to learn and actively engage in, and diligently pursue your studies
  - b. attend school regularly and punctually
  - c. comply fully with everyone authorized by the Board to provide education programs and other services
  - d. comply with the rules of the school and the policies of the Board
  - e. account to your teachers for your conduct
  - f. respect the rights of others

- g. contribute to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
  - h. positively contribute to our school and community
4. be answerable for your conduct to the administration of the school on the way from home to school and from school to home, in the school building, during all times that they are on the school grounds, and during all school-sponsored activities
  5. be afforded information on the code of conduct with which you are expected to comply, with possible consequences for noncompliance.
  6. have the right to fair treatment and due process, including the opportunity to account for situations and behaviors.
  7. refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building during the school day or by electronic means.

Students who are not meeting the expectations will have a discussion with the adult (teacher, guest teacher, Educational Assistant, Office staff, Administrator, Custodian) involved. The grade administrator will also get involved as required.

### **Student Rights and Responsibilities**

1. I have a **RIGHT** to learn in this school. It is my **RESPONSIBILITY** to listen to instructions, work quietly at my desk and raise my hand if I have a question, concern, or need to leave.
2. I have a **RIGHT** to hear and be heard. It is my **RESPONSIBILITY** to not talk, shout or make loud noises when others are speaking.
3. I have a **RIGHT** to be respected in this school. It is my **RESPONSIBILITY** to not tease or harass other people.
4. I have a **RIGHT** to be safe in this school. It is my **RESPONSIBILITY** to not cause physical or emotional harm to other people.
5. I have a **RIGHT** to privacy and my own personal space. It is my **RESPONSIBILITY** to respect the personal property of others, and accept their right to privacy.

## **Westpark Behavior Expectations**

Westpark Middle School upholds the RDPSD Student Code of Conduct by supporting and educating students with the use of our Wildcats LEAD character education program. The staff of Westpark acknowledges that the vast majority of students exhibit exemplary behavior and endeavor to recognize that behavior throughout the year. Wildcats LEAD also supports students in correcting their behavior when choices are made that do not represent the expectations therein. As a student works towards learning to LEAD in Westpark, staff and students will support each other by referencing common definitions and expectations of what Wildcats LEAD really means.

***Learn-*** Wildcats work to gain the knowledge and skills needed to be successful

***Effort-*** Wildcats demonstrate and show evidence of working to improve

***Accountability-*** Wildcats take responsibility for their words and actions

***Dignity-*** Wildcats treat people kindly and with respect

The school rules are based on a common set of school values. If a student chooses not to comply with the rules and expectations, disciplinary action will be taken.

Some examples of student noncompliance include, but are not limited to:

- Defiant or disrespectful words or behavior towards a staff member or peer
- Engaging in or encouraging others to engage in physical aggression (includes by-standing)
- Inappropriate use of personal devices (use when not permitted, filming other students or staff members)
- Threatening oral, written works or physical actions towards the school or member of the school community
- Sexual aggression, intimidation or harassment through oral, written or physical communication
- Vandalism of property belonging to the school or members of the school community

Consequences will be determined by the severity of the misbehavior and may include any of the following.

1. Loss of privileges: field trips, dances, extra-curricular activities, computer time, etc.
2. In-school suspension- lunchtime or after school, during class time
3. A student may need to work under supervision for a defined period of time.
4. The teacher or grade administrator will notify parents and may request a meeting.
5. Out of school suspension: The principal may suspend a student from school for up to five days.
6. Expulsion: The School Board, upon recommendation from a principal, can expel a student from school.

While daily behavior intervention will be handled by the classroom teacher, if a student fails to meet the expectations and classroom interventions, the teacher will meet with the student, parent/guardian and/or administration as appropriate.

In extreme cases where a student has jeopardized the safety of others or the security of the school community, administration will involve the senior administration of Red Deer Public with a possible recommendation for expulsion.

## Alcohol/Drugs/Tobacco/Vaping/Contraband

Students will not use, distribute, be under the influence of, or be in possession of tobacco, alcohol, vaping devices, drugs or paraphernalia during the school day or while on school property. This applies to any school-sponsored activity or event. Smoking/vaping on school property is strictly prohibited for all students, parents and school personnel. Students who engage in any of the activities above will face consequences including, but not limited to suspension, parent conference, or removal from school. When warranted, the appropriate authorities will also be notified.

It is critically important that students not bring articles to school that may pose a safety risk or be offensive. Certain materials are contraband and are not allowed on school premises. The classification of what is contraband is at the discretion of school administration. Students who bring contraband onto school property will be subject to disciplinary measures.

The following are some examples of contraband, but **this list is not exhaustive**:

- Weapons (including all kinds of knives)
- Incendiary items (laser pointers, matches, lighters, firecrackers, etc.)
- Energy drinks
- Toy guns or weapons
- Tobacco products
- Vaping devices and accessories
- Illicit drugs/alcohol/ paraphernalia
- Stolen goods
- Pornographic items or material
- Items intended for sale

Students must not bring these items to school under any circumstance. If these items arrive at school, they will be confiscated, destroyed, turned over to the RCMP or (depending on the item) returned to the parent. Parents/guardians may claim certain items by meeting with the administration. Weapons will always be handed over to the RCMP. Possession of contraband may result in suspension from school or a recommendation for expulsion.

## Academic Dishonesty

Also known as cheating or plagiarism, academic dishonesty is any time a student submits work that is in part, or in whole is not their original personal work OR helps a student obtain material that will be submitted and is not their own personal work.

For example, the act of academic dishonesty occurs when a student:

- Copies or lends a homework assignment from/to another student
- Hands in the work of another student or a published author and claims it to be their own
- Communicates with another student verbally or nonverbally or enables another student to see answers during an exam
- Discusses exam questions with another student who has not yet written the same exam
- Looks at another student's test/exam during a test/exam

- Obtains a copy of a test prior to it being administered
- Uses notes, texts and/or written words on hands/body, during a test unless directed to do so by their teacher
- Changes answers during the marking of an exam
- Receives a due date extension on the basis of a lie

Consequences in each situation will be decided by the teacher in consultation with school administration.

### **Bullying and Harassment**

Bullying and harassment are serious offenses and will be approached as such when addressed by school staff and administration. It is important to recognize the levels of mean behavior middle school students may experience and inflict upon one another. While all incidents will be dealt with appropriately, not all incidents are bullying. This chart will serve as a handy tool for parents and students when addressing concerns and reporting incidents.

<b>CONFLICT</b>	<b>RUDE</b>	<b>MEAN</b>	<b>BULLYING</b>
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior; the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

## **Communication With School**

Communication between home and school is vital in supporting students in their academic and social development and is encouraged. Please ensure your information is up to date in PowerSchool so the school can contact you when necessary. If you need help setting up a parent portal account, please contact the school for support (403) 347-8911.

RDPSD has a policy where staff are not obligated to respond to communication of a work related nature between 6pm and 6am on weekdays and all day on weekends. While you are welcome to send messages at any time, you may not receive a response during those periods.

### **Contacting Your Child at School**

As students are not permitted to have their personal devices in class, parents are advised to call the office to leave a message for their child. Messages will be given to students at class break, or as soon as possible, depending on the nature of the message.

**In an emergency situation (accident, death, etc.) please call the school and inform us of the emergency so we can support your child as they receive the information. In those instances, the child will be brought from class to the office to receive the information.**

## **ATTENDANCE & LATE POLICY**

We want to ensure that students understand school expectations. Our expectations have been established for the safety and well-being of all who attend WMS. They also enable students to learn the social skills appropriate in society and the workplace.

We consider attendance to be essential for successful academic achievement and growth. Prolonged absences or sporadic attendance results in a lack of continuity in learning and seriously impacts a student's progress. **The responsibility for regular and punctual attendance rests with the students and the parents.**

The Alberta School Act states that: *“Individuals eligible to be enrolled and between age 6 and 16 shall attend school. A student is excused by reasons of sickness or unavoidable cause, or religious holiday or suspension or expulsion or due to Ministerial order.”* (AB School Act Section 13)

## **ABSENCES**

Attendance Line: (403) 343-2737  
Email: [wmsattendance@rdpsd.ab.ca](mailto:wmsattendance@rdpsd.ab.ca)

If your son or daughter will be absent for any reason, please phone the **school attendance line at 403-343-2737 or email [wmsattendance@rdpsd.ab.ca](mailto:wmsattendance@rdpsd.ab.ca)**. If we have not been notified, the school will place one computer generated phone call to the students' main number as listed in PowerSchool through an electronic messaging system. If you know about the absence in advance, you may want to inform his/her teachers and request homework. **We would ask that you ALWAYS phone the attendance line or email us** as the teacher you notify may not be the one taking the attendance. This is a 24 hour line and you can leave an absence message days or weeks prior to the event. If you believe you have received an automated message in error, please contact the main office as soon as possible so that we may address the issue.

Student attendance is monitored throughout the school year. Students with 20% absenteeism or greater, are closely monitored by the school learning support team and parents can expect to receive regular phone calls, requests for meetings, and/or attendance letters in these circumstances. In extreme cases, district personnel will be involved to help resolve attendance issues.

### **Leaving During the Day:**

Students will not be allowed to leave the school for any reason unless the parent/guardian has written a note or phoned the office. When students are leaving the school, they must always stop at the office to be signed out by one of our staff.

If a student needs to leave during the day for an appointment, the student will not be called from class until the parent is at the school. **Students are only allowed to leave with a parent or one of the alternate contacts designated on their registration form.** A parent must inform us before they will be allowed to leave with any other person. Students are NOT ALLOWED TO LEAVE THE SCHOOL with anyone except the individuals listed on their approved Parent/Guardian list - this is for the student's safety!

We strongly recommend that vacations be planned during the school breaks. If it is necessary for a student to miss school for a vacation, it is the student's responsibility to catch up on missed work when they return. If requesting homework in advance of a vacation, please give teachers a few days notice. Requests of homework for an absence longer than one week may not be possible.

Students who are absent without an acceptable reason (truant), or who leave the school without permission, will be subject to disciplinary action from the administration.

### **Late Policy and Procedures:**

We expect that all students will be in class and prepared to begin work at the beginning of EACH class. Students without legitimate reasons who come late to class lose valuable instruction time and

interfere with the learning of others. We wish to promote the best conditions for learning and teaching and to foster habits that prepare students well for the world of work and a successful transition to high school. Students are expected to move quickly between classes.

Students who report to school after 8:04 am or 12:59 pm are considered late. If a student arrives after the first class has started in the morning or afternoon, he/she must report to the office.

Students who are late for class may be expected to make up the time with the classroom teacher, and parents will be contacted. If this is a repeated problem, attendance issues will be referred to the grade administrator.

#### **NOTE FOR FAMILIES:**

*The most significant factors that impact student punctuality are individual sleeping patterns and nighttime/morning routines. It is essential for all students to have uninterrupted sleep: research tells us that our brains need adequate sleep in order to allow us to function well. Adolescents need 8-10 hours of uninterrupted sleep every night. What researchers have found is that while many adolescents go to bed at a reasonable time, their sleep is interrupted by text messages throughout the night. It is highly recommended that Parents/Guardians remove all electronic devices from their adolescent's bedroom so that the child can have an uninterrupted sleep. We also encourage families to establish routines at night and in the morning so students are able to get to school on time. The positive benefits to learning, behaviour, and household procedures will be dramatic.*

### **BREAKFAST PROGRAM**

Every morning a light breakfast is provided in the Snack Shack. This is available to all students at Westpark.

## **NOON HOUR CLOSED CAMPUS**

Students remain at school over the noon hour and must eat their lunch in their designated room. All students eat in their ADVISORY CLASS.

Students are to remain on the school premises during the lunch hour period **unless they are picked up and signed out by a parent/guardian**. It is recommended that all students have a healthy and substantial breakfast before each school day. Students are encouraged to bring a nutritional snack for the morning break.

### **WMS operates a CLOSED CAMPUS for the safety of our students.**

Students who live within walking distance and have parental permission to go home for lunch, **are to leave immediately following the 12:07 bell and must remain off campus until the end of lunch recess at 12:52**. If a student wants to participate in lunch clubs or intramurals, they will have to eat lunch at school those days. Any student who is not in attendance at lunch and is signed out through the office, is considered away and would be unaccounted for for supervision or in an emergency if one should occur during recess.

Students are responsible to the administrators, teachers, and lunchroom supervisors for their behaviour. Students must be under the direct supervision of a teacher before they are allowed into the classroom during the noon hour.

**Students are NOT permitted to use food delivery services** (Skip the Dishes, DoorDash, Uber Eats, etc.) to have food delivered to the school. Please ensure your child has appropriate access to food prior to the start of lunch eating time.

Most of our classrooms have access to a microwave, however, students have a limited time for eating lunch before lunch recess. Lines for microwaves can be long and may limit the time available for your child to eat their lunch. While microwaves may be available, we recommend students bring ready to eat food to ensure they are able to eat their lunch in the time provided.

### **Snack Shack**

The Snack Shack is open daily. It is NOT intended as the primary source for a nutritious lunch, but does provide opportunities for snacks. All purchases must be eaten outside and all garbage must be placed in garbage or recycle bins. All items at the Snack Shack cost \$2.

### **Nutrition Policy**

In accordance with Red Deer Public Schools' Nutrition Policy, we encourage students to maintain a healthy lifestyle. We ask that parents try to provide students with healthy lunches. **Energy drinks are not to be brought to school. Slurpees, oversize pop (greater than 500ml) or energy drinks will be confiscated.**

## **STUDENT DRESS CODE**

The RDPSD Board of Trustees policy on Student Dress states that “Extremes in clothing, hairstyle, or personal ornaments may be detrimental influences in schools and classrooms. A teacher or Principal may request a student to correct a condition in dress or personal appearance that appears to be a deliberate attempt to disrupt the teaching and learning process, offend convention or attract undue attention. If, after a reasonable interval, the student fails to correct the condition, he or she may be excluded from class until they have complied with the request. Teachers are to consult with their principals when there is a doubt about the propriety of a student’s dress.

In accordance with the above policy, it is expected that all students in attendance at Westpark Middle School will dress in a style that is conducive to learning. The dress code applies to ALL school sponsored events including sports, field trips, dances and on-site events. Clothing that exposes large areas of skin or undergarments is NOT acceptable. You are expected to dress in a clean, neat, appropriate manner.

Students **MUST** wear:

- Footwear inside the building at all times
- Clothing that covers undergarments
- Clothing that appropriately covers the body with typical movement

Students may **NOT** wear items including, but not limited to:

- Clothing with offensive and/or inappropriate wording or images
- Clothing that promotes hate/discrimination, alcohol, drugs, tobacco or other contraband
- Any gang related paraphernalia (bandanas)
- Dangerous or potentially dangerous jewelry
- Clothing that is dangerous or not conducive to learning in certain environments (ex. PE, CTF)
- Undergarments as primary clothing (bras or underwear as tops or shorts)
- Make-up intended to distract or intimidate others

### **Cold Weather**

All students must have proper clothing for the weather. All students will go outside at lunch recess and PE will often have class outside. -20 degrees Celsius including the wind chill is the cutoff for having students go outside.

### **Helmets**

Students arriving at school with or on bikes, skateboards, longboards, rollerblades, scooters, etc., **MUST WEAR A HELMET.** If you do not have a helmet, your “wheels” will be kept in the office until you show your own helmet. This may require a parent pick up of your “wheels” if the student refuses to wear a helmet to and from school. The first offense will result in the “wheels” being taken away and stored in the office. The student or parent can pick up the “wheels” from their grade administrator at the end of the day. Second and subsequent violations will require parent pick up from the main office.

### **Physical Education- Gym wear**

It is expected that ALL students change for PE classes. Clothing worn for PE must be appropriate athletic wear and conform to the school dress code. Clothing should not have buttons, belts, snaps or other accessories that may become safety hazards. Athletic shoes must be worn.

Some PE activities are outdoors. Students must be prepared to go outside in the fall, winter and spring. Students are expected to have appropriate clothing for all activities in all seasons. Appropriate cold weather clothing includes items such as coats, toque, gloves and boots. Students will be advised when outdoor units will happen, but are expected to come to class with materials necessary.

### **LOCKS and LOCKERS**

Every student at Westpark Middle School is assigned a locker at the start of the year. It is expected that ALL students use their assigned locker, and **all bags are expected to be kept in their locker** (not brought to class) unless needed for that class (ex. PE change). It is important to note that lockers:

- Are the property of Westpark Middle School and are subject to inspection by the administration at any time
- Should NOT be shared- only your personal and academic items should be in your locker
- Must be kept neat and clean. Cleanups will be scheduled, but a teacher may ask you to clean your locker at any time.
- Should be LOCKED at all times with a SCHOOL PROVIDED lock
- Are school property and damage you inflict to yours, or anyone else's locker is considered vandalism and will result in disciplinary action

While students are discouraged from bringing valuables or personal devices to school, if a student does bring such items, they need to be securely stored in your locker at all times.

Students are permitted to access their lockers at the start of the morning, during break times and at the end of the day. Students should not be at their lockers during class time unless a teacher has given them permission to do so.

A combination lock will be supplied to each student for their locker. They should not share the combination with any other student. The school will have a master list of combinations in case a student forgets theirs. Locks are also equipped with a keyed entry which is used by administration only. Locks are the property of the school and must be returned to their teacher at the end of the year. Students who use locks that are not provided by the school will have them cut off.

There are no lockers in the Phys. Ed. change rooms. As such, it is highly recommended that students do not bring valuables into the change room as there is no way to secure them in that space.

## **Bussing**

In accordance with RDPSD board policy, students are expected to comply with the following expectations on **any city, charter or yellow school bus providing transportation to and from school and for any school sponsored activity or event.**

Safety is the most important factor in transporting passengers to and from school or school sponsored activities. In order to ensure the riding safety of passengers certain procedures and rules are to be followed.

### **Procedures**

1. Passengers are to be at the bus stop on time and properly dressed for the weather conditions.
2. Passengers are to wait for the bus to come to a complete stop before boarding or leaving the seat to unload.
3. Passengers are to go directly to the seat assigned to them by the bus driver and to remain seated until the bus has come to the designated drop off.
  - 3.1. Drivers will only drop passengers at assigned stops or at schools.
  - 3.2. Written permission from a parent or school personnel is required before a passenger can be dropped off at another stop.
4. Permission must be obtained from the driver before opening a window.
  - 4.1. Passengers are not to put arms, hands or head out a window.
  - 4.2. Passengers are not to throw anything out the windows, on the floor or in the seats of the bus.
5. Passengers shall not participate in loud or noisy behaviour or interfere with the comfort of other passengers. Quiet conversation will be permitted.
6. Use of electronic audio equipment and any instruments that may be distracting to the driver and/or other passengers are prohibited, as are radios, except when controlled by the driver. Personal devices with adequate sound retention headphones may be used by passengers at the discretion of the driver.
7. Passengers who are required to cross the road to get on or off the bus must cross three (3) meters in front of the bus. Passengers are not to cross until the bus driver signals to do so.
8. The aisle in the bus shall be kept clear at all times. Book bags and/or lunch kits are to be placed under the seats or on the passenger's knees.
  - 8.1. Garbage must be put in the container if provided.

9. Some sports equipment and other articles may not be carried on the bus. Passengers are asked to check with the driver before bringing anything on the bus.
10. The bus driver is responsible for passenger safety, in the event of an emergency the passenger is to follow the driver's instruction.
11. Passengers are responsible to the driver and principals for their behaviour. Any violation of the rules may be reported to the Principal.
12. Passengers who cause damage to the bus or other passengers' belongings shall be reported to the Principal and the passenger or their guardian may be charged with the cost of repair of the damages.
13. Only designated passengers may ride the bus. On occasion permission to ride the bus may be granted to other students by the driver.
14. Passengers or their parents shall make every effort to inform the driver when bus services are not required.

**Student violation of these expectations will result in the withdrawal of transportation privileges. Vandalism or damage to the bus will be assessed and charged to the student responsible. Repeated bus misconduct may result in the permanent removal of transportation privileges for a student.**

## **SCHOOL AND PERSONAL PROPERTY**

At WMS we expect all students to contribute to our school in a positive manner. This means that we show respect for our property and the property of the school and all others at all times. We also ask you to look after our environment by disposing of garbage, or recycling materials as appropriate.

**The school cannot and will not be held responsible for any lost, stolen or damaged items that the student brings to school. It is the responsibility of the student to keep anything they bring to school secure. Accidents happen and any damage to a student's personal property is NOT the responsibility of the school. At ALL times, the student is personally responsible for their own items.**

### **Backpacks, purses, bags**

Students are expected to leave their backpacks, purses and bags in their locker. The backpack can be used to carry homework to and from school each day. **Backpacks are not permitted in instructional areas** as they pose safety concerns for blocking walkways and for the potential they contain contraband. The exception to this would be a student required to carry a medical device with them. **Students are not allowed to have their backpacks, purses/bags outside during lunch recess.** All bags must be stored in their locker during the school day.

### **Bicycles, skateboards and other wheeled transportation:**

Bicycles are not permitted in the school. Skateboards, rollerblades, scooters and other wheeled transportation must be carried into and throughout the school and stored in the student's lockers. There are bike racks available for student use. Students must provide their own lock to secure their bike. The school is not responsible for any lost/stolen/damaged items.

## **EXTRA-CURRICULAR ACTIVITIES**

Students have the opportunity to participate in a wide variety of extracurricular activities. Clubs and teams will be advertised on school announcements, social media and newsletters. Participation is voluntary, but encouraged so students can experience a multitude of different interests while at school. If a student wishes to create a new club or activity, they will need to discuss the possibility with the principal, and then find a staff member to sponsor the activity.

## **LEADERSHIP**

Offered as a class, this course is geared towards students eager to develop their skills in leadership and citizenship through a variety of activities including student-led intramurals, recognition of student successes and school-wide spirit celebrations. Students will be responsible for the organization and coordination of activities throughout the year.

## **ADVISORY**

All students are assigned to an Advisory class. These classes have students from grades 6-8 and are a great opportunity to get to know different students around the building, and build relationships with another teacher, whom you may or may not have for other classes. Students will eat in their advisory and lockers will be assigned based on advisory as well. Along with an advisory class, each advisory is a part of one of our four Houses: Lynx, Leopard, Jaguar and Panther. Throughout the year, students will receive lessons and take part in activities in their advisory groups.

## **SCHOOL SUPPORTS AND LEARNING**

### **Sick Room**

Students in need will have access to a sick room. If a student requires access to the sick room for more than one class period, parents/guardians may be called to pick up the student. Some staff are trained in First Aid. No medication will be administered at school by school personnel.

### **School Counselors**

The school counselor is available to all students. They offer assistance to students with school or personal difficulties. The school counselor may act as a liaison between the home, school and outside agencies as needed. It is important to note that school counselors are NOT intended to be a primary source of clinical intervention, but offer supports at school to supplement community supports, or act as a referral to support parents in receiving community supports. Students are seen in order of urgency as is assessed during the referral process.

Referrals to the counselor can be made by teachers, parents or student self-referral. Information about careers and high school transitions are also available.

### **Student Support Room**

The Student Support Room (SSR) is a regulation space that allows students the opportunity to ease into learning when needed. Accessing the SSR is done through teacher, parent and/or student referral and often involves the Learning Support Team to make a plan for student success.

### **Learning Support Team**

The Learning Support Team (LST) is a team consisting of the school administration, counselor, Learning Assistance Teacher and Student Support Room teacher and the Family School Liaison Counselor and may include Student Support Services from district office or outside supports as necessary. The goal of the Learning Support Team is to provide supports to students in need of academic, emotional, behavioral or other assistance. The LST will meet regularly to discuss student referrals and examine attendance and academic progress reports to identify students who need additional support to be successful.

## **STUDENT ASSESSMENT AND HOMEWORK**

Students will have a fully updated online report card with a percentage grade and a work habit comment for each course three times a year. Parents have up to date online access to student assessments in real time 24/7. Information on accessing this information will be sent home at the beginning of the year.

### **Grade Calculations**

Each term, teachers will provide a continuous percentage grade based on the criteria they have provided in their course outline. The criteria will include performance on assignments, tests and quizzes.

### **Expectations for Completing Work at Home**

Students will not always have homework, but if your child tells you there is never any homework, please check with their teacher. Middle school students should expect to have from one-half hour to one hour of additional time per day required to complete assignments, work on projects or review for assessments.

It is important that when work is assigned, students take home all that is needed to complete the work. Being unprepared to complete the work may impact your grade or lead to consequences such as staying in at recess to complete necessary work.

We encourage families to stay up to date by logging in to PowerSchool and discussing the assignments and projects that are coming due. It is also important to stay in regular contact with your child's teacher. Early intervention is key. Please do not wait for Parent Teacher Conferences before concerns are raised.

All teachers utilize Bright Space to post assignments and update student work. The best way to stay up to date with student progress is to have them sign in and show you what they are working on. Parents can request student login information from the office at any time.

### **Materials for Projects**

Please note, that throughout the year, materials from home may be required to complete projects. The school will not supply poster board, cardboard, etc. for student projects.

## **TECHNOLOGY AND LEARNING**

When students are in the school, they are accessing the RDPSD WAN (Wireless Action Network) and as a result, are subject to the code of conduct associated with the use of the District WAN. The use of the wireless network, whether it be on a school computer or a personally owned device will leverage the student's ability to:

- Access information in order to creatively and critically assess and communicate their learning
- Seek alternative viewpoints
- Personalize their learning and understanding of curriculum concepts
- Construct personal knowledge and meaning
- Organize and manipulate data
- Interact with other learners and collaborate during inquiry

When accessing the district WAN, the following activities are prohibited and will be addressed on an individual basis as needed:

- Use of someone else's RDPSD account
- Sharing of usernames and passwords for other people to use
- Sending, posting, displaying, or using obscene language/messages or pictures or information about oneself or others
- Harassing, insulting, or attacking another person or their reputation
- Viewing inappropriate websites through a proxy server or by other means
- Plagiarism of online content
- Texting or gaming during instructional time without permission
- Tampering with any computer accessories, hardware or software
- Use of technology or accessing sites not approved by staff
- Trespassing in other's folders, work areas or files
- Utilizing another student's device without permission
- Taking photos of other students, teachers, or school activities/instruction without express knowledge of the teacher in charge or administration

The following types of sites are prohibited from use:

- Vulgar or lewd depictions of the human body
- Any inappropriate adult content
- Sites promoting criminal activity or violent acts
- Online gambling
- Sites that encourage the use of illicit or illegal substances
- Sites that advocate hatred or violence against an identifiable group
- Non-educational games, unless specifically allowed by the teacher
- Other inappropriate sites that should not be used when students have another educationally sound assignment to complete

Our expectation is that our students will become educated and responsible digital citizens. If, however students breach any of the above, each situation will be dealt with on an individual basis and may result in:

- Restriction or loss of technology privileges
- Restriction of use or confiscation of personal devices
- School based discipline and/or
- Police intervention and/or legal action

As it is strongly discouraged for students to bring their own devices to Westpark Middle School, it is

important to recognize that:

- The school is not responsible for the loss, damage or theft of student electronic devices
- The school is not able to provide technical support for student devices
- Devices can only be utilized for educational purposes and need to be under the direct supervision of a teacher in an approved area of the school
- Misuse will be determined by the staff and administration
- Any damages resulting from a student's misuse of the computer or technology will be charged back to the parent/guardian

### **Network Use Agreement**

All students are required to sign a computer use agreement (see sample below). It will be kept on file at the school. Students are expected to use information and communication technology as an educational resource and in a responsible fashion. Students are subject to disciplinary action in the event of inappropriate or unacceptable use.

These guidelines apply to every device in the school:

- All students must sign on to the server with their own ID
- A teacher must approve all printing. If there is a printing problem, ask for help, do not print again.
- Food and drinks are prohibited when using any device
- No colour printers are available for student use without permission

**\*\*\*Users DO NOT have a personal privacy right in any matter created, received, stored in or sent from the RDPSD network system. Red Deer Public School District may at times and without prior notice, monitor and review content and web site retrieval by users in order to ensure proper use.\*\*\***



## **Westpark Middle School Student Network Use Agreement**



**Student Name:** \_\_\_\_\_ **Teacher Name:** \_\_\_\_\_

Use of the Computers and the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a **privilege** to students who agree to act in a considerate and responsible manner. **We require that students read, accept and sign the following rules for acceptable on-line behavior.**

1. I will only log onto a computer with my name and password. I will not share my password with any other student and will never use another person's name or password.
2. I will not do anything that will damage school computers or the computer network. I fully understand that damage to any school-based technology caused by me will be charged back to me/my parents as per the amount billed to the school to fix.
3. I will always use appropriate language when on a computer.

4. I will not access, display, send or download offensive messages, pictures or materials.
5. I will not use the computer to harass or insult others.
6. I will not attempt to bypass or shut off the security measures on the school's computers or network.
7. I will respect the privilege of printing on the school printers and will only print what is necessary with the permission of the supervisor.
8. I will not change the computer settings or configurations. This includes tampering with mice, keyboards and plug-ins.
9. I understand that network administrators and district personnel may review files and communications to maintain system integrity and ensure that users are using the system responsibly. *Users should not expect that files will always be private.*
10. I understand that the use of the district's computer system is a privilege and any violation of these rules could result in loss of computer or network access and/or other disciplinary action.

**Student Signature:** \_\_\_\_\_ **Date:** September, 2024

### **Personally Owned Devices**

**It is strongly recommended that students leave all personal electronic devices at home.** At all times during the school day, other than outside lunch recess, student-owned devices are to be locked securely in the student's locker. Students needing to contact home can do so via the main office. If a student brings a device to school, the school is not responsible for the loss, damage or theft of personal devices.

Students will be asked to sign an acknowledgement that the use of personal devices are strictly limited within the school and that failure to comply comes with consequences.

If a student-owned device is confiscated by staff, the following consequences will occur:

**1st Offence:** WMS staff will confiscate the device and bring it to the main office. Parents will be notified by the staff who confiscated the device. Students will be able to pick up the device at the end of the school day.

**2nd Offence:** WMS staff will confiscate the device and bring it to the main office, and inform the grade level administrator. The student's parents or guardian will be contacted by the staff member who confiscated the device and the student will have the device returned to the student at the end of the day. Parents will be informed that subsequent offenses will require parent pick up.

**3rd and subsequent offences:** The third offence will be viewed as defiance. This will be dealt with within the regular cycle of discipline and may include loss of privileges, suspension or other consequences as determined by the grade administrator or principal. Parents will be required to pick up the device on the 3rd and subsequent offences.

## **Social Media Use**

Westpark Middle School uses several social media platforms to engage students and parents with school content. These sites are monitored by school administration.

Using social media responsibly can be very challenging for adolescents. The many different social media platforms (texting, Facebook, Instagram, SnapChat, TikTok, etc.) allow students to behave impulsively without an immediate consequence and with no adult to immediately correct them. It also facilitates student's abilities to make inflammatory comments without necessarily revealing their identities. Examples of this include posting online comments that intend to accuse, attack or insult others. Such comments can cause great harm to others, even when made in jest. Furthermore, once comments are posted, they are retained by the software and can be used as evidence of harassment against the original poster.

Inevitably, disagreements that originate online make their way into the school environment and then become a school issue. **Because schools have no jurisdiction over student disagreements occurring in the community, it is nearly impossible for school administration to resolve disputes that have occurred during non-school hours.** However, if that interaction interferes with student learning, the school administration will get involved and will involve parents or all student parties as quickly as possible.

As schools do not have jurisdiction over phone use outside of school time, we require parents' assistance in monitoring and limiting students' online access and use of Social Media sites in order to reduce the number of inappropriate student interactions online.

**\*\*We remain committed to assisting students with their concerns regarding harassment and/or bullying, and encourage them to speak to teachers, counsellors, administration or parents should they face threatening behavior. Nevertheless, if online disputes endure, parents/guardians and their children will be asked to resolve the issue external to school by meeting with each other or by involving the police if necessary.\*\***

The following sections reveal some "Fast Facts" about some of the more frequently accessed Social Media sites such as Facebook, Snapchat, Instagram, Ask, etc.

- A. Minimum Age Requirement:** Each of these sites stresses that no one under the age of 13 should create accounts on their sites. Additionally, each site recommends that teenagers between the ages of 13-17 have an adult assist them when reading the site's terms, conditions and policies. We ask students and parents to (a) consider whether or not a student is ready to make appropriate use of these sites and; (b) if so, that parents take time to help their children read and understand the policies stated on each site students wish to use.
- B. Policy Against Online Bullying:** Each site lists clear rules *against* the use of inappropriate content, including harassing, insulting and hurtful language. Therefore, users who choose to engage in this behaviour are deliberately contravening the terms and conditions to which they agreed upon creating accounts.
- C. Liability:** Each site makes it clear that any user who violates the terms of the site's usage bears the sole responsibility of doing so. This is important for students to understand because each site will provide NO support to users who face external consequences for posting inappropriate content.
- D. Content Ownership:** It is also important for students to understand that, once they've posted any content to these sites - positive or negative - it becomes the property of these sites. This means that once inappropriate content is posted, the sites have access to it and can/will share inappropriate posts with the authorities upon request.