

WESTGLEN SCHOOL

*Educating the Hearts and
Minds of Middle School Children*



Mission Statement

Westglen will engage every student in meaningful learning by challenging, encouraging, and believing in them in a middle school setting.

Westglen Vision Statement

Westglen will be universally recognized as a collaborative learning community where learning is personalized for all students to achieve success as compassionate and innovative global citizens in a middle school setting.

Welcome from the Principal

*Mrs. Linda Pothier, a former Westglen teacher, said "Promise me you will always see the good in every child." Attending middle school can be challenging, rewarding and fun. One of the goals we have for our students is that they will develop the skills and attributes necessary for them to be the kind of people we would want to "move next door" to us. Another one of our goals is to help students gain a well-rounded education combining academics, fine arts, physical activity and the opportunity to explore a variety of areas of interest. This handbook is designed to make you aware of the procedures, expectations and regulations of the school as well as provide information, which will make it easier for you to enjoy your experiences at Westglen. **All students should be familiar with the contents of this handbook.** Please read this handbook through completely. Each student is expected to know and follow the procedures outlined in this agenda.*

In general, you will have a successful school year if you always do four things:

- 1. Always make the best effort possible.*
- 2. Always be considerate of others. Treat other students, school staff and guests with **RESPECT**.*
- 3. Participate! Get involved in some of the many activities which are offered in our school.*
- 4. Promise to always see the good in each other.*

On behalf of the staff of Westglen School, I would like to extend this welcome to you and your parents.

Sincerely,

Carolyn Massel, Principal

Effective Home and School Communication

The agenda is the primary means of communication between the home and school. Quick notes in the agenda from either the parent or teacher can help facilitate quality, timely communication.

Because teachers see many students in one day, please remind your child to show their teacher the agenda if you have written a note that day. If your communication is of a confidential nature, please consider phoning or setting up a meeting with the necessary staff. Effective use of the agenda, telephone and email will meet most of the communication requirements. However, when face-to-face meetings are required, please remember setting up a mutually convenient appointment that is beneficial for all parties. Remember you do not need to wait for student/teacher/parent conferences.

Student responsibilities	Teacher responsibilities	Parent responsibilities
<input checked="" type="checkbox"/> Taking their agenda to each class <input checked="" type="checkbox"/> Taking their agenda to and from school each day	<input checked="" type="checkbox"/> Responding to any notes in a timely manner <input checked="" type="checkbox"/> Reviewing their homeroom students' agendas	<input checked="" type="checkbox"/> Reviewing the agenda daily <input checked="" type="checkbox"/> Initialing or responding to notes in the agenda

WESTGLEN SCHOOL AGENDAS

The Westglen School Agenda is designed to develop organizational skills for our students. The agenda must be taken to every class. Students will use it to record and keep track of homework, assignments, test dates, needed materials, and special events. The student is also expected to take the agenda home every day to have parents check it over and sign it. The Westglen School Handbook, which is available on our website or in this agenda, provides students and parents with important school administrative procedures, student services, student activities, and the student code of conduct.

WESTGLEN WEBSITE

Visit www.westglen.ca regularly to find helpful information for both students and parents.

SCHOOL VISITORS

For the safety of our students, we request that all visitors, including parents, report to the office upon arrival. We will gladly assist you in finding your child or any staff member with whom you would like to speak.

MONTHLY NEWSLETTERS

Check your emails regularly for monthly newsletters and communication from the school and Division Office. To reduce paper use, newsletters are emailed out at the beginning of each month and available at www.westglen.ca.

Paying for School Fees Just Got Easier



Chinook's Edge School Division is pleased to announce our online fee payment portal, Student QuickPay. In an effort to reduce time, money and paper waste, parents of returning students can avoid the long lines of school start up and pay their children's fees through a secure online website. Examples of school fees you can pay for online include, but are not limited to, course fees, field trip fees and hot lunches.

With a few simply mouse clicks, parents can view assessed fees, any outstanding balances, and pay for multiple children at Chinook's Edge in a single transaction.

Frequently Asked Questions

What do I need to use Students QuickPay?

Parents will need access to the Internet and sign up for an account with a valid email address. They will also need a credit or debit card and have their child's student ID number readily available.

What are the costs to parents when using Student QuickPay?

We do not charge a fee to use Student QuickPay, however, bank and/or credit card service charges may apply.

What are the methods of online payment?

You can pay with Visa, MasterCard, and Interac Debit.

My child's information is displayed incorrectly. How do I change this?

Please contact Westglen School directly to change any student information.

My child has been assessed fees that should not be on their account. How do I change this?

Please contact Westglen School directly to inquire about student fees. You will have the option to remove one or more fees from the payment total. You can return to Student QuickPay at another time if you determine the fee is applicable.

How do I use Student QuickPay?

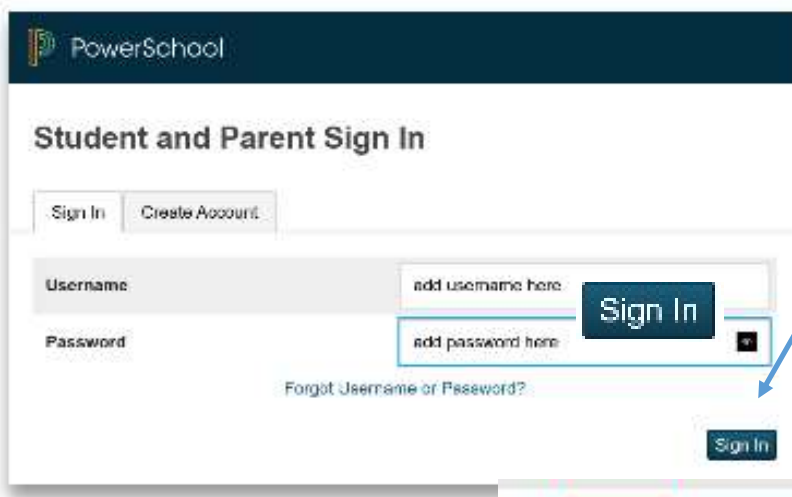
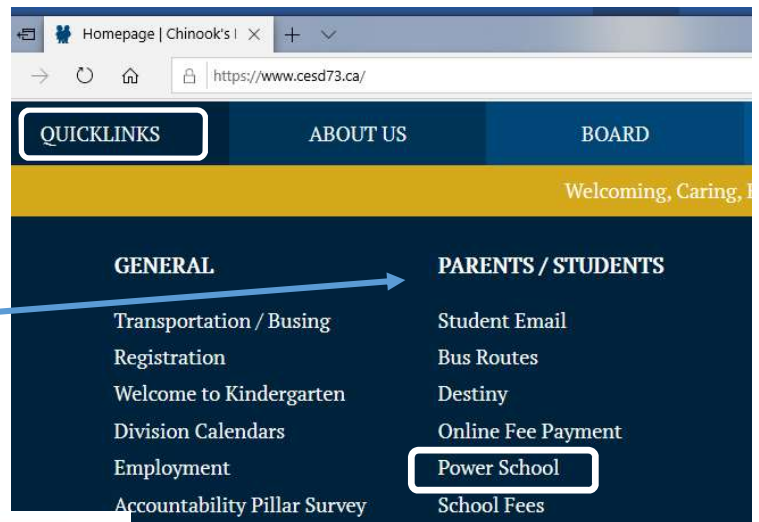
1. Go to www.westglen.ca
2. Click on the **Online Payments** button in the middle of the page.
3. At the Student QuickPay homepage, click on the **Sign Up** button.
4. Enter your parent name, email and password.
5. Read and agree to the Terms and Conditions of the site, then click the **Next** button.
6. Add students to your account by entering their **Student ID, Last Name and Birth Date**. You can add students from any school in Chinook's Edge School Division.
7. After adding all students, a summary page will be displayed the lists the outstanding fee totals for each student.
8. Review student fees and click the **Checkout** button when ready.
9. Pay for fees using a credit or debit card.

I'm having technical issues with my parent account. Who do I contact?

Please email feesupport@cesd73.ca for technical support.

Instructions for signing into POWERSCHOOL

- 1) Search www.cesd73.ca
- 2) Choose **QUICKLINK**
- 3) Choose **PARENTS/STUDENTS**
- 4) Choose **POWERSCHOOL**



Once the **PowerSchool** Login screen appears:

- 5) Type your **USERNAME**
- 6) Type your **PASSWORD**
- 7) Choose **SIGN IN**

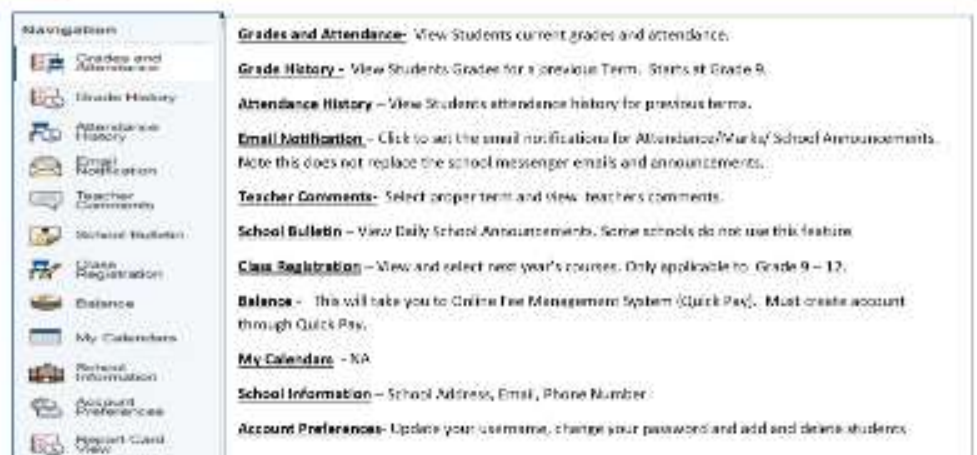
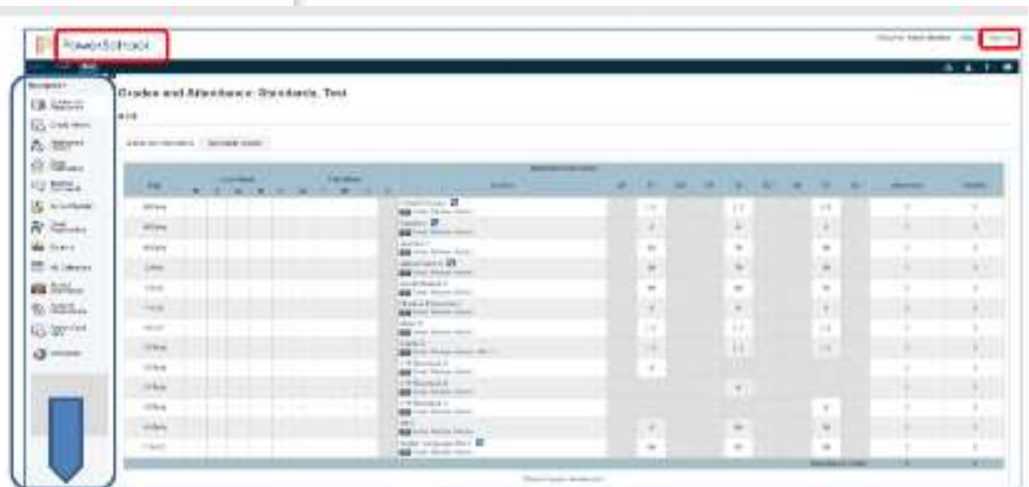
*To obtain or reset your password; call the school office at 403-335-8700.

Once signed into **PowerSchool** you are able to navigate menus to view your child's marks and attendance.

For more detailed instructions, you can visit www.cesd73.ca then choose the following links;

- Division Services
- System Services
- Student Information
- All Levels
- PARENT PORTAL QUICK START

Also feel free to contact Mrs. Shields at Westglen School 403-335-8700 for further information.



SCHOOL RULES



1. Showing Affection

At Westglen we respond to community standards. Students, parents and staff feel it is inappropriate for students at a middle school level to exhibit romantic behaviors/physical contact such as holding hands, hugging or kissing while on school property or during a school-sponsored event.

2. Trespassing on Private Property

Students are responsible to the school for their behavior from the time they leave home until the time they return to their homes. It is therefore important that their behavior to and from school casts a good reflection on all the students at Westglen School. When walking to and from school please do not cut through private yards or lawns.

3. Gym & Change Rooms

The change rooms and gymnasium are out of bounds to all students **EXCEPT** when involved in physical education activities. All gym clothing must be kept in their classroom-assigned lockers. Students are not permitted to use any of the physical education equipment without the consent and supervision of a teacher.

4. Activities and Field Trips

A wide variety of school-sponsored outdoor trips, events and other activities exist. These include school dances, theme days, band trips, ski trips, grade 5 camp, band camps, etc. Parents are encouraged as guests or participants whenever possible. During all school-sponsored activities, students are expected to abide by classroom behavior expectations as well as any expectations specific to the activity. A student's previous negative behavior at school and on field trips may jeopardize their involvement in these extra-curricular privileges.

5. Participation

In order to participate in extra-curricular activities, students must have been present for the entire school day. In the case of pre-scheduled appointments, arrangements need to be made.

6. Inappropriate Language and Physical Behavior

To safeguard the emotional needs of our students and foster civility among our students, profanity of any type or language considered rude or vulgar will not be tolerated at Westglen School. Verbally abusive, insulting, or coarse language is not appropriate. This applies to both written communication (including email, chat and texting) and body language.

Pushing, shoving, wrestling, play fighting, teasing, or threatening others in any way, at any time, or any place, will not be tolerated and is a reason for being reprimanded with consequences.

7. Dress Code

School is a student's current profession; therefore, students are expected to wear clothing that is comfortable, clean and appropriate for a school setting. Skirts and shorts worn to school should be longer than the point which your fingertips reach when arms are relaxed at your side or quite close. Students must have their mid-section covered with clothing. No underwear is to be visible. Sides of shirts must be closed. Other types of clothing or accessories with obscene, questionable or suggestive sayings or graphics, and sunglasses, are not to be worn in school. Winter jackets, coats and hats are to be placed in students' lockers and not worn to class.

Examples of inappropriate clothing include: halter-tops, crop tops, spaghetti straps (must be at least three fingers wide), short shorts or any clothing that is overly revealing.

PLEASE NOTE:

STAFF WILL MAKE THE FINAL DECISION ON ANY QUESTIONABLE CLOTHING.

Students can purchase Westglen athletic gear at the beginning of the school year. It is expected that all students will wear the official Westglen gym strip and clean inside running shoes for all phys. ed. classes.

INSIDE AND OUTSIDE SHOES ARE MANDATORY. Outside shoes are to be left at student entrances upon entering the building, or placed at the bottom of the student's locker. This is a courtesy to your fellow students, shows pride in your school and really helps out the custodial staff. This can also be a safety issue; shoes **MUST** be worn in the school at all times.

8. Bicycles, Skateboards & Scooters

Bicycles are not allowed in the back alley, on the sidewalks, near Ross Ford School yard, or the bus lanes. All bikes are to be parked in the bicycle racks located by the ball diamond.

The school does not assume responsibility for bicycles parked on the school grounds. We do provide bicycle racks where students can park their bicycles. Please make sure that bikes are locked. Students must stay off their bikes and away from the bike racks during the school day. Students not using the bicycle racks are to stay away from the bicycle area. Ross Ford bicycle racks are for Ross Ford students **ONLY**. Use of **skateboards and scooters** are prohibited on school property due to safety and liability issues. Students **MUST** place these items in their lockers first thing in the morning. **If the scooters will not fit into a locker, students must use the bike rack.** Please remember to wear protective helmets when riding your bike, skateboard or scooter.

9. Phones:

Cell phones are to be locked in the student's locker when they arrive in the morning until they leave at the end of the school day. All contact during the day needs to be directed through the office.





KEEP IT SAFE WILDCATS

➤ **Contraband Items**

Contraband items such as tobacco, e-cigarettes, matches, knives, pornographic, racist or sexist materials, weapons of any kind, throwing stars, fireworks, ammunition, alcohol or illegal drugs are not permitted on school property. This, of course, is not an exhaustive list and is only meant to serve as an example. Contraband items will be confiscated. Students bringing contraband to school will be dealt with by administration and RCMP, if necessary.

➤ **Smoking, Consuming Alcohol & Using Drugs**

Westglen School has been recognized as a "Smoke-Free Work Space." Smoking, including e-cigarettes, is not permitted in the school or on school property. Students consuming or under the influence of alcoholic beverages and/or illicit drugs will be suspended from school.

➤ **Valuables and Electronics**

Students are responsible for all electronic devices and personal property that are brought to school. They must be willing to take full responsibility to ensure items are not damaged, lost or stolen. Any valuables, devices and cell phones, are expected to be locked in the student's locker during the day. An office phone is available for students to contact parents at appropriate times during the day.

If devices are being used inappropriately, they will be confiscated and kept at the office until the end of the school day. After a first offence, devices will have to be picked up by a parent.

➤ **Posters**

The office must approve all promotional posters or advertisements before posting on designated bulletin boards.

➤ **Photos & Videos**

Students are **NOT PERMITTED** to take photos or videos of other students or staff with personal cameras or cell phones at any time.

➤ **Student Medications**

If your child requires medication, please have it dropped off at the school office with their name, grade, dosage times and amounts. Office staff will ensure safe storage of medications and proper administration to students. Include any special instructions if needed. (ie. Take with food).

➤ **Volunteering at Westglen**

Anyone interested in volunteering at our school in any capacity (classroom helper, chaperone for field trips, camp volunteers, etc.) will need to complete a Vulnerable Sector Check through the RCMP office.

➤ Care of Property

Each student will be assigned a desk in each of his or her classes. It is the student's responsibility to keep this desk tidy and clean. Any damage to your desk should be reported to your teacher immediately.

Students and parents should be aware of the need for *marking all articles of personal property* with an *identifying mark*. Books, binders, P.E. clothing, pencil cases, boots, inside/outside shoes and all outer clothing should have the owner's name clearly marked.

All students have a responsibility to ensure that our school is kept clean and uncluttered (lockers, classrooms, hallways, and grounds). By choosing not to litter, dirty, or damage school property, students and staff cooperate to create a healthy learning environment and a school we can be proud of. If you see garbage, pick it up and throw it in a litter barrel.

Vandalism is defined as "**willful damage to or destruction of public or private property**". Any vandalized property must be restored to its original condition or replaced. Vandalism is a crime and may be handled by the RCMP.



➤ Lost and Found

Students should check the lost and found boxes, which are located at the two back entrances for missing apparel. If you find any valuable articles, such as keys and watches, please bring them to the office. Please enquire at the office regarding any lost items. Lost and found items will be put out on display during parent-teacher interviews for parents and guardians to collect belongings.



➤ Sunflower Seeds

The eating of sunflower seeds with shells will not be allowed at school and these items should not be brought to school, as they cause an unnecessary mess for our custodial staff.

➤ Garbage & Recycling

Be sure to keep our school and outside grounds clean by using the provided garbage and recycling bins.

1. LIBRARY

Each class has scheduled library time.

The library at Westglen School does not charge for overdue books and relies on the co-operation of students to return borrowed books on time. The loan period is two weeks and students may borrow four books at a time. Your language arts teacher will arrange a weekly library period as part of your reading program. All books must be returned by the end of June or paid for if lost or damaged. Students who owe library fees from previous years will have their privileges limited.



2. SCHOOL DANCES

School activities are intended to foster positive relationships between students. Dances are a privilege and students may lose this privilege. Students are reminded of appropriate behavior at dances and are able to attend as long as these expectations are met:

- a. These invited people must register with Mrs. Massel no later than 9:00 a.m. on the day before the dance date. Administration reserves the right to exclude any guest. Guests must be in good standing at their own school.
- b. Only students in grades 5 through 8 can be invited.
- c. Students doing the inviting are responsible for the behavior of those who are invited. Students will be asked to leave if there is inappropriate behavior.
- d. Students are expected to enter the school and stay inside the school during these hours unless they are leaving early or have to arrive late. Late entry is allowed only if you have made arrangements with the staff.
- e. Dances and other student council activities will only be held if an adequate number of chaperones volunteer to supervise.
- f. Students must have been in attendance that day (unless prior arrangements have been made).

3. ATTENDANCE

Students must attend school on a regular and punctual basis in compliance with the Alberta School Act. For students to be successful in school, it is necessary that students attend school and be **punctual**. The school keeps records of all absences and lates. Students, parents, and school staff need to work together to make sure that these are kept to a minimum.

Attendance is recorded during periods 1 and 6, if students are absent and the parents have not informed the school, the parents will be contacted. Students determined to be skipping will be referred to the administration for disciplinary action. Any student who leaves the school for any reason before the end of the day is to inform the office and be signed out by a parent.

The office is open from 8:00 a.m. to 4:00 p.m. and our answering service is on at all times for your convenience. Excessive absences are reported to the Superintendent of Schools for legal action, if necessary, under the School Act.

When a student is absent from school it is the **responsibility of parents to call the school office prior to 8:35 a.m.** at (403) 335-8700 and give the following information:

- | | |
|----------------------|--|
| * Student's name | * When the student is expected to return |
| * Reason for absence | * Student's grade & class (e.g. 7C) |

4. LATES

After 8:40 you are considered late. If students are late for morning or afternoon attendance, **they must report to the office for a “late slip”**. Students **MUST** have a late slip to be permitted into class after the bell. When a student is not present at the time the teacher takes attendance, the report arrives in the office with that student marked absent. If (s)he does not come to the office to obtain a “late slip”, (s)he would remain marked “absent” and a follow-up telephone call would be placed to the parents.

If there is a valid reason for arriving at the school after the start of classes, students are to bring a note from parents regarding the reasons for being late; the lates will be recorded on student report cards. Students who are habitually late will be subject to disciplinary action and possible loss of privileges. Please plan to arrive at school with enough time to put away your coat and get your books before the bell rings. Students are to go directly to your next class when the bell rings, be sure you are prepared ahead of time.

5. PERMISSION TO LEAVE

If it is necessary for a student to leave school for any period of time during school hours (8:40am to 3:10pm), she/he must come to the office to **SIGN OUT**. Students must **first gain permission** to sign out. If they do not have a *dated, signed note from a parent/guardian* giving them permission to sign out at a certain time, then they must use the *office phone* to phone home, and hand the phone to one of the office staff who will confirm with a parent that the child has permission to leave the school. This is to ensure the safety of the student. Students are not to leave during lunch hour unless they have a note or phone call from their parent to go directly home and back for lunch.

There is a SIGN IN/OUT BOOK on the office counter in which the student enters *his name, class, why/where he is going, and the time he is leaving*. It is very important that students do this so that their absence is officially recorded and teachers/staff have only to look in this book to see why the child is missing. A student returning to school following a period of leave (e.g. for a doctor’s appointment) or a student who arrives late must sign back in, giving arrival time. **If a student becomes sick in class**, the student **must come to the office and use the office telephone to call a parent** and gain permission to go home. The sign out procedure outlined above must be followed.

6. MEDICAL EXCUSES

Any medical condition serious enough to warrant being excused from classes or any planned activity should be accompanied by a note from a doctor. Any change in a student’s health during the year, which might affect his or her performance, must be reported to us to enable us to provide appropriate support.

Physical Education is an activity class and participation is of utmost importance; (to avoid injury, all students are expected to be dressed in appropriate gym strip and gym shoes) therefore, it is imperative that students are in attendance in order to be evaluated fairly. This is not an optional subject; therefore, only students with written doctor’s note or parent’s note will be excused. This note must be presented before the beginning of the class and must state the length of time the student is to sit out. The student will be provided with an alternative assignment until s(he) can participate again.

7. TELEPHONE

The student phone is available in cases of emergency or if a student is sick and wishing to phone for parental permission to go home. Students will not be called out of class except in cases of emergency. **Cell phones are to be locked in the student’s lockers from first thing in the morning until the end of the school day.**

8. HALL LOCKERS

Students will be assigned a locker by their homeroom teacher. These lockers are school property and must be kept clean and uncluttered. Due to the number of locks being cut off and combinations being forgotten on a daily basis, Westglen Staff have come to a decision to have only school locks used on school lockers. The school will provide students with locks for a cost of \$10.00. Students can then keep these locks for the entire time they are at Westglen. Should the lock break, the school will replace it at no cost, however if a lock is lost the student will be charged a replacement fee. Office staff will keep a record of combinations in case a student forgets theirs.

Lockers are subject to periodic searches of a general administrative nature for contraband and rule violations. This may be done at any time without notice.

9. CAMPS

Each year the grade 7 and 8 band classes enjoy a three-day band retreat. This event is always the highlight of the year! At the camp, students participate in instrument clinics taught by professional musicians, and receive full band instruction from a prominent guest conductor. Camp is a great opportunity for band students to develop teamwork and musical skills.

Each year the Grade 5 classes enjoy a two-day Grade Five Camp. This camp encourages the students to learn new skills while building lasting friendships.

Stay Safe online
Remember the 5 SMART rules when using the Internet and mobile phones.

- S SAFE:** Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.
- M MEET:** Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.
- A ACCEPTING:** Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!
- R RELIABLE:** Information you find on the internet may not be true, or someone online may be lying about who they are. Make sure you check information before you believe it.
- T TELL:** Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

Find out more at Childnet's website ...