

Westwood Community High School

Student Handbook

2024-2025



Telephone: (780)-791-1986

Fax: (780) 743-9663

221 Tundra Drive

Fort McMurray, Alberta

T9H 4Z7

Website: www.westwoodhighschool.ab.ca

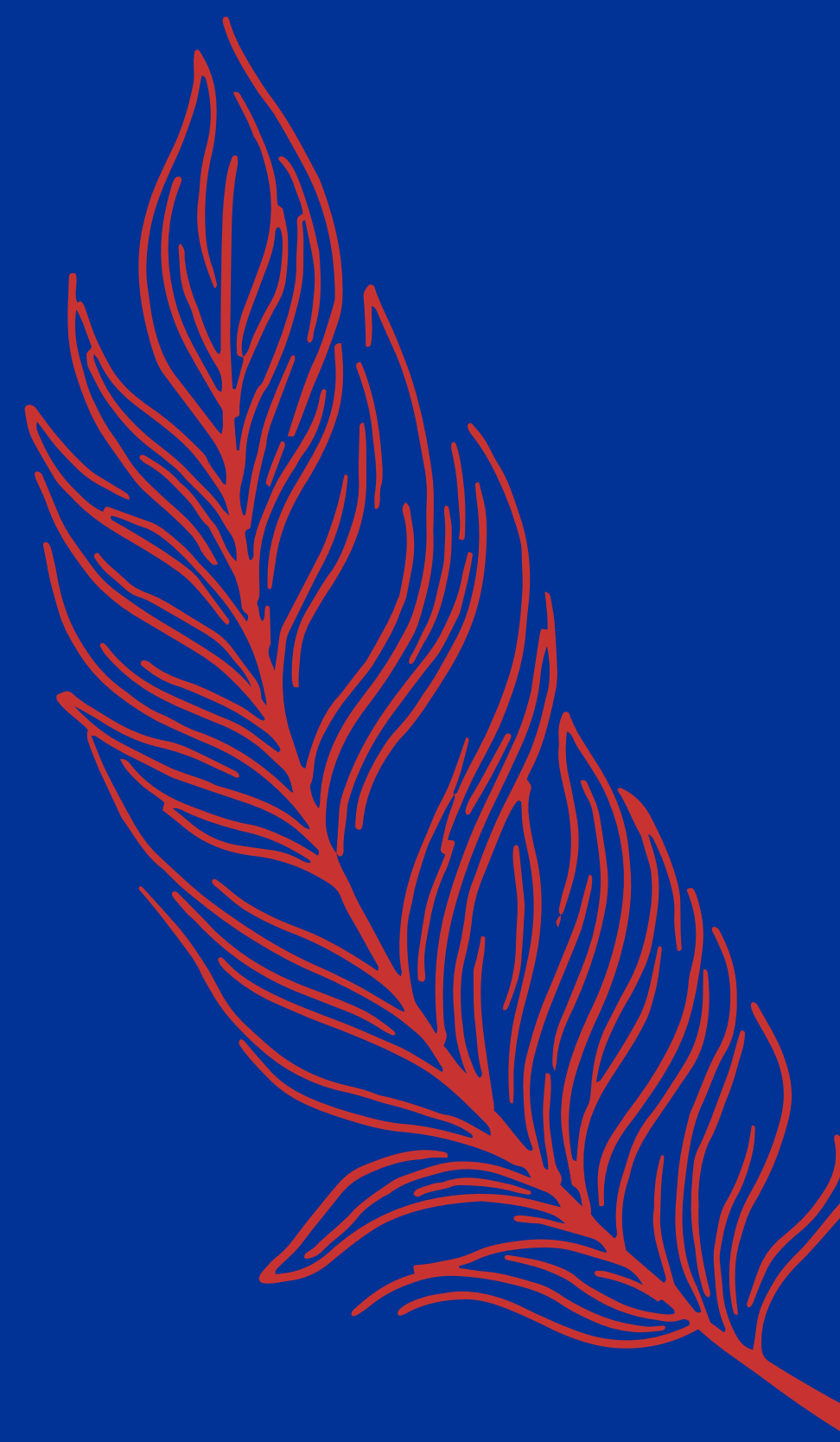
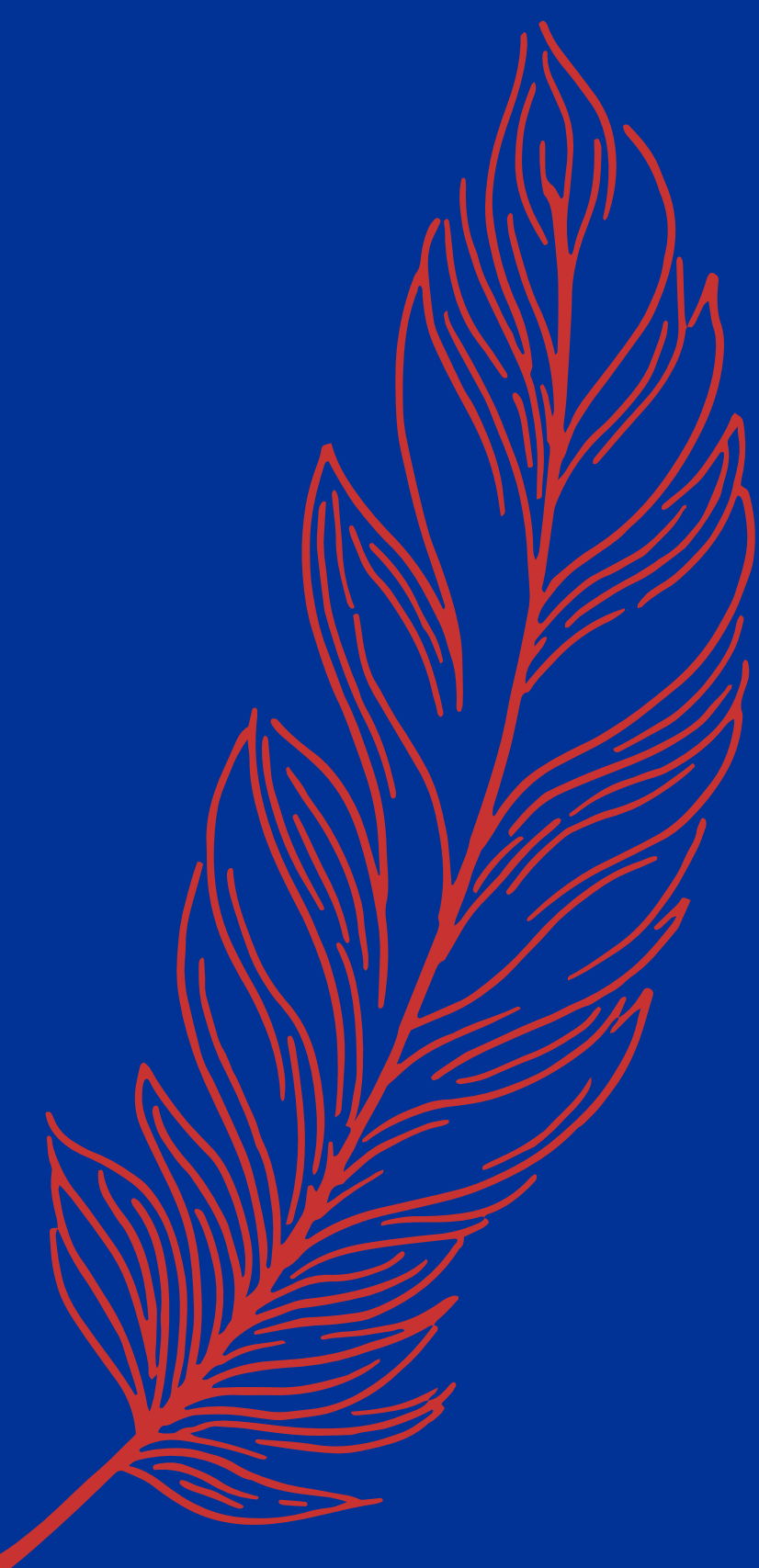
Twitter: @wwhighschool

Facebook: westwood.fmpsdschools.ca

FORT MCMURRAYPUBLICSCHOOL DIVISION
ACKNOWLEDGES THAT WE ARE ON TREATY 8
TERRITORY, A TRADITIONAL MEETING GROUNDS,
GATHERINGPLACE, AND TRAVELING ROUTETO
THECREE, DĒNĒSŪĹINĒ AND MÉTIS.

WE ACKNOWLEDGE ALL THE MANY FIRST NATIONS,
MÉTIS AND INUIT WHOSE FOOTSTEPS HAVE
MARKED THESE LANDS FOR CENTURIES.

WE ARE DEDICATED TO HONOURING THE
INTENT AND SPIRIT OF TREATY 8.



Westwood Trojans

Meet Thor!



Mission Statement

Westwood Community High School is a safe and active school community that educates all students to achieve; personal excellence, lifelong learning, and productive citizenship.

Vision Statement

Westwood Community High School strives to create and maintain a safe and caring learning community of dynamic citizens preparing to contribute to and succeed in society.

Administration



**Principal
Roxanne Fudge**



**Vice Principal
Brendan Toner**



**Vice Principal
Bailey Kwiatkowski**



**Vice Principal
Dan Baseley**

STUDENT RIGHTS AND RESPONSIBILITIES

i) I have a right to an education.

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

It is also my responsibility to know and to follow Section 12 of the Alberta School Act (1989), which states: Students shall conduct themselves so as to reasonably comply with the following code of conduct:

a) be diligent in pursuing their studies

b) attend school regularly and punctually

c) cooperate fully with everyone authorized by the board to provide education programs and other services

d) comply with the rules of the school

e) account to their teachers for their conduct

f) respect the rights of others.

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

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

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

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

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

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

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

vi) I have a right to be an individual.

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

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

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

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

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

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

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

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

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

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

DIVISION CALENDAR



2024-2025 DIVISION CALENDAR

231 Hardin Street,
Fort McMurray, AB T9H 2G2
PH: 780-799-7900

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

KEY						
	Important Day-Students					
	PD Day Staff Only					
	Important Day - Staff					
	School Break All					
	PLF - Staff Only					
	Day in Lieu - No School					
	Stat Holiday - No School					

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOTES						

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Semester 1
Operational Days: 98
Instructional Days: 84
Semester 2
Operational Days: 97
Instructional Days: 85
Total Operational: 195
Total Instructional: 169

- August**
- 5 Civic Holiday
 - 20 Schools open for registration
 - 26 First Day, Teachers
 - 29 First Day, School-Based CUPE

- September**
- 2 Labour Day (No School)
 - 3 First Day Students K, 1 & 7 only
 - 4 First Day All Other Grades
 - 20 PLF #1 (No School for Students)
 - 30 National Day of Truth & Reconciliation (No School)

- October**
- 11 PLF #2 (No School for Students)
 - 14 Thanksgiving Day (No School)
 - 25 PLF #3 (No School for Students)

- November**
- 1 Institute Day (No School for Students)
 - 8 PTI Day In Lieu (No School)
 - 11 Remembrance Day (No School)
 - 22 PLF #4 (No School for Students)

- December**
- 6 PLF #5 (No School for Students)
 - 20 PLF #6 (No School for Students)
 - 25 Christmas Day (No School)
 - 26 Stat Holiday (No School)
 - 23-31 Winter Break (No School)

- January**
- 1 New Years Day (No School)
 - 2-3 Winter Break (No School)
 - 6 School Resumes from Winter Break
 - 24 PLF #7 (No School for Students)
 - 29 Semester 2 Begins
 - 31 PD Day (No School for Students)

- February**
- 14 PLF #8 (No School for Students)
 - 17 Family Day (No School)
 - 24-26 Convention Break (No School)
 - 27-28 ATA Staff at Teacher's Convention (No School)

- March**
- 14 PLF #9 (No School for Students)
 - 28 PLF #10 (No School for Students)

- April**
- 4 PLF #11 (No School for Students)
 - 14-17 Spring Break (No School)
 - 18 Good Friday (No School)
 - 21 Spring Break (No School)

- May**
- 2 PLF #12 (No School for Students)
 - 16 PTI Day in Lieu (No School)
 - 19 Victoria Day (No School)

- June**
- 6 PLF #13 (No School for Students)
 - 25 Last Day, Students
 - 27 Last Day, Staff

- July**
- 1 Canada Day



School Fees

**School Council
Fee**
(all students)

\$30

**Transit
Passes**
\$51
monthly

Graduation Fees
(Grade 12 students
only)
\$300

**Advanced
Placement
Exam Fee**
\$175
per exam

**Non-
Refundable
Instrument Fee**
\$150

Music/Choir Fees
Instrument Rental
\$100
Uniform Fee
\$35



WESTWOOD HIGH SCHOOL DAILY SCHEDULE



7

8

9

10

11

12

First Bell 8:00	First Bell 8:00
Block 1: 8:05 - 9:06	Block 1: 8:05 - 9:36
Block 2: 9:10-10:06	Block 2: 9:40-11:06
Block 3: 10:10-11:06	
LUNCH - 11:06-11:53	LUNCH - 11:06-11:53
Block 4: 11:53-12:49	Block 3: 11:53-1:19
Block 5: 12:54-1:50	Block 4: 1:24-2:50
Block 6: 1:54-2:50	



JR. HIGH SCHEDULE

The Westwood schedule operates on a Day One and Day Two schedule for Junior High Students. Please see the attached link for the year schedule.

[Day One/Day Two 2024-2025 Schedule](#)



Reporting Absences

Parents/Guardians are required to notify the school by telephone, email, or in writing stating the reason when the student is excusably absent or late. This applies to all students, regardless of age. The Westwood office staff will record phone calls and notes in the daily attendance log. If a student has an unexcused absence an automated call will contact the student's listed phone numbers to inform the family/guardians.

Independent students (over the age of 18 and who are not living at home) can make arrangements with the Principal to excuse their own absences, as long as their parents/guardians have been formally notified.

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

- Illness or injury.
- Medical, dental, optometric or chiropractic services that cannot be scheduled outside of school hours.
- Death in the family Participation in religious observances
- School related activity or program
- Suspension from school

Students who have an unexcused absence from school are not permitted to:

- Be on school property;
- Attend and participate in extracurricular activities.

Any absence for reasons other than those listed above is considered an unexcused absence.

Unexcused absences can include:

- Any personal business that could be handled on personal time.
- Working for an employer.
- Oversleeping
- Missing the bus
- Car trouble
- Studying for a test

It is the responsibility of the student to actively contact their teachers to complete the necessary work from classes they have missed upon returning to school.

Westwood is responsible for all students while they are in the school building; students who are leaving the school during school hours due to illness, injury, or an appointment must check in with the main office and contact parents by phone. For appointments, the parents/guardians can approve their absence prior to leaving and for safety purposes, students are required to check back in with the main office when returning to school.

Extended Leave and Vacations

Westwood staff will not be preparing learning materials for students who will be away on extended leaves or vacations. It is the choice of the family to take the leave with the understanding of the academic impact it may have on their child; especially in countries in which Google Classroom cannot be accessed. We encourage students to actively engage with their Google Classroom while away to continue their academic studies.

When a student returns from a leave or vacation they will be expected to complete all missed learning assessments within a two week deadline. It is the responsibility of the student to arrange times to complete the missed assessments.

Attendance Policy

The staff at Westwood Community High School is committed to working in partnership with parents to ensure that students have every opportunity for academic success. We believe, and statistics show, that punctual attendance is essential to learning. The classroom provides explanation, illustrations, and opportunities for meaningful discussion and group work; all aspects of enhancing student learning.

Section 7(1) of the Education Act states that every person who:

(a) is a resident of Alberta and has a parent who is a resident of Canada

(b) at September 1 in a year is 6 years of age or older, and

(c) subject to subsection (2), is younger than 16 years of age

“Shall Attend School”

Westwood students are responsible for:

- Punctual attendance.
- Reporting to the office when entering and or leaving the building after classes have begun.
- Communicating with teachers about absences and missed learning.
- Complete any missed learning and or assessments during an absence.

Westwood Exam/Test Expectations

- Students are to be in attendance for a scheduled class test/exam.
 - Students may not be excused to study or be in the school building while their class exam is in progress.
 - If a student skips an exam both the teacher and the administration will intervene and the test may result in a mark of zero to ensure academic integrity.
 - Parents will be contacted and future instances will not be tolerated.

Students participating in school-based extracurricular and or school sports teams require excellent attendance and appropriate behavior; otherwise they will not be permitted to participate.

Attendance Policy

Students who are frequently late and or skip classes are subjected to the following consequences:

- Attend detention,
- Be referred to administration,
- Attend in school suspensions to complete important missing assignments,
- Removal from extracurricular activities
- Banning from school events (dances, sporting events, etc.)
- Referral to the Attendance Board
- Recommendation for withdrawal from a course or from school

ATTENDANCE MATTERS

Missing a day of school here and there may not seem like much, but absences add up!

WHEN A STUDENT MISSES 2 DAYS A MONTH.....	WHEN A STUDENT MISSES 4 DAYS A MONTH.....
They will miss 20 days a year.	They will miss 40 days a year.
They will miss 30 hours of math over the school year.	They will miss 60 hours of math over the school year.
They will miss 60 hours of Reading & writing over the school year.	They will miss 120 hours of reading & writing over the school year.
They will miss over 1 year of school by graduation.	They will miss over 2 years of school by graduation.

Administrative Procedure 145: Use of Personal Mobile Devices (Cell Phone, Smart Watches, Wearable devices, etc)

Fort McMurray Public School Division recognizes the potential benefits of personal mobile devices for communication, information access, and enhanced learning opportunities. However, to ensure a focused and respectful learning environment, the use of these devices during instructional time will be limited. This Administrative Procedure is implemented in response to the Minister of Education, mandating that all school divisions limit student use of personal mobile devices during instructional time as well as access to social media in schools. The Administrative Procedure aims to balance the benefits of technology with the need for minimizing distraction in learning environments, allowing for growth in student well-being, and the protection of personal privacy and academic integrity.

Definitions:

Personal Mobile Devices: Any electronic device used to communicate or access the internet, including (but not limited to) cell phones, tablets, laptops, smartwatches, wearable devices, and gaming devices.

Instructional Time: Any time scheduled for purposes of instruction, examination/testing and other student activities where direct student-teacher interaction and supervision are maintained.

Non-Instructional Time: Periods during the school day not designated for instruction, such as before/after school, breaks, spares and lunch.

Guidelines:

1. Student Use of Personal Mobile Devices:

1.1 To aid in a learning focused room for all learners, students are expected to have their devices powered off, or in silent mode, and stored in a location as determined by the Principal (ie: locker, backpack, cell phone storage)

1.2 Use of personal mobile devices during instructional time is limited to times explicitly permitted by the Principal, or designate, for educational purposes or as an accommodation for a medical or inclusive educational need.

1.2.1 Refer to [AP316](#): Administering Medication or Medical Treatment and [AP317](#): Life Threatening Medical Conditions for emerging medical requirements.

1.2.2 Students may have accommodations that are outlined in their IPP or Learning Support Plan that permits the use of a personal mobile device.

1.3 A formal request for exemption must be submitted by the parent or guardian, accompanied by documentation from a healthcare provider or relevant specialist.

1.4 Approved exemptions will be documented, and teachers will be informed of the necessary accommodations to ensure that the student's learning needs are met while maintaining a respectful learning environment. All exemptions must still follow all Administrative Procedures for proper use of technology and focus on either supporting their educational or medical needs.

1.5 Confiscation of devices may occur if a student fails to abide by this Administrative Procedure.

1.6 The Principal may formulate and implement bring your own device procedures at the school site. All student use of Personal devices is expected to follow these guidelines as well as those included in [AP 350](#) and are subject to restorative actions if students do not comply with these procedures as per [AP 355](#).

2. To ensure the safety, wellbeing and education of students:

2.1 Settings such as change rooms, washrooms, and private counseling rooms are device free zones to protect privacy.

2.2 Devices are not to be taken into test or examination settings unless students have been given permission.

3. School Authority:

3.1 Schools have the right to regulate the use of personal mobile devices during instructional and non-instructional times, on school property, or during school-sponsored activities.

4. Security and Responsibility:

4.1 The security and storage of personal devices is the sole responsibility of the owner/user. The school division is not liable for lost, stolen, or damaged devices unless gross negligence is proven.

4.2 Temporarily surrendered devices must be securely stored by staff in a manner that allows the students to identify their devices, such as a cell phone hotel/pocket organizer, in plain view.

4.3 Violations of privacy, such as unauthorized recording or sharing of images or videos, are subject to following AP140 and AP182.

5. Social Media Use:

5.1 In the ever changing world of social media we will begin with a handful of sites blocked but understand this may change as new sites appear and are in use. To start with we will be blocking; SnapChat, X, Facebook, Instagram, Tik Tok, Discord, BeReal, KIK, Kids Messenger

5.1.1 Focus on learning during instructional time: Access to available social media platforms is limited to non-instructional periods unless it is part of a teacher approved educational activity

5.1.2 Guidance on Appropriate Use: As we focus on growing our students' knowledge of how to be safe online, they will continue to be educated on responsible social media use, including understanding privacy settings, recognizing the permanence of online actions, and avoiding cyberbullying or inappropriate content.

5.1.3 Responses to Misuse: Inappropriate use of social media, including but not limited to cyberbullying, sharing inappropriate content, or violating others' privacy, may result in restorative actions, loss of device privileges, suspension, or other actions as deemed appropriate by school administration as per AP 355. Parents will be contacted to discuss each incident.

6. Restorative Actions:

6.1 Progressive responses by the Principal for inappropriate use may include verbal warnings, personal mobile device being taken away, and potential requirements that personal mobile device not be brought on school property.

6.2 Parents will be contacted to discuss all restorative actions

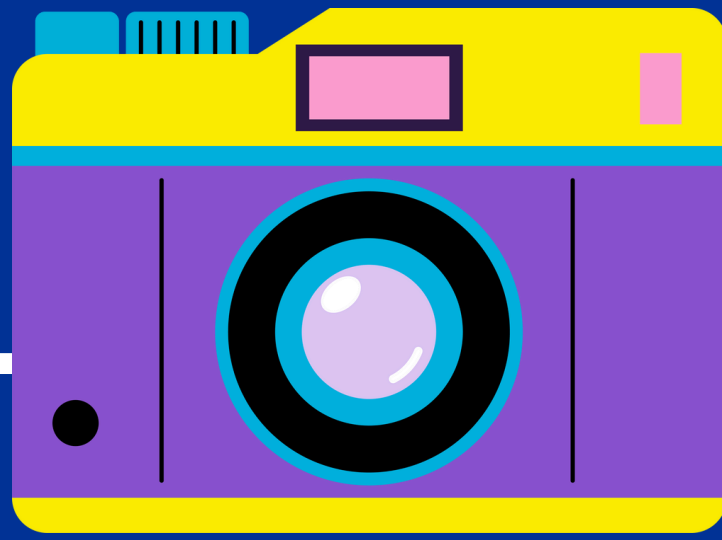
7. Emergency Situations:

7.1 In the event of an emergency, such as a lockdown or an evacuation, the Principal will develop and inform the school community of the acceptable use of personal mobile devices in that situation.

8. Annual Review and Communication:

8.1 This Administrative Procedure will be reviewed annually and communicated to parents, students, and staff. The Administrative Procedure will be readily accessible to the school community.

PICTURE DAY



**Fall Individual: Tuesday September 17,
2024**

**Fall Individual Retake Date: Monday
October 21, 2024**

PARENT-TEACHER INTERVIEWS

Semester One: October 23 and 24

Semester Two: March 26 and 27

IMPORTANT DATES

Semester One

September 3- January 28

Semester Two

January 29-June 25*

***includes exam week for both JH and SR High students**

January 2025 Diploma Exams

9 AM-12 PM

Tuesday, Jan 14: English Language Arts 30-1/30-2 Part A

Wednesday, Jan. 15: Social Studies 30-1/30-2 Part A

Friday, Jan. 17: Mathematics 30-1 Mathematics 30-2

Monday, Jan. 20: English Language Arts 30-1/30-2 Part B

Tuesday, Jan. 21: Social Studies 30-1/30-2 Part B

Wednesday, Jan. 22: Biology 30

Thursday, Jan. 23: Chemistry 30

Friday, Jan. 24: Physics 30

Monday, Jan 27: Science 30

IMPORTANT DATES

June 2025 Diploma Exams

9 AM–12 PM

Wednesday, June 11: English Language Arts 30–1/30–2 Part A

Thursday, June. 12: Social Studies 30–1/30–2 Part A

Tuesday, June. 17: Mathematics 30–1 Mathematics 30–2

Wednesday, June. 18: English Language Arts 30–1/30–2 Part B

Thursday, June. 19: Social Studies 30–1/30–2 Part B

Friday, June. 20: Biology 30

Monday, June. 23: Chemistry 30

Tuesday, June. 24: Physics 30

Wednesday, June 25: Science 30



Academic Integrity

What is integrity?

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

What is academic integrity?

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

What is academic misconduct?

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

Examples of Academic Misconduct:

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

Consequences

1. Parents/guardians will be notified. A conference with administration, parents/guardians, student and/or the class teacher may be held.
2. Student will be required to complete a different assessment.
3. Administration will be notified in each circumstance.
4. If there are further incidents of academic dishonesty may result in further consequences that may include: receiving a zero on the assessment, and/or an in-school suspension.

Academic Policy Cont'd

It is integral that all students complete learning assessments in a timely manner to ensure that all students have the opportunity to review and discuss learning assessments to improve their knowledge and understanding.

Students who miss a scheduled quiz/test will have a maximum of one week to complete the assessment.

The assessment will be completed in the Westwood Accountability Center (WAC) during lunch and it is the student's responsibility to meet with the teacher to organize the lunch hour in which it will be complete.

There will be no access to student personal devices, including smart watches and air pods during the exam. As well as, students may be provided an alternate exam to ensure academic integrity of the assessment.

Failure to do so can result in a mark of zero for the assessment.

Westwood Friendly Friday

In order to best support students who have fallen behind in course work we are creating the Westwood Friendly Friday.

On a PLF Friday, students who are missing course work that is negatively impacting their academic success will be referred to attend a Friendly Friday to receive support from

E.A. staff to complete missing work and improve their subject knowledge. All parents/guardians will be notified by administration if their child would benefit from attending.

Late Policy

Assignments that are not handed in on the designated due date will be entered into PowerSchool as a zero. Along with the zero, there will be a comment informing both the student and parents/guardians that the assignment will remain a zero until it is completed and handed in.

The student has until the end of the current unit to hand in missing assignments, if they fail to hand it in, it will remain as a zero. Unit deadlines will be communicated regularly to both students and parents/guardians through in class reminders, Google Classroom posts, and emails home.

If an assignment is scheduled at the end of a unit- the student will have one week after the unit deadline date to complete and hand in the assessment before a grade of zero remains.

Furthermore, if an assignment is handed in late it will not receive any feedback except the grade attached to the rubric.



Tutorial Policy

To assist student learning and success, grade 10-12 students have access to tutorial sessions for core classes. Teachers offer two 25 minute tutorial times each week.

1. Tutorials are voluntary: students are encouraged to attend tutorial time for extra help or if they have been absent.
2. Students who are falling behind in their coursework will be invited by their teacher(s) to attend tutorial time. This is highly encouraged to help a student gain confidence and ensure success in their course.

If a student who has been invited to tutorial time and chooses not to attend continues to fall behind in class(es) will be assigned mandatory tutorial time.

- a. Parents will be notified by the classroom teacher and will be required to attend until they are successfully caught up.
- b. If the problem continues to escalate, the student may be pulled from class to complete missing assignments under direct supervision in the office.



Examination Attendance

At Westwood, student evaluations include the writing of final examinations at the end of the semester for high school students and at the end of the year for junior high students for core courses.

If a student will be away during a final examination, parents must arrange, prior to the exam date, alternate arrangements with administration to write a missed exam. Students may be required to produce a medical certificate justifying an absence.

This does not apply to PAT and diploma exams, which are required by Alberta Education to be written during the scheduled date and time. Detailed evidence of medical certificates will be submitted to Alberta Education and approved before a student is provided exemption from a diploma exam.

Student Parking

Student parking is available in the old YMCA Parking Lot on the west side of the school. The school is not responsible for any damage or vandalism that occurs to student vehicles while parked at the school. Unauthorized vehicles parked in spaces marked for visitors, staff, fire lane and or bus loop, delivery doors, garbage disposal may be subject to ticketing and or towing.

Driving misconduct in the parking areas may result in the removal and cancellation of parking privileges.

Library

The Westwood school library is open from 7:30-3:30 on school days and is valued as a place of learning; therefore it is designated for educational programming purposes. Students who need a space to socialize are directed to use the school cafeteria to ensure minimal distraction to the success of their peers.

Textbooks

Students are issued textbooks for their courses at the beginning of the school year for both junior high and high school, and again for the second semester for high school only. It is very important that students maintain the condition of the textbook and return all books to ensure future students have access to textbooks.

If a book is lost, stolen, or damaged the student is responsible for the replacement of the cost of purchasing a new book. If a student finds a missing book that has already been paid for, the school will issue a refund, expect a \$5.00 processing fee.

Valuables and Personal Property

Students are expected to safeguard all personal property and valuables brought to school and or have the necessary insurance for valuables.

Westwood Community High School will not be responsible for valuables and or personal property that are lost or stolen at school or at school events.

The school will not be investigating stolen cell phones/electronic devices. Please note that most issues concerning theft and lost personal property occur during PE time; students need to lock all valuables or keep them at home.



Lockers

Lockers at Westwood are the property of the school and must be treated with respect. Students are required to use the lock provided by the school to ensure and maintain safety and security.



In accordance with the locker procedure, lockers that are not returned in a good working condition will have locker privileges revoked, by the administration, for the upcoming school year.

School Photos and School Identification Cards

All Westwood students will require a school created ID card prepared by the school photographer. This card permits admittance to school based activities, final exams, and diplomas. A student may be denied access if they do not have their ID card.



High School Diploma Requirements

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

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)
The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.
100 CREDITS including the following:
ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
SCIENCE – 20 LEVEL ¹ (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS) ²
CAREER AND LIFE MANAGEMENT (3 CREDITS) ³
<p style="text-align: center;">10 CREDITS IN ANY COMBINATION FROM:</p> <ul style="list-style-type: none"> • Career and Technology Studies (CTS) courses • Fine Arts courses • Second Languages ⁴ courses • Physical Education 20 and/or 30 • Knowledge and Employability courses • Registered Apprenticeship Program courses • Locally developed/acquired and authorized courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses ⁵
<p style="text-align: center;">10 CREDITS IN ANY 30-LEVEL COURSE (<u>IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE</u>) ⁶</p> <p>These courses may include:</p> <ul style="list-style-type: none"> • 30-level locally developed/acquired and authorized courses • Advanced level (3000 series) in Career and Technology Studies courses • 30-level Work Experience courses ⁷ • 30-level Knowledge and Employability courses • 30-level Registered Apprenticeship Program courses • 30-level Green Certificate Specialization courses • Special Projects 30



Graduation Ceremony Requirements



To participate in the cap and gown graduation ceremony hosted by the school, all grade 12 students must be on track to graduate by the end of the last day of regular classes in June. This includes a passing grade in diploma courses and courses required to meet the 100 credits necessary for the Alberta High School Diploma.

SH Academic Awards

Academic Awards from the previous school year are presented to students in the fall of the year. Parents/Guardians are encouraged to attend. The Academic Awards include Honour Roll, Honour Roll with Distinction, the Top 5 from each grade, speciality awards *WISEST, and Citizenship and Perseverance Awards.

Criteria for Honour Roll

Honour Roll: 79.5-89.4%

Honour Roll with Distinction: 89.5-100%

High School Awards Criteria

Grade 10 (40 credits)	Grade 11 (40 credits)	Grade 12 (35 credits)
One of: English 10-1 H, 10-1, 10-2	One of: English 20-1 AP, 20-1, 20-2	One of: English 30-1 AP, 30-1, 30-2
At least 2 of the following: -Math 10-C H, 10C, 10-3 -Science 10 H, Sci 10, Sci 14 -Social Studies 10-1, 10-2	At least 2 of the following: -Math 20-1, 20-2, 20-3 -Science 20, Sci 24 -Bio 20 H, Bio 20 -Chem 20 H, Chem 20 -Physics 20 H, Physics 20 -Social Studies 20-1, 20-2	At least 2 of the following: -Math 31, 30-1, 30-2, 30-3 -Bio 30 AP, Bio 30 -Chem 30 AP, Chem 30 -Physics 30 AP, Physics 30 -Social Studies 30-1, 30-2

All Honour Class enrolments require an 80%+ average in the course to continue enrolment in those core courses.

What is Junior High Honours?

- Enriched Alberta Education Curriculum
- Advanced Learning Opportunities
- Focus on Critical Thinking and Problem Solving
- Partnerships with Senior AP Students

To prepare students for Advanced Placement courses in High School, Westwood offers a Junior High Honours program for our Junior High students which provides enrichment in all four core subjects: English Language Arts, Math, Science, and Social Studies.

At the Junior High Level, students are enrolled in all four Pathway courses and can choose their specific areas of strength and interest in High School.

Students in the program are required to have an average of 80% or higher and teacher recommendation

“Education is not the learning of facts, but the training of the mind to think.”

Junour High Honour Roll

The following courses are used to determine honour roll:

English Language Arts Honours 7, 8, 9	or	English Language Arts 7, 8, 9
Social Studies Honours 7, 8, 9	or	Social Studies 7, 8, 9
Math Honours 7, 8, 9	or	Math 7, 8, 9
Science Honours 7, 8, 9	or	Science 7, 8, 9



VALEDICTORIAN

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

Math 31 will be used in this calculation if this course is common to all potential honorees.

Westwood Scholar

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

ATHLETIC AWARDS

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

Athlete of the Year (Male & Female)

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

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

Most Valuable Player

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

Most Improved Player

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

Westwood Trojan for each team

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

Overall Trojan of the Year

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

FNMI Athlete

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

OPTION AWARDS

This celebration of success in option courses is held in spring and students will be chosen on a variety of different categories based on the skills and efforts in each course.



STUDENT CONDUCT

ALCOHOL / DRUG USE

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

A parent conference with Administration will be required.

SMOKING / VAPING POLICY

Westwood, in accordance with School District Policy, is a smoke-free environment. This applies to staff and students as well as after-hour user groups. No smoking is permitted on school property. Chewing tobacco, and the spitting associated with it, is not allowed in the school or on school premises at any time. Vaping, like smoking, is not permitted on school property.

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

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

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

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

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

FIGHTING

All students have a right to personal safety on school property or while attending a school-sponsored function. The administration will discipline any student who violates this right to safety. Those students who fight through mutual agreement will face serious consequences that may include school suspensions and criminal charges.

Students deemed to be the aggressor in a fight may receive a more severe consequence than students deemed to be the victim in a fight.

CONTRABAND

Contraband items such as pornography, weapons, drugs or alcohol are not permitted on school grounds. A weapon is defined as anything that is used in a threatening manner. Intoxication from or possession of drugs or alcohol by students on the school premises at any time during the day or at any school-sponsored activity (whether at or away from the school) is strictly forbidden. Violation of this regulation will result in an immediate referral to administration.

In November 1998, the Supreme Court of Canada handed down a judgement giving teachers and principals the authority to conduct searches of students in appropriate circumstances. There must be reasonable grounds and searches must be carried out reasonably, in a sensitive manner and be minimally intrusive. Warrants are not required to conduct searches by school authorities.

HARASSMENT

All students have the right to move about the school without being verbally or physically harassed or intimidated. Students must not harass other students in any way. Administration considers harassment and intimidation to be extremely serious violations of our code of conduct.

When such incidents are brought to our attention, a thorough investigation will occur, parents will be notified and suspension may be imposed. Extreme cases may result in a recommendation for expulsion or police intervention.

INTIMATE CONTACT

It must be recognized that there are certain general limits beyond which physical contact between students is not acceptable within the school environment.

The school environment is a learning environment, which is modelled after that of a workplace. Anything beyond handholding is considered inappropriate.

THREATS OF VIOLENCE

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

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

LASER POINTERS, NUISANCE NOVELTIES

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

LOITERING

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

Wandering the halls is not acceptable behaviour.

PROFANITY

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

REFUSAL TO FOLLOW STAFF DIRECTIONS (DEFIANCE)

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

RUDENESS TO STAFF (INAPPROPRIATE LANGUAGE AND/OR GESTURES)

Students are expected to treat others in a respectful manner at all times to maintain the school as a safe and welcoming space. Students may be suspended from an activity, a class, or from school, depending on the severity of the incident.

We expect that all people in the school respect the rights of each other to be free from this type of behaviour.

DISCIPLINARY INTERVENTIONS

Minor Misconduct

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

Examples of Minor Misconduct:

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

Procedures

- Minor misconduct will be handled "on the spot" by a staff member. Students and staff will have a conversation about appropriate behaviours to encourage alternative choices in the future.
- Interventions will focus on resolving the immediate problem with a minimum of disruption to student learning.
- The goal is to help the student understand what happened and to facilitate better communication between the student and the teacher.

Major Misconduct

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

Examples of Major Misconduct:

- alcohol or drug-related infractions
- physical and/or mental abuse of others
- open opposition to authority - defiance
- wilful damage to school or other's property - vandalism
- damage to property resulting from carelessness
- fighting or threats to others
- stealing
- cheating
- continuous disruptive behaviour over a prolonged period with no attempt to change the behaviour

Procedures:

Major misconduct procedure may vary with every situation because of mitigating circumstances involved in every discipline infraction of this type. Mitigating circumstances shall include, but are not limited to the following factors:

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

DISCIPLINARY INTERVENTIONS

Consequences for Acts of Misconduct: School Actions

Students will experience consequences for their misbehaviour in direct proportion to the seriousness of the offence.

School actions will include the following, in ascending order of severity:

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