

9/11/2018

Westmount School

Student/Parent Handbook



240 WESTLAND ST., OKOTOKS, AB T1S2J5 403.995.4824

CONTENTS

Welcome Message.....	4
School Information	5
Parent/School Partnership	5
Parent And Community Volunteers.....	5
Liability Coverage.....	6
Parent Advisory Council.....	6
Reporting And Communication	6
School Safety	6
Fire Drill	6
School Lockdown	6
Hold And Secure	7
Sheltering In Place	7
Bussing (Transportation Department).....	7
Traffic Safety.....	7
Early Morning And After School Supervision.....	7
Attendance	7
Late Arrivals	8
Accidents/Illness.....	8
Early Departures	8
Emergency Closures.....	8
Student Medication And Health Issues	8
Off-Campus Learning	8
Physical Education Program	9
Inter-School Athletic Activities	9
Students In Good Standing	10
Student Conduct And Discipline	10
Student Conduct.....	10
Student Owned Electronics	10
Lunch At School	11
Student Dress Code	11
Boots, Coats And Lockers	11
Recess (Indoor/Outdoor).....	11

Responsibilities of Students, Staff and Parents	12
Student Code of Conduct.....	12
Students In Good Standing	15
Definitions	17
References	17
Network Resources Responsible Use Protocol	18
Introduction	18
Principles of Use	18
Procedures	19
Principal shall:	19

WELCOME MESSAGE

The administration, teaching staff and support staff at Westmount School would like to extend a warm welcome to all students and parents for 2018-2019 school year.

Our school culture and community reflects our parents, our students and our staff as we create together.

We BELIEVE that the School is responsible for:

- Providing children with a sound academic education in a safe, caring and nurturing learning environment
- Helping students work towards becoming confident and independent adults committed to life-long learning
- Providing opportunities that enrich the student's learning and broaden their experiences through the infusion of technology
- Communicating student achievement and their progress in an authentic and meaningful way
- Bringing the greater school community together

We BELIEVE that the Students are responsible for:

- Being active participants in their education
- Giving conscientious effort each day
- Respecting the rights and property of others
- Acting in way that is moral and with character
- Obeying school rules and responsibilities always
- Seeking help when experiencing academic, personal, social and/or emotional difficulties
- Holding peers to a standard that is socially expected and appropriate

We BELIEVE that the Teachers are responsible for:

- Providing an environment that fosters and encourages learning
- Creating genuine connections with students
- Providing a variety of teaching strategies and learning experiences
- Fostering mutual respect and dignity
- Maintaining consistent expectations for student behavior and individual achievement
- Keeping accurate records and informing parents of student progress
- Knowledge and implementation of curriculum expectations as defined in the Alberta Education Curriculum Guide
- Professional reflection
- Collaboration and communication with staff and administration about students
- Seeking out alternatives in programming to support student growth
- Modeling moral and character building

We BELIEVE that the Parents are responsible for:

- Valuing education
- Supporting the partnership between home and school
- Working together with the school and their child to set appropriate goals and expectations

- Supporting their child’s activities and encouraging them to do their best
- Communicating regularly with school staff
- Sharing in their child’s excitement for learning

SCHOOL INFORMATION

It is our belief that Westmount School is a collaborative Kindergarten through to Grade 9 School where all students feel supported and connected to one another, and to all staff.

At Westmount, students meet regularly in their Huddle groups. This time is crucial as it sets the tone for learning and for supporting student leadership and personal growth. In Huddle, students work with teachers to develop character traits that support meaningful ways to positively impact their immediate and larger communities. Students have an opportunity to develop their personal gifts and to form and express opinions as they work together in projects or activities that are supportive of their community.

School fees are due at the beginning of the school year. Payment plans can be arranged by contacting the office early in September of each year. We use Maplewood online accounting system that parents can access to pay all fees. Anything over 5 dollars can now be paid online! You should have received an email with login details. Please email Lana Gwilliam if you have questions or require a login. Gwilliaml@fsd38.ab.ca

PARENT/SCHOOL PARTNERSHIP

We believe in strong community relationships. The school, home, and community share information and ideas to contribute to student growth. With notice, teachers may be able to send some learning with students or show families where to access online. When possible, home and community resources are utilized to make learning meaningful and relevant.

We strongly encourage all parents at Westmount School to show an interest in their child’s topics of study and to expand it with books, family outings, lessons, selected TV programs and supervised homework. Homework for our students may include completing assignments and projects as well as reviewing, studying and reading. The amount of time spent on homework will vary and should reflect the establishment of study routines.

Please note, when family vacations conflict with regular school days, it is not always possible to provide the same work that could be done at school. Teachers may provide holiday related work with at least one week’s notice. It is the parents’ and student’s responsibility to get “caught up” after returning from an absence.

PARENT AND COMMUNITY VOLUNTEERS

We encourage family and community members to become involved with our school and its activities. As needs are identified we will be seeking volunteers and invite you to participate. Please note that Foothills School Division policy requires all volunteers to complete a Volunteer Registration Form ([Form 490-1](#)), Sign a Volunteer Offence Declaration Form ([490-2](#)) and sign a confidentiality agreement Form ([Form 490-2](#)) prior to assisting in school. This ensures that all information related to the classroom and students is treated in a confidential manner. In some cases, a vulnerable sector check may be required. If you intend to volunteer as a community coach, it is Foothills School Division Policy that you complete the online Respect in Sport course. Please ask for login information from our office staff.

LIABILITY COVERAGE

It will be necessary for all parents and volunteers who provide student transportation to carry \$2,000,000 Bodily Injury and Property Damage Insurance on their own vehicle and to complete a Volunteer Driver Form each year. Volunteers must show their driver's license and insurance information at the front office to be verified. We appreciate your help in transporting students and thank you in advance for your support.

PARENT ADVISORY COUNCIL

The School Council is comprised of parent, teacher, administration and community representatives. The meetings provide a connection to the parents and community for information, communication, and above all, the opportunity to participate in school council projects.

REPORTING AND COMMUNICATION

The evaluation of student progress is a continuous process. Some examples include home and school conferences, celebrations of learning, progress reports, student led conferences, and student portfolios.

Teachers assess student understanding by consistently compiling and reviewing student work both formatively and summatively throughout the year.

While three formal reports are issued during the year, parents are encouraged to maintain ongoing contact with teachers regarding their child's progress.

SCHOOL SAFETY

For safety and insurance reasons skateboards, rollerblades, bikes and scooters cannot be ridden on school grounds between 8:00 AM and 4:00 PM. Students who travel to school on one of these items can either store the item (rollerblades) in their locker during school hours, or lock them up in our scooter or bike rack.

FIRE DRILL

Periodic fire drills will be scheduled so that students and staff are familiar with the emergency procedures.

SCHOOL LOCKDOWN

An emergency may prevent the safe evacuation of the building and require steps to isolate students and staff from danger by instituting a school lockdown.

In a lockdown situation, all students are kept in classrooms or designated locations that are away from danger. Staff members are responsible for accounting for the students and ensuring no one leaves the classroom or safe area until an "all clear" announcement is made.

As with fire drills, school lockdown drills will occur throughout the year to familiarize students with the procedure.

HOLD AND SECURE

Hold and secure will be used to secure the school should there be an unsafe event outside of the School. In this situation classroom doors and exterior doors will be locked and monitored, to allow any students from outside to enter.

SHELTERING IN PLACE

Sheltering in Place would be used when personal safety is considered to be in danger if anyone leaves the school. This would mainly be used when there is an environmental or weather related event.

BUSSING (TRANSPORTATION DEPARTMENT)

Student safety is our primary concern during the time when your child is in school or on the school bus. To ensure student safety, discipline on the bus and cooperation with the driver is essential at all times.

Winter and wet weather bring with them special demands for dress. Students must be dressed with weather appropriate clothing in case of the unlikely occurrence of bus problems. If a child is not appropriately dressed for the weather conditions the bus driver has the right to refuse service.

If a student is required to go home by means other than on their regular bus, the driver will require a signed note from the student's parents.

Any questions regarding bussing should be handled through transportation at (403) 652-6547.

TRAFFIC SAFETY

Westmount School is in a residential area with homes in close proximity. There is limited parking as well as limited areas for vehicle traffic. We encourage students to walk or cycle to school.

The area in front of the school on Westland Street is strictly for bus pick-up and drop-off. The area on Westmount Road is for parents to drop off and pick up their children. Only enter the parking lot if you intend to park your vehicle.

EARLY MORNING AND AFTER SCHOOL SUPERVISION

Only students who are under the direct supervision of a teacher (i.e. team practices, subject help, band) may enter the school early or remain in the school after the dismissal bell. There is no supervision for other students prior to 8:25 AM or after 3:30 PM.

ATTENDANCE

Regular attendance is of the utmost importance for ensuring the optimal learning environment for your child. The staff of Westmount School also recognizes that at times, students may need to miss or be absent from class. Please contact the office at 403-995-4824 to notify the school of your child's absence. You can also communicate your son's/daughter's absence through a note or email directly to their classroom teacher and the main office. The school will contact the parent for any unexcused absence.

LATE ARRIVALS

Students arriving at school after the commencement of the day will have to report to the office prior to attending class. Please supply the office with the needed note or parental contact information. Late arrivals will be noted in the student's report card and monitored. Teachers will be in contact with parents if a student is habitually late.

ACCIDENTS/ILLNESS

Good health is essential for great learning. Should your child become ill, please ensure they receive proper medical care and return to school only when fully recovered.

In the event of an accident or illness during the day, the school will attempt to contact the parent(s) or legal guardian(s). The parent/guardian may be requested to pick up their child; or give permission for the child to go home. If the school is not able to contact the parent/guardian directly, attempts will be made to contact their emergency contact people. Please keep your emergency contact information current.

EARLY DEPARTURES

If a student is required to leave early from the school, a parent or legal guardian will be required to sign them out at the office upon pick up at the school. Communication can also occur directly with the teaching staff through email or a signed note.

EMERGENCY CLOSURES

Announcements regarding school closures or busses that have been cancelled will be made on the following radio stations: AM: 1140 CHRB, 1060 CFCN, 1010 CBC, 960 CFAC, 770 CHQR, and FM 100.9

Should a circumstance arise whereby students must be dismissed early or remain late due to inclement weather or any unforeseen circumstance, parents will be notified. If the student's parent/guardian is unavailable, the student's "emergency contact person" will be notified.

STUDENT MEDICATION AND HEALTH ISSUES

Parents must notify the office and classroom teacher regarding any medical problems or concerns. Foothills School Division Administrative Procedure 316 requires written parental approval for the administration of any medication by the school's staff. All medication will be secured in the main office unless special arrangements have been made through administration, teacher, and parent. Please update the staff of any changes in medications.

Communicable conditions (lice, scabies, infectious skin conditions, etc.) must be treated according to Public Health Mandates. A student, who contracts such a condition, must be excused from all school related activities until treatment is completed. Schoolwork will be provided for the student and staff members will seek to ensure that the educational experience of the student involved is not hindered by this experience.

OFF-CAMPUS LEARNING

Students will be allowed to participate in off-campus experiences only upon returning a permission/release of liability form signed by a parent/guardian. Walking field trip forms allow teachers to take students off school grounds in the walking vicinity without individual permission forms.

PHYSICAL EDUCATION PROGRAM

Westmount School is proud to provide all students with a Quality Physical Education Program. This activity will be guided and instructed by a Physical Education Specialist and/or their classroom teacher. Students in grades K-6 are not required to change clothes daily, but have the option of purchasing school gym strip. The students will need specific runners for gym (non-marking soles). If a need does arise for this age group to change, arrangements with the teacher(s) can be made.

Students in grades 7-9 must change and wear mandatory school gym strip. This gym strip is strictly for gym and any other activities related to P.E. classes. Cost for this gym strip will be a part of the student fees for students.

Parents and students are requested to keep the student's gym strip clean, appropriately labeled and readily available for daily use.

We also have an extra-curricular Inter-School Athletics Program available to our students.

By providing these quality programs, we believe that our students will be active daily and thus benefit physically, emotionally, socially, and academically.

Throughout the year, all grades will be involved in off campus activities (snowshoeing, walking/hiking, cross country running etc.). These activities are an important part of the physical education program, and participation is expected.

Students who have been injured or are ill must supply their teacher with a medical note for prolonged absences from activity (greater than 3 days). In such cases, an alternative program may be required on the part of the student.

INTER-SCHOOL ATHLETIC ACTIVITIES

Westmount School is a proud member of the Foothills Athletic Council. This program allows teams from the surrounding Foothills Area Schools to compete in competitive sports. Students are encouraged to support their school and athletic programs in the following sports: Cross Country Running, Volleyball, Flag Football, Basketball, Badminton, and Track and Field. Teams that are successful at the divisional level will continue forward to represent our region and our school at the South-Central Zone finals.

Westmount School will attempt to field teams at the Junior Level (Grades 6-8) and Senior Level (8-9). Teams are selected on a competitive basis through a tryout process. While we strive for competitive teams, Westmount School will, first and foremost, promote good sportsmanship, dedication and commitment. Students may lose the privilege of being on a team if there are academic or behavioral issues. Please see Student in Good Standing expectations.

Practices for Inter-School teams will be held either in the morning (7:00-8:25 AM or after school 3:30-6:30 PM). It is expected that all athletes attend all practices and that families arrange for pick up and drop off arrangements for their child. We ask that parents respect the coaches' time and have rides available upon completion of practice. Coaches cannot be responsible for students who are picked up after 5:00 PM.

There will be a cost per athlete involved for participation on each of these teams. This cost covers expenses such as fees for league play, referees, transportation, uniforms, Foothills Athletic Council and South-Central Zone

registration costs and tournament fees. Coaches will detail the costs involved in each sport at their parent meeting.

STUDENTS IN GOOD STANDING

At Westmount School, our number one end in mind is school success. Creating a safe and caring place for learning includes extra-curricular and special events, as well as places and times for additional learning time and/or support. We also believe students need to learn that they are steering the course with the decisions they choose. They need to be proactive in ensuring they are students in good standing.

Our student in good standing commitment is that we will support student success and student accountability, ensuring students are proactive in maintaining academic success.

All students are encouraged to get involved in extra-curricular opportunities and to attend special events. Participation in these opportunities is second to being a student in good standing. To be a student in good standing students are required to be:

- Achieving success at their personal academic level
- Up to date on all assessments and assigned school work
- Attending school regularly
- Demonstrating digital responsibility

STUDENT CONDUCT AND DISCIPLINE

The staff and administration are committed to providing a safe and caring learning environment for all who enter our school. Expectations will be clearly articulated and any incidents will be dealt with immediately and consistently.

STUDENT CONDUCT

On all trips, students are expected to exhibit school pride. Students misbehaving while off-campus may be removed from the trip and parents may be required to pick their child up. All school expectations apply to off campus learning opportunities.

STUDENT OWNED ELECTRONICS

Student owned devices that aid in classroom learning are encouraged at Westmount School. Westmount is designed and built with the 21st Century learner in mind. We will be able to support the use of student owned wireless devices that support learning. Teachers and students will work together to discover appropriate devices for learning activities.

For safety and security reasons students and teachers will work to build understanding of the appropriate use of student devices such as cell phones during learning time. The purpose of electronic devices at school is for learning and therefore parents are strongly encouraged to consider the impact a phone call or texting interruption during the school day will have on their child. The office will be pleased to pass messages on to students and the office

phone is available for student use at any time. Students are responsible to ensure devices are kept safe and stored in an appropriate place when not in use.

LUNCH AT SCHOOL

Westmount is an open campus where students are able to leave the school grounds and go home for lunch. Elementary students please communicate with your classroom teacher if your son/daughter will be going home for lunch. Our cub café is available to all students and they offer a variety of menu items. Elementary students must pre-order snacks and lunch. Junior High students do not need to pre-order.

STUDENT DRESS CODE

Westmount School is in the “business of learning” and, therefore, we ask that students dress in an appropriate manner. Students are expected to be well groomed and present themselves in a way that enhances the school’s learning climate and demonstrates a sense of personal pride. Students wearing clothing that is deemed unacceptable will be required to change clothes before continuing with classes. This includes, but is not limited to: clothing containing profanity, inappropriate messages or symbolism, halter tops, belly shirts, “short” shorts or short skirts.

BOOTS, COATS AND LOCKERS

Students in 1-6 are provided with areas to keep their outdoor clothing and lunch kits. Grade 7-9 students are provided with hall lockers and are responsible for keeping them neat and locked. School-issued locks must be used and combinations are to be kept confidential. Lockers are the property of the school and may be entered by Westmount staff at any time.

RECESS (INDOOR/OUTDOOR)

As Westmount School is a K-9 school, the timetable provides for all students to have a morning and lunch break. This is an important time for students to attain some exercise, fresh air, and to have a chance to socialize with their schoolmates. Students are expected to go outside unless instructed otherwise due to inclement weather.

STUDENT CODE OF CONDUCT

Westmount
School

STUDENT
CODE OF
CONDUCT



WESTMOUNT SCHOOL has a responsibility to ensure that students and staff are provided with welcoming, caring, respectful and safe learning environments that respect diversity and foster a sense of belonging and promote student wellbeing.

WESTMOUNT SCHOOL works with families and community partners to provide safe, caring, respectful and welcoming, inclusive and equitable learning experiences that engage students to achieve their full potential in an increasingly interdependent world.

WESTMOUNT SCHOOL is committed to promoting a safe learning and working environment. All those involved with the school including staff, students, parents, volunteers, and community members must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. Investigation of allegations of such behaviours will be conducted in a timely and respectful manner.

This Student Code of Conduct is intended to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community.

Our purpose is to promote student learning, growth and understanding as well as ensure that students possess a strong connection to their schools as welcoming, caring, respectful and safe places focused on their individual success. It will be reviewed annually and publicly available on the school's website.

The Student Code of Conduct establishes expectations, interventions and possible consequences for student behaviour. Students will be held accountable for unacceptable behaviour and conduct that occurs both inside and outside of the school building or school day, if the conduct negatively affects a member of the school or interferes with the school environment. Behavior may include use of electronic means (e.g. social media).

Consequences of unacceptable behaviour will take into account the student's age, maturity and/ or individual circumstances. Support will be provided for any students who are impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour. Although the code of conduct will address issues such as consequences for unacceptable behaviour, the primary focus of the student code of conduct is to help students learn how to address issues of dispute, develop empathy and become good citizens both within and outside of the school community.

The development of positive student behaviour is a shared responsibility between students, staff and parents.

1. Students

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Students are valued and contributing members of their school community and accept the responsibility for their behaviour while at school, at school sponsored activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school. While school staff is not able to control what students do outside of school, when the behaviour has a detrimental impact on the school environment, there may be consequences or interventions for inappropriate behaviour.

In accordance with the School Act students are expected to conduct themselves in accordance with the School Student Code of Conduct developed by school leadership, staff, students and community.

<http://www.qp.alberta.ca/documents/Acts/s03.pdf>

1.1 Acceptable behaviour for students includes (but is not limited to):

- 1.1.1 be ready to learn, and actively engage in, and diligently pursue your education;
- 1.1.2 attend school regularly and punctually;
- 1.1.3 cooperate with all school staff;
- 1.1.4 know and comply with the rules of your school;
- 1.1.5 be accountable to your teachers and other staff for your behaviours;
- 1.1.6 respect yourself and the rights of others in the school by demonstrating appreciation of diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, socio-economic status, or appearance;
- 1.1.7 ensure your conduct contributes to a welcoming, caring, respectful inclusive and safe learning environment that fosters a sense of belonging of others in your school;
- 1.1.8 refrain from, report and discourage 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;
- 1.1.9 inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school;
- 1.1.10 always demonstrate behaviours that positively contribute to and honour your school and community.

1.2 Unacceptable behaviour for students includes (but is not limited to):

- 1.2.1 Behaviours that interfere with the learning of others and/or the school environment or that create unsafe conditions;
- 1.2.2 Acts of bullying, harassment, or intimidation/discrimination;
- 1.2.3 Acts of violence, physical aggression or threatening behavior;
- 1.2.4 Retribution against any person in the school who has intervened to prevent or report bullying, harassment, or stop an incident that might cause harm to others;
- 1.2.5 Illegal activity such as: possession or use of weapons, possession or use of alcohol, drugs or other forms of intoxicants on school property or at any other school related function (i.e. graduation, field trips);
- 1.2.6 Theft or damage of property.

Westmount School uses a Progressive Discipline Continuum as noted below including such evidence-based practices as mentoring, restorative processes, student advisories, peer support networks, regular check-ins with teachers or school counsellors, counselling, time-out, suspension and/or expulsion. Support will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. Westmount school also has students who participate in extra curricular activities agree to our student in good standing commitments. Refer to Student in Good Standing document.

2. Staff: Supports, Interventions and Consequences

A continuum of supports addresses how Westmount School creates a safe and caring environment and positive school climate in which structure, support and encouragement is provided to assist the student in understanding the importance of education, and developing a sense of self-discipline and responsibility while making a positive contribution to society. In creating a continuum of supports staff consider:

- 2.1 Using proactive and preventative approaches to reduce the occurrence of unacceptable behaviour and maintain environments that are welcoming, caring, respectful, safe and are conducive to teaching and learning.
- 2.2 When responding to unacceptable behaviour, first consideration will be given to the safety and security of students, staff, and other members of the school community;
- 2.3 Students feel safe, important and trusted and have the opportunity to develop, assume and maintain responsibility and self-motivation;
- 2.4 There is a joint effort to learn and a feeling of mutual respect among staff, students and parents;
- 2.5 Appropriate behaviour is consistently encouraged and reinforced, thus increasing social emotional competencies including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making;
- 2.6 On-going and timely communication exists between staff and parents to encourage and provide the opportunity for active and constructive parental involvement in the education of their children.

A continuum of supports addresses how Westmount School will support students impacted by inappropriate behavior and to those students who engage in inappropriate behavior. Support, not just punishment, will be provided to those students that engage in inappropriate behaviour as denoted by a Progressive Discipline Continuum including such evidence-based practices such as mentoring, restorative processes, student advisories, peer support networks, regular check-ins with teachers or school counsellors, counselling, time-out, suspension and/or expulsion.

Consequences of unacceptable behaviour will take into account the student's age, maturity and/ or individual circumstances. Support will be provided for any students who are impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour. Although the code of conduct will address issues such as consequences for unacceptable behaviour, the primary focus of the Student Code of Conduct is to help students learn how to address issues of dispute, develop empathy and become positive citizens both within and outside of the school community. Westmount School has a continuum of supports to ensure this.

STUDENTS IN GOOD STANDING

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Westmount: Progressive Discipline Continuum			
Universal	Targeted		Individualized
	Classroom Based	School Based	
Westmount Mission Statement	Classroom sharing circles	Mini-conferences	Restorative practices (formal conference)
Westmount CREDO	Classroom mission statements	Create a plan/ success plans	Individualized counselling
Westmount MOTTO (Strength of the Pack is th Wolf and the Strength of the Wolf is the Pack)	Pack classes	Den	Support accessed from extended team
Character Education-7 Habits	Behavior matrix	Peer mediators	Mentorship opportunities
Restorative Practices	Communication with parents	Structured recesses	Involvement of outside agencies (ie. police, mental health services)
Junior High 4th R to teach Pack	Mentorship opportunities	Friendship groups	BSP/ Safety Plan
Teach Digital Citizenship	Loss of privileges and detention	GROUP-at risk students	GROUP
Junior High Strategy Classes	Grade Level team meeting conversations	BOKS	2 by 10
Junior High Reading Classes		Big Brothers/ Big Sisters	Modified Time Table
Teacher modeling of expectations as outlined in code of conduct			Communication Meetings
Student in Good Standing (Students participating in extra Curriculum activities or clubs)			Suspension: Factors unique to each student are considered prior to suspension
Buddy Grouping			Student Support Services
			Sensory Room

3. Parents

Parents are partners in respect to their child(ren)'s education. They have a responsibility to take an active role in their child(ren)'s educational success and will support their child(ren) in complying with their responsibilities

as students. Parent conduct should contribute to a welcoming, caring, respectful and safe learning environment. Westmount School believes that the role of the parent with respect to education, will:

- 3.1 Encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school;
- 3.2 Ensure that the child attends regularly and is punctual;
- 3.3 Be aware of, and support, the expectations from the School Code of Conduct;
- 3.4 Communicate and collaborate with school staff about any concerns regarding Student Code of Conduct.

DEFINITIONS

Respect: To show regard or consideration for others.

Harassment: Any behavior that in effect or intent disparages, humiliates, or harms another person or class of persons. It is behaviour that denies dignity and respect, and is demeaning and/or humiliating to another person or class of persons. Harassment may include, but is not limited to, references related to age, national or ethnic origin, religion, gender, sexual orientation, disability, race and/or sources of income or family status. Sexual harassment is any unwelcome behavior that is sexual in nature. Such behavior may directly or indirectly affect or threaten to affect in an adverse manner a student's well-being and/or learning environment. The behavior does not need to be intended as harassing to be considered as personal harassment. It is sufficient that one knows, or ought reasonably to know, that his/her behaviour is offensive and unwelcome. Harassment is not a relationship of mutual consent. It is any action including, but not limited to verbal, physical, written and cyber messaging that is unwelcome or intimidating and denies individual dignity and respect.

Discrimination: The denial of individual rights and freedoms in a manner, which contravenes the Canadian Charter of Rights and Freedoms and/or the Alberta Human Rights Act (AHRA). Discrimination based on race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, creed, sexual orientation, and citizenship is prohibited.

Bullying: According to Alberta Education (2016) bullying is a repeated and hostile or demeaning behaviour intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation. It often involves an imbalance of social or physical power.

Bullying behaviours are a form of aggression and can be:

- Physical – For example: poking, elbowing, hitting
- Verbal – For example: name calling, insults, racist, sexist or homophobic comments, put-downs or threat
- Social – For example: gossiping, spreading rumours, excluding someone from the group, isolating, ganging-up
- Cyber – For example: social or verbal bullying using email, text messages or social media.

Progressive Discipline: In a whole school approach that utilizes a continuum of prevention programs, interventions, supports, and consequences to address inappropriate student behavior and to build upon strategies that promote and foster positive behavior. When inappropriate behavior occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.

REFERENCES

School Act, Alberta Education (June 2015).

Welcoming, caring, respectful and safe learning environments. Developing an Effective Code of Conduct (2015); The Society for Safe and Caring Schools and Communities (ASBA)

Nova Scotia Provincial School Code of Conduct (2015)

NETWORK RESOURCES RESPONSIBLE USE PROTOCOL

INTRODUCTION

Foothills School Division provides technology resources that support learning for students and staff or supports administrative operations. Network resources refer to all resources on the network of Foothills School Division. This includes, but is not limited to, Google Edu, Microsoft Office 365, Internet access, e-mail accounts, installed software, personal file storage and all hardware attached to the network. Networked technology is infused in the daily lives of students and its use as responsible citizens is implied.

PRINCIPLES OF USE

- Foothills School Division owns all network resources and has the right to monitor use of the network resources.
- All network resources are for educational use.
- Network resources are valuable resources and should be used responsibly.
- The use of network resources is subject to all policies and practices of both the division and the school related to technology, property or conduct.
- Access to network resources with personal devices is subject to the policies and practices of Foothills School Division.

Activation of the Nine Elements of Digital Citizenship (ISTE 2009). Users of district based network services will have the knowledge, skills and abilities that allow users to: Be able to responsibly participate in a digital society provided to them when they access district network resources, by adhering to the following:

- Provide the self-protection required to buy and sell in a digital world.
- Digitally communicate safely and appropriately through multiple methods.
- Use digital technology collaboratively and demonstrate critical thinking in its use.
- Consider others when using digital technologies.
- Protect the rights of others and be able to defend their own digital rights.
- Consider the risks (both physical and psychological) when using digital technologies.
- Abide by the laws, rules, and district policies that govern the use of digital technologies.
- Be custodians of their own information while creating precautions to protect others' data as well.
- Conditions of Use.
- Students should use network resources for appropriate educational purposes only.
- Students who discover material on the network that is inappropriate or makes them feel uncomfortable should report the material to a staff member.
- Students will not publish on the Internet or in publicly viewed files personal information about themselves or other students.
- Students will only use their assigned login in the manner intended. This includes accessing only network resources assigned to their login. Students will not use another person's files, output or user name.
- Students are responsible for the security of access (login and password) to their network resources. Do not tell others your password or leave a workstation where you are logged in. Change your

password regularly. Students are responsible for problems caused by use of their login by other individuals.

- Students will not decrease the operation of and access to network resources through inappropriate use of network resources, malicious activity directed against network resources or through unauthorized use of personal programs/data files.
- Access to network resources with personal devices requires the permission of the school administration.
- Consequences of inappropriate use of network resources could include loss of network privileges, withdrawal from a course, suspension, financial liability for damages, legal action.

PROCEDURES

PRINCIPAL SHALL:

- Inform students, parents and staff of the Division's and schools' expectations for Responsible use.
- Encourage parents to Communicate to school personnel any Concerns they may have about inappropriate use of network resources.
- Ensure all staff are aware of the Network Resources Responsible.
- Use Protocol and the Social Media Code of Conduct.
- Principals shall educate students, parents and staff regarding the nine elements of Digital citizenship as outlined on the web at <http://www.digitalcitizenship.net/NineElements.html>.
- When dealing with situations involving inappropriate use of network resources, Administration and Staff are to:
 - Intervene quickly to enforce this administration Procedures.
 - Enforce the Procedure consistently.
 - Develop Protocols for investigating incidents.
 - Involve technology facilitators to enforce appropriate actions regarding students' accounts.
 - Principals will involve the Director of Learning Technologies in cases where investigation is required.

PARENTS AND STUDENTS SIGN A RESPONSIBLE USE AGREEMENT FORM AND REMAINS IN EFFECT UNTIL THE STUDENT HAS COMPLETED GRADES 6, 9 OR 12. TO MAKE CHANGES TO YOUR CHILD'S NETWORK ACCESS AT ANY TIME DURING THE SCHOOL YEAR, PLEASE PROVIDE WRITTEN (HARD COPY) CONSENT TO THE SCHOOL OFFICE.