



**Calgary Board
of Education**

Willow Park School



*Student Expectations for
Willow Park School
Arts-Centred Learning*

2017 / 2018

**Principal
Dr. Leslie Robertson**

**Assistant Principal
Ms. Susan Faulkner**

**343 Willow Park Drive SE
Calgary, Alberta
T2J 0K7**

**Telephone: 403-777-6900
Fax: 403-777-6903**

Website: <http://schools.cbe.ab.ca/b331/>

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WELCOME TO Willow Park School Arts-Centred Learning

We are looking forward to an exciting year of learning together! Whether you are new to our school or returning for another year of studies we are honoured that you have chosen to attend our learning community. Positive relationships are key to all of us at Willow Park School. These relationships are built on trust and respect. The administration and staff are here to serve students and their families and we look forward to developing many new relationships. We invite each of you to develop strong connections with the adults in this community. Students, we encourage you to share your challenges, suggestions and celebrations with all staff, including Ms. Susan Faulkner and myself.

It is important that you do take the time to carefully read all the information within this Student Expectations document.

Dr. Leslie Robertson
Principal

ARTS-CENTRED LEARNING PROGRAM

Arts-Centred Learning at Willow Park School values each of the fine arts as disciplines worthy of study in their own right, and the specialty areas provide students with opportunities to pursue interests in art, dance, drama, music and media-arts. Through Arts-Centred Learning, we recognize that the arts are also complex symbol systems that people use in order to make sense of their world and their own place in the scheme of things. By weaving opportunities for aesthetic impressions and expressions into the regular program in math, science and the humanities, we hope to provide students with varied “inroads” to successful mastery of required curriculum and at the same time help them to value their own uniqueness. The process of education is a mutual responsibility for parents/guardians, students and educators. It is through a strong partnership that this process is maximized.

With changing ways that students and other members of our school community communicate, Willow Park School has chosen to allow students choice in the way that they manage their time and organize their day, becoming more independent and responsible for their own learning. Willow Park School is a busy place and we know you have many interests and you are busy too. We think there are multiple tools, electronic or otherwise that can help you organize yourself more successfully to ensure that you can have the best experience possible while you are a student at Willow Park School.

Your teachers will work with you to ensure that you are able to use Desire 2 Learn (D2L) website which is an interactive digital space connected to your classroom learning. Through D2L you will reflect on your growth as a learner, receive feedback on your learning and class work, and be provided supports to extend your learning beyond the classroom.

Parents/Guardians can use D2L to see how they can support you in your learning. Parents/Guardians are encouraged to use email to communicate with your teachers.

Willow Park Website

With changes to the way that families access information and the changing nature of planning for the school year, a number of items will appear on the school web page, making changes easier and more timely to accomplish. As a result, our calendar, day schedule and list of staff may be found in the following locations:

- Calendar – <http://schools.cbe.ab.ca/b331/> - on the front page
- Day Schedule -
- Staff List - <http://schools.cbe.ab.ca/b331/staff.pdf>

The school website: www.cbe.ab.ca/b331 acts as our Newsletter. Our website contains valuable information regarding school affairs, upcoming events and items of interest to parents/guardians and students. Parents can sign up for text message/ email reminders when our website has important changes by signing up for School Messenger (information about how to sign up for School Messenger on our websites main page). An online calendar is on our main page and is updated with classroom and school events.

OFFICE HOURS

Mon – Thurs: 8:15 a.m. - 4:30 p.m.

Friday: 8:15 a.m. - 2:00 p.m.

WILLOW PARK SCHOOL COUNCIL

Willow Park School has an active School Council, which meets on the third Tuesday of most months. An open invitation is extended to all parents/guardians who wish to attend. Visit our School Council Website for more information: <http://wpscouncil.weebly.com> (as seen on the front of the WPS website).

This Council assists the school in a variety of ways by being a link between the school and the community and by providing a sounding board for parental opinion regarding the operation of the school. Part of our School Council is a Willow Park Music Parents' Group who support music learning at Willow Park School.

VOLUNTEERS

Parent and student volunteers are welcome at our school. The contribution they make is greatly appreciated and school programs benefit from their efforts and energy. Volunteers are required to have the following documentation in place:

- The yearly CBE Annual Volunteer Registration form (included in the student information package)
- A current (within 5 years) police information check through the CBE
- In addition, volunteer drivers must have a current driver's abstract

VISITORS

Willow Park School is a closed campus. All visitors to the school must enter through the front doors and report to the main office to request permission from the school administration to be in the school. Parents/guardians are welcome and encouraged to visit the school by making an appointment. **Visitors without permission to be in the building will be asked to leave.**

Our school busses require the full space in front of our school for drop off and pick up. Please have your parent drop off and pick up outside of our bus zone. We request that

you please show consideration for our neighbours when your parent/guardian parks on the street, keeping corners and driveways clear. We prefer students to be picked up and dropped off across the street from the school, the north side of the street, or past the mail boxes on the south side of the street (west of the mail boxes) in front of the school. If you need to be dropped off or picked up in the alleyway to the east or south of the school, make sure that you observe a speed that will reduce noise, dust and injuries.

SCHOOL PROCEDURES

ATTENDANCE

Regular attendance is a requirement of being enrolled in school. Consistent attendance, punctuality and good work habits are essential for success.

If students are absent for any part of the school day, **parents/guardians are expected to call the school's 24 hour attendance line at 403-777-6900, ext. 1 by 8:45 a.m. to advise us of the nature of the absence.** If an absence or late is not reported, the student will be considered truant and the parents/guardians will be contacted. Willow Park School uses the 'School Messenger' automated call out system for all unreported absences and lates. Please contact the school office should you have any concerns.

It is the student's responsibility to obtain and complete all of the work missed while absent and to make arrangements complete all work missed. These matters should be looked after as soon as the student returns to school.

LATE ARRIVAL/EARLY DEPARTURE

Students are expected to be in the building by the warning bell and seated at their desks and prepared for class at the late bell.

If a student arrives at school after the late bell, he/she will have been recorded as being absent and must report to the office for a **late slip** before he/she is admitted into class.

If a student needs to leave school prior to dismissal time, a note signed by his/her parents/guardians must be presented to the office prior to signing out. Students may not go home during school hours unless someone in authority has contacted the office to give permission for them to do so. Prior to leaving, parents/guardians need to sign out their child/children in the office or communicate with office staff to have their child signed out.

FAMILY VACATION/LEAVE OF ABSENCE

Students who will be away from school for a period of one week or longer must complete an **Extended Leave of Absence Form**, which can be obtained from the office or from our website. Forms completed by teachers and parents/guardians should be returned to the office, **two-weeks** prior to the departure date. This allows staff to communicate necessary homework to students and parents/guardians. Students are responsible for any work missed during their absence. Do note that the inquiry based, interactive nature of the work done at Willow Park School means that providing students with a coherent learning program becomes more difficult as the length of an absence increases.

ILLNESS AT SCHOOL

If a student becomes ill and/or is injured at school, he/she should notify a teacher and in turn, this student should report to the office. If the illness or injury appears to be serious, a parent will be notified by school personnel and will be requested to come to school to take the student home or for a medical examination. Students are not to remain in a washroom without notifying their teacher or the office.

MEDICATION

In order for the school to administer any medication to students, parents/guardians must submit the STUDENT HEALTH PLAN form. Please contact the office to access the form.

Parents/guardians of students with severe allergies, must complete the STUDENT HEALTH EMERGENCY RESPONSE Protocol Form. Please ensure that students requiring epi-pens have one **on their person and one in the office.**

The school cannot administer or be responsible for the administration of any medication to students unless the appropriate form/s (as listed above) is on file.

COMMUNICABLE DISEASES

Please check with the Community Health Nurse or your local clinic for information regarding diseases and the subsequent exclusion period for the various diseases. Calgary Health Services Communicable Diseases can be contacted at 403-955-6750.

EVACUATION DRILLS AND EMERGENCY LOCKDOWN PRACTICES

Calgary Board of Education policy 3021 requires that schools have regular evacuation drills so that everyone will have practice in clearing school buildings quickly and efficiently. At the sound of the alarm, everyone is to proceed in an orderly, quiet manner following the directions posted and reviewed. Students are to stay with their class throughout the procedure; attendance will be taken when the class is out of the school. Students, who are away from their class when the alarm rings, should exit the school through the closest exit and join their class outside. Everyone is to remain outside until 3 short bells are heard or instructions are given to return to the building. A long continuous bell requires all persons to go to our emergency site at St William School – 11020 Fairmont Dr. SE.

Emergency lockdowns are practiced every year to prepare students for an event in which an internal or external situation arises. Staff and students are to proceed immediately to the nearest lockable room when advised that the emergency lockdown is underway. They are to remain silent with lights off until emergency personnel secure the school and come to each room to announce the end of the situation. All staff and students are advised not to communicate using class or cell phones, to ensure that emergency channels are kept free and that only accurate information is communicated to parents/guardians or anyone else.

SCHOOL EMERGENCIES

Willow Park School has a “FAN-OUT” system to handle situations that require immediate contact with a large number of parents/guardians. The school may also send an email to the listed email address on our files (please update) to inform families of events. Please have parents sign up for School Messenger to provide messages that will be emailed or texted to their phone to direct them to our school website or otherwise to receive important information. Information on how to sign up for School Messenger is on our main page of our Willow Park Website.

Should we need to evacuate the school while students are present, we will relocate to St. William School.

EMERGENCY EVACUATION SITE:

**St. William School
11020 Fairmount Drive. SE
Calgary, AB T2J 0T1**

Phone: (403) 500-2055

BICYCLES, SKATEBOARDS, ROLLERBLADES

Bicycles: racks are provided for bicycle storage. All bicycles should be padlocked securely to the rack; students should have a record of the serial number(s). The school assumes no responsibility for lost, stolen or damaged bicycles.

Skateboards, roller-blades, heelies and scooters are not to be ridden on school property as it is **against CBE policy to do so**. Students may use these forms of transportation to and from school but are not permitted to use these forms of transportation on CBE (School) property. If students are riding the bus they must have these items in a secure bag. Skateboards and scooters must be stored securely on one of the skateboard racks in the cave. Roller-blades, heelies and all other items can be stored in student lockers. If these items are too large, they may be stored as directed by the office staff. The school assumes no responsibility for lost, stolen or damaged items.

ACTIVITIES, SPORTS, CLUBS

It is hoped that all students will be involved in extracurricular activities. Willow Park offers a variety of activities and clubs at various times throughout the year, which will be posted early in September on the school website under STUDENT, EXTRACURRICULAR or at this address: <http://schools.cbe.ab.ca/b331/extracurricular.html>.

Intramurals and school teams further enhance the opportunity for students to develop skills and attitudes learned in physical education and other classes.

DIGITAL CITIZENSHIP

Throughout the Calgary Board of Education, students have the ability to utilize the LAWN (Learner Accessible Wireless Network) in their school. The access points mean that students are able to bring in their own personal devices (**laptops, cellphones, BlackBerry, iPod Touch, PSP, DS, etc**) **to connect to the Internet for their schoolwork!** There is not an expectation that students must bring in or have their own device and those students who do not have a personal device to utilize in our school will continue to have access to other learning technologies.

With this ability comes a new level of responsibility and understanding, which we will ensure all students have prior to accessing the LAWN. Our students' **safety in an online environment** is of utmost importance to us and learning how to be a good Digital Citizen will increase your child's awareness and understanding of the power and perils of the Internet but will undoubtedly enhance their learning opportunities! All students will be completing several Digital Citizenship activities and learning tasks in all classes, which we believe, will better equip them to make the best use of this new opportunity in a safe and respectful manner.

The use of personal devices in our school will be at the discretion of our staff members at all times and our students will be asked to respect this expectation. It is our intention to have all students have access to their own devices or school technology resources regularly. The above is from <http://www.innovativelearning.ca/sec-learntech/webaware-index.asp>

The use of the LAWN in our school will be to leverage our students' abilities to:

- Access, critically assess and communicate information and understanding
- Seek alternative viewpoints
- Collaborate during inquiry
- Personalize their learning
- Construct personal knowledge and meaning

- Personalize their understanding
- Organize and manipulate data
- Interact with other learners

Students will not have access to school servers or printers through the LAWN. As such, they will need to utilize their CBEmail or D2L storage lockers or purchase and use a USB device to transfer files to the school network. No software will be provided to students' personal devices. School classes may utilize software applications that the student does not have on their device.

The following activities are prohibited and will be addressed on an individual basis as needed:

- Use of someone else's CBE account or access to the LAWN
- Sharing of user names and passwords for other people to use
- Sending, posting, displaying or using obscene language/messages or pictures or information about oneself or others
- Harassing, insulting or attacking another person or their reputation
- Viewing websites through a proxy server
- Plagiarism of online content
- Texting or gaming
- Tampering with any computer accessories, hardware or software
- Use of technology or accessing sites not approved by staff
- Trespassing in other's folders, work areas or files
- Utilizing another student's device without permission

The sites containing any of the following are prohibited from use:

- Vulgar or lewd depictions of the human body
- Any adult content
- Violent acts
- On-line gambling
- Social networking sites (such as FaceBook, Instagram, Snapchat, ASK FM, Nexopia, etc.) for reasons other than educational during instructional hours
- Sites that encourage the use of illicit or illegal substances
- Sites that advocate hatred or violence against an identifiable group
- Sites promoting criminal activity
- Games rated 14+

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

- Restriction or loss of technology privileges
- Restriction of use of or confiscation of personal device
- School based disciplinary consequences: and/ or
- Police intervention and/or legal action

The school is not responsible for the loss, damage, or theft of student electronic devices.

- The school is not able to provide technical support for student devices
- Devices can only be utilized when students are under the direct supervision of a teacher in an approved area of the school during instructional time
- Devices can only be utilized for educational purposes
- Misuse will be determined by the staff and administration

We view Digital Citizenship as a shared responsibility between students, their families and the school. We appreciate families taking time to discuss digital expectations, safety and proper use of all digital devices with their children.

CELL PHONES

Cell phones are to be turned off and stored in student lockers during class instruction. Teachers may give permission for students to use cell phones as a digital device when the use of the device supports and or enhances learning. Cell phones will be returned to lockers after use. **Use of cell phones or personal listening devices for classwork requires permission from the sponsoring teacher.** Please see the section under Digital Citizenship for more information regarding our LAWN (Learner Accessible Wireless Network), the benefits to student learning and subsequent student responsibilities. Please note that your child may have 3G abilities on their device that allow your child to access the Internet without a filter.

IPODS, MP3s etc.

Personal listening devices are expected to be turned off during the instructional day unless these devices are being used for educational purposes determined by the present class teacher. They may be used inside the school before school, at lunch and after school. **The school cannot be held responsible for loss or damage to any electronic devices students choose to bring to school.**

WEB FILTRATION

To reduce the risk of students accessing inappropriate sites, knowingly or not, the CBE and Willow Park School uses Internet filtering software that has been customized to meet the demands of our teaching contexts. Students will have limited access while on the Willow Park School Network. The filtration system operates by both coaching and blocking students when they are accessing web pages. It is important that parents note that students using personal devices with 3G enabled are able to access the Internet without filtering (based on your personal data plan). While in the school building all students are to exercise Digital Citizenship procedures.

Computer Usage Guidelines:

These guidelines are to be followed for all computers in the school.

All students from Kindergarten to Grade 12 in the Calgary Board of Education receive a school email account, which is accessible from both school and home.

Guidelines for using the computers at Willow Park are as follows:

- Treat the computer with respect.
- Always ask Learning Commons staff for permission before using the computer. In the classroom, ask the classroom teacher.
- Use the computer only for school-related activities: homework, research, etc.
- Students should not change their desktop image or system preferences.
- All software installed on the computer is copyrighted.
- Do not install or remove any software on the computer.
- **Do not change, copy, delete, read or otherwise access files that are not yours.**
- Files will be saved to the server or Google Drive.
- Students will be allowed to use the computers in the Computer Lab at lunchtime if a supervisor is present in the lab.
- **Misuse of student email account could result in the account being closed. i.e. profanity, harassment, threats, cheating, etc.**

- **Any changes made to the keyboards (i.e. switching keys, mice etc.) will result in losing privileges for a period of time.**

Parents/guardians will be notified if there has been unacceptable use of the computer resources and student access to computers may be limited or denied.

EXPECTATIONS

SCHOOL CONDUCT

At Willow Park School we strive to develop responsible, safe behavior and self-discipline in each student in an atmosphere of cooperation and fairness.

All members of the school community are expected to show respect for one another, the school facilities, personal and public property and exhibit tolerance of individual differences.

Students and staff, working together, accept responsibility for creating the best possible school environment for learning and growing.

Self-discipline is best achieved through promoting the principles of rights, respect and responsibility.

DUTIES AND RESPONSIBILITIES OF STUDENTS

Students are expected to follow the guidelines listed below as part of their responsibility as students enrolled with the Calgary Board of Education:

1. Arrive on time for school and for all classes
2. Attend school regularly; parents/guardians are to contact the school by 8:45 a.m. to inform us of the nature and length of the student's absence.
3. Go to classes on time and with all the necessary texts and materials.
4. Use class time constructively and be diligent in studies.
5. Be responsible and show respect for other students, staff, any others in the school or on the school grounds and neighbours. Substitute (guest) teachers are part of the staff; they are to be treated with the same respect and courtesy.
6. Use acceptable language and exhibit sensible behaviour at all times.
7. Be responsible to the school for behaviour on the way to and from school. Private property is to be respected - trespassing is to be avoided.

(Based on CBE regulation 6005)

DRESS CODE

According to Administrative Regulation 6010 of the Calgary Board of Education, Willow Park has developed a dress code aimed at establishing and maintaining reasonable standards of dress for all school activities. Styles in dress and grooming become unacceptable when they are not appropriate wear for school, unsafe, offensive to others or prevent a student's participation in a learning activity. All clothing should cover the body.

- T-shirts should have appropriate sayings and logos
- Clothing needs to be neat (not excessively ripped or torn) and clean
- Hats, toques and outdoor clothing are to be left in lockers and not worn in the school

during the school day

Administration may determine which articles of clothing contravene our dress code. In accordance with CBE Policy, students who do not comply with the dress code may be asked to change clothing, change into their gym strip or may call or return home to get alternative clothing.

BACKPACKS, PURSES, BAGS

Backpacks/bags may be used to carry school supplies/books to and from school only. Backpacks, bags and purses must be kept in the locker during the school day and are not to be carried to classes unless special permission is granted as it is a fire and safety issue. Students have access to their lockers during the day to exchange materials and store their work.

FOOD, DRINKS, GUM

Students should not be chewing gum in the building without the express permission of the teacher they are working with. Similarly, food and drinks (other than water bottles) are not to be taken into class unless special arrangements have been made with the teacher. Caffeine-energy drinks are not permitted at school.

HALL LOCKERS AND LOCKS

Hall lockers are provided for all students to securely store all materials of value. Grades 7 to 9 students are also provided with a lock to secure a tote box in the PE change rooms and Band students are provided with lockers for their instruments. As students have secure areas to keep materials of value, the school cannot take responsibility for lost or stolen items. Additionally, it is each student's responsibility to keep lock combinations confidential and to refrain from switching lockers unless arranged by a teacher. If you cannot remember your locker combination please ask your teacher for help or go to the office.

Lockers can be inspected by school personnel if required. Lost or damaged locks may be replaced at student's expense. Students are expected to store their belongings only in lockers assigned to them. Calgary Board of Education (CBE) locks are the only authorized locks for student use and all other locks will be cut off.

It is expected that lockers will be kept orderly and that only necessities will be stored in them. **Leftover food and drinks are not to be left in lockers as this invites fruit flies, ants and mold.** Locks are collected at the end of the school year.

LOST AND FOUND

Any items found are to be taken to the "lost and found" which is located at the bottom of the stairwell on the northwest side of the school. We would encourage students to check there for any lost items on a regular basis. If students find library books, textbooks, or valuable items, please bring them to the office. Unclaimed lost and found will be bagged up and taken to charities before school breaks.

LUNCHROOM FACILITIES, CAFETERIA

Our lunchroom is located in our main foyer. Cafeteria service is available through our Served to all students. They are required to eat lunch in the designated lunchroom facility or on the main floor (not in stairwells). Students are **not** to eat lunch on the upper floor unless they are in a classroom supervised by a teacher.

Students are expected to leave tables and floors clean and put all waste materials in the garbage cans inside and outside the school. All grade 5 and 6 students staying for lunch are required to complete a K-6 Noon Supervision form.

Please remember that **Willow Park School** is a “**nut aware**” and “**scent sensitive**” campus when planning lunches for your child. Do **not** bring the following:

- **Nuts of any kind**
- **Nut spread (nutella, peanut butter, almond butter etc)**

We have vending machines with nutritious drinks and snacks. Items from these machines can be purchased during non-instructional times only. In addition, during our Friday nutrition break, students may purchase healthy snacks from carts located both upstairs and downstairs.

OFF CAMPUS POLICY

Grades 5 - 6 students must remain on school property during the lunch hour and check in for lunchroom unless they go home for lunch.

Grades 7, 8 & 9 students have the privilege to leave the school campus for lunch with the provision that they are able to return to school prior to the warning bell.

SouthCentre Mall, parking lots and alleys are out of bounds, as are the playground and picnic tables on the far west end of the field (belonging to the City of Calgary).

PERSONAL PROPERTY

The care of personal property is each student's responsibility. The school cannot assume responsibility for missing items.

PHYSICAL EDUCATION CLOTHING AND LOCKERS

Students are required to change into a t-shirt and shorts or sweatpants for their Physical Education classes. T-shirts with the Willow Park logo as well as black shorts and grey sweatpants will be available for purchase in September through your child's Phys. Ed. teacher should you wish to purchase these.

Students must have indoor, non-marking athletic shoes for their safety and protection. They are not to use high soled runners, hiking shoes, 'skater' shoes, slip-ons or flip flops for PE class.

Students in grades 7 – 9 will receive a lock for a tote box in the change rooms. Students are strongly encouraged not to share their combination with other students. CBE locks are provided and are the only locks to be used on lockers.

Students are expected to actively participate in all Physical Education classes; however, there may be times when students are not able to take part due to illness or injury. **If a student is sick or injured and needs to be excused, he/she must present a medical note to the teacher on the day, stating the nature of the injury/illness and the length of time required for recovery. If only one class will be missed then a parent note or email explaining why, needs to be given prior to the class. When a student is not participating actively then he/she will be expected to do alternative activities, academic work and/or help with facilitation of the class example: refereeing, scorekeeping etc.**

SMOKING

According to Calgary Board of Education regulation 6001.9, all school buildings are smoke free. Smoking, possession of cigarettes, e-cigarettes, vapours, lighters or matches are not permitted in the school, on the school grounds or in the vicinity of school property or at school related activities. Violation of this regulation may result in suspension.

STUDENT ACCIDENT INSURANCE

It is highly recommended that all students have some form of Accident Insurance. This can be obtained either through the Accident Insurance Plan endorsed by the Calgary Board of Education or through a private insurance plan. Insurance information is made available to

students at the beginning of the school year in the school information package.

STUDENT TELEPHONE

There is a telephone in the office, which students may use, if necessary, before and after school and at lunch. All classrooms have phones that may be used with the permission of a staff member. We ask that students refrain from using the phone to arrange social engagements.

VANDALISM, PROPERTY DAMAGE AND LITTERING

Students are expected to show respect for school and community property. Students who intentionally, or through carelessness, damage school property may be charged for repair or replacement. Any damage should be reported immediately.

HOMEWORK

At times, students will be required to complete assignments at home throughout the year.

The following areas should serve as guidelines for a weekly homework plan:

- Work not finished in class
- Work missed due to absenteeism
- Long-term assignments
- Organization of notes, assignments
- Review of each day's work
- Study for tests and examination

STUDENT SERVICES / CARE PROGRAM / STUDENT COUNSELLING

The Student Services Department includes Resource Teachers, an ESL Teacher and Educational Assistants who support students with special needs.

Support for students with special needs may take many forms. For the most part, it means providing support to teachers in meeting the diverse needs of learners in their classrooms. Resource and ESL Teachers and Education Assistants, also work directly with students in classrooms. Our Student Learning Team meets weekly to respond to student needs.

If you have a need to contact our Student Services Department, please call the Resource line at 403-777-6900 ext. 2311.

Our **CARE** program is designed to help students with peer issues. All of our staff are trained and available to help each student with issues. We encourage you to first let the homeroom teacher know when a situation arises that your child may need help solving. If the problem persists or is with a student in another classroom, your child may complete a CARE form found in the office. They may ask to speak to Mr. Khubyar, Ms. Owen or Mrs. Mallabone directly.

Parents and students are also encouraged to utilize the Willow Park Parent and Student Resource Site on our school website or use the following link:

<http://willowparkparents.weebly.com>

Willow Park School Learning Commons

What is a Learning Commons?

A learning commons is a whole school approach to building a participatory learning community. The library learning commons is the physical and virtual collaborative learning hub of the school. It is designed to engineer and drive future-oriented learning and teaching throughout the entire school.

Why have a Learning Commons?

To facilitate “learning centered” focused work. We need a flexible space to collaborate, personalize, innovate, share and create. The Learning Commons is the hub.

When is the Learning Commons Open?

The Learning Commons is open during school hours. Mrs Dickson is available to support teachers and students. When Mrs Dickson is not available the Learning Commons is open for focused independent studying time. Students are asked to find books using the e-catalogue and to sign books using self- checkout. Students are asked to sign out technology using the binder on Mrs. Dickson’s desk. Please remember to check the items off as they are returned and put them back where they belong, charging if necessary.

How do I . . .

- Use self-checkout to sign out books? *Follow the instructions posted beside the self-checkout computer. Mrs. Dickson is happy to help you, especially the first time you try this.*
- Return books to the blue bin below self-checkout. *Return technology to where it belongs, charging if necessary. Please check it off as returned in the binder.*
- Search for a book using a catalogue? *Use the computer beside the self-checkout computer to search the online catalogue. Don’t forget to set the Library to Willow Park School!*
- Sign out a tripod or a camera? *Please sign technology out in the Sign Out binder. Write each item on a separate line.*
- Drop in to work independently during class time without a teacher? *We can facilitate this for a small number of students. For larger groups (of ten or more) we suggest booking the space and coming with the whole class. Individual students should complete an entry form signed by your teacher to give to Mrs. Dickson or Ms. Knight. Work quietly and independently while using the space. If you are disruptive, you will be asked to return to your class. Please leave the space tidy and ready for the next student to use.*
- Remember my passwords? *You are responsible for D2L, google, IXL Math, Brain Pop, etc. passwords. We suggest that you write them down in a safe place in case you forget your passwords. If you do forget or wish to change your passwords, check with your homeroom teacher or the office staff.*

Furniture PLEASE do not move comfy furniture. If you need to move the tables and chairs, please put them back where they belong.

Calgary Public Library Partnership CPL has a wonderful e-resource selection for research and it is available for free to us by logging in with your library card to the CPL website.

Willow Park Library Card At Willow Park you use your CBE ID number as a Library Card. At CPL you must set up and receive a card from them.

Lending Procedures You can take out technology for a day and books for 2 weeks.

Plagiarism What is plagiarism? Plagiarism, like cheating, is an act that directly challenges the

concept of intellectual honesty and will be addressed accordingly by staff as part of the learning process. It occurs when a person:

- ❖ **Hands in someone else's work as their own. This applies to direct presentation of someone else's work, a paraphrase of their work or even direct inclusion of turns of phrase from someone else's writing. In these instances, the plagiarism is most likely intentional.**
- ❖ **Cites sources improperly. Again, this applies to direct quotations, paraphrased ideas and even turns of phrase. In these instances, the plagiarism may well be unintentional, but it is still plagiarism nonetheless.** For further information on plagiarism and citing sources, please see the CBE Library web pages at: <http://schools.cbe.ab.ca/curriculum/library/juniorhigh/spacelibrary1.html>.

DISCIPLINE POLICY - STATEMENT OF BELIEFS

I. BELIEFS RELATED TO DISCIPLINE

- Learning is an ongoing process, which requires a commitment to appropriate behaviour that shows respect for self, others, school and community.
- Students are capable of making appropriate choices and accepting the responsibility for doing so.
- Communication and cooperation between school and home is vital.

II. SPECIFIC BEHAVIOURS EXPECTED OF STUDENTS

Students are responsible to comply with the School Act including:

- a) being diligent in pursuing their studies;
- b) attending school regularly and punctually;
- c) cooperating fully with everyone authorized by the CBE to provide education and other services
- d) comply with the rules of the school; and
- e) account to the student's teachers for the student's conduct

Students will be held accountable beyond the hours of school operation when their conduct detrimentally affects the personal safety and well-being of individuals, the learning environment, the climate, or the effective operation of the school.

Students engaging in conduct that does not contribute to a welcoming, caring, respectful and safe environment may be subject to discipline up to and including suspension or expulsion.

Examples of unacceptable behaviour include, but are not limited to:

- a) disruptive or dangerous behavior and defiance of authority;
- b) encouraging unacceptable conduct and engaging in conduct which endangers others;
- c) any conduct which is injurious to the physical or mental well-being of others;
- d) use, display or distribution of improper, obscene or abusive language, messages or pictures;
- e) discriminatory behavior;
- f) use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate;
- g) theft, including theft of identity and intellectual property;
- h) use, possession of, distribution of, or active contact with, AR 6005 Student Code of Conduct 5 | 7 or collection of money for illicit drugs, alcohol, or inhalants in school, on school board property or in the context of any school-related activity;
- i) willful damage to school or the property of others;
- j) involvement in the formation of or affiliation with gangs or other groups which negatively impact the school environment;
- k) hazing and initiation activities;

- l) use, possession of, sale, distribution of or active contact with a weapon on a student's person, on or in the vicinity of school board property;
- m) interfering with the orderly conduct of classes or the school;
- n) criminal activity;
- o) failure to comply with CBE Student Code of Conduct;

Students have a responsibility to not participate in or tolerate bullying (physical, verbal, social and or cyber) while on school property, participating in school events, traveling to and from school, or in any other circumstances that may impact the school environment.

A student who is subject to or a witness of bullying, harassment, unwanted behaviours, or conduct that interferes with maintaining a welcome, caring, respectful and safe environment, should report that conduct to a classroom teacher, an advisor, guidance counsellor, or any other staff member with whom they feel comfortable.

Reports of bullying, harassment and unwanted behaviors or unacceptable conduct should be made in a timely manner.

III. **SUSPENSION:**

Suspension means the removal of a student from school, from one or more class periods, courses or education programs or from riding in a school bus, for a period of less than 10 days.

Behaviours that may result in suspension:

- Fights, assaults and/or physical interference of a “minor” nature where there is no serious physical harm.
- Threats, which, in the judgment of school administration, have not seriously endangered others.
- Disruptive, disrespectful behaviors (foul language, rude/defiant/abusive behaviour, tantrums etc.).
- Skipping class/school. (Typically, skipping one day is seven hours missed. Students make up time at lunch or afterschool to the equivalent of seven hours).
- Minor/petty vandalism and/or theft.
- Smoking on school property or at a school activity.
- A “persistent” violation of a minor offense (incomplete homework, not doing homework, frequently being late, etc.).
- Use, possession of, or active contact with, weapons.
- Threats, which, in the judgment of the principal, endanger others.
- Theft beyond minor/petty theft.
- Assault causing harm.
- Vandalism beyond minor/petty vandalism.
- Use, possession of, distribution of, or active contact with drugs or alcohol.
- Personal or sexual harassment.
- Extortion.
- Participation or association with a gang-related activity within the school.
- Other forms of criminal activity.
- Chronic disruptive or defiant behaviour.
- Chronic obscene or abusive language.
- Chronic absenteeism.

IV. **TYPES OF SUSPENSIONS**

- A. An **In-School Suspension** is a suspension that involves students being withdrawn from classes and working in the office for a set number of hours or days. Teachers and the school administration, in consultation with parent(s), make this decision. Teachers are expected to provide work for the student.

Before reinstatement, the teacher, student and administration will meet to accept the student back in class.

- B. **Suspension Up to 5 Days** - A student can be suspended from the school for up to five full school days. Parent(s) student, teacher(s) and administration will meet to resolve the matter and have the student reinstated.
- C. **Suspension More Than 5 Days** - A student who has committed a serious offense or has been suspended several times and is still not making the progress and growth required will be referred to the Suspension Coordinator or the Behavioural Specialists for Area V.

BUS CONDUCT

Bus rides are considered an extension of the Willow Park Students' day and all Student Expectations apply. Students riding on the bus must remember that they are responsible for their conduct on the bus. Violation of any of these expectations may lead to the loss of riding privileges or suspension from school.

1. The driver is in full charge of the bus and his/her directions must be followed.
2. The driver will report any misconduct to the school administration for appropriate action.
3. Students are to sit in assigned seats.
4. While on the bus students must stay **seated** at all times, facing forward. Students must not extend arms or heads out of the windows, or move about within the bus.
5. Students must not throw paper or other items on the floor or out the bus windows.
6. While on the bus, students must conduct themselves in a quiet and courteous manner, showing respect and consideration for the comfort and safety of others.
7. Scuffling, fighting, smoking and the use of obscene language on the bus is prohibited (may result in immediate loss of privileges for a period of time).
8. Students will not distract the driver.
9. Students causing willful damage to a bus will be held fully accountable.
10. When leaving the bus, students must observe the instructions of the bus driver. They should not cross the road without having a clear view in both directions.
- 11. Students must ride on their assigned bus. Students wishing to make alternate transportation arrangements for the day must bring a note to the office the morning of the change. All students involved must have signed notes from their parent/guardian to confirm arrangements.**
12. Skateboards, scooters and any other means of transportation on wheels must be transported in a secure bag and students need to inform their bus driver as according to Southland Transportation Safety Policies.

Upon receiving a Misconduct Form for misbehaviour on the bus, parents/guardians will be informed and riding privileges may be suspended.