

**Westmount  
Junior High School  
2017 – 2018**

**STUDENT HANDBOOK**



**Mr. Rick Stanley**  
Principal

**Ms El-Ali**  
Assistant Principal

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## **Principal's Message**

Welcome to Westmount Junior High School! It is with great excitement and enthusiasm that we start this 2017 - 2018 academic year. As a fourth year principal at Westmount, I am truly honoured to be working with staff, students and a school community that has shown such a wonderful commitment to education. Westmount is a school with a rich history that has been committed to high quality education for over 100 years.

Westmount Junior High School promotes high standards and expectations for each student in regard to academic performance and responsible citizenship during the school day as well as after school hours. Good attendance has proven that results will follow. It is the contribution of our students to our school community that makes Westmount Junior High School remarkable! We encourage participation in academic programs, fine arts, athletics, and community service along with a willingness to act responsibly as an individual to promote a positive academic environment for all. We have had incredible growth the past few years and last year showed strong improvement in the areas of attendance, discipline and achievement. In our Accountability Survey Results we experienced growth in the areas of Safe and Caring, Program of Studies, Education Quality, Citizenship and overall School Improvement. As we move into the 2017 - 2018 school year we will see that Westmount has continued to examine and refine programming options in order to provide the best learning opportunities for each student. Students at Westmount will have a greater variety of courses to choose from during their non-core academic pursuits. Westmount is a leader in education as we are able to offer students 50 plus options for their experience outside of core class work. The categories of Academic Enhancement, Fine Arts and Performing Arts, Health and Wellness as well as Career Transition Foundation courses support student alignment to their succession plan that will benefit them in High School programs and career choices.

Westmount Junior High believes that there should be an engaging experience for students in their educational pursuits. In addition to the variety of option courses available, students will also participate in a once a month exploration into leadership, character and health that is prescriptive to the needs of adolescences and what they encounter through their Junior High years.

We believe that our parent community is an equally important part of the success of our students and school. We encourage parents to participate in the daily learning activities of their child by talking to their child about their learning and openly communicating with their child's teachers. There are also many other opportunities for parents to connect with the school by being active members of the Parent Advisory Council, by attending sporting and musical events, cultural events, student-led conferences and parent-teacher interviews.

I am very excited to be back as the principal of Westmount Junior High School. I want staff, students and parents to know that I have an open door policy to ensure that there is effective communication between all Westmount Junior High partners. My strength in education lies in

the fundamental principle of fostering effective relationships. I am looking forward to meeting many of you in the near future.

Sincerely,  
Rick Stanley

## **Westmount School Bells and Class Periods**

8:33 AM.....	Warning Bell
8:35 – 8:39 AM.....	FSG
8:41 – 9:32 AM.....	Period 1
9:34 – 10:25 AM.....	Period 2
10 Minute Nutrition Break	
10:35 – 11:28 AM.....	Period 3
11:30 – 12:21 PM.....	Period 4
39 Minute Lunch Break (closed campus Monday – Thursday)	
1:00 PM.....	Warning Bell
1:05 – 1:56 PM.....	Period 5
1:58 – 2:49 PM.....	Period 6

### **Student Expectations:**

Students are in classes ready to work when the bell rings.

Students take the necessary materials with them for blocks 1&2, 3&4, 5&6.

Students are changed for Phys Ed. and ready to participate within 4 minutes.

### **Keys to a Successful Year:**

Communication

Work Ethic

Self Advocacy

Peer Support

Timely Intervention & Assistance

## MEET OUR STAFF:

Mr. Rick Stanley (rick.stanley@epsb.ca).....Principal  
Ms Nouha El-Ali (nouha.el-ali@epsb.ca).....Assistant Principal  
Mr. Grant Chemilnisky (grant.chemilnisky@epsb.ca).....Teacher  
Mr. Jayson Erickson (jayson.erickson@epsb.ca).....Teacher  
Ms Karlene Evans (karlene.evans@epsb.ca).....Teacher  
Ms Michelle Holland (michelle.holland@epsb.ca).....Teacher  
Mr. Larry Kuzminski (larry.kuzminski@epsb.ca).....Teacher  
Mr. Omari Lewis (omari.lewis@epsb.ca).....Teacher  
Mrs. Kalli Lirette (kalli.lirette@epsb.ca) .....Teacher  
Mr. Ben Mackenzie (ben.mackenzie@epsb.ca).....Teacher  
Mrs. Dana Nickel (dana.nickel@epsb.ca).....Teacher  
Mr. Kyle Palmer (kyle.palmer@epsb.ca).....Teacher  
Ms Amanda Rupp (amanda.rupp@epsb.ca) .....Teacher  
Mrs. Joan Simpson (joan.simpson@epsb.ca).....Teacher  
Ms Allison Zimmerman (Allison.zimmerman@epsb.ca).....Teacher  
Ms Debbie Klimchuk .....Administrative Assistant  
Mrs. Gayleen Nielsen .....Administrative Assistant  
Ms Nicole Allison.....Educational Assistant  
Ms Shelley Becker.....Educational Assistant  
Ms Jane Calhoun.....Educational Assistant  
Mr. Kassaw Gebreegziabher .....Head Custodian  
Mr. Allan Callaghan.....Custodian  
Mrs. Sidonia Samyca .....Custodial Assistant

## Check out our Website

You can find us online at: [westmount.epsb.ca](http://westmount.epsb.ca)

On our website you can find information about:

- school calendar and hours
- parent groups and volunteering
- transportation
- SchoolZone
- athletics and school clubs
- educational programs
- ... and much more!

## Connect with us on SchoolZone

You can access SchoolZone at: [schoolzone.epsb.ca](http://schoolzone.epsb.ca)

SchoolZone is an information system developed by Edmonton Public Schools. This service provides parents and students with:

- Online access to daily homework assignments
- Interim and Progress Reports
- Attendance records
- News of school and district events
- Achievement results
- Timetables
- Access to selected online educational resources
- Google Classroom – calendars are embedded in the Homework Tab. You can also access it by clicking on the Google Apps tab, then the classroom icon. If you need help, contact your child's teacher via email.

All students are assigned an EPS SchoolZone Account upon registration and parent accounts are available. If you already have an account, you will continue to use this same ID and Password as long as your child attends an Edmonton Public School. If you are new to EPS or have forgotten your password, please call the school at 780-452-8350.

## Online Resources

LearnAlberta.ca supports lifelong learning by providing quality online resources to the Kindergarten to Grade 12 (K-12) community in Alberta. Students, teachers, and parents can use the site to find multimedia learning resources that are correlated to the Alberta programs of study. LearnAlberta.ca provides a reliable and innovative repository of resources developed by Alberta Education in consultation with stakeholders; it is available for users at any time on the Internet.

These and other resources can be accessed through SchoolZone – click on the Resource tab, then the Parent and Student Resource tab. You will also find tabs to access Class Resources, School Resources and Parent and Student Resources. Check them out!

## Westmount Students are **PROACTIVE**: We expect **YOU** to be responsible for you

- Set an alarm and wake up on time: you need to be in FSG by **8:35 am**.
- Enter through the **main doors** (the wooden double doors at the front of the building facing 130 Street) and wipe your feet on the mats to help keep our school clean.
- Listen for the bells and make sure you use the **10 minute break** and **lunch break** to go to your locker to get your materials for your next classes: you need to be at your next class **before** the bell rings.
- Bring a lunch or money to buy one at the Wolves Den.
- Westmount is a closed campus for lunch Monday through Thursday and you must stay on school grounds. If you have parent permission to go home for lunch, remember to leave with enough time to arrive back to school on time for afternoon classes.
- Remember to do your homework and bring it to class on time: you are responsible for making up time for missed classes or missed work.
- Keep your belongings safe by keeping your lock combination a **secret** and by not sharing your locker with anyone.

## Leadership & Activities

Leadership is a personal journey of discovering strengths and skills within ourselves as we endeavor to better our lives and the lives of those around us.

Some leadership activities at Westmount include:

- Working in the Wolves Den (school store)
- Planning school activities
- Organizing Intramurals
- Participating in Open House for incoming Grade 7 students
- Student Council
- Wee Read at EPS Elementary schools

Some Clubs at Westmount include:

- |  |                    |
|--|--------------------|
| * Art Club                             | * Intramurals      |
| * Ladies Lunch                         | * Photography Club |
| * Breakfast Club                       | * Drama Club       |
| * Number Ninjas Math Tutoring          | * Moccasin Making  |
| * Word Wizards Language Arts Tutoring  | * Cheer Team       |
| * Lunch Club (to complete assignments) | * QSA              |

## **Westmount School Use of Technology Policy**

At Westmount School we believe that technology can be a powerful tool in helping to shape and guide a students learning through the practices of online collaboration, information gathering and internet usage. However, with these tools comes the responsibility for one to use it appropriately.

As a citizen of Westmount it is expected that students abide by the following appropriate use policies set out by our school.

Students will conduct themselves accordingly and exercise good judgement at all times. This means that they will:

- Take full responsibility for, and respectfully use, the technology available to them at school.
- Use the internet only for activities related to curriculum expectations.
- Use the school printers for schoolwork purposes only.
- Adhere to all licensing agreements and copyright laws.
- Refrain from sharing user id's and passwords with anyone and will not use the user id or password of other students.
- Access only personal files or files they have been given permission to access by an authorized staff member.
- Not use technology in any way that negatively affects any other student or persons.

Failure to comply with the above guidelines could result in the following actions:

- Suspension of the privilege to access to the schools technology and resources.
- Banning of use of personal technological devices during the school day.
- Cancellation of accounts.
- Legal action as deemed by the Criminal Code of Canada.

## **POLICIES AND PROCEDURES GOVERNING DAILY OPERATIONS**

### **I ENTRANCES**

The main entrance is located at the east side of the original building. The entrance will be open from 8:30 to 8:50 a.m., from 12:21 to 1:10 p.m. and from 2:49 to 3:45 p.m. There is an intercom located at this entrance to be used during periods when the doors are locked. In an effort to maintain our high standards of school cleanliness, custodians request that students who arrive to school early remain in the front entrance area only.

### **II SCHOOL ATTENDANCE**

Parents are responsible for ensuring that their children attend school regularly and punctually.

- Students must be in their Family Support Group (FSG) room by 8:35 a.m.  
Students arriving after these times are late.
- Students arriving after the registration period will report to the office to sign in late.
- Students arriving late will be expected to make up time at lunch or after school.
- Parents can help students develop the habit of being on time by:
  - knowing when school starts in the morning and the afternoon,
  - providing watches and alarm clocks, and
  - encouraging students to bring a lunch to school.
- Parents of students who have excessive lates and/or absences will be contacted to discuss the problem.
- Parents are expected to contact the school in the morning or afternoon prior to a student being absent, or immediately following an absence. Our answering machine (780-452-8350) is available 24 hours a day. Subject area teachers may request a note when students are absent for exams or performances.



- The number of days absent is reported on the report card three times a year. Parents can access SchoolZone daily to check their student's previous day's attendance or contact the office.

### **III INCOMPLETE WORK**

- Students who do not finish work in class or are missing assignments and exams may be assigned, by their teacher, to complete work during their lunch break or after school.
- Students who refuse to complete their work at lunch will be referred to administration.

### **IV LATE TO CLASS**

- Students must move to their next class within the allotted time.
- Each classroom teacher will outline to students consequences for those arriving late to class. If the problem persists, parents will be contacted.
- Students will be referred to administration for chronic lates.

### **V LUNCH**

All students are encouraged to go home for lunch or eat in the school assigned areas. After the lunch dismissal bell, students have five minutes to either

- leave the school for the entire lunch break, or
- go to the assigned areas

At 12:40 students in the lunch areas will:

- go outside to use school grounds, or
- proceed to an activity area, ie., gymnasium, library, or any other adult supervised activity

### **VI LOCKS AND LOCKERS**

- We encourage students to purchase combination locks from the school for \$6.00 or they may bring their own combination lock.
- One locker is assigned to each student. Students are not to share lockers and are discouraged from sharing combinations with other students.
- We strongly discourage students from bringing valuables to school. The school is not responsible for lost or stolen articles.
- Students are allowed to visit lockers before morning classes, during the five-minute morning break, at lunch and after school. Locker visits during class time will be kept to a minimum.
- Gym lockers are available for physical education class use. Students may bring a second lock to be used, but contents are to be removed at the end of each class.

## **VII HALLWAYS**

- Students in hallways during class time are expected to carry a hall pass provided by their teacher.

## **VIII BUS PASSES**

- Bus Passes are sold in the office the last two days and the first week of each month. They are on sale from 12:21 p.m. to 1:00 p.m. and again at 2:49 p.m. to 3:15 p.m. The 2016/2017 cost for a monthly pass is \$55.00 and \$470.00 for an annual pass which must be paid in full by September 30. Replacement bus passes are \$71.00 each. **Fees are subject to change for 2017/2018.**

## **IX TEXT BOOKS**

Where necessary, students will be provided with textbooks for individual courses. These texts are intended to assist students with course material and are an integral part of each class. Students will be responsible for keeping their textbooks the entire year and maintaining them in good condition. Student/parents will be held financially responsible for lost or damaged textbooks. Textbooks will be issued once the Acknowledgment Form is signed and returned to the office.

## **X SCHOOL OFFICE HOURS**

- Our office is open from **8:30 a.m. to 3:45 p.m.** Personal messages and calls are not forwarded to students or staff when they are in class. If necessary, a message will be relayed to your child at the end of morning or afternoon classes.
- A student phone is located opposite the office and is available for use before and after school, and at the start of lunch, for local calls. We ask that students respect others and keep calls brief. School telephone lines are business lines and may be used by students **ONLY** when an emergency occurs.
- After office hours and when phone lines are busy, callers will be prompted to leave a message with our answering services.

## **XI SMOKING**

Smoking is **not** permitted on school property or within sight of the building.

## **XII CELL PHONES AND ELECTRONIC DEVICES**

Cell phones, iPods, MP3 players, laptops or other electronic devices are not to be used during instructional time.

Students who do not abide by these guidelines will have their devices confiscated and turned over to administration.

If Edmonton Public School Board staff have reasonable grounds to believe that an electronic device contains evidence pertaining to a breach of the District's Student Behaviour and Conduct Policy and/or the School Behaviour Policy, it is the expectation that students make available to school administration the unaltered contents of the permanent and/or removable memory of their cellular phone or electronic device. Failure to make the contents available can be considered willful disobedience and is grounds for disciplinary action.

### **XIII STUDENT DRESS**

Our goal is to create a positive atmosphere for learning where all students feel comfortable.

Classroom

- Coats, Hats and Backpacks are to be left in lockers and are not permitted in class.

Physical Education

- All students are expected to change for Physical Education
- All students are expected to have non-marking athletic shoes for Physical Education

We ask all students to dress appropriately while on campus and to refrain from wearing:

- Chains, studs, or other items that may be construed as dangerous
- Clothing that does not cover undergarments
- Clothing with offensive or profane slogans/images
- Clothing that exposes midriff, cleavage and buttocks
- Micro-mini skirts
- Hats while in the building
- Clothing that is not suitable for the learning environment (discretion of the staff and administration of Westmount Junior High School)

Students deemed not to be dressed appropriately by teaching staff will be asked to change and may be referred to the administration. The administration reserves the right to determine appropriateness of the dress.

### **XIV PROPERTY DAMAGE**

It is Board policy for students to make full restitution for damage to school property, whether it is an act of vandalism or carelessness. Broken glass or scratch marks on desks are prime examples. Please note that the school and the school system do not have insurance to cover these damages. Students are also responsible for any damage they cause on field trips.

### **XV VENDING MACHINES**

Vending machines are accessible to students in the morning, at lunch, and after school. The office does not provide change for vending machines.

## **XVI CLOSED CAMPUS**

Westmount School is considered a closed campus. Visiting students from other schools should not be on school property without the prior consent of the administration. All visitors must check in at the office.

Westmount students will remain on site during their lunch break unless the school is informed in writing by a parent/guardian. With Parent permission, students may go off campus for lunch on Fridays to McDonalds, Tim Hortons or Mac's. Students are not allowed into the Mall complex.

### **Edmonton Public School Board's policy and regulations relating to student behaviour and conduct.**

#### ***A. Student Rights And Responsibilities***

- 1. Students shall be treated with dignity, respect, and fairness by other students and staff.*
- 2. Students shall be provided with a learning environment that is free from physical, emotional, and social abuse.*
- 3. Students and parents shall be informed of the board's and school's expectations for student behaviour within the school, the school grounds, and during school activities.*
- 4. In the event of student misbehaviour, students and parents shall have the right to offer an explanation, and to be informed about consequences of misbehaviour.*
- 5. Students shall exercise their responsibilities to:*
  - a) use their abilities and talents to gain maximum learning benefits from their school experiences;*
  - b) contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living; and*
  - c) attend school regularly and punctually.*
- 6. Appropriate opportunities for student consultation and involvement in student related matters shall be provided.*

## **B. Student Behaviour and Conduct**

*The board supports the endeavors of staff, students, parents, and the community to ensure positive student behaviour and conduct. In addition, the board expects parents and student to recognize their responsibility in developing student self-discipline.*

- 1. Students shall be responsible and accountable for their behaviour and conduct:*
  - a) while involved in school-sponsored or related activities;*
  - b) while on school property;*
  - c) during any recess or lunch periods on or off school property;*
  - d) while travelling to and from school; and*
  - e) beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s).*
- 2. Parents play a vital role in developing student behaviour and conduct. It is the district's expectation that parents:*
  - a) be aware of the board policy and regulations and the school's expectations for student behaviour and conduct;*
  - b) review the board policy and regulations and the school's expectations for student behaviour and conduct with their child(ren);*
  - c) work with the school to resolve student behavioural issues when they affect their child(ren); and*
  - d) co-operate with the school's or district's recommended course of action prior to re-admission of the student following a student suspension.*
- 3. Students shall show respect for:*
  - a) school authority;*
  - b) others and their property;*
  - c) ethnic, racial, religious, and gender differences;*
  - d) school attendance and punctuality;*
  - e) work habits, assignments and homework;*
  - f) school property;*
  - g) textbooks and equipment;*
  - h) fire alarms and safety equipment; and*
  - i) district policies relating to smoking, alcohol, drugs and inhalants.*
- 4. Failure to meet the expectations for behaviour and conduct shall result in some or all of the following consequences:*
  - a) problem solving, monitoring or reviewing behaviour expectation with student and reprimand;*
  - b) parental involvement;*
  - c) referral to attendance board;*

- d) temporary removal of privileges;
- e) detention of student;
- f) temporary exclusion of student from class;
- g) in-school suspension;
- h) out-of-school suspension;
- i) behaviour contract with student;
- j) restitution for property damage to an individual or board;
- k) assessment of student to develop appropriate programming;
- l) involvement of police; and
- m) expulsion from a school or all district schools.

5. Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behaviour such as:

- a) conduct which threatens the safety of students and-or staff;
- b) possession of a weapon on a student's person, or in a student's locker or desk, that is dangerous to students and staff; A weapon is anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.
- c) displaying or brandishing a weapon in a threatening or intimidating manner;
- d) assaulting another person;
- e) possession or use of illegal drugs, alcohol, or inhalants in school and on school property;
- f) contravention of district policies and regulations related to student harassment, smoking, student attendance, and student rights and responsibilities;
- g) theft;
- h) wilful disobedience and-or open opposition to authority;
- i) use or display of improper or profane language;
- j) wilful damage to school or others' property;
- k) interfering with the orderly conduct of class(es) or the school; and-or
- l) contravention of the code of conduct as set out in the School Act.

6. Principals shall report to police the names of all persons for whom they have reasonable and probable grounds to believe are trafficking in drugs. The principal shall:

- a) inform the parents of students involved; and-or
- b) proceed with disciplinary measures which may lead to suspensions or expulsions.

7. Based on the board policy and regulations for student behaviour and conduct, each school shall develop and communicate to parents and students expectations for student behaviour and conduct.

8. The principal shall communicate annually, to students and parents, the board policy and regulations and the school's expectations for student behaviour and conduct.