

Westpark Middle School



Standards of Expected Behavior

2015 – 2016

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 may only be used before and after school and lunch time. (see page 5).

The clothing guidelines must be followed (see pages 4-5). We are a “Hats Free” school (no hats on inside school).

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

IPods (music players) may only be used with teacher permission. Take the earphones out when it is not on.

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 –Westpark is a closed campus
- 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. 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

Consequences of meeting these standards will result in students enjoying all the privileges our school has to offer. These include such things as attending school dances, 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 will result in the loss of some school privileges. Students could lose the right to attend school dances or other 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 and after school, 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 Collaborative Problem Solving 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/> We appreciate your support of these policies in order for us to provide your child with a safe, caring, and orderly school. **Please sign this sheet** and have your son or daughter return this to their Advisory teacher by **September 9th**. This indicates you are aware of and support the behavioral standards at Westpark.

Parent Return Sheet

By signing below, you indicate to us that you have read the rules and discipline procedures above and support us in our efforts to provide the safest and most productive learning environment for your child. If you have specific concerns please call any of the staff or administration.

Thank you for your support. Date _____ Advisory Teacher _____

Parent Signature _____ Student Signature _____ Grade _____

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

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.

(RDPSD Policy 6.01.01 Regulation 9)

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 student
- Contract with goals to be signed by each teacher
- In-school suspension (Resiliency Centre)
- Out of school suspension

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 either work in their classroom or in our Learning Assistance Centre and be monitored by an Educational Assistant or teacher who will expect students to work on the unfinished homework or assignment. Completion of homework and assignments is vital to the success of students in school. The Learning Assistance Centre is open during lunch time each day and at specified times afterschool.

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 administration.

If a student has been asked to leave a class for disrupting the learning environment, he/she receive a lunch suspension for the following lunch and/or be asked to complete the remainder of the class in our Resiliency Centre.

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 the counselor, resiliency coach and/or an educational assistant, 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. The educational assistant will also, under the direction of the classroom teachers, monitor and assist students 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 offences 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 suspensions (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 individual. 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, fire crackers)
- 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: We discourage the use of electronic devices due to the possibility of loss or theft.

Keep them locked up when you are not using them. Do not leave them in the change room at any time.

1. **Rule:** Music players (iPods, MP3s) may only be used in the classroom with teacher permission and supervision. The music needs to be acceptable and appropriate for school. School staff has the right to check student's players. When the music is off, earphones must be out of the ears.

Consequence: The music player will be taken away and stored in a safe place in the office. First offence: Return at the end of day. Second Offence: Phone call home and return at the end of the week.

2. **Rule:** Cell phones must be **turned off** during instructional time (classes and breaks) and stored in a safe place. They are not to be out or used except lunch, before and after school.

Consequences: The first time the phone will be taken away and your texts and photos may be checked. The phone will be stored in a safe place in the office. First offence: Return at the end of day. Second Offence: Phone call home and return at the end of the week.

3. **Rule:** Cameras may only be used with teacher permission.

Consequences: The camera will be taken away and stored in a safe place in the office. First offence: Return at the end of day. Second Offence: Phone call home and return at the end of the week.

4. **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.

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

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 he has 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: 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 bandannas.
Consequences: Replace or cover clothing or send 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 or cover clothing or send 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 or cover clothing or send home to change if a change of clothes is not available at the school.
6. **Rule:** Jackets should be kept in locker.
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 damaged area and/or pay for anything necessary to return area to 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:

1 st - asked to sit	2 nd - asked to move	3 rd - asked to leave
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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 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 11:40 a.m.

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:

- When eating in Advisory room, students stay for the entire eating period from 11:24 – 11:40 am. They leave at the bell. Students are responsible for keeping these areas clean.
- Students may exit through all doors until 11:45 am 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 door by the portable, the west side and the front door.
- Supervisors will monitor student behaviour. Students will listen to and treat all supervisors with respect.
- If the weather is inclement, students will have an indoor lunch.

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

- 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 library.
- 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

Each advisory room has 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 library, computer lab, bathrooms, change rooms, or gym.
Students can take remaining food outside, unless litter becomes a problem.
Consequences: Student disposes of the food and gets a lunch hour suspension, cleaning up litter.
2. **Rule:** Lunch is to be eaten in designated classrooms or lunch area, between 11:24 – 11:40 am. Students are to be eating in their advisory room **only**. If a student is not finished eating by the bell, they will be allowed to take their food outside.
Consequences: Send to proper area, if a problem arises the student will get a lunch suspension.
3. **Rule:** Students must line up at the Snack Shack and use manners when ordering.
Consequences: Banned from Snack Shack.
4. **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.

5. **Rule:** Gum may be chewed politely in school.
Consequence: Gum must be thrown out.
6. **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:** The gathering area door is out of bounds before school and after 11:45 am. Students are not to enter through this door.
Consequences: Use the main doors by the office.
2. **Rule:** In bad weather cleaning shoes or boots is expected before entering the school.
Consequences: Asked to clean footwear and clean up mess.
3. **Rule:** The school phone is off limits during class time without prior office approval.
Consequences: Hang up and return to class.
4. **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.
5. **Rule:** All visitors must report to the office.
Consequences: Send the visitor to the office to discuss the reason for visit with an administrator.
6. **Rule:** The photocopier is not to be used by students. Paper conservation is important.
Consequences: Student may be asked to pay for paper.
7. **Rule:** Combination locks must be on lockers. (Please no key locks.) Locks may be purchased for \$7.00 at the office.
Do not share your combination with other students.
8. **Rule:** Lockers are school property. They will be opened and checked by an administrator if it is deemed necessary.
9. **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.
10. **Rule:** Keep your hands and feet to yourself. All activities and sports are no contact (no tackle).
Consequences: Noon hour suspension(s).
11. Westpark Middle School dances are for Westpark students **only**.

PARENTS PLEASE NOTE: SUPERVISION TIMES

- **On student days: Our supervision begins at 7:50 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, doing homework in the library, or 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 to their home or have a bus pass.
- We will ask students who are not involved in activities to leave the school by 2:50 pm.

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 home. STUDENTS WILL NOT BE ALLOWED ON THE BUS HOME WITHOUT A TEMPORARY TAG.** Students are expected to advise 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 at 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 (342-6390) 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 - 342-3724**