

Westwood Community High School

“One By One We Can Be The Better World We Wish For”

- Kobe Yamada



Student Handbook 2021-2022

221 Tundra Drive
Fort McMurray, Alberta
T9H 4Z7

Telephone: (780) 791-1986

Fax: (780) 743-9663

<http://www.westwoodhighschool.ab.ca>

Twitter: @wwhighschool

Facebook: westwood.fmpsdschools.ca

WESTWOOD COMMUNITY HIGH SCHOOL

“One by One We Can Be The Better World We Wish For”

Kobe Yamada

MISSION STATEMENT

Westwood is a safe, active school community educating all students for personal excellence, lifelong learning and productive citizenship.

VISION STATEMENT

Westwood is a healthy learning community of well-rounded citizens preparing to contribute to and succeed in society.

Westwood School Colours and Mascot

Westwood school colours are royal blue and grey. Our school teams and clubs are the "Trojans". The Trojan mascot is "Thor".

Division's Re-Entry Plan

 **FMPSD School Re-Entry Plan 2021-2022_PDF.pdf**

2021-2022 Key Dates

Aug	18	School opens
	30	1st day classes gr. 7 only
	31	1st day classes gr. 8&9 only
Sept	01	1st day classes gr. 10&11 only
	02	1st day classes gr. 12 only
	03	PLF #1 no school
	07	First day of classes with all grades
	13	Keith Hawkins Presentation (Time to be determined two presentation Jr & Sr)
	17	PLF #2 no school
	21	Photo Day
	TBD	Terry Fox Run
	29	Orange Shirt Day @ FMPD
	30	Truth & Reconciliation National Holiday - no school
Oct	08	PLF #3
	11	Thanksgiving - No School
	29	Institute Day- no school
Nov	05	Term 1 Ends
	09	Term 1 marks available on PowerSchool
	09	Term 2 begins, options for Jr. high change
	11	Remembrance Day - no school
	12	No school - in lieu of PTIs
	23	Academic Awards Assembly - Jr. @ 9:45am - Sr. @ 1:45 pm (or virtual?)
Dec	03	PLF #4 No school
	17	PLF #5 No school
	20-31	Christmas Break
Jan	03	classes resume
	11	DIPLOMA Exams begin
	14	Division wide PLF No school
	19	Last day of classes for grades 9-12
	20-27	EXAM week Gr. 7&8 will have classes/midterms
	28	PLF #6 - Term 2 and Sem 2 end - no school
	31	Semester Two Starts
Feb	02	Report Cards will be available online through PowerSchool for parents to view.
	18	PLF #7 no school
	21	Family Day- no school
	28-Mar 4	Convention Break
Mar	11	PLF #8 no school
	18	IPPs are due into SS, update current goals or create, new goals -(semesters)
Apr	01	PLF #10 no school
	11-18	Spring Break
	19	Classes resume
	22	Term 3 Ends
	29	PLF #11 no school
May	06	PLF #12 no school
		TBD - ELA part A of PAT - AP exams TBD
	20	In lieu of PTI - no school
	23	Victoria Day - no school
Jun	03	PLF #13 no school
	15	Last day of regular classes for ALL grades
	16-28	Exam Week
	29	GRAD
		After June 29th report cards will be available on the Parent Portal

2021-2022

**TIMETABLE JR HIGH
Grades 7 & 8**

Monday - Friday
Warning bell 8:05
BLOCK 1(76 min) 8:10 – 9:26
Break 9:26 –9:36 (10min)
BLOCK 2(76 min) 9:36 – 10:52
Break 10:52 - 10:58 (6min)
Literacy (30min) 10:58 – 11:28
Lunch bell 11:28
High School warning bell 11:57
Jr. High warning bell 12:02
Lunch (42 min) 11:28 – 12:10
BLOCK 3 (75 min) 12:10 – 1:25
Break 1:25 – 1:34 (9 min)
BLOCK 4 (75 min) 1:34– 2:49

**2021-2022
TIMETABLE SENIOR HIGH SCHOOL
Grades 9-12**

80 minute blocks

Monday - Friday DAY 1 & 2
Warning bell 8:05
BLOCK 1 8:10 – 9:30
Break 9:30 –9:37
BLOCK 2 9:37 – 10:57
Tutorial 10:57 – 11:27
Jr. High lunch bell 11:28
Lunch 11:27 – 12:02
Warning bell 11:57
BLOCK 3 12:02 – 1:22
Break 1:22 – 1:29
BLOCK 4 1:29– 2:49

Parents visiting the school

We sincerely value our community and parent volunteers; unfortunately, we are not able to have volunteers enter the building at this time. We look forward to when we will be able to work physically together again.

At this time, we will ask that parents arrange for an **appointment** to enter the school to meet with a Student Services Counselors, a teacher or Administration.

All visitors will need to enter and exit through the main doors of the school and check in with the office, where you will need to sign in and out. People authorized to enter the building at this time are Canada Post, delivery and maintenance personnel as well as FMPSD staff.

If a parent needs to enter the building to pick up a sick child, that will be arranged through the office as needed. Please call the school when you arrive, before entering the building @ (780) 791-1986. The parent (or designated emergency contact) may only enter the building after completing the COVID-19 [Screening Questionnaire](#), sanitizing hands and if they are wearing a mask.

If a parent needs to drop off a lunch for their child, they can call the office ahead of time and procedures will be shared with the parent for entering the building. All health protocols must be followed (ie: screening questionnaire, wearing of a mask, and proper hand hygiene). There will be a table in the office to place the student's lunch. The student will then be called to the office to pick it up. The student name must be clearly displayed on the bag/container. Unfortunately, office staff will not be able to provide you with pens to use. Parents must also indicate their name and phone number once they enter the office.

SEMESTER 1

AUGUST 2021

Mon	Tue	Wed	Thur	Fri
16	17	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER 2021

Mon	Tue	Wed	Thur	Fri
		1	2	3 PLF
6 HOL	7(1)	8(2)	9(1)	10(2)
13(1)	14(2)	15(1)	16(2)	17 PLF
20(1)	21(2)	22(1)	23(2)	24(1)
27(2)	28(1)	29(2)	30 HOL	

OCTOBER 2021

Mon	Tue	Wed	Thur	Fri
				1(1)
4(2)	5(1)	6(2)	7(1)	8 PLF
11 HOL	12(2)	13(1)	14(2)	15(1)
18(2)	19(1)	20(2)	21(1)	22(2)
25(1)	26(2)	27(1)	28(2)	29 INT

NOVEMBER 2021

Mon	Tue	Wed	Thur	Fri
1(1)	2(2)	3(1)	4(2)	5(1)
8(2)	9(1)	10(2)	11 HOL	12 HOL
15(1)	16(2)	17(1)	18(2)	19(1)
22(2)	23(1)	24(2)	25(1)	26(2)
29(1)	30(2)			

DECEMBER 2021

Mon	Tue	Wed	Thu	Fri
		1(1)	2(2)	3 PLF
6(1)	7(2)	8(1)	9(2)	10(1)
13(2)	14(1)	15(2)	16(1)	17 PLF
20 HOL	21 HOL	22 HOL	23 HOL	24 HOL
27 HOL	28 HOL	29 HOL	30 HOL	31 HOL

JANUARY 2022

Mon	Tue	Wed	Thurs	Fri
3 HOL	4(2)	5(1)	6(2)	7(1)
10(2)	11(1)	12(2)	13(1)	14 PLF
17(2)	18(1)	19 E	20 E	21 E
24 E	25 E	26 E	27 E	28 E
31 E				

SEMESTER 2

FEBRUARY 2022

Mon	Tue	Wed	Thu	Fri
	1 (1)	2 (2)	3 (1)	4 (2)
7 (1)	8 (2)	9 (1)	10 (2)	11 (1)
14 (2)	15 (1)	16 (2)	17 (1)	18 PLF
21 HOL	22 (2)	23 (1)	24 (2)	25 (1)
28 T/C				

MARCH 2022

Mon	Tue	Wed	Thu	Fri
	1 T/C	2 T/C	3 T/C	4 T/C
7 (2)	8 (1)	9 (2)	10 (1)	11 PLF
14 (2)	15 (1)	16 (2)	17 (1)	18 (2)
21 (1)	22 (2)	23 (1)	24 (2)	25 PLF
28 (1)	29 (2)	30 (1)	31 (2)	

APRIL 2022

Mon	Tue	Wed	Thu	Fri
				1 PLF
4 (1)	5 (2)	6 (1)	7 (2)	8 (1)
11 HOL	12 HOL	13 HOL	14 HOL	15 HOL
18 HOL	19 (2)	20 (1)	21 (2)	22 (1)
25 (2)	26 (1)	27 (2)	28 (1)	29 PLF

MAY 2022

Mon	Tue	Wed	Thu	Fri
2 (2)	3 (1)	4 (2)	5 (1)	6 PLF
9 (2)	10 (1)	11 (2)	12 (1)	13 (2)
16 (1)	17 (2)	18 (1)	19 (2)	20 HOL
23 HOL	24 (1)	25 (2)	26 (1)	27 (2)
30 (1)	31 (2)			

JUNE 2022

Mon	Tue	Wed	Thu	Fri
		1 (1)	2 (2)	3 PLF
6 (1)	7 (2)	8 (1)	9 (2)	10 (1)
13 (2)	14 (1)	15 (2)	16 (1)	17 (2)
20 E	21 E	22 E	23 E	24 E
27 E	28 E	29 E	30 GRAD	

LEGEND

- (1) Day 1
- (2) Day 2
- E Exams
- HOL Holiday
- PD Professional Development
- T/C Teacher's Convention
- DO Day off
- INT Institute Day
- DD District Day

GENERAL INFORMATION

STUDENT FEES include:

Specific Fees	Amount
School Council (all students pay)	\$ 30.00
Bussing under 2.4 kms , or choice school	\$41.00/mo.
Advanced Placement Exam Fee	\$125/exam
Yearbook (Optional)	\$ 55.00
Grad Fees (Grads only) (If paid after Semester 2, \$275.)	\$250.00 (Or \$275)
First Aid (optional) Applied to RAP and some off-campus students	\$70
Musical Instrument Cleaning Fee (if needed)	\$150.00

*****Fees for school trips will be charged at the time of participation.**

SCHOOL PHOTOS and IDENTIFICATION CARDS

Your ID card will be prepared by our school photographer. This ID card allows admittance to school sponsored activities. School photos date is September 21 with retakes November 17.

LOCKERS

Lockers at Westwood Community High School are the property of the school. For the sake of security, students are required to use the lock provided by the school. Students are encouraged **to leave valuables at home**. Students do not have the right to deface lockers. In accordance with the locker procedure, if the lockers are returned in a condition that is deemed unsatisfactory, locker privileges will be revoked, by administration, for the following school year. In addition, a fee of up to \$50.00 will be charged in order to refurbish the locker to an acceptable condition.

VALUABLES AND PERSONAL PROPERTY

Westwood will not be responsible for personal property or valuables that are lost or stolen at Westwood or during any Westwood events. Please lock your valuables up or leave them at home. Students are expected to safeguard valuables and personal property or to have the necessary insurance for valuables such as band equipment.

BUS PASSES

Bus Passes not picked up are returned to the Division Office on the 15th of every month. If a Bus Pass is lost or stolen before the 15th of the month, it can be replaced at the school for a cost of \$41.00 (after the 15th it is done through the City).

PARKING & Drop Off Locations

Student parking is available on the east side of the building in specifically marked stalls. Only the stalls facing Signal Road are for student parking. The school is not responsible for any damage or vandalism to student cars while parked at the school. Careless driving or misconduct in the parking areas may result in the cancellation of parking privileges. Student or staff parking is permitted in the YMCA Parking Lot 2 on the west side of the school at the far end away from the YMCA. Parking spaces closest to the YMCA (Lot 1) are for YMCA members only. Students and/or staff may be ticketed if they park in Lot 1 of the YMCA.

Unauthorized vehicles parked in spaces marked for visitors, staff, fire lane/bus loop, the YMCA or in front of garbage bins and delivery doors may be subject to ticketing/towing at the owner's expense.

ATTENDANCE POLICY

The staff at Westwood Community High School is committed to working in partnership with parents to ensure that students have every opportunity for academic success. We believe, and statistics show, that regular attendance is essential to learning. Classes provide explanation, illustration and proactive opportunities for involvement in discussion and group work.

Teachers and Administrators expect all students to attend classes regularly.

Section 13 of the Alberta School Act states that "An individual who

- a) is eligible to be enrolled in a school,
- b) at September 1 in a year is 6 years of age or older, and
- c) is younger than 16 years of age, shall attend school.

Students are responsible for:

- attending all classes on time every day. Attendance at the high school is calculated by period.
- reporting to the office when entering or leaving the school after classes have begun.
- advising their teachers of the reason for their absences.
- making up any work missed during an absence.

Students participating in school-based extracurricular activities and school sports teams need to have excellent attendance and appropriate behaviour or they will not be permitted to participate.

Parents/Guardians are required to notify the school stating the reason, by telephone or in writing, when the student is excusably absent or late within three days of the absence. Documentation is required to excuse a student when the student has nine or more absences. This applies to all students, regardless of age.

For the purpose of this policy, an absence is considered excused for the following reasons:

1. Illness or injury.
2. Medical, dental, optometry or chiropractic services that cannot be scheduled outside of school hours.
3. Death in the family.
4. Participation in religious observances.
5. School related activity or program.
6. Suspension from school.

Any absence for a reason not listed above is considered an unexcused absence. Some samples of unexcused absences are:

1. Any personal business that could be handled on personal time.
2. Working for an employer.
3. Oversleeping.
4. Missing the bus.
5. Car trouble.
6. Studying for a test.

Vacations or trips scheduled during school time will be excused. However, it is the school's belief that the loss of instructional time is difficult to be regained. Any drop in grade due to this absence is solely the responsibility of the student. It is also the student's responsibility to get the required work from the teacher or to make up the work upon returning from vacation or trip.

The office staff will record all phone calls and notes in the daily attendance log. An automated dialer will call the student's listed phone number on the day when an unexcused absence occurs.

Students who are inexcusably absent from school are **not permitted** to:

1. Be on school property.
2. Attend and participate in extracurricular activities.

TARDINESS

A student must not miss more than 20 minutes of instruction to be considered present for that class or 10 minutes to be considered present for the tutorial period. Consequences for being late may include detentions, forfeiting the right to attend class for one day, or referral to administration.

Students who are considered independent, who is over the age of 18 and who are **not living at home**, may excuse their own absences, providing prior arrangements have been made with the Principal and their parents/guardians have been formally notified.

The attendance protocol at Westwood is as follows:

- Teachers will have a conversation with students as well as call the parents when a student has **3 unexcused absences** in a course and record the contact in Power School. Ongoing parent communication is paramount in curbing the student attendance issues.
- After **5 unexcused absences** in one course, teachers will notify the administration of the students' circumstances. Administration will also take steps of intervention.
- Once a student has been referred to administration, decisions will be made on an individual basis and will follow discussions with teachers, parents and students.

Students who skip classes will receive consequences that may include the following:

- After school or before school detentions issued by course teachers and/or administration.
- In-school suspensions.
- Referral to the Attendance Board for students under the age of 16;
- Recommendation for withdrawal from a course or from school.

Factors that will be considered in making a decision include:

- The student's current marks in the course and the likelihood of the student successfully completing the course.
- The student's general deportment in the school.
- The student's academic record.

If a student is withdrawn from school and they would like to re-register the following semester, a meeting must be established to meet with the Principal. Students who are expelled from school may be reinstated into the school at the discretion of the Board of Trustees and after meeting with the Principal.

SPARE PERIODS

Only grade 12 students will be permitted a spare block, and only one spare in the whole year. Students are asked to use this time wisely, or the privilege may be revoked. Any student on a spare period has one of the following options:

- 1) work on assignments or research in the library
- 2) leave the Westwood complex until the next scheduled class. Students on spares must not loiter inside or outside the school on school property. Students leaving the building and returning for their next class must do the Self-screening questionnaire.

** Students with 4th Block spares are encouraged to leave the school.

CLASSROOM RULES

Each classroom teacher develops a list of reasonable expectations that contribute to the instructional program, classroom harmony and the development of student responsibility. Classroom rules will be distributed to students with course outlines. Each teacher will outline their expectations of cell phone use and the process for when electronic devices can be used.

HOMEWORK AND REVIEW

Junior High students will have homework from time to time. Students who have chosen to take the Pathway to AP program can expect to have enrichment, which may require time devoted to their studies outside of the regular classroom (Eg: science fair project).

High school students can expect to spend time on studies outside the regular class schedule. Students should also plan to complete homework on a regular basis that includes practice questions, assignments, and review. Students should do enough practice questions to learn the skill or concept plus a daily review of past assignments and activities.

MAJOR (NON-DIPLOMA) EXAMS - Student Attendance

Part of the student evaluation is the writing of major examinations. At semester or year-end, students will write examinations for core courses.

Some regulations concerning exams are:

1. Students will be required to produce a medical certificate justifying absence.
2. School must be notified by parents and provided with the reason for the absence.
3. Students and/or parents must make alternate arrangements for writing missed exams.

Students who are absent with no explanation will be given a **zero** on missed exams.

REPORTING TO PARENTS

Students will receive progress reports and report cards throughout the year. Parent/teacher interviews will be held each semester. Live marks and attendance are available for viewing in PowerSchool. If you do not have a PowerSchool account please contact the main office.

TUTORIAL POLICY

For the 2021- 22 school year, tutorial is mandatory on Mondays and optional for students in grades 9-12, on Tuesday's through Friday's if not requested by the teacher, or if the student has missing assignments or is failing a class. See Tutorial Policy for more details.

Explanation

1. **Mondays are mandatory for all students.** Mental Health Literacy is explored during this instructional time. Students are expected to remain in their 2nmd block class for this important learning.
2. Students **VOLUNTARILY** go to Tutorial Time for help when they have been absent or need help. (Very smart option)
3. Students who are falling behind are **INVITED** by their subject teacher to attend Tutorial Time. (The smart move will be to attend)
4. If an invited student does not attend and falls further behind – the student will be **ASSIGNED** Tutorial Time by their teacher. (No excuses)
5. If a student still does not attend Tutorial Time, **parents will be contacted by the classroom teacher.** The student will then be **REQUIRED** to attend until he/she is caught up. (Don't duck it...go to tutorial)
6. If a student continues to not attend Tutorial Time, the student will be sent to the office and the school' administration will **DIRECT** the student to attend and contact parents. (This is a bad stage to get to, so go to tutorial much earlier than this)
7. **If the problem becomes chronic, the student may be pulled from that class and required to work on missing assignments in a DIRECTLY SUPERVISED SITUATION.** (You don't want to get to this point)

WESTWOOD ELECTRONICS POLICY

Use of Non-Educational Electronic Devices such as cell phones, laptops, tablets and personal music players (headsets), etc. are a privilege not a right at Westwood Community High School. These devices will only be allowed to be used in the school building under the following rules and expectations. If a student refuses to comply with these rules, the consequence will automatically result in a "third offence" as listed below and a possible suspension.

Due to the enormous amount of time spent on investigating stolen cell phones and other non-educational electronic devices, the school will NOT investigate stolen cell phones or non-educational electronic devices. Their security is the sole responsibility of the student.

Classroom

- Use of electronic devices is up to the individual teacher in the classrooms
- This use may vary throughout the school so please verify with your classroom teacher as to the rights and responsibilities in reference to using these devices

Hallways

- During O' Canada, headphones/earbuds must be removed completely

Cafeteria

- Students can use technology devices in the cafeteria. However, these devices must not disturb other students.

Library at Lunch

- Phones must be turned off in the library
- School computers are to be used for school purposes only – for example, no use of facebook and other personal media websites or games are to be accessed

Tests/Exams

- Because of the capacity for storing, retrieving and receiving information, the use of a non-educational electronic device during a test or exam will be considered cheating and proper action will be taken. "Forgetting" to turn off the cell phone or other electronic device (or putting it on vibrate) will not be excused
- No use of photographic equipment is permitted during the school day without permission from the Administration or as part of an authorized curriculum

If a student refuses to adhere to these rules and comply with a staff member's directive, the following consequences will be put in place.

1. **First offence:** Confiscation of the device to be returned to the student at the end of the class, or the end of the school day at the discretion of the Administration;
2. **Second offence:** Confiscation of the device to be returned to the student by the Administration in consultation with a parent or guardian;
3. **Third offence:** Confiscation of the device to be returned to a parent or guardian by administration. Consequence for further offences may result in suspensions.

Again, refusal to hand over a non-educational electronic device to a staff member may automatically result in Third offence status and an out of school suspension.

Plagiarism/Academic Integrity

Westwood has an Academic Integrity Policy that can be found on our website at <http://westwood.fmpsdschools.ca/Academic%20Integrity%20Policy.php>

What is **integrity**?

“Adherence to moral and ethical principles; soundness of moral character; honesty.”

What is **academic integrity**?

*“The moral code or ethical policy of education. Includes values such as **avoidance of cheating and plagiarism**; maintenance of academic standards; honesty and rigour in research.”*

What is **academic misconduct**?

“Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community.”

****At the university level, students can fail a course or be expelled for academic misconduct and have it noted on their official transcript . Check out the university that you are interested in, find out what to expect. ***

Examples of Academic Misconduct:

1. **Plagiarism** - Using someone else’s words, ideas, or creations (their *intellectual property*) without acknowledgement; passing off someone else’s work as your own. *Most likely to be done unintentionally
 - Directly copying portions of text written by others into your own work
 - Rewording, using, or explaining someone else’s ideas
 - Handing in work written by someone else as your own; copying artwork
2. **Falsifying information** - Providing false information, data, citations, etc.
 - Making up research or results
 - Fabricating citations (perhaps if you didn’t initially note your sources)
3. **Unauthorised or excessive collaboration** - Copying others’ work or letting them copy yours; dividing up an assignment and only completing pieces when you do not have permission to do so
 - Copying assignments or homework
 - Handing in the same assignment (e.g. printed off a Google doc)
 - Dividing up assignments intended to be completed individually and swapping answers
4. **Cheating** - Using dishonest means to achieve an unfair advantage in an academic evaluation –
 - includes things like cheat sheets. *Most likely to be done with intention and planning
 - “Wandering eyes” during exams

- Taking and posting photos of tests
- Use of devices during an assessment
- Stealing tests; memorising answer keys
- Entering test questions in calculators, not clearing them

Consequences

1. Parents/guardians will be notified and a conference with administration, parents/guardians, and the class teacher held.
2. Student will be required to complete a different assessment.
3. Refusal by staff to write reference letters
4. Administration will be notified in each circumstance.

Further consequences

Repeated or more serious incidents will result in further consequences that may include: receiving a zero on the assessment, an academic malpractice letter going into the student's file, and/or an in-school suspension.

LIBRARY

The school library is open from 7:30 am to 3:30 pm Monday to Friday. The library is the hub of our educational program and, as a result, is in constant use. Since it is a place of learning, students who wish to socialize are urged to use the school cafeteria instead.

TEXTBOOKS

Students are issued textbooks for the courses they are taking during the first few weeks of school. Students must return the same textbooks that were issued to them or they will be charged the replacement cost of the books. This applies to lost, borrowed, stolen or destroyed textbooks. If a lost textbook has been paid for and is then returned, a refund will be issued. However, the school will retain a \$5.00 handling fee.

DRESS CODE

Students are expected to wear clothes that are appropriate to that of the workplace. The school and district believe that good grooming is valued by employers and co-workers. If clothing offends staff members or fellow students, a student may be asked to find alternate clothing. Decisions will be arbitrated by the Principal in consultation with the student's parents or guardian. Generally, bare feet are not permitted in the school building. Any clothing with print or graphics expressing profanity, rudeness, racial or ethnic slurs, or sexually suggestive images or messages are not appropriate - students will be asked to change immediately, which may include going home to find appropriate clothing.

EMERGENCY PROCEDURES

Fire drills and practice lock down procedures are held throughout the year to familiarize students with safe evacuation of the building. Fire escape routes are posted in each classroom. Please make yourself familiar with these routes. In the event of a catastrophe or disaster, students will be evacuated to either Westview School or St. Gabriel's School.

It is illegal to tamper with fire alarms and/or fire extinguishers and equipment. Students who do so will be subject to disciplinary action and legal charges.

ILLNESS/INJURY/APPOINTMENTS

Students who are leaving during school hours due to illness, injury or an appointment must come to the main office and contact their parents by telephone or bring in a note from their parent/guardian approving the absence prior to leaving the school. Students are expected to check back into the main office when they return to the school.

In an emergency situation, every effort will be made to contact parents or guardians prior to removing a student from the school. When an injury or accident occurs, the classroom teacher will complete the appropriate District Accident Report Form.

STUDENT SERVICES

School Website: www.westwoodhighschool.ab.ca

Website is updated regularly regarding the following information: scholarships/student loans, post secondary, student opportunities, course information, diploma requirements, links to Alberta Learning, etc.

Registration Requirements

Plan! Plan! Plan!: High School students select courses to meet:

- Alberta High School Diploma requirements
- Compulsory course requirements
- Grade level credit requirements
- Personal interest in options
- Requirements for future education and work/career goals

Grade 10: must choose full timetable of 8 classes

Grade 11: must choose a full timetable of 8 classes

Grade 12: must choose a minimum 7 classes (one spare is permitted) and ensure that they will receive the minimum 100 credits & meet all diploma requirements

***There are deadlines for **changing and dropping courses**, please see our website under Course Registration Guidelines or see a Counselor for more information.

Graduation Ceremony Requirements:

Students in Grade 12 must be on track to graduate by the end of the last day of regular classes in June in order to participate in the Westwood graduation (cap & gown) ceremony. This means that they must be passing all courses going into the Diploma Exams and be on track to receive the appropriate courses and 100 credits.

VALEDICTORIAN

The honoree must be registered at Westwood from September of the graduation year. The honoree will be selected after the 3rd term marks have been calculated (early April, following Semester 2, Term 1 report cards). The Valedictorian will be the student with the highest average of all 30 level diploma courses completed or currently enrolled in, by the end of the 3rd term of the graduation year at Westwood (no matter what grade/year these courses were completed). This excludes courses repeated for the purposes of upgrading. Wherever possible, the combine school and diploma marks will be used as the final mark. Math 31 will be used in this calculation if this course is common to all potential honorees.

WESTWOOD SCHOLAR

This award is presented at graduation to Grade 12 students who have been on the honour roll for 5 semesters and have maintained an average of 85% or better in each semester. Students are recognized at graduation for this achievement.

Academic Awards

Academic Awards from the previous school year are presented to students in the fall of the year. We highlight and include awards such as Honour Roll, Honour Roll with Distinction, the Top 5 from each grade, specialty awards *WISEST, Citizenship and Perseverance Awards. Parents are encouraged to attend.

Criteria for Honour Roll - (Similar to the Rutherford Scholarship Model)

Honour Roll: 79.5 - 89.4 %

Honour Roll with Distinction 89.5 - 100 %

Criteria:

- Students must have earned a minimum of **40 credits** in their grade 10 and 11 years and **35 in their grade 12 year**.
- 5 subjects will be calculated
- Only 5 credit courses will be used to make up a course (or CALM in the grade 11 year).
- FLA (-1 or -2) or English Language Arts must be included.
- At least 2 of:
 - Math
 - Science (academic stream only; Sci 14 & 24 will not apply)
Social Studies (dash one or two)
 - Language as a second language
- A Maximum of 2 courses from options (the top 5 credits in a CTS stream will be used for a single course).
- CALM is a grade 11 three credit course that may be used in the grade 11 year. It is a course that can be taken in any grade, but will be calculated in the grade 11 year.
- French as a Second Language and Francais are not the same course and are not interchangeable

- Must have earned the grade level credits in the grade they will be receiving the award.
- For examples, Learning Strategies 15 will not apply in your grade 12 year, but Learning Strategies 35 will.
- ADLC and Summer School credits will apply (in the year of the grade).

ATHLETIC AWARDS

This function, held in the spring, allows for the recognition of superior athletes from each sport. The male and female Athlete of the Year awards are also presented.

a) Athlete of the Year (Male & Female)

One female and one male will be selected as the overall athlete of the year from inter-school athletic programs. Athlete of the Year recipients will have their names engraved on a school plaque as well as receive a personally engraved plaque. In the past, an athlete of the year has also been awarded to a male and a female from each grade.

Criteria for Athlete of the Year will be decided upon at an inter-school athletic coaching meeting in September.

b) Most Valuable Player

Coaches from each of the inter-school activities will be responsible for selecting an individual who best exemplifies the criteria of Most Valuable Player (one who stands out the most physically dominant in the area of skill and proficiency, as determined by the coaching team and Athletic Director.

c) Most Improved Player

Coaches from each of the inter-school activities will be responsible for selecting an individual who best exemplifies the criteria for Most Improved Player, who has improved in skill and competency from the start to the conclusion of the season.

d) Westwood Trojan for each team

Awarded to the team member that not only is skilled and proficient, but also demonstrates the values of hard work, perseverance and cooperation in all that they do, including school, sport and community.

e) Overall Trojan of the Year

Awarded to the overall athlete that not only is skilled and proficient, but also demonstrates the values of hard work, perseverance and cooperation in all that they do, including school, sport and community.

f) **FNMI Athlete** - Awarded to a First Nations, Metis or Inuit athlete who excels at sport but who also embodies qualities of the Seven Sacred teachings of Love, Respect, Courage, Honesty, Wisdom, Humility, and Truth

CAFETERIA / FOOD

The cafeteria will not be open for food service at this time. Students will be expected to bring their own food to school for lunch. Microwaves will be available. Students are welcome to eat their lunches in the cafeteria.

SCHOOL COUNCIL

The School Council, made up of parents, plays a vital role in the educational process at Westwood. Meeting dates are usually determined at the first School Council meeting of the year and are usually held on the second Thursday of each month. We welcome parents from all grades to participate in this advisory body and/or the fundraising group that supports school activities.

CASINOS

Through the volunteer efforts of parents and staff (& students if over 18), the potential to raise \$40,000 (or more) by working casinos through the School Council exists. These funds have been used to pay for a major portion of the costs associated with extra-curricular and co-curricular travel activities which include, but are not exclusive to, sports teams, art, drama, and other school programs. Transportation from Fort McMurray to attend tournaments, art galleries, ballet performances, etc. is very expensive but these trips do offer student opportunities that are not available locally.

The cost of out-of-town transportation is constantly increasing, making it even more important to raise extra funds in order that students do not miss out on some wonderful opportunities. As a result we must ask for your assistance or we face the possibility of losing future ability to participate and lose the funds that are raised.

Westwood is scheduled to have another casino in the fall of 2019. Should we have the opportunity to have one in the 2018-2019 school year, we ask for parent support. In order to fill our quota of workers, it is necessary that parents/guardians of students who take part in the activities supported by casino funds be responsible to volunteer to work a shift of the assigned casino. Parents/guardians of students who benefit from the funds will be required to work for each team as these teams access a larger portion of the funding. If a parent representative from the groups that have been supported by the Casino funds in the past have not stepped up to work the casino, the funds will no longer be able to support that group. A portion of the funds are also used for purchases that benefit the entire school population. Parent(s)/Guardian(s) of students who do not take part in a special group or team but would be willing to help out with a bingo, please email your name and phone number to sheri.reid@fmpsd.ab.ca or call the school at (780) 791-1986.

High School Diploma Requirements as outlined by Alberta Education

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and specific courses.

ALBERTA HIGH SCHOOL DIPLOMA GRADUATION REQUIREMENTS (ENGLISH)
100 CREDITS including the following:
ENGLISH LANGUAGE ARTS - 30 LEVEL (English Language Arts 30-1, 30-2, 30 or 33)
SOCIAL STUDIES - 30 LEVEL (Social Studies 30 or 33)
MATHEMATICS - 20 LEVEL (Pure Mathematics 20, Applied Mathematics 20 or Mathematics 24)
SCIENCE - 20 LEVEL (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (minimum of 3 CREDITS)
CAREER AND LIFE MANAGEMENT (3 CREDITS)
10 CREDITS IN ANY COMBINATION FROM: <ul style="list-style-type: none">· Career and Technology Studies (CTS)· Fine Arts· Second Languages· Physical Education 20 and/or 30· Locally developed/acquired and locally authorized courses in CTS, fine arts or second languages· One 36-level course from any Knowledge & Employability cluster· One 35-level locally developed Knowledge & Employability course, or· Two 35-level courses from any trade in the Registered Apprenticeship Program

10 CREDITS IN ANY 30-LEVEL COURSE

(IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE)

- Locally Developed/Acquired and Locally Authorized Courses
- 3000 Series; Advanced Level in Career and Technology Studies Courses
- 35-level Work Experience
- One 36-level Knowledge & Employability Occupational Course
- One 35-level Locally Developed Knowledge & Employability Course
- Two 35-level courses from any trade in the Registered Apprenticeship Program
- Two 30-level courses from any Green Certificate Specialization

STUDENT RIGHTS AND RESPONSIBILITIES

i) I have a **right** to an education.

It is my **responsibility** to listen, to learn, to practise, to complete school assignments and to graciously accept remedial assistance when necessary. I will not disturb, disrupt, or interfere with the instruction of my teachers and/or the learning of fellow classmates. It is my **responsibility** to come to class prepared with the necessary learning materials.

It is also my **responsibility** to know and to follow Section 12 of the Alberta School Act (1989), which states:

Students shall conduct themselves so as to reasonably comply with the following code of conduct:

- a) be diligent in pursuing their studies
- b) attend school regularly and punctually
- c) cooperate fully with everyone authorized by the board to provide education programs and other services
- d) comply with the rules of the school
- e) account to their teachers for their conduct
- f) respect the rights of others.

ii) I have a **right** to be treated with dignity and respect in the school. It is my **responsibility** to treat others with honour and polite consideration. For example, I will not laugh at, tease, or put down other students, staff or adults.

iii) I have a **right** to hear and be heard in this school.

It is my **responsibility** to help maintain a calm, peaceful and quiet school. For example, I will not interrupt, shout, or make rude noises when others are speaking.

iv) I have a **right** to be safe and secure in this school.

It is my **responsibility** not to harass, threaten or harm others verbally, physically, emotionally, or sexually.

v) I have a **right** to free expression in learning about myself and others.

It is my **responsibility** to learn about myself and others in this school. I am free to express my feelings and opinions as long as I am not rude, disrespectful or violating the order of the school and/or personal and public property.

vi) I have a **right** to be an individual.

It is my **responsibility** to respect others as individuals and not to treat them unfairly because they are of another race or religion, physically challenged, or because they think and act differently than I do.

vii) I have a **right** to privacy and to personal space.

It is my **responsibility** to respect the personal property of others, and to accept their right to privacy.

viii) I have a **right** to assistance and support in learning self-control.

It is my **responsibility** to practice self-control and ask for assistance when necessary. I will expect to be corrected when I abuse the rights of others, as they shall be corrected if my rights are abused. No one will silently stand by and witness violation of personal rights.

ix) I have a **right** to attend a clean and well-maintained school.

It is my **responsibility** to refrain from acts of vandalism, littering, and defacing of school property. It is also my **responsibility** to report known acts of vandalism.

x) I have a **right** to appeal any decision that affects me.

It is my **responsibility** to initiate any such appeal by first contacting the person who has made the decision. Subsequent written appeals may be directed to the principal.

I can expect that all these rights will be mine as long as I am fulfilling all my responsibilities.

STUDENT CONDUCT

CONTRABAND

Contraband items such as pornography, weapons, drugs or alcohol are not permitted on school grounds. A weapon is defined as anything that is used in a threatening manner.

Intoxication from or possession of drugs or alcohol by students on the school premises at any time during the day or at any school-sponsored activity (whether at or away from the school) is strictly forbidden. Violation of this regulation will result in an immediate referral to administration.

In November 1998, the Supreme Court of Canada handed down a judgement giving teachers and principals the authority to conduct searches of students in appropriate circumstances. There must be reasonable grounds and searches must be carried out reasonably, in a sensitive

manner and be minimally intrusive. Warrants are not required to conduct searches by school authorities.

FIGHTING

All students have a right to personal safety on school property or while attending a school-sponsored function. The administration will discipline any student who violates this right to safety. Those students who fight through mutual agreement will face serious consequences that may include school suspensions and criminal charges. Students deemed to be the aggressor in a fight may receive a more severe consequence than students deemed to be the victim in a fight.

HARASSMENT

All students have the right to move about the school without being verbally or physically harassed or intimidated. Students must not harass other students in any way. Administration considers harassment and intimidation to be extremely serious violations of our code of conduct. When such incidents are brought to our attention, a thorough investigation will occur, parents will be notified and suspension may be imposed. Extreme cases may result in a recommendation for expulsion or police intervention.

INTIMATE CONTACT

It must be recognized that there are certain general limits beyond which physical contact between students is not acceptable within the school environment. The school environment is a learning environment, which is modelled after that of a workplace. Anything beyond handholding is considered inappropriate.

LASER POINTERS, NUISANCE NOVELTIES

Any items or novelties that threaten the safety of others, create safety hazards or disrupt the learning environment are not permitted at Westwood and will be confiscated. E.g.: laser pointers; snap or pop bombs; lighters; stink bombs; firecrackers; etc.

LOITERING

Students must not loiter inside or outside the building during class time or after the school day ends. Students are expected to leave the school by 3:30 p.m. unless they are involved in an organized and supervised activity after school. Students are expected to be in class, in the library, in the cafeteria or off school property during class time. Wandering the halls is not acceptable behaviour.

THREATS OF VIOLENCE

Students and staff have the right to feel safe at school and school related activities. Students and staff are asked to report threats of violence. Students who make threats to harm others or the school community will be taken seriously and will be subject to the process of a threat assessment through a problem-solving approach, as conducted by Westwood's trained threat

assessment team. Disciplinary action and consequences will be determined by the seriousness of threatening behaviour. Each case will be considered individually to determine the threat and what stimulated the threat. A threat assessment may include some form of a mental health assessment. There may be disciplinary action taken as a result of making the threat, with graduated disciplinary action taken as deemed appropriate. Various community agencies will also be involved as needed (Eg: police, Alberta Health Services, etc...).

PROFANITY

Use of profanity (religious connotations) and obscenity (sexual or vulgar connotations) are both offensive and unacceptable at Westwood.

DISCIPLINARY INTERVENTIONS

a) Minor Misconduct

- conduct which disrupts the orderly process of classroom instruction or school program
- conduct which is inappropriate but not injurious to the safety and/or dignity of students or staff.

i) Examples of Minor Misconduct:

- leaving the classroom without permission
- running in the halls
- loitering
- initiating or participating in physical contact that disrupts, interrupts or is otherwise unsuitable to a school setting
- habitual tardiness

.ii) Procedures:

- Minor misconduct will be handled "on the spot" by a staff member. Students will be told what was poor judgement on their part and will be encouraged to use more acceptable alternatives in the future. In most cases, intervention will occur quickly.
- Interventions will focus on resolving the immediate problem with a minimum of disruption to student learning.
- The goal is to help the student understand what happened and to facilitate better communication between the student and the teacher.

b) Major Misconduct:

- conduct which interferes with or threatens the orderly functioning of the school
- conduct injurious to the safety and/or dignity of students or staff

Examples of major misconduct:

- alcohol or drug-related infractions
- physical and/or mental abuse of others

- open opposition to authority - defiance
- wilful damage to school or other's property – vandalism
- damage to property resulting from carelessness or “fooling around”
- fighting or threats to others
- stealing
- cheating
- continuous disruptive behaviour over a prolonged period with no attempt to change the behaviour

ii) Procedures:

Major misconduct will not necessarily be handled in the same manner in every case because there are almost always mitigating circumstances involved in every discipline infraction of this type. Mitigating circumstances shall include, but are not limited to the following factors:

- age, health, and maturity of student;
- pattern of misconduct;
- attitude of student;
- cooperation of parents/guardians;
- willingness to make restitution;
- seriousness of offence and need to protect other students from threat of imminent harm

c) Consequences for Acts of Misconduct: School Actions

Students will experience consequences for their misbehaviour in direct proportion to the seriousness of the offence. School actions will include the following, in ascending order of severity:

- **Teacher-Student Conference** -Most acts of minor misconduct will be handled in this manner.
- **In-School Suspension** -The student remains at school. All privileges are suspended and regular classes are not attended. While on an in-school suspension, the student will be provided with materials and assignments that are relevant, realistic and appropriate, and will be responsible for completion of these assignments.
- **Out-of-School Suspension** - Out of school suspension may be imposed for any act of major misconduct. The length of the suspension, by law, may vary from 1 to 5 days depending on the category of misconduct.
- **Police Notification/Arrest** - Police will be notified when deemed appropriate. Such notification may be given by administration, teachers, students or parents. Police make determination as to whether charges and/or arrest are warranted. Parents/guardians will be informed of the incident.
- **Expulsion** - Expulsion is an action that can be taken only by the Board of Trustees. A student may be expelled from one or more specific schools or all schools in the District, and for a specified period of time or indefinitely.

SMOKING / VAPING POLICY

Westwood, in accordance with School District Policy, is a smoke-free environment. This applies to staff and students as well as after-hour user groups. No smoking is permitted on school property. Chewing tobacco, and the spitting associated with it, is not allowed in the school or on school premises **at any time**. Vaping also fits into this category. Like smoking, there is a legal age of 18, and as a school policy it is not permitted.

1st offence: Referral to administration. Confiscation of contraband and paraphernalia and parents contacted.

2nd offence: Possibly a one to three day in - school suspension, parent contacted

3rd offence: Out of school school suspension, parent conference

Subsequent offences: Five day out-of-school suspension,

NOTE: Offences are cumulative over the student's entire years at Westwood.

ALCOHOL / DRUG USE

Students are not permitted to have drugs or alcohol with them at school or school sponsored events at any time, even if they are of legal age of legal consumption. Students found to be under the influence of alcohol or drugs at school or any school event (eg: trip, dance, sports game, or any school sponsored event) **will be suspended from school**. The length of the suspension will be determined by the severity of the offence and nature of the circumstance. Students found to be under the influence of alcohol or drugs at school-sponsored activities will receive a three to five day suspension from school and will be suspended from the activity for a specified length of time.

A parent conference with Administration will be required.

Students will be assigned mandatory Drug & Alcohol Counselling, which can be arranged in or out of school.

REFUSAL TO FOLLOW TEACHER'S DIRECTIONS (DEFIANCE)

Students who refuse to do what teachers ask them to do are considered to be defiant, whether the incident occurs in the classroom, the hallways, the cafeteria, or in any other location where teachers are supervising. It is up to the teacher to determine when a student has been defiant. In classroom situations, teachers may suspend students from class for one class period or assign a class detention. Students who do not show up for assigned detentions may be subject to suspension for defiance.

RUDENESS TO TEACHERS (INAPPROPRIATE LANGUAGE AND/OR GESTURES)

Students are expected to treat others in a respectful manner at all times. Students may be suspended from an activity, a class, or from school, depending on the severity of the incident. We expect that all people in the school respect the rights of each other to be free from this type of behaviour.