



Worsley Central School

Student Handbook

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WORSLEY CENTRAL SCHOOL: STUDENT HANDBOOK

Principal's Message	3
Mission Statement	3
Vision Statement	3
General School Information	4
Guidance	4
Lost and Found	4
Family Engagement and Involvement	4
2022-2023 School Staff	4
Bell Times	5
Inclusive Education	5
Library	5
Technology	6
Personally Owned Devices & Access to Wi-Fi	6
Instructional Spaces	6
Fine Arts	6
Extracurricular Programs	7
Attendance	7
Student and Staff Safety	8
Administration of Medication	8
Smoking & Vaping Policy	8
Worsley Central School Playground Rules	9
Lunch Time Activities	10
Inclement Weather	10
Worsley Central School Behaviour Improvement Plan	11
Dress Code	11
Lost / Damaged Books & Equipment	11
Lockers and Hallways	11
Athletic & Extracurricular Eligibility	12
Educational Assistants & Volunteers	12
Off-Campus Privileges	12
Student Driving Privileges	12
Bus Discipline	12
High School Graduation Requirements for Taking Part in Ceremonies	13
Positive Behaviour Improvement Plan	14
WCS Classroom Procedures	22
Worsley Central School: Cell Phone Policy	25

Principal's Message

Our goal at Worsley Central School is to have students succeed. Each year we will be focusing on improving results by engaging students in their learning. An engaged learner is inquisitive, prepared, critical and constructive. You will hear students discussing cross-curricular activities, collaborative learning and building positive relationships with staff and other students. You will see your students working on numerous projects, developing new approaches to learning and completing hands-on tasks.

We are looking forward to a year of working hard, caring for each other and achieving success; we hope that our students can make good choices that will enhance their learning endeavours and allow engagement in the learning process.

At Worsley Central School we have the extreme privilege of having multi-grade classrooms and a combination of students from preschool up to grade twelve. This allows students to learn from each other as well as from staff and encourages a culture of collaboration, cooperation and communication.

I am pleased to continue to be a part of this great community of learners who are taking pride in achieving our full potential!

Mrs. Jenn Daniel,

Worsley Central School, Principal

danielj@prsd.ab.ca

780.685.3842 ext. 62300

Mission Statement

Working
Caring
Succeeding



Vision Statement

Our vision is to create a safe, caring, collaborative learning environment. Staff and students are self-fulfilled, engaged lifelong learners who are responsible and empathetic citizens, both locally and globally. We value education and take pride in achieving to our full potential as a means of crafting opportunities for the future.

General School Information

Guidance

Students are encouraged to meet with Mrs. Daniel for goal setting, academic guidance, scholarship applications, preparation for post-secondary education, and for information on grades, study help and testing programs. Watch for information about college, university, and trade school presentations. Students who have questions about post-secondary education are encouraged to speak with Mrs. Daniel, Val or their classroom teacher.

Lost and Found

Students who find items that do not belong to themselves will turn them into the office. Lost items will only be held for a limited time, after which they will be donated to charity.

Family Engagement and Involvement

Worsley Central School has many opportunities for parents, family members and the community to be involved in the school community. We encourage volunteers to help out in our school, and we desire open communication with parents and stakeholders. Please feel free to become involved by being part of our Parent School Council, through coaching or attending school events. If you are not sure the best way to become involved, please feel free to contact the school Office Manager or Principal for more information,

Bell Times

ECS - Grade 5

Morning classes start: 8:55AM

Homeroom classes: 8:55 - 10:59AM

First Recess: 10:59 - 11:14AM

Homeroom classes: 11:14AM - 12:16PM

Lunch & Recess: 12:16 - 1:01PM

Homeroom classes: 1:01 - 2:13PM

Afternoon recess: 2:13 - 2:28PM

Homeroom classes: 2:28 - 3:30PM

Dismissal: 3:30PM

WORSLEY CENTRAL SCHOOL: STUDENT HANDBOOK

Grades 6-12 (Grade 6's will get PM recess with the elementary students.)

Morning classes start: 8:55AM

Block A1: 8:55 - 9:35AM

Block A2: 9:35 - 10:07AM

Break: 10:07 - 10:12AM

Success Block: 10:12 - 10:59AM

Block B1: 11:04 - 11:37AM

Block B2: 11:37 - 12:16PM

Lunch & Break: 12:16 - 1:01Pm

Block C1: 1:01 - 1:37PM

Block C2: 1:37 - 2:13PM

Break: 2:13 - 2:18PM

Block D1: 2:18 - 2:59PM

Block D2: 2:59 - 3:30PM

Dismissal: 3:30PM

Inclusive Education

Our inclusive education coach will be overseeing the individual education programs for students requiring extra support. Worsley Central School will have access to services provided by Peace Collaborative Services which may include Occupational Therapy, Speech & Language Services, Hearing / Vision Specialists and / or School Psychology Services.

Library

Worsley Central School has a partnership with the Worsley & District Public Library which operates in our building. Students will have access to library services and our school's Learning Commons on a daily basis. There is a wealth of information and services available to our students through this partnership including but not limited to intra-library loans, e-books, streaming movie services, research opportunities, literacy incentives and much more. Please phone the school to find out more about public library times and services available.

Technology

Students at Worsley Central School have access to multiple mobile wireless labs with Chromebooks and / or Laptop computers. Through the school and the Peace River School Division Instructional Materials Centre, students may also have access to digital photography and video tools. As part of our school's Learning Commons students will have access to Lego Robotics and other Robotic challenges and activities.

Personally Owned Devices & Access to Wi-Fi

Student-owned devices that connect to the school division's Wi-Fi and / or their own personal data plan are permitted on school grounds following the Worsley Central School Acceptable Use Agreement and the Peace River School Division Administration Procedures 140 and 145. **Students will be solely responsible for the security of their own devices.** Worsley Central School will not be liable for any damage, theft, or loss of personally owned devices. Personally owned devices are not permitted for use during instructional time without explicit permission from the classroom teacher in unique situations. Exceptions will be made for students who need devices for medical reasons. Students and parents are encouraged to read carefully and understand the Acceptable Use agreement before choosing to bring a personal device to school. As students will be in classes during the majority of the school day, it is important for parents to remember that they will not have regular access to their phones. **If a parent wishes to contact their child, phoning the office is the quickest, most appropriate, and least disruptive manner.**

Instructional Spaces

Our school is full of classrooms that have Smart Boards, digital projects and computers for teaching and learning. We have a full gym that is well equipped, a designated science lab, art room and construction & wood-working space as well as a cosmetology lab. All of our classrooms are spacious and adaptable to student needs and course offerings. Our outdoor spaces include basketball courts, a modern playground space and a variety of green areas for larger field games.

Fine Arts

Worsley Central School is offering Explorations in Fine Arts for Elementary School Students. Students in ECS through grade six will have an opportunity to explore musical instruments as well as different visual media materials and techniques. Students in grades six through nine will have access to similar Fine Arts programming through the Career and Technology Foundations courses in grades seven through nine and through elective courses in High School.

Extracurricular Programs

Worsley Central School has a complete complement of athletic and other activities available for students. We offer opportunities for students to develop leadership and citizenship skills through teamwork, volunteering, and special projects. Please contact the school directly if you are interested in joining or volunteering for any extracurricular program.

Attendance

Students should be in their seats, ready to start classes at the bell. The bell is when classes begin, not when students are to start making their way to class. Students who are late will be required to check in at the office and will receive a late slip. Students may be required to make up lost class time.

Regular attendance is important for student success. Staff will carefully monitor attendance. Parents are expected to contact the office either by note or by phone when a student is absent. The teacher will notify parents whenever attendance has become a concern. Extended absences from school are discouraged, as such absences are disruptive to the student's educational program. However, when these absences become necessary, the student and parent / guardian are expected to notify the school well in advance of the leave (except in cases of emergency). Students will be expected to complete any missed assignments and/or examinations upon their return.

ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...



ELEMENTARY STUDENTS

read well by the end of third grade

MIDDLE SCHOOLERS

pass important courses

HIGH SCHOOLERS

stay on track for graduation

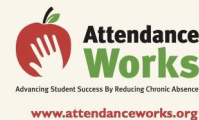
COLLEGE STUDENTS

earn their degrees

WORKERS

succeed in their jobs

Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.



Student and Staff Safety

All visitors to Worsley Central School who are not students or staff are expected to stop and sign in at the main office. Office personnel approval is then needed for visitors to move about the school. A visitor badge will be provided.

Fire drills and lockdowns are practiced. In the case of a fire drill, everyone is expected to leave the building. Students and staff are made aware of codes that indicate a lockdown is happening.

Student Accident Insurance is offered to parents to buy each year. For more information about this, please contact the school office.

If a parent needs to contact a student during class time, they can phone the school office- if it is an emergency, the student will come to the phone. Parents are also welcome to leave messages which will be delivered to the students at an appropriate time. Cell phones are not to be used by students during class time and parents should refrain from contacting their students by either voice or text.

If a parent is picking up a student during school time, the student is expected to be in class until they are called to the office, once their parent has arrived to take them. High School students who have off-campus privileges will be expected to sign in and out at the office.

If a student has had an accident at school, the school will attempt to contact the parent first, then the student's emergency contact. If an ambulance is called, parents will be invoiced for the cost of the ambulance by Alberta Health Services. If a student becomes ill at school, the office will call the parent to come and take the student home.

Administration of Medication

All medically-necessary prescription and nonprescription medication has to be administered through the office. Please inquire at the office if your child needs to take medication for any reason.

Smoking & Vaping Policy

Smoking and the possession of tobacco products is illegal for individuals under the age of eighteen. Additionally, smoking is an unhealthy habit that is not promoted at Worsley Central School. Students are not permitted to smoke or use tobacco products, including vaping, on school property. Elementary and Junior High students do not have off campus privileges, this includes the parking lot.

Worsley Central School Playground Rules

A set of rules for students who are accessing our playground equipment during the school day has been developed over the years by staff and community members. It addresses our mutual desire for all students to enjoy the playground in a safe and caring way. Rules of the playground will be reviewed by the teachers of the elementary students in the fall, and winter as well as when it becomes appropriate to remember. Ultimately the rules for the playground are simple: play safe and be respectful. When we are all doing this then everyone can have the most fun possible!

1. Students are to stay in the designated play area. (not across pink fence of parking lot, gravel road to teacher houses, or past the science wing door, out of view of supervisor)
2. Students are not allowed to throw or play with any item the supervisor deems unsafe. (i.e. rocks, sticks) (football tag – the ball is too hard with a sharp point.)
3. No fighting or play wrestling is permitted.
4. Students are not allowed on top of the playground equipment (walking on monkey bars).
5. Students will not be allowed to have any food or drinks outside.
6. Students can play with the balls and other equipment supplied but must put them away at the end of recess.
7. Students must go outside for recess in a timely manner using the following procedure: lining up by class and leaving / entering the building one class at a time (K-3, 4-6).
8. Students are not permitted to swing side to side on swings and students are not to jump from swings from high distances. Only 4 on disc swing at a time.
9. No doubling on swings.
10. Students are not to climb up the slide.
11. Students are not to throw snowballs or break each others' forts.
12. Students are to stay out of mud puddles.



Indoor Recess Rules

Classroom:

1. Indoor voices
2. No running.
3. Keep hands to yourself.
4. No technology (Gr. 1,2,3)
5. Stay in class.

Gym:

1. Keep hands to yourself.
2. No skipping ropes or hula hoops allowed with scooters.
3. Everyone helps clean up.
4. Indoor shoes must be worn.

Lunch Time Activities

Students in grades one through six will be required to go outside at lunch recess (weather permitting). Students in grade seven through twelve can choose to go outside on the playground or join the older students in indoor activities. Indoor activities are available for students in grade seven to twelve including the cafeteria, the gym, the library or the learning commons. Students who choose to partake in activities in these spaces will afford the same respect to each other and the supervising staff as they would during regular class time. Students choosing to play on the playground with the younger students will be mindful of their conversations, language and be role models to younger students on the playground. Inappropriate language, conversations and behaviours will not be tolerated, especially by older students. Rules specific to each area include:

Gym:

Appropriate shoes must be worn
No food or drink
Radio friendly music may be played at the supervisor's discretion
Equipment room must be cleaned before dismissal
School appropriate language at all times

Library:

Regular library rules apply

Learning Commons:

No horseplay or running around
Use all materials appropriately
Clean up all materials before the end of lunch recess

Cafeteria:

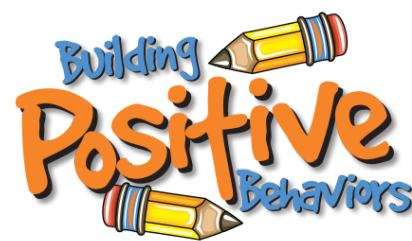
Students must clean up all food and drink
No horseplay or running around

Inclement Weather

Students in grades one through six will be required to go outside for recess when weather is warmer than -20°C as measured by the thermometer outside the front entrance of the school. Students should be dressed appropriately for the weather. Northern Alberta weather is unpredictable at best so wearing layers in the fall and the beginning of the spring is a good idea. For winter weather - full gear of snow pants, mittens, a jacket and head covering are important. In addition to outdoor recess, any students riding the bus should be dressed appropriately in the event that the bus experiences mechanical difficulties.

Worsley Central School Behaviour Improvement Plan

Worsley Central School has a comprehensive behaviour Improvement plan which outlines expectations for all educational stakeholders including staff, students and parents. The students, staff, principal, counsellor, and parents share the responsibility for administering the Worsley Central School behaviour improvement plan and for working together on a daily basis to review and understand Worsley's goals for responsibility and behaviour. For your reference, this plan has been attached to the student handbook.



Dress Code

Dress code can be a very sensitive subject for many people. Ultimately, school is a place where we come to learn how to be citizens in the larger world. This means in part being ready for the world of work. With that in mind, the Worsley Central School dress code has been developed to help students understand the importance of respectful and professional attire

- Articles of clothing, garments and accessories with pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene or that advertise or depict violence, gore, death, tobacco products, alcoholic beverages, drugs or any other substance prohibited under Peace River School Division Board policies are prohibited.
- Students must wear shoes appropriate for school at all times. Safety in the respective areas are our biggest concern - ie: gym, CTS lab etc.

Lost / Damaged Books & Equipment

Students are obligated to pay for any lost or damaged library books and/or classroom textbooks. Students will be assigned a Chromebook to be used at school (not for taking home) and they responsible for keeping it from damage.

Lockers and Hallways

Lockers are provided as a convenience. Students are responsible for keeping their lockers clean and orderly. Students are advised not to share their locker combinations with others. Locker assignments, combinations and changes will be handled through the main office. Periodic locker cleanings will be done throughout the year, particularly before longer holidays. There should be no trading of lockers without permission. Locks are available to rent at the office for a \$5 fee.

Athletic & Extracurricular Eligibility

Worsley Central School is a member of the Alberta Schools Athletic Association and as such is bound by the rules and regulations of this organization. Participation in school athletics is a privilege not a right; therefore, at Worsley Central School we have established comprehensive guidelines that help provide balance in our all-around educational program. The Worsley Central School Athletic Code of Conduct Agreement will be made available to any players, coaches or parents at the beginning of the season.

Educational Assistants & Volunteers

It is expected that students will afford the same respect and compliance to all staff members or school volunteers regardless of their role. **This means that students will follow the instructions of all teachers, educational assistants, guest instructors, and presenters.** School staff are all familiar with the Worsley Central School Behavior Improvement Plan and school personnel are able to initiate an office referral to students who are not demonstrating appropriate school behaviours.

Off-Campus Privileges

High School Students are accorded a number of privileges designed to celebrate their status as Senior High Students. Along with this status comes responsibility. One of those privileges available to high school students is open campus during lunch break or blocks of unscheduled time. Students are not permitted to leave during scheduled classes or Virtual Education learning time unless daily permission from a parent is given to do so. If parents have given their permission, students are allowed to leave the school grounds during lunch break, provided the following conditions have been met: the student returns to class on time - the class after lunch break begins at 1:01PM daily. The student shall not leave if they have been requested to stay on school property to serve a detention. **The student must sign out and then sign in again each time they leave the building. Furthermore, students are reminded that high caffeine booster drinks are not allowed in school or on school grounds.** Parent permission forms for Off-Campus privileges are available from the office.

Student Driving Privileges

Students who have a current and valid drivers license may be permitted to drive a private vehicle to and from school and park it on school grounds. Students who wish to do so must provide the office with a photocopy of their drivers license and observe appropriate conditions stated on the permission form. Forms are available from the office. Students are reminded that they are not to enter their cars during the day, except to leave school premises.

Bus Discipline

Passengers on the school bus will comply with the "School Bus Rider Conduct" administration procedure 351 for Peace River School Division #10. Students disobeying their bus driver's rules and regulations may be creating a safety hazard. Student infractions involving transportation will be dealt with on a case by case basis and in accordance with the Peace River School Division administration procedure 351.

High School Graduation Requirements for Taking Part in Ceremonies

As per PRSD Administrative Procedure #375

1. Students must be enrolled in Worsley School and have a satisfactory level of achievement in courses necessary to meet the diploma requirements.
2. Students must have a minimum of 75 credits by February 1st of the student's graduating year and be registered by March 1st in any other necessary courses for a high school diploma.
3. By May 1st, students must have a passing mark in all teacher-taught or Work Experience courses necessary for graduation.
4. By May 1st in any asynchronous or virtual education courses required for a high school diploma, students must have completed 75% of the work in the course; the work must have been returned to the student **and** must indicate a passing average.
5. The principal reserves the right to restrict participation in graduation activities if they feel that the student is unlikely to obtain their high school diploma. In each situation, the principal will come up with a plan and deadlines for the student to meet. This plan will be individualized and clearly communicated with the student; however the decision for the student to not participate in school-based activities can be made up until a week prior to the ceremony.

Peace River School Division has delegated to the Principal the authority to make decisions for the eligibility of students in extraordinary circumstances.





Worsley Central School



Positive Behaviour Improvement Plan

**Worsley Central School
Box 210
Worsley, AB T0H 3W0
(780)685-3842**

Worsley Central School

Behaviour Improvement Plan

The Students, Staff, Principal, iCoach, Youth Education Support Worker, and Parents share the responsibility for administering the Worsley Central School positive behaviour improvement plan and for working together on a daily basis to review and understand Worsley's goals for responsibility and behaviour. In order for every student to have the opportunity to reach his or her potential, each student at Worsley Central School shall:

- Attend school regularly, complete his or her assignments on time, and work to their full potential.
- Behave in a manner that does not disrupt classroom learning or the operation of the school.
- Comply with teachers, the principal or assistant principals, and others in authority.
- Refrain from aggressive or threatening behaviour towards fellow students, teachers, or other school staff.
- Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

Worsley Central School's Discipline Goals

- To help students develop self-respect.
- To help students develop respect for others and their property.
- To help students see the need for self-discipline.
- To guide students toward choices which lead to improved behaviour.

Shared Responsibility

Students: Throughout the year you will be expected to assume the following responsibilities:

1. Be present and on time for school and classes each day.
 2. Treat all school personnel and fellow students with dignity and respect.
 3. Demonstrate respect for the school by taking care of facilities, property and equipment, and the property of others.
 4. Be a positive representative of your school at all times. Comply fully with all school and classroom policies and procedures.
- Students who are placed in ISS (in school suspension) or suspended from school will not be permitted to attend school functions, including but not limited to athletic events.
 - Students are working towards earning a 50% average or above in all courses in order to take part in some events including athletics. This will be reviewed throughout the year and when report cards are issued.

Parents: Administrators, faculty, staff members and parents have a shared responsibility for assisting in the total growth, development and maturation of all students. Parents are expected to be involved in the educational and social experiences of their children. Parents who are informed of school goals and are knowledgeable about school policies and procedures can assist their students in making good decisions. Parents who attend parent/teacher conferences and extra-curricular activities form a partnership with the school and the students. This partnership enhances the quality of a child's learning experiences.

The parent should assume responsibility for the student's regular attendance in school. Regular, consistent school attendance is vital to a student's academic program. Students must attend school regularly and be on time to classes in order to maximize instructional benefits. Parents are encouraged to visit the school any time during the year. Parents may call the school to schedule a conference with the student's teachers during their planning period or after school. The administration team are available as their daily schedules permit. Parents should take advantage of these opportunities to strengthen the parent/teacher relationship so that our students can be successful.

Teachers: A preventative approach to discipline communicates to students that the focus of the school discipline is to promote success and not to inflict punishment. Infractions where prevention is a must include, but are not limited to, behaviours observed in the classroom such as talking, extraneous noises, inappropriate comments, name calling, not following teacher directions, and breaking classroom rules.

Administration Team: The principal, iCoach, and YES workers have a shared responsibility for contributing to the maintenance of an educational environment conducive to teaching and learning. This orderly learning environment with high expectations provide for the total growth, development, and maturation of all students physically, mentally, emotionally, and socially. Their actions are guided by the school act and the policies of Peace River School Division.

Discipline Procedures

Teachers and administration work hard to maintain fair and consistent classroom discipline procedures. We have developed a process that provides our teachers a method of tracking a student's minor classroom misbehaviour based on three criteria: routines, courtesy, and homework completion. Misbehaviour leads to students filling out a report outlining what has occurred and how to improve for the future. When students have had to fill out several of these reports, a phone call is made home to involve the parent in hopes of developing strategies that will prevent continued misbehaviour. Should the behaviour not improve, office action may be taken.

School Wide Minor Offenses

These offenses can be handled by a student's team of teachers using in class discipline procedures. These offenses can also result in assignment to the office and ISS.

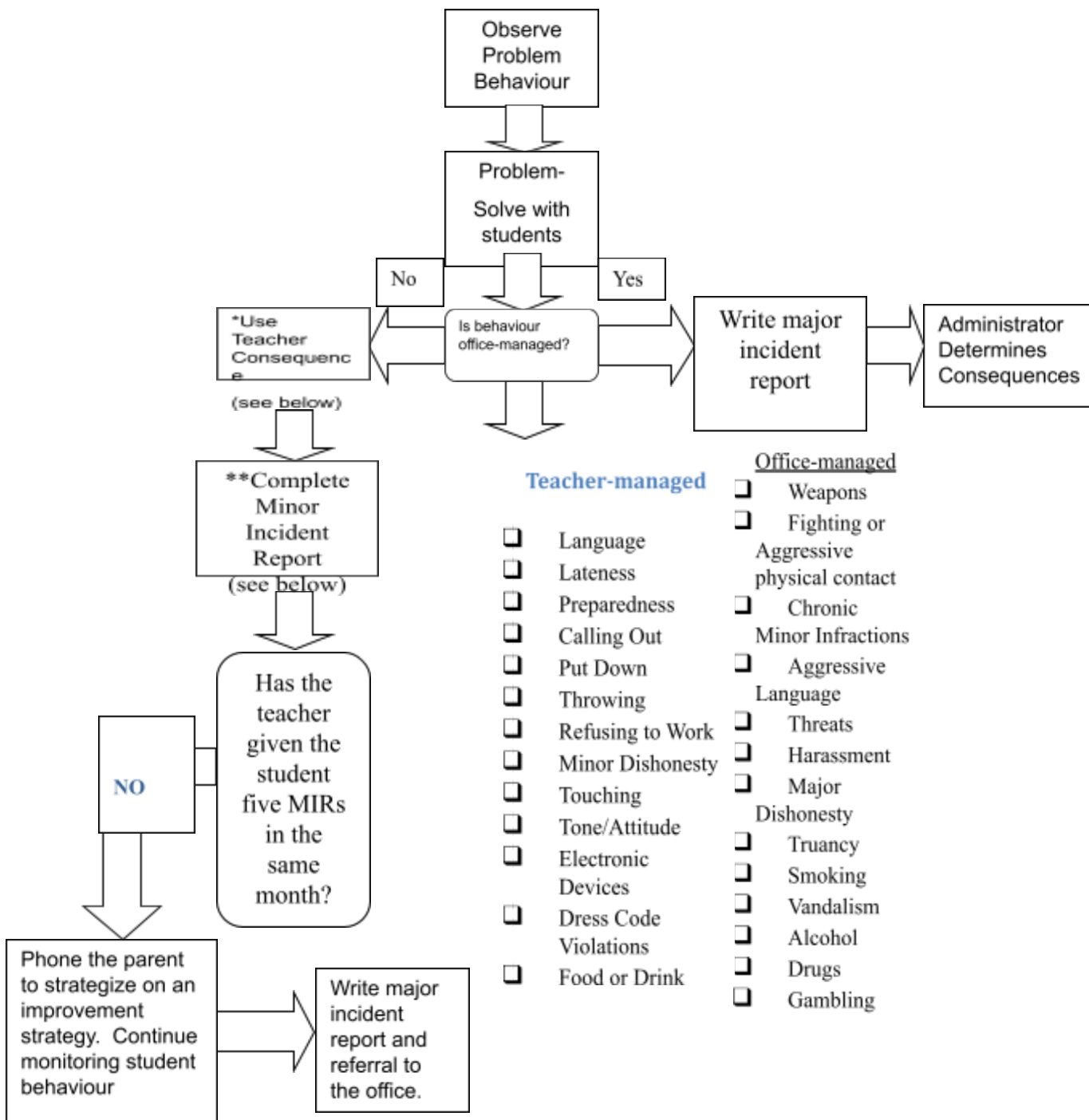
- Being in off-limit areas or being in the halls during class time.
- Incomplete homework
- Dress code violations – clothing depicting offensive language or themes.
- Inappropriate use of electronic devices in class or during class time (students receiving several warnings will have these items confiscated at the teacher's discretion).
- Horseplay, pranks on fellow students, running in the halls.
- Profanity.
- Tardiness (either to school or to class).
- Littering on school property, including the cafeteria, buildings, and grounds.
- Throwing food in the cafeteria or any other area where food is allowed.
- Disruptive behaviour during school activities.
- Arguing with other students.
- Cheating.
- Throwing objects.
- Skipping class or leaving class without permission.

School-Wide Major Offenses

Committing one of the following offenses may result in suspension out of school and possibly charges filed with the RCMP.

- Fighting or physically assaulting another student.
- Noncompliance with directives from principals, teachers, and other personnel.
- Disorderly conduct / Creating a disturbance.
- Bullying, hazing, extortion, intimidation, harassment, of fellow students, or threats which cause students to fear for their safety.
- Gang activity or gang-related activity.
- Possession of or distribution of drugs/alcohol or any substance represented to be drugs or alcohol, tobacco or vaping products.
- Student disrespect towards anyone in this school related to race.
- Sexual harassment.
- Disrespect to school personnel, including obscene or abusive language, threats, gestures, or intimidation.
- Use of tobacco or vaping products on school property.
- Possession, distribution, use of, or threatened use of firearms, weapons, explosives, and incendiary devices (this includes “look alike” firearms, explosives, and incendiary devices).
- Destruction or defacing of school property, including intentional damage to school buses.
- False emergency calls or setting off false fire alarms.
- Verbal, physical, or sexual assault or battery.
- Engagement in any inappropriate sexual touching or indecent behaviour.

Student Behaviour Management Process



*Take concrete action to correct behavior (fill out student goal sheets, start the student on a weekly progress report, assign detention, student conferences, etc.).

**Minor Incident Reports (MIRs)

These include the homework checks, routine redirection reports, and courtesy checks.

Notify parent with phone call or major incident report if five are filled out in one month

When possible, have the corrective action correspond to the behaviour being corrected.

Smoking Policy

According to the “Prevention of Youth Tobacco Use Act” smoking and possession of tobacco products, including vaping products, is illegal for individuals under the age of eighteen. Additionally smoking and vaping is considered an unhealthy habit which we do not promote at Worsley Central School. We do understand that some parents allow their children to smoke and we have developed our policies to reflect this understanding.

- Students are not permitted to smoke on school property
- Senior High students with off campus privileges, as designated by their parents, may leave school property during lunch hour.
- Elementary and Junior High students do not have off campus privileges this includes the parking lot.

Bus Discipline

Passengers on the school bus will comply with the “School Bus Rider Conduct” (AP351) Students disobeying their bus driver’s rules and regulations may be creating a safety hazard. Student infractions involving transportation will be dealt with on a case by case basis.

Tardy Guidelines

Students should be in their seats ready to start classes at the bell. The bell is when classes begin, not when students start making their way to class. Students who are routinely tardy may be required to spend lunch or have mandatory Success Block sessions to make up time lost in class.

Positive Behaviour Supports

Worsley Central School’s school motto is “Working, Caring, Succeeding.” Each classroom teacher establishes a behaviour plan that includes routines and procedures to support students in their ability to follow the expectations of our school. These behaviour plans are in place to ensure that our school maintains a safe, caring, inclusive and welcoming environment where students have an opportunity to engage in high quality educational opportunities.

Quite often, behaviour concerns in classrooms and on the playground stem from conflict and conflict resolution practices. To assist students with conflict management Worsley Central School will teach this skill in elementary grades using the W.I.T.S program. This program will be taught with the support of the classroom teachers, educational assistants under the guidance of the Youth Education Support worker to all elementary classes and reviewed annually. W.I.T.S. is a conflict resolution program that stands for **W**alk away, **I**gnore, **T**alk it out and **S**eek help (<https://witsprogram.ca/>).

For middle grades and senior high students we will support behaviour skills through work with our Youth Education Support Worker in small groups and universal programming. In addition, students in these grades who require extra assistance or skill-building will receive that program with the assistance of the iCoach through behaviour support plans. These will be developed in accordance with the Peace River School Division Administrative Procedure 342 appendix: behaviour Continuum of Supports and Peace River School Division Administrative Procedure 342 Behaviour Support, Restraint and Seclusion.

Acknowledgment System

Students demonstrating positive behaviours, consistent with those outlined by the staff at Worsley Central School, deserve to be rewarded. Our school uses the quality kid award system. Students seen behaving in a positive manner are eligible to earn quality kid awards. The awards are pooled in the office where a random draw occurs at regular time intervals. Winners receive incentives to continue demonstrating positive behaviours.

WCS Classroom Procedures

Grades 7-12

Entering the classroom:

- Come to class prepared with all materials needed for the class (binder, textbook, pencil case with supplies, headphones -if required, shoes).
- If your class is being offered online, log-in and put on your headphones.
- Sit at your assigned desk and check the agenda for the day.
- Start the Bell Work/review if there is any listed. If you need, use your notes from the previous class. Submit the Bell Work when you are finished.
- If you need further clarification ask the teacher.
- Wait quietly for further instruction.

Leaving the Classroom during class time:

- Bathroom, drink, getting something from locker etc. - Only one person will be permitted to leave the classroom at a time. No one will be permitted to leave the classroom during direct instruction (notes, direct teaching etc). Hint: *if there is someone at the front of the room addressing the entire group, it is not an appropriate time to leave.*
- For safety reasons, you must ask permission from the teacher/supervisor before you leave the room.
- Use the washrooms closest to your current class.
- **Fill your water bottles before coming to class.**
- Students who are accessing VEP courses may leave to print or pick up papers but must inform their supervisor of where they are going.

Lates

If you are coming to class late, come into the class quietly, sit down and get to work. If the door is locked, **knock once**, and someone will let you in. If you are unsure of what we are doing, look at the agenda or ask the teacher.

If you arrive at the school late you must go to the office and let them know you are here. **Get a late slip before coming to class.**

If you are already at the school and coming to class late, you may be asked by the teacher to fill out a late slip indicating why you are late. Fill out the slip and hand it into the teacher's desk.

Food/Drinks

Only water is allowed in class...no food or other drinks. Students can eat during breaks and lunch time. All students will eat lunch in the cafeteria. **Please remember we do not allow Energy Drinks at WCS.**

Dismissal

At the end of class, the teacher will give direction to start the dismissal procedure.

1. Put materials away (papers in rings of binder, supplies put away, computers put away and plugged in).
2. Sit in your desk when you are ready to be dismissed.
3. Once you appear ready to be dismissed, the teacher will dismiss you, regardless if the bell has gone already.

*Take all binders and materials to your locker at the end of class. No materials can be left on the counters. Students in the VEP room have access to their own cupboard space.

Catching up when you are absent:

If you are absent please check the daily agenda slides to see what was completed. Digital assignments are posted on Google Classroom. Any printed materials from that day will be on the bulletin board.

If you miss a set of notes, they will be posted on Google Classroom and it is your responsibility to fill them out or print them. If you miss an assignment, it is due the following day unless otherwise specified.

If you miss a quiz or test you will need to write it at lunch or at a time mutually agreed upon with your teacher, on the day of your return to school, as quiz/test dates are determined well in advance. If you need further assistance, talk to the teacher.

Getting out of your seat during class time:

Remain in your seat/at your station unless you have been told otherwise. If you need to sharpen your pencil, try to do so before class starts or at a moment when direct instruction is not happening.

Respect others' personal space:

The teacher's desk area is off-limits unless you have asked permission to work there. If you need scissors, stapler, ruler etc use the ones at the "student supply center" on the side counter. If you

WORSLEY CENTRAL SCHOOL: STUDENT HANDBOOK

need other supplies, please ask. This extends to all the cupboards around the room... please do not go through them. Only use materials that are yours. If you want to borrow something from someone, ask first!

Keep your hands and feet to yourself. No poking, hitting, pinching, punching, kicking etc. others. Rough-housing will NOT BE TOLERATED!

Incomplete/Missing Work

Due dates are assigned with advance notice. If you know you will not meet the due date of an assignment please talk to the teacher in advance to make alternate arrangements.

On the date an assignment is due they must be handed in at the beginning of class. If it is not handed in it will be completed at lunch/Success Block. If assignments are consistently late a phone call will be made home. Regular "cut-off" dates for assignments will be given. If assignments are not handed in by the cut off they will be left as an NHI in Powerschool.

Cell Phones/electronic devices/music

Cell phones are not permitted during class time unless the teacher has granted permission. Cell phones should be left in students' lockers. If a student needs to make a phone call they should ask for an office pass and go to the office to make the call. If students do not comply with these rules it may result in disciplinary action up to or including an office referral where the Worsley Central School Behaviour Improvement Plan will take effect. Please see the cell phone policy at the end of this document for more information.

Occasionally you will be able to listen to music when completing independent work. The teacher will let you know when those times are. You must bring your headphones to class if you wish to listen to music. During other instructional times, headphones are not to be in your ear(s). You must also have a playlist created. Failure to comply with these guidelines will result in loss of privileges.

Behaviour disruptions/Guest teachers

If you are disrupting the learning of others or yourself, or being disrespectful, the teacher may move you to an alternate location (new desk, office, learning room, office etc) after giving fair warning. Time wasted during regular instruction time will be made up during lunch hours or success block and a phone call home will be made.

The same guidelines apply for guest/substitute teachers. Remember; you are representing our school. If a guest teacher has indicated that you have not displayed appropriate behaviour it will be addressed and appropriate consequences will be implemented. A phone call home will be made.

Worsley Central School: Cell Phone Policy

Purpose: At Worsley Central school, we recognize that cell phones have become a big part of people's lives and they make student/parent communication much easier. In recent years, we have noticed that these devices have become a huge distraction in class, pose safety/privacy concerns within change rooms and bathrooms, and also create confrontation between students and staff. In addition, due to the transition to one-to-one Chromebook technology, there are negligible educational reasons why a student would need to use a cell phone during instructional time. We want to establish a school climate that facilitates authentic learning and connection.

To support this goal, we have decided to revise our cell phone policy.

Cell Phone Policy

1. Cell phones must be on silent (not vibrate) upon entering the building and remain on silent throughout the remainder of the school day.
2. **Cell phones will be kept in students' lockers from the first bell until the last bell, with the exception of lunch hour or scheduled breaks-** *the only other exception, students with a diagnosed medical condition or an identified inclusive educational need.*
3. Cell phones may be used appropriately during the lunch period and must be returned to students' lockers at the end of the lunch period.
4. Cell phones may NOT be brought into the washrooms or locker rooms AT ANY TIME.
5. Cell phone cameras and audio recorders may only be used for educational purposes and with prior permission of the teacher or administrator.

Students will be solely responsible for the security of their own devices. Worsley Central School will not be liable for any damage, theft, or loss of personally owned devices.

Failure to comply with this policy will result in the following corrective measures:

1st Offense: Phone taken for the day.

2nd Offense: Phone taken for the day. Parent/guardian will be notified.

3rd Offense: Phone taken for the day. Parent/guardian will be notified, and must come into the school to pick up the cell phone.

4th Offense: Phone turned into the office at the beginning of each day and returned at the end of each day for a time period determined by administration.

Further Offenses: To be determined.

Please note that in case of an emergency, we have a landline:780-685-3842 that is answered during school hours.

WORSLEY CENTRAL SCHOOL: STUDENT HANDBOOK

It is strongly recommended that students leave their phones or other devices at home but if they do come to school, they should be stored in a locked locker as Worsley Central School will not be responsible for lost, stolen or damaged personally owned devices.

This school policy is supported by Peace River School Division's administrative procedures including but not limited to [AP350: Student Conduct](#); [AP355 Student Discipline](#); [AP 140: Responsible Network Use](#); [AP 145: Personally Owned Devices](#).