

Westpark Middle School



Standards of Expected Behavior

2021 – 2022

Westpark Middle School Standards of Expected Student Behaviour

Dear Parents/Guardians,

You can access the entire document for student behavior on our school website at:

<http://wms.rdpsd.ab.ca/>

In order for students and staff to enjoy a safe, caring, and orderly school environment we expect the following behavior standards to be met by students:

-Cell phones will not be permitted in classrooms or instructional areas. Students may access their phones before 08:07, at lunch time, from 12:09 to 12:47, and at the end of the school day at 14:37. ALL Westpark students have access to a designated chromebook. As a result, the cell phone, as an educational tool, is no longer needed in the classroom. We feel that students will stay engaged in the curriculum and have greater success in the subject area if they do not have access to their cell phones during class time.

Many school divisions are moving to ban cell phones from classrooms as they are finding that students need to spend more time on task. Our School Council is also in full support of this initiative.

***Should you need to get a hold of your child, please call the office and we will make sure they get the message. 403 347-8911**

-The clothing guidelines must be followed (see pages 4-5). We are a “Hats Free” school (no hats, bandanas or headbands with ears on inside the school).

-No contact → Hands off is enforced (activities are no contact, no tackle).

Students must:

- Arrive to school and class on time
- Come to class prepared
- Bring signed materials from home
- Eat and drink at appropriate times and places in and around the school
- Clean up desk after lunch and place all garbage in garbage cans / use the recycle bins
- Move through the building in an orderly manner
- Follow classroom expectations and display appropriate classroom behaviour
- Respect school property and the property of others
- Use appropriate language
- Display affection appropriately
- Settle conflicts appropriately
- Treat peers and staff with respect and dignity
- We prefer that students remain at school for the lunch break. Westpark is a closed campus. However, if it is necessary for students to leave school grounds at lunch, make arrangements in advance (before 9:00 a.m.) with a signed note or phone call

The result of meeting these standards will allow students to enjoy all the privileges our school has to offer. These include such things as attending intramurals, extra curricular sports teams, field trips, and other special events within the school. Students who meet these standards will be contributing members of a safe and enjoyable school environment. Students who do not meet our standards of behaviour will have

consequences that may result in the loss of some school privileges. Students could lose the right to attend school sponsored activities and may be required to stay after school. Students will be reminded with verbal warnings and informal consequences as well as more formalized and serious consequences for repeated or serious infractions. Consequences could include detentions during lunch, in-school suspensions, or out of school suspensions. These more serious consequences will be reported to parents and may also require a parent conference with teachers and administration.

We believe that all students would behave appropriately if they were able to and had the appropriate skill set. Therefore, we work diligently to teach these appropriate behaviors to all students through the Circle of Recognition and the teaching of character education. We have behavioral expectations and hold students accountable for their behavior. Please read through the package of information regarding Westpark's Expected Standards for Student Behavior, on our school website: <http://wms.rdpsd.ab.ca/>

WESTPARK MIDDLE SCHOOL DISCIPLINE PROCESS

Red Deer Public Schools' Student Code of Conduct:

In accordance with the provisions of the School Act and School Board Policy, students in the Red Deer Public Schools are expected to:

- Demonstrate their commitment to maintaining a safe and caring school.
- Demonstrate desirable personal characteristics such as respect, responsibility, fairness, honesty, caring, loyalty and commitment to democratic ideals.
- Be diligent in pursuing their studies.
- Attend school regularly and punctually.
- Cooperate fully with everyone authorized by the Board to provide education programs and other services.
- Comply with the rules of the school.
- Account to their teachers for their conduct.
- Respect the rights of others.

In so doing, students are expected to promote and maintain a climate that is free of:

- Cheating
- Harassment
- Illegal substances
- Intimidation
- Lying
- Obscene or profane language
- Prejudicial behaviour
- Theft
- Violence
- Weapons

<p>Any language or behaviour that deliberately incites hatred, prejudice, discrimination or harassment towards student or staff on the basis of their actual or perceived sexual orientation, gender identity, or gender expression will not be tolerated.</p> <p>(RDPSD Policy 6.01.01 Regulation 9)</p>

Student conduct that violates the expectations listed above, or that adversely affects a school's climate or operation, including disruption of the learning environment, shall be considered a breach of the Code of Conduct, warranting appropriate forms of intervention that may include suspension or expulsion from a particular school, instructional program, school activity or transportation service.

Daily discipline is handled by the classroom teacher according to class expectations set down by the teacher. If a student is not meeting the expectations and warnings and reminders are not effective, the teacher will meet with the student to develop a plan of action for success. The student will be expected to follow the plan in order to improve his/her behaviour.

If the plan is not successful, the teacher will call the parents and/or administration to work together with the student towards a solution.

The plan may include the following steps:

- Time out from class
- Team meeting with parents, teachers, administration, and students
- In/Out of school suspension

For more specific information, here are the Tiered Behavioural Interventions we have in place at Westpark:

 [WMS Tiered Intervention 2021-22](#)

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.

CONSEQUENCES PROVIDED AT WESTPARK MIDDLE SCHOOL

MAKE UP TIME FOR OVERDUE ASSIGNMENTS

If a student does not complete homework or an assignment that is due, the teacher may choose to have the student stay in at lunch or after school. Students will work in their teacher's classroom.

LUNCH SUSPENSION

Students who leave the school grounds during the lunch period without permission will receive a lunch suspension the next day. Parents will be contacted by the administration.

IN-SCHOOL SUSPENSION

Students who receive in-school suspensions will report to the office as soon as they arrive at school. They will be supervised by administrative staff who will lead a discussion on why they are out of class and help them to develop strategies and skills that will be effective in helping them avoid a repeat of the behavior. Students will be monitored as they complete their school work. Parents will be informed of all in school suspensions and may need to conference with teachers and administration before the student is reinstated to class.

OUT OF SCHOOL SUSPENSIONS

Serious offenses may result in students being suspended from attending school. These suspensions may be from one to five days in length. Students will be expected to work with the counselor on skills and strategies to prevent the behavior from occurring again. Parents will be asked to conference with administration before the student is reinstated to school.

NON-NEGOTIABLE RULES

Breaking any of the following rules will result in immediate suspension (in-school or out of school) and conferencing with parents.

- Hitting, punching, and roughhousing.
- Throwing objects such as rocks, school supplies or snowballs.
- Defiance of any adult in the school.
- Using abusive and offensive language or gestures.
- Fighting, promoting a fight, planning a fight, or watching a fight. Both parties will be suspended. All fights will be handled very seriously. Students who remain as spectators at a fight will also be given consequences.
- Threatening or intimidating other students, including on the internet.
- Using or possessing alcohol, drugs or tobacco (including electronic smoking products – e-cigarettes).
- Possessing contraband.

DISTRICT CONTRABAND POLICY

It is of critical importance that students not bring articles to school that may pose a safety risk to others or may offend some individuals. The following is a list of a few items classified as contraband. Possession of some contraband items may result in suspension from school with recommendation for expulsion:

- Firearms (hand guns, rifles, air rifles, pellet guns)
- Toy guns or other weapons incendiary devices (ammunition, firecrackers)
- Knives (jack-knife, hunting knife, etc.)
- Sharp objects
- Laser pointers
- Tobacco products (smoke or smokeless, electronic smoking products – e-cigarettes)
- Weaponry (throwing stars, arrows, martial arts equipment)
- Illicit drugs, drug paraphernalia or alcohol, matches or lighters
- Prejudicial or racial materials
- Wearing apparel (hats, T-shirts, etc.) which is lewd, prejudicial, or promotes the use of drugs, alcohol or tobacco products.
- Sexually explicit materials (books, magazines, movies, pictures)
- Socially unacceptable devices (such as stink bombs and other unpleasant scented materials, profane audio devices)

SPECIFIC RULES FOR STUDENTS AT WESTPARK

The following pages will outline specific rules for students at Westpark Middle School. The rule is stated and the suggested consequence is listed. We have tried to be as specific as possible so that students understand what the expectations will be at school. We also feel the consequences are logical and natural reminders for students to follow the rules. Ultimately we would like students to be aware of their choices and make wise, informed decisions. These rules apply to all school activities (including dances, field trips and sports teams).

A. **ELECTRONICS:** Personal electronic devices are not allowed in instructional areas during class time and will remain locked in lockers with the exception of lunch recess.

1. **Rule:** Use of electronic devices, including iPods, MP3s and phones, are not allowed during instructional time (this includes during class and breaks). They must be turned off and kept in their locker during instructional time. Cell phone use is allowed at lunch recess and after school.

Consequences: The first time the device will be taken away. The device will be stored in a safe place in the classroom or office. First offence: Return at the end of class or end of day. Second Offence: Phone call home and parent must pick up. Third offence: In-School Suspension, phone call home and parent comes to pick it up.

2. **Rule:** No videos or pictures taken at school may be displayed on the internet without teacher/parent permission.

Consequences: The video/pictures must be removed. Parents will be contacted and a suspension may be given. RCMP may be informed.

Student Technology Expected Use Agreement

Purpose

Students, staff and administrators of Red Deer Public Schools have the opportunity to access the RDPSD network to facilitate educational and professional growth objectives. The purpose of these procedures is to foster the independent use of the network, subject to compliance with procedures and standards for appropriate network behavior and communication. The following procedures apply to all users when they access any RDPSD network connection.

Property

The RDPSD network and services are the property of Red Deer Public Schools.

Unauthorized use of the network and computing systems is prohibited. Access to the network and email and other on-line systems of Red Deer Public Schools is a privilege granted to users by Red Deer Public Schools and may be revoked or withheld at the discretion of Red Deer Public School District employees.

Privacy

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 No. 104 may at times and without prior notice, monitor and review content and web site retrieval by Users in order to ensure proper use.

Accounts and Passwords

Users must obtain an authorized account and password from the Information Technology Services Department in order to access RDPSD network resources. The User should consider the account and password confidential and shall not share the account or password with any other person or leave the account open or unattended at any computer system.

Expected Use

The use of your account must be in support of education and research and consistent with the educational objectives of Red Deer Public Schools. Transmission of any material in violation of any Federal or Provincial statute or regulation is prohibited.

- Network use is restricted to only those users that have been issued an authentic username and password by the Red Deer Public Schools Information Technology Services Department.
- Downloading or transferring copyrighted material to or from any RDPSD computer without the express consent of the copyright owner is a violation of federal law and is expressly prohibited.
- All unauthorized and unlicensed software is prohibited on the RDPSD network.
- Users will not engage in illegal or unethical acts, including the use of network access to plan or carry out any scheme to defraud or to obtain money, or other things of value by false pretenses, promises, or representations; or to damage or destroy computer-based information or information resources.
- Any use of the RDPSD network for receiving or sending disrespectful, defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or illegal material or other inappropriate activities is strictly prohibited. Individuals are encouraged to report any abuse to the appropriate authorities.
- Use of E-mail and other RDPSD network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, or otherwise annoy other users of the networks is forbidden. Each user has the responsibility to report all such violations.
- Downloading or transmission of pornographic, obscene or other socially unacceptable materials is strictly prohibited.
- Network users shall not allow any other person to use their password/key or to share their account.

- Any attempt to circumvent system security, guess passwords or in any way gain unauthorized access to local or network resources is forbidden.
- Network users will not knowingly engage in sending messages and files containing any form of digital information or encoding that is likely to result in loss or disruption of the recipient's work or system.
- Network users will not engage in gaining access to any resources, entities or data of others for any purpose without authorization.
- Network users will not engage in activities that are wasteful of network resources or that degrade or disrupt network performance including other networks and systems accessed over the Internet.
- Network users will not engage in plagiarism of information obtained via RDPSD network.
- Network users will not engage in the breaking of confidentiality of any user, revealing personal information such as phone numbers or addresses of others, or otherwise invading the privacy of others over the network.
- Network users will not use the RDPSD network for private or business use or for political purposes.

* It is Red Deer Public Schools practice to provide full access to the following computing services and systems. A computer account, server access, network access including filtered web access, email, cloud services - Google Apps For Education, and other web 2.0 technologies

B. CLOTHING: These rules apply during the school day as well as for school events.

Red Deer Public Schools' Policy and Regulation 4.02.04 – Student Dress Policy Approved: 2010.05.26

POLICY The Board of Trustees believes that extremes in clothing, hairstyle, or personal ornaments may be detrimental influences in schools and classrooms. Consequently, 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.

1. **Rule:** Head gear cannot be worn in school at any time, unless it has a religious significance or special permission is granted from school administration. The wearing of BANDANAS and other HEADGEAR is not allowed inside or outside on the school property at any time.
Consequences: First offence: Student will be asked to remove headgear. Second offence: Head gear will be removed and confiscated for one day.
2. **Rule:** Clothing with offensive graphics including advertisements for alcohol / drugs etc. or slogans cannot be worn in school; no bandanas.
Consequences: Replace, cover clothing or send the student home to change if a change of clothes is not available at school.
3. **Rule:** Shirts must be long enough to cover midriff, must not be cut low in front, have thin straps, be a sheer top or be too revealing. Tank tops must cover underwear (a two finger rule for straps).
Consequences: Replace, cover clothing or send the student home to change if a change of clothes is not available at the school.
4. **Rule:** Underwear must not be seen. Pants must be pulled up.

Consequence: Cover it up or put on clothing to cover it up. Students may be sent home to change if suitable clothing cannot be found at school.

5. **Rule:** No extremely short shorts or skirts. No jeans that are extremely low riders. Use the fingertip rule as a guide.
Consequences: Replace, cover clothing or send the student home to change if a change of clothes is not available at the school.
6. **Rule:** Jackets should be kept in lockers.
Consequences: Take off. Teacher's discretion.
7. **Rule:** Students must wear non-marking shoes in the school. No sock feet or bare feet allowed in the halls or outside on the playground.
Consequences: Remove offending shoes. Clean up marks if necessary.
8. **Rule:** Helmets must be worn when riding anything with wheels to, or from, school.
Consequence: The bicycle, skateboard or rollerblades etc. will be taken away until the student returns with his/her own helmet or parent.

The school has the authority to make decisions regarding the appropriateness of clothing. Westpark's clothing policy is conservative, if you believe the outfit may be questionable; DO NOT WEAR IT TO SCHOOL.

C. VANDALISM

1. **Rule:** Writing or carving on desks, walls, lockers or any other surfaces is not allowed.
Consequences: Clean up damage and/or pay for anything necessary to return the area to its original state.
2. **Rule:** Offensive language on texts or binders is not allowed.
Consequences: Erase or cover writing. Purchase new binder or pay for text if damage is not repairable.

D. WMS BUS: A parent/guardian will be required to transport the student to or from required activity if the student cannot follow the rules.

1. **Rule:** Students must be sitting when the bus is moving.
Consequences: 1st - asked to sit 2nd - asked to move 3rd - asked to leave
2. **Rule:** Bus will be loaded and unloaded from front to back (2 or 3 sitting in a seat as required).
Consequences: Clean bus upon return to school.
3. **Rule:** The front door is the only approved entry or exit.
Consequences: Driver will assign a clean up duty.
4. **Rule:** No vandalism. We are proud of our school bus and expect everyone to treat it with respect.
Consequences: Student will pay for damage and repairs.

E. SNACK SHACK-open daily this year-Please make sure the wrappers are put in the trash.

Students should **not** use the snack shack as their lunch. The schedule varies and it is not open until 12:09 pm. Purchases at snack shack should supplement lunch, rather than replace a healthy lunch.

Students do not have the right to use the snack shack if on an in- school suspension.

Students must take their purchases outside to eat. All garbage must be thrown out. If garbage becomes a problem the snack shack will be closed. **Make sure you use the garbage and recycle bins.**

F. LUNCH-TIME GENERAL RULES

Students will eat in advisory rooms or areas:

- When eating in their Advisory room, students stay for the entire eating period from 11:52 – 12:08.

They leave at the bell. Students are responsible for keeping these areas clean.

- Students may exit through north and east doors until 12:25 pm and then must only exit through the main doors by the office at lunch time. After the bell rings to return to classes students may enter through the RDMBB door and the Main door.
- Supervisors will monitor student behaviour. Students will listen to and treat all supervisors with respect.

- **SKIP THE DISHES - will not be allowed**

We discourage students from leaving the school grounds unless they are going to their own home for lunch.

- Energy drinks are strictly prohibited.
- Students will not be permitted drinks that do not meet the district nutrition policy. They will either be confiscated or be asked to leave them in their lockers until the end of day.
- If the weather is inclement, students will have an indoor lunch. There will be indoor recess when the temperature drops below -20C. Until then, students are expected to come prepared to go outside.

On inside days, students will be in assigned areas and activities as determined by their advisory teacher or administration.

- If they do not behave, they will be sent to the office to talk to an administrator.

On outside days, students are expected to get coats and go outside.

- If a student has been sick and his/her parent feels that going outside is not appropriate they should be seated doing homework in the Learning Commons.
- Supervisors will allow students to quickly use the bathroom and return outside using the main entrance only.
- If a student outside needs a coat, he/she will be allowed to quickly go to their locker through the main entrance only.
- Recreational equipment can be signed out and should be returned by the student that signs it out.

G. LUNCH HOUR / FOOD IN SCHOOL

Most advisory locations have a **microwave** available for student use. These are limited so students should only bring items that are quick to reheat or preferably bring food that does not require heating. Students need to use microwave safe containers, open containers before putting them in the microwave and cover food before heating. Wipe out the microwave when finished.

1. **Rule:** No food is to be eaten in Learning Commons (unless LC is used as an Advisory location), bathrooms, change rooms, or gym. Students can take their remaining food outside, unless litter becomes a problem.
2. **Consequences:** Student disposes of the food and gets a lunch hour suspension, cleaning up litter.
3. **Rule:** Lunch is to be eaten in advisory classrooms or areas, between 11:52 – 12:09 pm. Students are to be eating in these areas **only**. If a student is not finished eating by the bell, they will be allowed to take their food outside.
Consequences: Send to the proper area, if a problem arises the student will get a lunch suspension.
4. **Rule:** Students must line up at the Snack Shack and use manners when ordering. Students must exit the building immediately after purchasing food items. (unless inside day).
Consequences: Banned from Snack Shack.
5. **Rule: We are a closed campus.** Students are to remain on the school grounds at all times. If there is a special circumstance that requires your child to leave the school grounds, please make arrangements in advance with the school administration.
Consequences: Phone call home and a lunch suspension.
6. **Rule:** Gum may be chewed politely in school.
Consequence: Gum must be thrown out.
7. **Rule:** Energy drinks may not be brought to school.
Consequence: The drink will be taken away.

H. BEFORE, BETWEEN AND AFTER SCHOOL IN THE HALLS

1. **Rule:** In bad weather cleaning shoes or boots is expected before entering the school.
Consequences: Asked to clean footwear and clean up the mess.
2. **Rule:** The school phone is turned off during class time and cannot be used without prior office approval.
3. **Rule:** Behaviour at after school events is under the same set of rules as the regular day.
Consequences: Asked to leave, if a problem a 1/2 day in-school suspension will be given.
4. **Rule:** All visitors must report to the office.
5. **Rule:** The photocopier is not to be used by students. Paper conservation is important.
Consequences: Student may be asked to pay for paper.
6. **Rule:** Combination locks **provided by the school** must be on lockers. A rental fee of \$2.00 will be charged.
Do not share your combination with other students.
7. **Rule:** Lockers are school property. They will be opened and checked by an administrator if it is deemed necessary.
8. **Rule:** Students should only be at their lockers during break times.

Consequences: Student will be asked to return to class. The student will then face classroom consequences for not being prepared.

9. **Rule:** Keep your hands and feet to yourself. All activities and sports are no contact (no tackle).
Consequences: Noon hour suspension(s).

PARENTS PLEASE NOTE: SUPERVISION TIMES

- **On student days: Our supervision begins at 7:55 am and ends at 2:50 pm.**
- Parents should realize that students who are dropped off early or who stay after buses have left are not supervised.
- It is imperative that parents make arrangements for their son or daughter to be picked up, from the school, by 2:50 pm. If students are working with a teacher, taking part in an athletic event or school sponsored activity, they are more than welcome to be at the school. Please be sure to check with your son or daughter as to what time the event will be over. All students should either be within walking distance from their home or have a bus pass.

Yellow School Bus
CHARTER
STUDENT TRANSPORTATION

The following is a list of student/parent responsibilities to help ensure a safe ride to school. Thank you.

STUDENT'S RESPONSIBILITY

1. **TAG TO RIDE.** Must have a bus **tag to ride**. If a student forgets their tag in the morning the Bus Driver is instructed to never leave a child at a stop in the morning and will allow a ride to school **but not to their home. STUDENTS WILL NOT BE ALLOWED ON THE BUS HOME WITHOUT A TEMPORARY TAG.** Students are expected to advise the school office if they have lost/forgotten their tag. Do not wait until after school for a replacement tag as the bus will be leaving at the scheduled time.
2. Students are expected to be on the road, at their designated stop, **5 minutes** prior to the arrival of the bus.
3. Stay off the traveled roadway at all times while waiting for the bus. Be courteous of residential property and stay on city sidewalks and designated bus stop areas.
4. **REMAIN SEATED AT ALL TIMES.** Be seated promptly in your assigned seat. Remain seated and face forward.
5. **KEEP HANDS, FEET AND OBJECTS TO YOURSELF.** Do not hang any object or part of your body out of the bus window. No throwing of any item inside or outside of the bus.
6. **NO SWEARING, RUDE GESTURES AND TEASING OF OTHERS.** Noise on the bus shall be kept to a minimum. You may talk quietly to the person beside you. Loud noises, shouting, etc. are dangerously distracting to the driver.
7. **Respect your fellow passengers and your driver.**

8. **OBEY THE DRIVER.** The bus driver is in full charge of the bus and students must obey his/her directions.
9. **STUDENT MISCONDUCT WILL RESULT IN WITHDRAWAL OF TRANSPORTATION PRIVILEGES.**

PARENT'S RESPONSIBILITY

1. Be certain that your children are at the bus stop on time (**5 minutes** prior to the arrival of the bus).
2. Call Prairie Bus Lines (3426390) when your child will not be riding the bus.
3. Provide the necessary protection for your children when going to and from the bus stop.
4. Accept responsibility for the proper conduct of your children prior to boarding a bus, during the daily trip, and upon discharge.
5. Make certain that your children are properly dressed in case of emergencies during cold or wet weather.
6. Encourage children to obey all traffic rules and school bus regulations.
7. Be responsible for any damage to a bus by your child/children.
8. During cold weather it is the parent's decision whether to choose to have their child ride the bus.

STUDENT MISCONDUCT

Student misconduct will result in withdrawal of transportation privileges. The following action will be taken:

1. Warning
2. Conference with Driver
3. Call to the Parent and Principal
4. Suspension of Busing Privileges

**RED DEER PUBLIC SCHOOL
TRANSPORTATION SERVICES 3423724**