

Westwood Community High School Student Handbook



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Fort McMurray, Alberta

T9H 4Z7

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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.

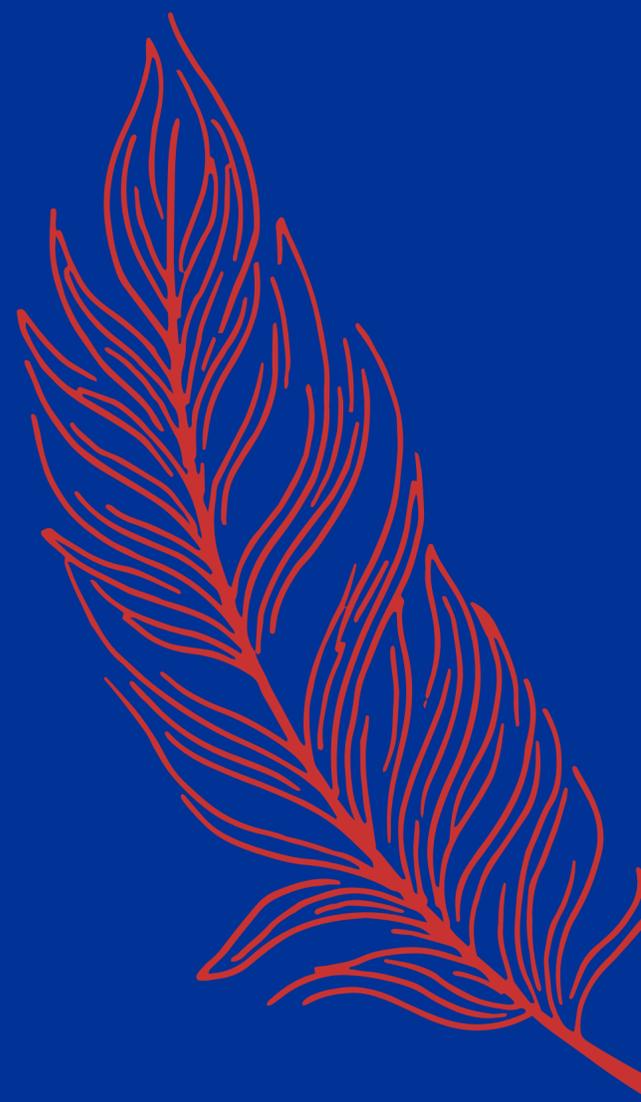
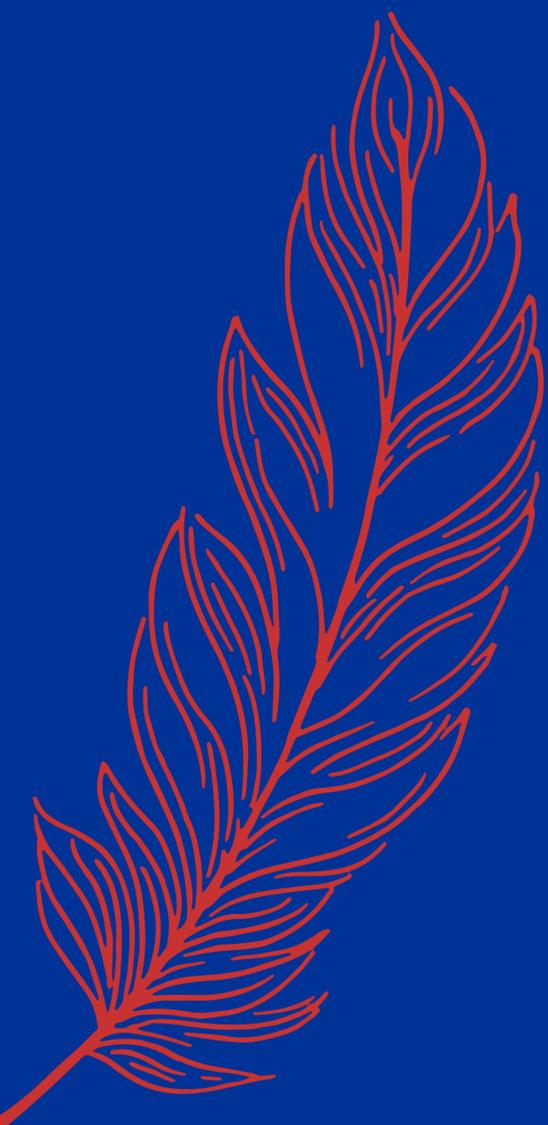
Vision Statement

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.

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.



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



2023-2024 DIVISION CALENDAR

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

August 2023						
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 2023						
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 2023						
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 2023						
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	
Yellow	Important Day-Students
Orange	PLF Staff Only
Green	Important Day - Staff
Blue	School Break All
Red	PD Day - Staff Only
Purple	Stat Holiday - All

December 2023						
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 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			

February 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		

March 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						

NOTES	

April 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				

May 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	

June 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						

July 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			

Semester 1	
Operational Days:	100
Instructional Days:	87
Semester 2	
Operational Days:	94
Instructional Days:	85
Total Operational:	194
Total Instructional:	172

- August**
- 7 Heritage Day Stat Holiday
 - 16 Schools open for registration
 - 17 First day for Administrators
 - 22 First day for Teachers
 - 24 First day, School-Based CUPE
 - 28 Orientation Day for Kindergarten, Gr 1 & 7 Or
 - 29 First day all grades

- September**
- 1 PLF #1 Staff Only (No school for students)
 - 4 Labour Day Stat Holiday (No school)
 - 5 ECDP First Day of School
 - 15 PLF #2 Staff Only (No school for students)
 - 29 Day in Lieu of National Day of Truth and Reconciliation
 - 30 Stat Holiday National Day of Truth & Reconciliation

- October**
- 6 Day in Lieu (No school)
 - 9 Thanksgiving Stat Holiday (No school)
 - 20 PLF #3 Staff Only (No school for students)
 - 27 Institute Day (No school for students)

- November**
- 3 PLF #4 Staff Only (No school for students)
 - 10 Day in Lieu of Remembrance Day (No school)
 - 11 Remembrance Day Stat Holiday
 - 24 PLF #5 Staff Only (No school for students)

- December**
- 1 PLF #6 Staff Only (No school for students)
 - 15 PLF #7 Staff Only (No school for students)
 - 22 Non-operational (No school)
 - 25 Christmas Stat Holiday (No school)
 - 26 Day in Lieu Stat Holiday (No school)
 - 27-29 Christmas Break (No school)

- January**
- 1 New Years Day Stat Holiday
 - 2-5 Christmas Break (No school)
 - 8 Students first day back from holidays
 - 26 PLF #8 Staff Only (No school for students)
 - 31 Semester 2 Begins

- February**
- 2 PD Day (No school)
 - 16 PLF #9 Staff Only (No school for students)
 - 19 Family Day Stat Holiday
 - 26 - 1 Teachers' Convention (No school)
 - 29 Teachers' Convention (ATA Staff Only)

- March**
- 1 Teachers' Convention (No school for students)
 - 15 PLF #10 Staff Only (No school for students)
 - 29 Good Friday Stat Holiday (No school)

- April**
- 1 Easter Monday Day in Lieu (No school)
 - 12 PLF #11 Staff Only (No school for students)
 - 15-19 Spring Break (No school)

- May**
- 3 PLF #12 Staff Only (No school for students)
 - 17 PTI Day in Lieu (No school)
 - 20 Victoria Day Stat Holiday (No school)

- June**
- 7 PLF #13 Staff Only (No school for students)
 - 26 Last Day Students
 - 27 Last Day Staff

- July**
- 1 Canada Day Stat Holiday



WESTWOOD SCHEDULE

Grades 10-12	Grades 7-9
Block 1	Block 1
8:10-9:34	8:10-9:05
	Block 2
Block 2	9:10-10:05
9:41-11:05	Block 3
	10:10-11:05
Lunch	Lunch
11:05-11:55	11:05-11:55
(Tutorial 11:05-11:25)	Block 4
Block 3	11:55-12:50
11:55-1:19	Block 5
	12:55-1:50
Block 4	Block 6
1:26-2:50	1:55-2:50

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

**SH Music/Choir
Uniform Fee**
\$35
**JH Music/Choir
Uniform Fee**
\$10

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.

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.

In addition to this removal, a fee of \$50 will be charged to replace the locker to an acceptable condition. Westwood Community High School will not be held responsible for items lost or stolen from lockers.

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.

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 and a student may be denied access if they do not have their ID card.



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.

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.

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

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.

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 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.

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.....

They will miss **20 days** a year.

They will miss **30 hours** of math over the school year.

They will miss **60 hours** of Reading & writing over the school year.

They will miss over **1 year** of school by graduation.

WHEN A STUDENT MISSES
4 DAYS A MONTH.....

They will miss **40 days** a year.

They will miss **60 hours** of math over the school year.

They will miss **120 hours** of reading & writing over the school year.

They will miss over **2 years** of school by graduation.



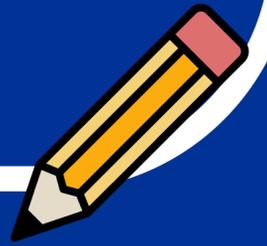
Tutorial Policy

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.



Electronics Policy

Cell phones and other non-educational devices can be a strong supporter of learning in a school environment and Westwood is dedicated to teaching students the appropriate use of technology to enrich their learning. Therefore, the use of technology by students at school will be under the direction of staff members, and may vary by course.

Students who do not follow the technology expectations and guidelines will have their electronics taken away for inappropriate use. If a student is consistently having difficulty adhering to the electronics policy, parents will be consulted and further consequences may result. Electronics during tests and examinations are not permitted and no use of a device will be excused.



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.

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)
<p>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.</p>
<p>100 CREDITS including the following:</p>
<p>ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)</p>
<p>SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)</p>
<p>MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)</p>
<p>SCIENCE – 20 LEVEL ¹ (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)</p>
<p>PHYSICAL EDUCATION 10 (3 CREDITS) ²</p>
<p>CAREER AND LIFE MANAGEMENT (3 CREDITS) ³</p>
<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)
<p>One of: English 10-1 H, 10-1,10-2 Francais 10-1, 10-2</p> <p>*FSL and Francais are not the same course and FSL may not be used*</p>	<p>One of: English 20-1 AP, 20-1, 20-2 Francais 20-2,20-2</p> <p>*FSL and Francais are not the same course and FSL may not be used*</p>	<p>One of: English 30-1 AP, 30-1,30-2 Francais 30-2,30-2</p> <p>*FSL and Francais are not the same course and FSL may not be used*</p>
<p>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 -Second Language not listed above</p>	<p>At least 2 of the following:</p> <ul style="list-style-type: none"> -Math 20-1 H, 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 -CALM -Second Language not listed above 	<p>At least 2 of the following: -Math 31, 30-1 H, 30-1, 30-2, 30-3 -Bio 30 -Chem 30 AP, Chem 30 -Physics 30 AP, Physics 30 -Social Studies 30-1, 30-2 Second Language not listed above</p>
<p>Any 2 courses with a minimum 3 credit value at the Grade 10 level. The top 5 credits in a CTS stream will be used for a single course.</p>	<p>Any 2 courses with a minimum 3 credit value at the Grade 11 level. The top 5 credits in a CTS stream will be used for a single course.</p>	<p>Any 2 courses with a minimum 3 credit value at the Grade 12 level. The top 5 credits in a CTS stream will be used for a single course.</p>

All grade level credits must be earned and are calculated using 5 subjects.

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.”



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.