



WEST HAVEN

PUBLIC SCHOOL

325 West Haven Drive
Leduc, Alberta, T9E 1B6
780-986-5991

SCHOOL HANDBOOK 2023 - 2024

This Agenda Belongs To

Name: _____

Homeroom: _____

Phone Numbers: _____(H) _____(w)

_____ (C)

PRINCIPAL

Mrs. Jennifer O'Brien, M.Ed
jennifer.obrien@blackgold.ca

ASSISTANT PRINCIPAL

Mr. Isaac Schnell, M.Ed
isaac.schnell@blackgold.ca

ASSISTANT PRINCIPAL

Mrs. Rachel Djordjevic, M.Ed
rachel.djordjevic@blackgold.ca

KINDERGARTEN TIME TABLE

ECS: AM - 8:30 AM to 11:20 AM (doors open at 8:30 AM)

ECS: PM - 12:30 PM to 3:15 PM (doors open at 12:30 PM)

ELEMENTARY TIME TABLE					
	Day 1	Day 2	Day 3	Day 4	Day 5
8:30 AM	Warning Bell				
8:35 AM	Home Room and Announcements				
8:40 P #1					
9:15 P #2					
9:45 P #3					
10:15 - 10:25 10:00 - 10:30 AM	JUNIOR HIGH LOCKER BREAK ELEMENTARY STAGGERED RECESSES				
10:30 P#4					
11:00 P#5					
11:30 P#6					
12:00 - 12:20 PM	LUNCH BREAK				
12:20 - 12:56 PM	LUNCH BREAK				
12:56	DEAR				
1:00 P#7					
1:30 P#8					
2:15 P#9					
2:45 P#10					
3:15 PM	Dismissal				

Junior high timetable provided directly to the junior high students and available on the website

West Haven Public School ***ALL THE CHOICES!***

Included in the many assets and resources, which we are able to offer students and their parents, are the key elements of choice and balance. During your time at the school, we hope that you will participate in the range of activities available here and come to appreciate the benefit of a seasoned and balanced education.

English and FSL
Athletics and Fine Arts
Challenge and Recognition
Achievement and Caring

Technology and Tradition
Discipline and Support
Innovation and Convention
Home and School

Welcome Aboard!

WHPS Mission: To inspire success and lifelong learning for all students.

Vision: To become a professional learning community engaging students in meaningful learning, working collaboratively to encourage student achievement and promoting active, ethical and informed citizenship.

Values:

In order to advance our vision, the staff will...

- Engage students in a broad range of curricular and extracurricular opportunities.
- Support students as they build independence and resilience.
- Work collaboratively to provide a positive learning environment.
- Model personal responsibility, empathy, compassion and respectful behaviour.
- Demonstrate a commitment to lifelong learning and professionalism.

In order to advance our vision, the parents will ...

- Ensure their children are well-fed and rested for school.
- Treat their children with respect so, in turn, they will be respectful of others.
- Commit to working collaboratively with the school team to ensure students' social, emotional, and academic well-being.
- Be positive role models for their children.
- Spend time each day reviewing and ensuring all homework is done.
- Maintain communication with the teachers, thus helping their children succeed.
- Make sure that their children realize that their school responsibilities are as important as their other responsibilities.

In order to advance our vision, the students believe in...

- Courage
- Wisdom
- Honesty
- Love
- Truth
- Respect
- Humility

BLACK GOLD SCHOOL DIVISION:

Together, with 31 other schools, located between Warburg and New Sarepta, we are part of the Black Gold School Division. The Division Office is located at #301, 1101- 5th Street in Nisku. Senior administration works out of that office. The Board of Education meets there as well. Along with five other Board members, two trustees are elected from the City of Leduc. If you would like further information about BGRS, we would be happy to assist you. You may contact our Division Office as indicated below, or you may check the website at www.blackgold.ca.

Telephone: 780-955-6025
Fax: 780-955-6050

CHANGES TO PERSONAL INFORMATION:

Students or parents may have changes to their initial registration form during the year, i.e. medical conditions, address, place of employment, telephone numbers. **Any changes should be reported to the school office as soon as possible in order to keep our records updated.**

CUSTODY OF CHILDREN:

We are best able to support your child and be sensitive to particular situations when we are aware of custody, visiting rights or special instructions. If your family has these circumstances, please make sure that the school is provided with a written copy of the current legal agreement. **Unless a court order specifically prevents it, both parents have the right to visit the school, attend interviews and have access to information about the student's educational progress.**

2023 - 2024 FEES:

The following are the student fees for the 2023- 2024 school year:

KINDERGARTEN INSTRUCTIONAL FEE \$100.00

There are no instructional fees for students in grades 1 – 6.

Replacement Agenda \$8.00
Division Technology Fee Gr 1 to 3 \$20.00
Division Technology Fee Gr 4 to 9 \$50.00

Junior High Course Enhancement Fees are based on the complementary courses chosen.

Information on student busing can be found on the Black Gold Website at www.blackgold.ca/schools/transportation

Please log into your PowerSchool account to pay all school fees.

NOTE TO PARENTS

Understanding the policies and procedures that are outlined in this handbook are crucial for open communication and positive learning. Please take the time to review the contents of this handbook with your child.

We have read and discussed the WHPS Handbook with our child.

Parent's Name: _____

Student's Name: _____

SCHOOL COUNCIL:

The parent positions on this board are elected at the annual general meeting of the council according to the Operating Procedures. The role of the School Council is to advise the principal on matters involving the school and the students.

FUNDRAISING SOCIETY:

The West Haven Public School Fundraising Society is made up of active parent volunteers. In addition to these positions, various committees are formed to assist the executive in setting and prioritizing goals. This group sponsors school dances, class field trips, playgrounds, and various school beautification projects. The funding provided by this group assists our school community in meeting many of its goals. Regular meetings are held and all parents are encouraged to attend. Whether you have a little time or are looking for a larger volunteer commitment and fun, this is a great way to get involved!

VISITORS:

To ensure a minimum of disruptions to instruction, ***ALL VISITORS (INCLUDING PARENTS) are required to sign in at the School Office.*** If you are picking up your child during the day, the office will call him or her to the office.

ATTENDANCE:

Students are expected to attend school regularly and be on time for school and their scheduled classes. Parents are asked to phone the school and report if their child/children will be away sick or late that day for school. Parents can phone the school and leave a message on our answering machine before 8:00 AM or after 4:00 PM or they may call during office hours and leave a message with the secretaries. These calls are cross-checked with the attendance and, for student safety and attendance records, any unreported absences are followed up via PowerSchool automated call outs. Cooperation in notifying the school is appreciated and simplifies the process. After school emergency contact information is listed on the answering machine or you can call: 780-979-0977 after 4:00 p.m. on school nights.

NEWSLETTERS:

We have moved away from a monthly newsletter format. A What's Up! Wolverines Weekly Reminder email is sent out each Sunday containing key information about the upcoming week.

MEDICATION:

If medication is required during school hours, please note the following information:

Under ordinary conditions, medication will not be administered by staff. When a child requires medication, parents must complete a Parent/Guardian Medical Procedure Request/Waiver form provided by the office, and medication must be provided in a labeled container, along with written instructions from the medical doctor regarding its administration (a prescription label).

When a student, in order to access education, requires specialized medical procedures or has a medical condition which may require emergency interventions, provision of this service will be offered under instruction and direction from a medical authority only, and only upon written request. A waiver is required from the parent(s). Appropriate forms are available from the school office.

If you have any questions or require further clarification, please contact the office.

HEAD LICE:

Lice do not carry disease and are not considered a health hazard. However, they are a nuisance and an inconvenience to schools, parents, and children. Early identification and treatment are key in controlling head lice. Therefore, the school conducts periodic lice checks. Parents of children with lice will be contacted by phone. Treatment and prevention strategies can be most effectively learned and carried out by parents within the family. The public health nurse will be involved with students with recurring lice problems to help the family treat and eradicate lice.

Role of Public Health Nurse:

- The Public Health Nurse's role in the control of head lice in the school setting is to educate and consult with parents and school personnel as to the identification, treatment, and overall management of head lice.
- Public Health Nurses will provide advance information for school newsletters at times when outbreaks may be more evident, such as after peak vacation and extended school trips.

School Control:

- The school will conduct head lice checks from time to time during the school year with a team of volunteer parents as needed.
- If a child is found to have them, parents will be called so that treatment can begin as soon as possible. Information concerning treatment will be sent home.
- Students with infestations will be checked upon their return to school.
- Information bulletins on head lice prevention and treatment will be sent home to parents at times throughout the school year.

STUDENT DROP-OFF AND PICK-UP:

The lane directly in front of the school is a bus lane. This bus lane must be kept clear between the hours of 7:00 am to 4:00 pm. Safety for our students is our main concern. If you are planning to pick-up your child after school, please use the "Kiss 'n' Go" spots in front of the school. Please note that the staff parking lot is not a drop off zone. Please help us to be good neighbours and observe all traffic laws.

BUS INFORMATION:

Black Gold School Division provides bus transportation for many of our students. The route's pick up, and drop off times are published in the local paper in late August. A copy of this information is posted on the Black Gold Website in the Quick Links. If you have any questions concerning routes or times, please contact **Diana Miles – Transportation Department – 780-955-6034**. We will publish policies and practices for bussing in inclement weather in our newsletter prior to the onset of winter. Due to liability issues, non-registered students may not ride the bus.

BUS CONDUCT:

Based on BGSD Administrative Procedure 351 (modified October 22, 2021)

Background

The student's primary responsibility is to conduct himself/herself in a manner which will not cause the bus driver to divert his/her attention from driving the bus.

Procedures

1. Violation of any of the following may lead to the loss of riding privileges, or suspension from school.
2. Students are expected to be at the road, at the designated stop, five (5) minutes prior to the arrival of the bus.
3. Students who reside on the opposite side of the road, from the designated stop, are to cross in front of the bus and at least five (5) meters ahead of the bus and should not cross until directed by the driver and until the students also visually check for traffic.
4. Students must scan their bus pass when entering and exiting the bus.
5. The operator will report any serious student misconduct to the Principal of the school. Any student who continues to misbehave may be denied the privilege of riding the school bus.
6. The Board of Trustees requires operators to assign seats to students on the bus to assist with discipline as well as indicate who may be responsible for any vandalism if it occurs.

7. While the bus is in motion, students must not extend any part of their bodies out of windows, try to get on or off the bus, or move about within it.
8. Students must remain seated, during the entire trip.
9. Students will not consume food or beverages on the bus, due to the safety concern of potential choking.
10. Students must not throw paper or other waste materials on the floor or out of the windows of the bus.
11. Students must conduct themselves in a quiet and courteous manner, showing consideration to the bus driver, and others, while boarding, riding, or departing from the bus.
12. Taking pictures, sound and video recording of students or staff on the bus is prohibited. The use of mobile devices for personal entertainment is permitted.
13. Silence must be maintained when the bus stops at railroad crossings.
14. Students causing willful damage to the bus will be held responsible for all costs.
15. Bus drivers may appoint a monitor to assist in safety practices.
16. Rural students or their parents/guardians are to inform the driver when they do not require bussing for the morning or the afternoon runs.
17. As the Division is operating a student transportation system, drivers are not to transport individuals not registered on the bus. Furthermore, drivers are not required to add stops to the routes to accommodate the students' personal activities such as piano lessons, sports activities, etc.

Students who fail to abide by these guidelines may receive a school and bus incident report and may also have their bus privileges suspended.

INCLEMENT WEATHER:

The administration will decide "Inside" days at recess and lunchtime should such a decision be required. When the temperature reaches -20, including wind chill, students are expected to remain indoors for their own safety. Students should always be dressed appropriately for the weather.

EMERGENCY DRILLS:

Fire drills, Hold and Secure drills, and other emergency drills will be held regularly throughout the school year. Through the Hour Zero Emergency Response Program training, our staff is trained on protocols and procedures to deal effectively with these situations as they arise. Additionally, school administration has been trained on VTRA (Violence Threat Risk Assessment) protocols to assist with emergency situations.

FIELD TRIPS:

All teachers are encouraged to take their classes on co-curricular field trips throughout the year. It is our school policy to use buses whenever possible. In some cases, teachers may choose to ask parents to drive.

In the event that parents are asked to drive, Black Gold School Division policy requires that the vehicle carries a minimum of \$1 million of third party liability insurance, that the insurance company is aware of the trip and that the driver has a valid class 5 driver's license. Black Gold School Division, however, highly recommends that parents driving students have at least \$2 million in third party liability insurance. Additionally, the driver must be at least 21 years of age and have no more than six demerits on their driver abstract. The vehicle used must be regularly maintained, operating properly and free from mechanical defects which would impair the vehicle's safe operation. As part of the process, we must have the driver sign a separate waiver form and take a photocopy of his/her driver's license, registration and insurance card.

RECOGNITIONS AND AWARDS:

Positive feedback to students helps reinforce positive student behaviours. When staff members affirm desirable student behavior and praise learning performances, especially when the reasons for praise are also provided, high levels of student performance are encouraged and/or maintained. It is desirable to coordinate student recognition efforts to maximize impact. We recognize students in many ways including:

- ◆ Assembly
- ◆ Newsletters
- ◆ Day to day recognition based on character development themes

ABSENCES DUE TO FAMILY VACATIONS:

It is the expectation of WHPS that students will attend school on scheduled school days and take holidays according to the school year calendar. In the event that parents choose to take their child(ren) out of school at times other than school holidays, the onus lies with them to provide a program. Teachers cannot provide detailed daily homework assignments which replicate the missed work.

With this in mind, we would like to encourage families to be mindful of the school year calendar.

LOST AND FOUND:

Please help us by labeling coats, boots, and school supplies clearly. There are lost and found bins in the main hallways of the school. During Parent/Teacher interviews, the contents of the bin will be laid out on tables for you to check. Unclaimed items from one school year are donated to local charities.

LEARNING COMMONS:

West Haven Public School's Learning Commons has a collection of materials intended to support curriculum needs and to provide enjoyment for students. Most books can be borrowed for one week but can be renewed for an additional week. At present, the limit is two books (or other materials) at a time, but students needing books for school projects may take more.

ATTENDANCE POLICY:

The School Act is explicit in its expectations regarding the requirement that all students under the age of sixteen shall attend school. Educational research is equally clear in its confirmation that regular and punctual attendance benefit both individual students and their classmates. Records of student attendance are to be maintained by homeroom teachers in the prescribed format. When a student's absence or tardiness reaches identified levels. Teacher and admin will get involved to improve attendance.

The administrators will perform a year-to-date check of students' attendance at the end of each term.

LEAVING SCHOOL EARLY:

Parents are encouraged to arrange medical, dental, and other appointments outside school hours. If a student must leave school early, written notification and/or a phone call to the office must be provided from a parent/guardian indicating the time and the reason for early dismissal.

When picking up their child(ren) from school during school hours, parents/guardians are asked to report to the office, where they will meet and sign out their child(ren). Students can only be released to a parent or legal guardian. Should you require somebody else to pick up your child, we require consent from the parent/legal guardian either by telephone or via an email/note in the

agenda to the school. Anybody picking up a student during school hours will need to show picture identification before we will release any students to them. ALL VISITORS must report to the office during school hours.

STUDENT PROGRESS:

WHPS's "[School Assessment Plan](http://whps.blackgold.ca/about/assessment-plan/)" (whps.blackgold.ca/about/assessment-plan/) follows the BGSD policy. This is updated and posted online prior to the start of each school year.

STUDENT ASSESSMENT– Standardized Assessment Procedures:

In-depth individual assessments may be initiated by the teacher, administrator, parent, or Learning Support Teacher (i.e. the Wechsler Fundamentals Academic Skills, Phonological Awareness Test, Woodcock Reading Mastery Test, etc.)

On occasion, the need for a Psychological-Educational Assessment may be of value. This is done with written permission from parents/guardians. A referral is made and qualified personnel administer the test and interpret the results for school staff and parents.

PROMOTION POLICY:

West Haven Public School believes that the intellectual, emotional, and social development of each student occurs at a different rate. Our school is committed to assisting all students in experiencing success at school. In consultation with parents or guardians, all reasonable efforts to help motivate a student to achieve success will be attempted in an inclusive environment.

Guidelines

- ◆ All promotional decisions will be made on an individual basis in consultation with parents or guardians. Where appropriate, diagnostic, achievement, and/or psychological tests will be included in final promotional decisions. A recommendation will be made to the parents or guardians regarding their child's placement for the next school year.
- ◆ Parents or guardians of a student not progressing as anticipated will be contacted by the end of the second term.

TECHNOLOGY:

At WHPS, we have many different forms of technology to help students learn. Students will be able to use numerous sets of shared Chromebooks for grades 1 to 9. Classrooms are also furnished with projectors and interactive white boards to assist student learning. Students are expected to review and adhere to the Student Admirable Use guidelines. Students may wish to bring their own device and connect to the school's secured BYOED network.

Personal Devices:

Students will keep their electronic devices, i.e., smartphones, in their lockers for all class periods. Students who attend class with their electronic device must deposit the device into the designated box/area in each classroom. The classroom teacher will advise students should there be an appropriate time for students to use their devices. Use in the morning before school, noon hour and after school are appropriate if the student is dismissed and considered on his/her own time. For issues of safety, students will only use devices once arrived at a destination and will not use headphones, unless for educational purposes, during the school day. Similarly, elementary students will not be permitted electronic devices during recess periods. When students are assigned to the office, these devices must be turned off and deposited in a basket upon arrival. Students must come to the office or use the classroom phone, with permission, if they need to use a phone during class time. This is especially important when a child is not feeling well.

Internet Use:

Students have access to the Internet once they have signed an Admirable Use Agreement. Failure to honor this contract will result in having user privileges suspended.

MUSIC:

The West Haven Public School Music program offers general music from Kindergarten through Grade 6 students. Here, we encourage creative expression through playing instruments (various percussion instruments, recorders and ukuleles), singing, performances, (like our Christmas concert), listening and composition. Our students will develop an awareness and appreciation of various music, including many of the cultures represented in Canada and around the world. More advanced concepts and applications are available to students who choose band or guitar as an 'option' in Junior High.

LEARNING AND INSTRUCTIONAL SUPPORT:

Our classroom teachers work with students who have been identified as having difficulty with their educational program. These students usually require short-term remedial assistance. Our school also has Learning Support Teachers and Instructional Support Teachers who provide programming support for students with the highest programming needs. This "pull-out" program is done in consultation with parents.

HEALTHY INTERACTIONS: RESOLVING INTERPERSONAL CONFLICT

Recognizing that issues (questions, concerns, complaints) involving school staff will arise from time to time, it is desirable to identify a process by which these may be addressed. The long established doctrine of fairness, together with rules of natural justice and principles of due process will help to define such a procedure. Equally important is an open and constructive problem-solving approach based on mutual respect. The goal of this Healthy Interaction process is to ensure that a productive harmony exists within both the school team (staff) and the extended school family (students, staff, parents, community). **The process is about issues, not people, so be hard on the issues but soft on the people; courtesy and respect rule the day.**

GUIDELINES:

1. All issues should be communicated directly to the staff member involved. It is the responsibility of anyone receiving misdirected questions, concerns or complaints to redirect the concerned party to the staff member involved.
2. Any discussion of issues should be scheduled at a mutually convenient time so that a resolution may be pursued in a thorough manner.
3. Staff members should have access to sufficient time and resources to resolve identified issues.
4. Maintaining accurate documentation of issues and resolutions will serve to prevent misunderstanding between staff members and/or concerned parties.
5. Should the resolution of an issue not occur as a result of the above, an appeal may be made to the immediate supervisor of the involved staff member. Such an appeal will include details of the issue and any resolution(s) which have already been attempted.
6. Supervisors will act in a manner which is consistent with the responsibilities of their position(s) and seek a resolution which represents the best interest of students.
7. Should a supervisor elect to maintain summary documentation of an issue and its resolution, such records will be made available to the concerned staff member(s) and concerned party(ies) on request.

SCHOOL GUESTS & VOLUNTEERS (CLASSROOM VISITORS)

Students at our school benefit greatly from additional parental help and assistance in many school activities. If you would like to help out at our school, we will require a Vulnerable Sector Check and a Child Welfare Intervention Check. Please contact the school office and we will give you a letter to receive these documents at no charge to you. Also, please list any special interests you may have so that we can best make use of your expertise. Confidentiality is critical as F.O.I.P regulations apply.

It is our desire at WHPS that all visitors to the school will feel welcome and enjoy their time with us. Parents and other community members are encouraged to participate in, and contribute to, our activities with students, wherever this is practical. Our School Council and Fundraising Society are valued partners in providing enhanced opportunities for students.

It should be remembered that our primary goal is to deliver the most effective instruction possible to our students. Additionally, it is our duty to provide for the safety and security of students, and in doing so we assume the responsibility to know who is in the building - especially when students are present. On occasion, it will be valuable to have volunteers working in classrooms and/or directly with individual students. At other times, an individual may have legitimate reason to be a classroom guest. These circumstances bring with them special considerations such as Alberta Education mandates, the requirement for confidentiality regarding students, and demonstrated commitment to school goals and expectations.

It is our belief that classroom visitors should conduct themselves in a manner akin to that expected of a staff member. As such, it is important to provide guidelines which define levels of authority and responsibility in order to ensure that both school and classroom visits are positive and productive.

GUEST GUIDELINES:

- school visitors (volunteers and guests) will be screened by the administration to ensure that proper intentions and conditions are in place
- classroom visits (by volunteers and guests) will be approved by the host teacher, with notification to the principal
- classroom visits will be by appointment so that meaningful volunteer activities can occur, and also to ensure that student circumstances are appropriate for entertaining a guest
- confidentiality regarding students must be observed; necessary disclosure of obtained information being made only to qualified professionals, or as required by law
- as the actions (or in-actions) of school and classroom visitors have great potential to impact students, it is expected that all volunteers and guests will demonstrate active support for teacher efforts and avoid any undermining of school practices and routines.

“STUDENT SECTION”

Based on BGRS Administrative Procedures 350-357

STUDENT RESPONSIBILITY PLAN:

West Haven Public School promotes, reinforces and encourages the growth of student self-discipline, respect and responsible behaviours in order to foster a welcoming, caring, respectful and safe learning environment and enhance student achievement. To do so means that each student works towards creating a climate that is positive and productive. No student has the right to choose behaviour that infringes upon the rights of others.

The School Act identifies the basic minimum expectations for student behaviour. “A student shall conduct himself so as to reasonably comply with the following code of conduct”:

- ◆ be diligent in pursuing his/her studies;
- ◆ attend school regularly & 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 his/her teachers for his/her conduct; accept consequences with dignity;
- ◆ respect the rights of others;

We encourage students to attain the following ideals identified as Desirable Personal Characteristics:

1. Ethical/Moral Characteristics

respectful, responsible, fair/just, tolerant, honest, kind, forgiving, committed to democratic ideals, loyal.

2. Intellectual Characteristics

open-minded, thinks critically, intellectually curious, creative, pursues excellence, appreciative.

3. Social/Personal Characteristics

co-operative, accepting, conserving, industrious, possesses a strong sense of self-worth, persevering, prompt, neat, attentive, unselfish, mentally and physically fit.

Documentation of disciplinary matters requiring teacher, supervisor, or administrator intervention will be provided to parents as outlined below:

HARASSMENT POLICY:

- You have the right to be treated with dignity and respect in our school.
- No individual may intentionally violate this right.
- Administration/staff will address all Harassment /Bullying issues.

CLASSROOM INCIDENTS:

- Defined as the student failing to meet classroom expectations (i.e. disruptions, lack of respect/effort, behaviour inconsistent with the Education Act) and exhausting the provisions of classroom management strategies and other non-disciplinary interventions.
- The classroom teacher administers a class period suspension, calls the parent, and forwards a classroom incident report to the parents, administration, homeroom teacher and PowerSchool secretary.
- On occasion of the third incident report, the student is referred to the administration.

OUT OF CLASSROOM INCIDENTS:

- Defined as dangerous, uncooperative, or obnoxious behaviour occurring during breaks from instruction (behaviour inconsistent with the Education Act/Hands-off Policy).
- Teacher initiates an out of class incident report, processes documents (copies to parents, principal, homeroom teacher, & PowerSchool secretary), and calls the parents.
- On the occasion of the third incident report, the student is referred to the Principal/Assistant Principal.

THE PROCESS:

- Third Incident – Warning letter and phone call home by the administration
- Fourth Incident – Phone call home by the administration and a one day In-School-Suspension
- Fifth Incident - Phone call home by the administration and a two day In-School-Suspension
- Sixth Incident - Phone call home by the administration, a one day Out-of-School-Suspension and a warning regarding School Probation
- Seventh Incident - Phone call home by the administration, a three day Out-of-School Suspension and School Probation

- Eighth Incident – Phone call home by the administration, a five day Out-of-School Suspension and recommendation for Division Probation

No Rough Play/No Put Downs Policy - West Haven Public School enforces both a "No Rough Play / Hands-off policy" and a "No Put Down" policy. We want WHPS to continue to be a safe and caring environment for everyone.

ADMINISTRATION RESERVES THE RIGHT TO ALTER THE ABOVE PROCESS AS NEEDED

SEARCHES:

Based on BGSD Administrative Procedure 354

The School Act states that a school board must provide a safe and caring environment for students that fosters and maintains respectful and responsible behaviours. From time to time, in order to discharge that duty it is necessary to conduct searches.

Administration or designates may conduct search of:

- student school property: such as desks, lockers, school storage areas or any other school article or object used by a student, including Division owned electronic information resources
- student articles and objects: property owned or used by a student on school property or during off-site activities, including but not limited to electronic devices, backpacks, clothing, purses, suitcases and tote bags.

All searches carried out will:

- be carried out in a reasonable manner
- respect student privacy
- be minimally intrusive
- be conducted in a sensitive manner and take into consideration the age and gender of the student, their religious practice and all related circumstances

Parents will be notified any time their student has been the subject of a search.

GROUND FOR POSSIBLE PROBATION, SUSPENSION OR EXPULSION:

Based on BGSD Administrative Procedure 350

Black Gold School Division considers the following specific misbehaviours to be grounds for possible probation, suspension or expulsion:

- Conduct injurious to the physical or mental well-being of others in the school
- Willful damage to public property
- Possession of prohibited items (weapons) and/or prohibited substances (alcoholic beverages, tobacco products, and/or other narcotics or drugs) on school property, or at school-sponsored functions
- Use of profane or improper language
- Bullying

STUDENT ACTIVITIES:

A broad range of student activities is available to students. The gym is often available during the lunch hour and may include a variety of sports or recreational pursuits. In addition, staff members typically volunteer to offer clubs/programs in areas such as choir, art, skiing, etc. Finally, an extensive extracurricular program of sports and activities is provided for students. Team sports such as basketball, floor hockey, etc., along with individual sports such as track/field, allow for a high level of student participation.

We are pleased to be able to provide this broad range of student activities at West Haven Public School. Participation is voluntary both on the part of the supervisors and students. The school is often represented to the broader community through these activities. Hence, as ambassadors for WHPS, students must adhere to our school conduct policy. Failure to do so may result in loss of this privilege.

TOBACCO, ALCOHOL, AND DRUG-FREE SCHOOL AND GROUNDS:

West Haven Public School has been designated as a tobacco, alcohol & drug-free environment: thus smoking, vaping, chewing tobacco and marijuana are not permitted in the building or anywhere on the school grounds. No students are permitted to bring these products or attend school under the influence of these products. Not adhering to these rules will result in disciplinary measures, which may include police involvement. Fair Notice letters are sent home to the families of all junior high students at the beginning of the school year.

GUEST TEACHERS:

When a class has a guest teacher, students are expected to treat him/her with respect, cooperate, and complete assigned work. Students should offer to help with classroom routines and remember... everything we do gives people a message about us....make a good impression.

DRESS CODE:

It is important for us to remember what appropriate attire for school is. Everyone is expected to support standards of dress and grooming that reflect the school's purpose as a place of learning and as a place of work. Please observe the following guidelines:

- Students are expected to conform to a reasonable dress code suitable for public places.
- Tank tops must be two fingers wide; no spaghetti straps are allowed.
- Clothes must not display slogans or advertising which is controversial, obscene, and/or depicting drugs or alcohol.
- Hats are permitted but cannot obscure the face. As such, hoodies may not be worn on the head.
- Tops must cover the waist; shorts and skirts must be of an appropriate length (Hem below finger tips at the students' sides).
- Students who dress inappropriately will be required to change.

In an effort to preserve the cleanliness of our school, students are required to bring a separate pair of runners for use within the school. These shoes will be used in the gym and throughout the school, as students will be asked to remove outdoor footwear when they enter the building. These "inside shoes" should have no-scuff soles so that they don't mark the floors. Footwear must be worn in the school at all times.

- ◆ **School personnel reserve the right to make any required judgments in the above areas. One of the most uncomfortable and sensitive issues with which to address, is dealing with inappropriate attire. Parents, please emphasize these expectations with your child.**

GYM CLOTHING:

All students are required to have an indoor pair of non-marking soled runners at school for indoor and gymnasium use. Students in Grades 1 - 3 are asked to wear a short sleeved shirt to school on Physical Education days so that they do not get too warm in class.

LUNCH PROGRAM:

It is the intention of West Haven Public School staff to provide a safe and comfortable lunch period for students. Elementary students remain at school to eat their lunches unless their parents/guardians specify otherwise with the homeroom teacher and the appropriate forms have been signed

LUNCHROOM EXPECTATIONS:

- ◆ Students are to remain seated and quiet in the designated lunch room during the eating period. Loud and excessive visiting is discouraged as it leads to distractions and excessive noise.
- ◆ Students may talk quietly after they have finished eating.
- ◆ Students must clean their eating area at the conclusion of the eating period.
- ◆ Manners, good eating habits, and cooperative behaviour are expected.
- ◆ **Taking food outside is not allowed as this is a choking hazard; if a student is caught outside with food they will be sent to the office.**
- ◆ Utensils for eating are to be supplied by students who require them.

ELEMENTARY STUDENTS LEAVING SCHOOL GROUNDS:

Elementary students **ARE NOT** permitted to leave the school grounds at lunch unless written permission from the parents is given to the school.

NUT AWARE CLASSROOMS:

WHPS has some "Nut Aware" classrooms. If no one in a classroom has a peanut allergy, peanut products are allowed. However, if a student has a peanut allergy, his/her classroom is designated as a "Nut Aware" classroom. In "Nut Aware" classrooms, families are discouraged from bringing peanut products to school; a "Nut Aware Classroom" sign is posted on the door; and teachers, parents, and students work together to develop a reasonable and appropriate plan.

"Nut Free" classrooms cannot be guaranteed because schools cannot ensure that the classroom is completely free of nuts, and they also cannot guarantee other parents will not send peanuts/nuts to school. We believe it's best to educate students and not give them a false sense of security - we may put them at a bigger risk because they may be complacent. Food allergies need to be respected but you're not a time bomb. It's a manageable condition, not something of which we need to be afraid.

HOT LUNCH PROGRAM:

Students purchase their hot lunch in advance through westhaven.hotlunches.net. Specific information on ordering will be sent home in the fall. The schedule for hot lunches is created in September by our Hot Lunch Committee. Usually hot lunch is on Fridays. The weekly hot lunch is brought in from local restaurants and delivered to the classrooms.

ANIMALS AT SCHOOL:

We have a number of students in our school who are extremely allergic to animals such as cats, dogs, hamsters, etc. As a result, parents and students may not bring their pets to school. Service animals are permitted on site according to BGRS policy.

MONTHLY ASSEMBLIES:

Our assemblies will be held each month. They will be identified on our monthly calendars. Remember, a raised hand by a speaker means silence; look at and listen to the speaker.

SUPPLIES & TEXTS:

Please refer to the supply list for your grade level. You may be required to bring a few additional items that are not on the list. Assigned textbooks become the student's responsibility. If a textbook is lost or damaged, the student will be assessed the cost of the book, and payment is to be made through PowerSchool.

LOCKERS:

Each student is assigned a school locker by his/her teacher for grades 4 – 9. A combination lock or shower hook **must be placed on the locker**, and the homeroom teacher will record the combination, which will then be sent to the office for our records. Use of key locks or code changing locks are prohibited. Please note that the school reserves the right to inspect student lockers at any time without prior notification. Locker decorations, inside the locker, must be in good taste and not damage the locker in any way.

BIKES, ROLLERBLADES, SKATEBOARDS, etc:

Students may use these means of transportation to get to school and go home from school; however, students may not use them on school grounds at recesses or lunch hours. **Students must walk their bikes and carry their skateboards on school property due to the possibility of injury to self or other students.** These items are not allowed to be used inside the school. Remember, wearing a helmet is the law.

TELEPHONE:

The phone in the office may only be used if the student has a telephone pass from his/her teacher. Classroom phones may only be used with the teacher's permission.

ILLNESS:

If a student is ill, he/she should get permission from his/her teacher and report to the office. If the student's parents or guardians can be contacted, the student will discuss the illness with them; if not, the student may use the infirmary in the office until they can be contacted.