



2019 - 2020

"Learning for Our Future"

*Please keep this Handbook in a convenient
place for future reference*

**WEBSTER NIBLOCK
SCHOOL CALENDAR
2019-2020**

*** Tentative - Dates may change at any time, Please watch the website calendar ***

September	03	First Day of school
	09	ELP STARTS
	06	Meet the Staff Breakfast 7:15am-8:30am
	17	School Council Meeting (6:30-7:30)
	20	School Based PD- School closed for Students
	23	School Individual Pictures -ELP – Grade 6
	24	School Individual Pictures –ELP, Kindergarten
	25	No ELP
	26	Gr .6 Vaccination (AM)
	26	Terry Fox Run
	23-26	Book Fair- (gym)
	25 & 26	Goal Setting Sessions (Wed 3:30-6:30 / Thurs 3:30-6:30)
	27	Webster Wolves Assembly 2:00pm
	TBA	Grade 6 Outdoor Education Program
October		
	14	Thanksgiving – School Closed
	15	School Council Meeting (6:30-7:30)
	25	School Based PD Day – School Closed for Students
	29	Webster Wolves Assembly 2:00pm
	30	No ELP
	31	Halloween Parties – afternoon only
November		
	04	School Picture Individual Retakes and Group Class Photo
	05	School Picture Individual Retakes and Group Class Photo
	11	Remembrance Day – School Closed
	19	School Council Meetings (6:30-7:30)
	21	Report Cards Issued
	22	School Based PD Day – School Closed for Students
	27	No ELP
	27&28	Parent-Teacher Interviews (Wed 3:30-6:30 / Thurs 3:30-6:30)
	28	Webster Wolves Assembly 2:00pm
December		
	13	School Based PD Day – School Closed for Students
	18	No ELP
	19	FLC Family Fun Night (6:00-8:00)
	20	Webster Wolves Assembly 11:30am & Christmas Vacation – 12:15pm Dismissal
January		
	06	School Reopens
	21	School Council Meetings (6:30-7:30)
	28	Webster Wolves Assembly 2:00pm
	29	No ELP
	TBA	Ski Trip
February		
	07	School Based PD Day – School Closed for Students
	14	Valentine’s Day Parties – afternoon only
	17	Family Day - School Closed
	18 & 19	Days in Lieu – Parent/Teacher Interviews - School Closed
	20 & 21	Teacher Convention - School Closed
	25	School Council Meetings (6:30-7:30)
	26	No ELP
	27	Webster Wolves Assembly 2:00pm
	TBA	Skate A thon

March

17 School Council Meetings (6:30-7:30)
20 District PD Day – School Closed for Students
25 No ELP
31 Webster Wolves Assembly 2:00pm

April

03 Report Cards Issued
07 & 08 Student Led Conferences (Wed 3:30-6:30 / Thurs 3:30-6:30)
10 Good Friday – Easter Vacation Begins
20 School Reopens from Easter Vacation
21 School Council Meetings (6:30-7:30)
23 Gr .6 Vaccination (AM)
24 School Based PD day – School closed for Students
28 Webster Wolves Assembly 2:00pm
29 No ELP

May

07 Gr. 6 Achievement Test
18 Victoria Day – School Closed
19 School Council Meetings (6:30-7:30)
26 Webster Wolves Assembly 2:00pm
27 No ELP
29 School Based PD Day – School Closed for Students

June

15 Gr. 6 Achievement Test – Mathematics- Part A
16 Gr. 6 Achievement Test – Mathematics- Part B
17 NO ELP
18 Gr. 6 Achievement Test – Lang. Arts Part B
19 Gr. 6 Achievement Test – Science
22 Gr. 6 Achievement Test – Social Studies
23 Last day of ELP
23 School Fun Day
24 Echo Dale/Water Park –
26 Webster Wolves Assembly 11:00am & Year End Assembly
26 Last Day for Students – 12:15 Dismissal
29 School Based PD
30 Last Day for Teachers
30 Teacher Preparation Day



Webster Niblock School

909 - 4th Ave. N.E., Medicine Hat, Alberta

Phone: 403.527.4541 Fax: 403.526.5097 Email: webster@sd76.ca

Principal: **Mr. Andy Fune** Vice Principal: **Mrs. Rachelle Ulmer**

"Learning For Our Future!"

Message from the Principal – Andy Fuñe

Hello!

Welcome to Webster Niblock School. I can honestly say that I feel privileged and fortunate to be the principal of such a wonderful school.

Our students are some of the best students I have ever had the opportunity to work with. They are energetic, creative and caring individuals. They are a great group of children that will become positive, contributing members of society when they become adults.

The staff is a passionate and committed group of professionals. The school goal is to help every student reach their potential.

I invite you as parents and guardians of our students to join us in providing the students of Webster Niblock the best education possible. We look forward to also working with our student's parents and guardians to enhance our school community.

Have a great year,

Andy Fuñe

D I R E C T O R Y

909-4 Avenue N.E.
 Medicine Hat, AB.
 T1A 6B6

Phone: 403-527-4541 Fax: 403-526-5097

Board of Trustees

Mr. Rick Massini
 Ms. Deborah Forbes
 Ms. Celina Symmonds
 Mrs. Carolyn Freeman
 Mrs. Catherine Wilson Fraser

School District Administration

Superintendent	Mr. Mark Davidson
Deputy Superintendent	Mr. Lyle Cunningham
Business Administration & Secretary-Treasurer	Mr. Jerry Labossiere
Associate Superintendent- Student Services	Mrs. Tracey Hensel
Assistant Superintendent	Mr. Corey Sadlemyer
Assistant Superintendent- Universal Design and Learning	Mr. Jason Peters

Webster Niblock StaffAdministration

Mr. A. Fune - Principal
 Mrs. R. Ulmer - Vice-Principal

Teaching Staff

ELP	Ms. M. Conway
Kindergarten	Mrs. C. Maxwell
Gr. 1	Mrs. C. Watson
Gr. 1/2	Ms. D. Beach
Gr. 2	Mrs. C. Rogers & Mrs. R. Ulmer
Gr. 3	Miss. K. Lynch
Gr. 3/4	Mrs. C. Scholly
Gr. 4	Ms. T. Haynes
Gr. 5	Mrs. C. Marshall
Gr. 5/6	Mrs. S. Willier
Gr. 6	Mr. D. Wilson
Classroom Support Teacher	Mrs. Carrie Maxwell

Secretarial

Mrs. M. George- Sr. Admin. Assistant
 Mrs. F. Anheliger – Library Assistant/Office

Before/After School Program

Ms. C Senchuk

Custodial

Mr. Barry Thompson
 Mrs. Lindsay Bonogofski

Medicine Hat Public School Division



Division Vision

Developing tomorrow's citizens through improved learning, living and relationships.

Division Mission Statement

As a partner in the community, Medicine Hat Public School Division will create inclusive and innovative learning environments.

Division Motto

Where Kids count!



Webster Niblock School

Vision Statement

"Learning for Our Future"

At Webster Niblock School we believe teaching and learning is interdependent, engaging and varied. Innovative and involved facilitators will work individually and collaboratively to address student needs through effective regular monitoring and assessment of student progress.

We will encourage a positive, cheerful and energetic school climate where teachers, students, parents and the community work together in a respectful and cooperative manner.



Webster Niblock School

Mission Statement

"Learning for Our Future"

Webster Niblock School is a community of learners who create and maintain a safe, caring and supportive environment, which encourages high standards of student learning. Ongoing collaboration and positive school climate will create opportunities for learners to become well-balanced, responsible and self-directed citizens.

STUDENT SUCCESS

Three kinds of qualities are needed for children to survive and thrive in a democratic society.

1. Children should be confident in themselves and willing to try even though they may not succeed at first. Parent support allows children to risk and grow.
2. Responsibility allows students to make decisions and accept responsibility for the consequences of those decisions. By doing so they prepare themselves for later life.
3. Cooperation is the third essential quality we want our children to develop. The relationship of children and teachers is ideally one of cooperation.

THE CLASSROOM ENVIRONMENT

The classroom is the core of our educational process.

1. It is our commitment that students will succeed in learning to the best of their potential.
2. That students will begin to view education as a life-long learning process.
3. That the classroom will have a safe, trusting, supportive, cooperative and friendly environment.
4. That all students attend **all classes regularly and on time every day.**

THE TEACHER AS A FACILITATOR

The teacher is the key facilitator in the child's educational life.

1. Teach our students in an interesting manner using various teaching strategies.
2. Have a positive learning environment including:
 - a. Reasonably quiet and comfortable places to work.
 - b. Contemporary curriculum materials.
 - c. A reasonable amount of individual attention and instruction.
 - d. Explanations and reasons for grading, assignments, behavior requirements and consequences, and other actions affecting student learning and growth.
 - e. Systematic instruction techniques.
 - f. A clean, attractive and functional school plant.
 - g. Are readily accessible to students outside of class.
3. Motivate our students to learn to the best of their ability and achievement level, and be evaluated accordingly.
4. Show care, concern, support and respect for our students.

SCHOOL DAY**Monday - Friday**

8:28-8:30am	Opening Exercises
8:30-9:00am	Period 1
9:00-9:30am	Period 2
9:30-10:00am	Period 3
10:00-10:30am	Period 4
10:30-10:45am	Recess
10:45-11:15am	Period 5
11:15-11:45am	Period 6
11:45-12:15pm	Period 7
12:15-1:00pm	Lunch/ Recess
1:00-1:30pm	Period 8
1:30-2:00pm	Period 9
2:00-2:30pm	Period 10
2:30-2:50pm	Student Agenda

LUNCH AT SCHOOL

Students are supervised free of charge during their lunch hour. Students must behave in an appropriate manner or the privilege to stay at school may be lost.

NOTE: If children do bring their lunch to school they should plan to spend the entire day at school. They cannot leave the school grounds without the permission of school authorities, and this will be given only with written permission from the parent or guardian

MILK

Milk is available online only as a prepaid program. Milk is delivered to students who have purchased online for Kindergarten – Gr.6. Milk will be available online 3 times within a school year. If you do not purchase the milk online your child will not be able to participate. If your child is absent that day from school, it will be donated to another student unless you call in.

BEFORE/ AFTER SCHOOL SUPERVISION PROGRAM

The Before /After School Program runs on all school days when students are in attendance. The B.A.S.P. operates from 7:00-8:30 a.m. and from dismissal time 2:50pm until 6:00 p.m. each day. This program is ran by the Medicine Hat YMCA program. Registration forms are available at the main office or from the B.A.S.P. site director. If you should require further information please contact **Carrie Senchuk – 403-928-7743 or at carrie.senchuk@medicinehatymca.ca**

Fee Schedule

1. Hourly rates and packages available.
2. PD Days from 7:00am- 6:00pm- Child must register to attend.
3. Drop off service – Parents need to notify the BASP director by 10:00am of the current day in order for their child to attend the afterschool care program. If the morning program is needed please notify by 4:00pm the day before.
4. Registration forms need to be completed and reviewed by the director **before** the student will be allowed into the program.
5. The YMCA will debit the parents account for any billings.

S T U D E N T I N F O R M A T I O N

KINDERGARTEN FEES

\$60.00 Activity Fee

Kindergarten fees should be paid by **September 30, 2020 Online**. However, if this is not possible please contact the school and an alternative payment arrangement can be made.

If you have any further questions please phone the school at 403-527-4541.

STUDENT WITHDRAWAL

If a family is moving, the school should receive notice of withdrawal at least two school days before that student's last day of attendance. With reasonable notice, the teacher can prepare a report and obtain information for the transfer slip. Please be sure that all school property, such as textbooks, is returned so that transfers can be processed quickly.

LOST AND FOUND

All "Lost and Found" articles are placed in the "Lost and Found" box by the Gym. Clothing and miscellaneous articles are to be delivered and recovered there. It is strongly recommended that mittens, runners, caps, and boots be labeled for identification purposes.

BICYCLES

Bicycle racks are located at the back of the school building. Students are strongly urged to lock their bicycles. The school is not responsible for lost or stolen bicycles. Students must walk their bicycles to the nearest crosswalk when leaving the school. Skateboards, Rollerblades and running shoes with heel rollers are not to be used on school property.

SAFETY GUIDELINES FOR ALBERTA SCHOOLS - Helmets

The law requires all students to wear bike helmets. The Safety Guidelines for Alberta Schools indicate that all students should wear helmets while skateboarding and rollerblading etc. If students are cycling, skateboarding, rollerblading etc. they must wear a helmet.

ILLNESS

Any child suffering from illness should be at home. In the event a child becomes ill at school, every effort will be made to contact the parents or family, who in turn should be available to come take the student home. If your child has a condition which might require emergency treatment, such as diabetes, epilepsy, severe allergies, please be sure that the school is aware of this. Please phone the school when the child is ill so we can account for their whereabouts.

If information on the student registration form changes during the year please advise the school so we may update our records.

STUDENT TELEPHONE AND CELL PHONES

The student telephone, provided by the School Council, located by the front office, is available to students to call home when they are ill, emergencies, or must stay after school to finish work.

Students who have cell phones at school are required to shut them off during school hours. Cell phone use is not permitted during school hours without staff supervision.

MEDICATIONS

If students require medications to be given at school, additional forms must be completed. Please see the office to obtain a request for school assistance with administration of medication form. All medication needs to be clearly marked.

DROP OFF AND PICKUP OF STUDENTS

The school parking lot is not a designated area for the picking up and dropping off of students as this becomes a safety concern. Parents are encouraged to make arrangements to pick their children up from the playground area, as this is away from the bus zone and less congested than the front of the school. The front of the school has a bus loading zone, as well there are no crosswalks at this point for students.

PARENT PICK UP

We are asking parents/guardians who are picking up their child at the end of the day to wait in our front entrance until the bell rings at 2:50pm. We are noticing an increase of parents waiting in our hallways, which is beginning to cause some congestion and distractions as we are completing end of the day transitions and tasks. The noise in the hallways has also increased which is disrupting some of our classes. If you would like to wait inside the school until the bell rings, you may use our front entrance and we will shut the doors to keep the office area quiet. When the bell rings at 2:50pm, the doors by the office will be opened and you can make your way to your child's classroom. You can also create a meeting spot, in the front or back of the school, for you and your child to meet at the end of the school day. Thank you for your cooperation.

MONTHLY NEWSLETTER

At the beginning of each month a bulletin, which includes a calendar of events, will be posted on our school website- www.websterniblock.mhpsd.ca. If you do not have access to a computer, you can request at the front office that you receive a paper newsletter sent home with your oldest child.

FAMILY MESSENGERS

In an effort to cut down on our paper use, we are asking that only one child in each family bring home informational items from the school. Normally this will be the oldest child in the family. By doing this, we can save a significant amount of time and money each year. However, it is essential that the child remembers to bring these items home.

BUS STUDENTS

Bus students are asked to abide by the rules and be respectful of the bus drivers as well as the other students riding the bus. If there are concerns the school will contact home. If there are persistent problems students may be suspended and parents will be required to provide transportation during the suspension. The school bus is a privilege.

CARDS AND OTHER TRADING ITEMS

We ask that students please leave cards and trading items at home, as trading is not allowed in school. Additionally, items of value could be lost or damaged.

ELECTRONIC DEVICES

Students are asked to keep electronic items (I Pods, MP3 players, DS, Tablets, etc.), or other expensive items at home, as the school cannot be responsible for the loss or damage of such items. These devices are not to be used at school or they will be taken away and parents contacted.

ACCIDENTS

We want to assure parents that every precaution is taken to prevent accidents and injuries to students. In the event of any accident involving a student, every effort will be made to contact the parents or guardians. The staff can only offer minimum first-aid treatment in case of injury. No medication or drugs may be administered by a staff member of Webster Niblock School. If the staff feels that a child has been severely injured, the child will be transported (possibly by ambulance) to the emergency ward of the Medicine Hat Hospital.

ATTENDANCE - PROMPTNESS

Regular attendance is necessary for success in school. When your child has been absent from school, we request a written note which excuses him/her. When parents are aware their child will be absent from school prior arrangements with the child's homeroom teacher would be appreciated.

Promptness is an important quality for children to develop. Students are expected to arrive at school on time.

Parents will be notified if their child is late an unreasonable number of times.

If your child will not be attending school due to illness, appointment etc. please phone the school prior to 8:30 am. This is important as we phone home to locate all unaccounted children. Your phone calls will save time and provide more efficient service.

ATTENDANCE/LATE POLICY

Lates: Chronic lates will be first addressed at the classroom level and then will be referred to administration. If your child is late for school they will require a “Late Slip” from the front office.

Absences: When attendance becomes a concern parents will be contacted by the classroom teacher. If the attendance issue persists administration will contact parents and work together to look for solutions, as attendance is an important factor in student success.

COLD AND INCLEMENT WEATHER

We believe that recess for elementary school students is a time to provide a break from regular school routines and a chance to get some exercise and fresh air. It is expected that children will be dressed warmly enough to be outside for 15 minutes. When the temperature is colder than approximately -20 Celsius, or if the wind-chill factor creates an equally cold situation, or if there is a storm with extreme wind conditions, regular outside recess is cancelled and students are allowed to remain indoors under their teachers’ supervision.

District schools are generally not closed during period of cold weather, heavy snowfall, or rain. It can be expected that unless weather conditions become extremely severe, all schools will remain open. Any notice of school closures will be made know through television or radio announcements.

Please ensure that your child is dressed for the weather we are experiencing-this includes: coats, hats, mittens, scarves, boots, and ski-pants. Also, parents are reminded to pick their children up PROMPTLY after the dismissal bell. With the wind chill sometimes dipping into the -30’S, it is not safe for students to wait outdoors for extended periods of time.

S C H O O L P R O G R A M S

EXTRA CURRICULAR ACTIVITIES PROGRAM

Throughout the term students at Webster Niblock will enjoy a full program of extra-curricular activities. Student's participation in school activities is our main goal.

- Games Program:** A games program will be offered. The game activities will change throughout the year and be supervised by staff members.
- Craft Club:** A craft club for upper elementary students will be offered intermittently through the year at a minimal cost which covers the cost of supplies. Students will be asked to sign up for these activities
- Kitchen and Club/
Moo Helpers:** Students in Grade 6 provide help for the noon hour lunch program. They deliver milk to the classrooms.
- Leadership Club:** This is a group of Grade 4, 5 and 6 students who meet weekly throughout the year to work on school wide activities.
- Intramurals:** Intramurals are held during recess and lunch hour. Students in Grades 4-6 may sign up for a variety of different games throughout the year.

PHYSICAL EDUCATION PROGRAM

In accordance with Alberta Education regulations, all students at Webster Niblock School receive instruction in Physical Education. However, if your child has any disability which might limit his/her participation, we would request you bring this to our attention.

Running shoes will be required for Physical Education classes, non-marking white soles are preferred.

During the winter or inclement weather we would ask students to wear outside footwear and change into their runners when in the school.

Please send a written note with your child if they are not to participate in Physical Education classes because of medical reasons.

KINDERGARTEN PROGRAM

There is one Kindergarten class at Webster Niblock School for this school year. Tues/Thurs alternating Fridays class. Your child must be 5 years of age by **February 28, 2020** to qualify.

The philosophy of Kindergarten requires that parent participation is a major component. At Webster Niblock School we have a School Advisory Committee, chaired by a volunteer parent. We hope that parents of Kindergarten students take time to become involved in the program.

The Kindergarten teacher for the 2019-2020 School Year is Mrs. Carrie Maxwell. If you have any concerns or questions regarding Kindergarten, please feel free to contact the school.

EARLY LEARNING PROGRAM (ELP)

Webster Niblock ELP provides young children from the ages of 3-5 with a smart, beautiful, engaging preschool program. Our Early Learning Program offers children a rich educational experience embedded with literacy, numeracy, art, music, discovery and exploration. Children are exposed to developmentally appropriate activities through child centered, play based learning which includes an emergent curriculum that unfolds as inquiry areas emerge from children's interests. Children have the opportunity to explore and learn based on their individual interests, developmental needs and abilities.

ELP staff thoughtfully and deliberately work towards enhancing and supporting young children's competencies. It is our intention to honor each child's needs and strengths as well as build a community of caring learners who can play, learn and problem solve both together and alongside of one another. We will create opportunities for children to thrive through their own natural learning styles, with supports and enhancement from staff. ELP is a program for all children.

In addition to our regular classroom staff which consists of a certified teacher and several educational assistants, we have service providers who consult to our program and help identify children's strengths and needs. These service providers assist us in optimizing children's speech and language development, fine motor skills, gross motor skills, sensory based needs, mental health, regulation and pro-social behavior skills.

Our goal is to instill a sense of joy and wonder for learning and developing while enhancing your child's total development.

LIBRARY

Our Library is an integral part of our school's instructional program which promotes reading as a life-long leisure activity. This is the beginning of a process to provide library services to all students in our school. We look forward to seeing this program continue to grow.

Each student has one scheduled library class per week. Any student wishing to exchange a library will need to exchange on Tuesday or Friday when our librarian is at our school. Library books are signed out for a two-week period.

The Webster Niblock library consists of the following sections K to 3 fiction, 4 to 6 fiction, K to 6 non-fiction, magazines, reference books, and a new section for beginning readers with a coded reading level for each book. The books are coded sequentially, starting at a Kindergarten level and moving up to a grade 3 level. Parents are encouraged to browse through these sections if they have any questions or if they wish to sign out a book.

LEARNING SUPPORTS

Mrs. Carrie Maxwell will also our classroom support teacher (CST). She will be coordinating our wrap around services with a Collaborative Response Model that could include our occupational therapist, speech language therapist and other outside service providers. She will provide support to students, classroom teachers and parents based on the response to intervention. We will always begin with universal supports that can be put in place in the classroom and benefit all students. If more support is required, targeted strategies may be put in place for small groups or individual students. Finally, specialized one on one support will be put in place if the previous levels of support have not met the child's needs.

Students are identified in their classroom by their teachers through the Collaborative Response Model. Parents who feel that their child is experiencing difficulties with learning should discuss their concerns with the classroom teacher who can then access the support of our CST teacher. If your child is new to the school and has received targeted or

specialized supports in the past, it would be greatly appreciated if that information would be shared with your child's homeroom teacher as soon as possible.

MENTAL HEALTH SUPPORTS

Mental Health Services are provided by our Family School Liaison Worker and HUG worker. This program offers the following:

- individual counseling
- parent consultation
- teacher consultation
- universal support within classrooms
- coordination with community agencies

Currently our Family School Liaison Worker is at the school a day and a half each week. Our HUG worker is at the school two full days a week.

STUDENT SERVICES

Medicine Hat Public School Division offers a wide variety of student services. At the district level, the following personnel and their respective departments may be contacted through the principal for assistance.

Associate Superintendent – Student Services.....T. Hensel

STUDENT CONDUCT and DISCIPLINE PROCEDURES

To help all students receive a quality education it is important to provide a learning environment that is positive and productive. The following information is provided so that students and parents are aware of the expectations and procedures we will follow in instances where self-discipline, self-control and self-responsibility are not followed.

SCHOOL DISCIPLINE POLICY

1. Philosophy

Discipline is an educational process involving a progressive multi-step approach designed to assist students in understanding the parameters of acceptable behaviors, while concurrently fostering self-discipline and responsible action.

As preparation for functioning in the world at large, the student must assume an active role in resolving his or her own problems appropriately with school personnel facilitating the growth process toward self-discipline, self-reflection and a strong self-concept. By making students aware that every choice of action has a consequence - good or bad, a sense of responsibility and accountability for those choices is developed. An effective Discipline Policy ensures that the school climate is conducive to learning and that each student is treated with respect, dignity and fairness in accordance with stated guidelines.

2. Rationale

The focus of the Discipline Policy is to allow all students to develop to their fullest potential. Its aim is to provide general and specific guidelines to ensure that discipline issues are dealt with consistently throughout the school. It is understood that management of student behaviour is a shared responsibility that is to be assumed by all staff members. Expectations and consequences must be clearly established to provide students with a behavioral framework from which to operate.

3. Goals

- To provide a caring, nurturing and safe school in which we are respectful of the rights and property of others
- To create a positive learning environment
- To encourage each child to take responsibility for his/her own actions by creating awareness and accountability for choices that are made

- To encourage students to be self-reflective as they develop strategies to solve their own problems
- To offer guidance and support to students
- To promote the development of self-discipline

4. **Role of the Student**

A student shall conduct himself so as to reasonably comply with the following Code of Conduct:

- be diligent in pursuing his/her studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the board to provide education programs and other services
- comply with the rules of the school
- account to his/her teachers for his conduct
- respect the rights of others

6. **Class Room Process**

Each teacher has developed a discipline plan that allows students to move through a hierarchal process. The first step is a warning, followed by increasing consequences that ultimately terminate in a suspension.

6. **Major Offences**

A student may receive an in-school suspension or an out-of-school suspension from the principal depending on the severity of the incident.

Demonstration of the following will be considered a major offence:

- i) Defiance and refusal to follow the directions of a school staff member (i.e. open opposition to authority/willfully disobedient.)
- ii) Frequent use of improper or profane language or gestures.
- iii) Fighting or physical abuse toward staff or other students.
- iv) Willful destruction of property or stealing.
- v) Conduct deemed injurious to the moral tone or well-being of the school.
- vi) On-going involvement in minor offences.

DRESS CODE

Hat Policy

On regular school days we ask that all students remove their hats when they enter the school building. Students are allowed to wear them outside of the building at recess and noon hour. Thank you for your cooperation.

Make-up

It is school policy that children do not wear make-up on regular school days. We believe this creates a healthier environment and we thank you for your co-operation.

Clothing

Clothing should be appropriate for the school setting. Clothing should only contain appropriate language and not portray any profanity or pictures that are deemed offensive. We ask that students do not wear revealing or short tops and shorts. Tops must have shoulder straps. No underwear should be visible and no midriff should be showing.

Footwear must be worn at all times.

STUDENT PLACEMENT POLICY

The school has in place a Student Placement Policy. Parents are advised to contact the office before May 30 of the school year for a copy of the policy and procedures.

EARLY ARRIVAL AND SUPERVISION OF STUDENTS

Students are encouraged not to arrive before 8:15 a.m. in the morning. Outside supervision will be provided after the above time, at the morning recess and noon hour. Staff will be on duty in the morning and prior to the afternoon session. The supervising teachers will be joined by teacher assistants for the recess break.

INTERNET ACCEPTABLE USE AGREEMENT

The following section was taken from the Medicine Hat Public School Division Internet Acceptable Use Agreement. Please read it and then sign the appropriate form on your child's registration form. If there are any questions, please contact the school.

Internet access is available in Medicine Hat Public School Division schools. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. We believe the Internet offers vast, diverse and unique resources to both students and teachers. The proper use of the Internet promotes educational excellence in schools by facilitating resource sharing innovation, and communication.

We (Medicine Hat Public School Division) firmly believe that the valuable information and interaction available on the worldwide network far outweighs the concerns that users may obtain material which is not consistent with the educational goals of the Division. The smooth operation of the network relies upon the proper conduct of users who are expected to adhere to strict guidelines. The guidelines are provided here in order that everyone can be aware of the responsibilities that come with Internet usage.

Internet – Terms and Conditions of Use

- 1) **Acceptable Use** – The use of the Internet within the Division must be consistent with the educational objectives of Medicine Hat Public School Division.
- 2) **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use may result in the cancellation of those privileges. District staff will decide what is inappropriate use and their decision is final.
- 3) **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include:
 - a) Be polite and use appropriate language.
 - b) Respect the privacy of other users' personal communication and files.
 - c) Do not reveal your personal address, phone number, or those of other users.
 - d) Think before you type. Communication on the Internet is not private.
 - e) Do not disrupt the use of the network.
 - f) Activities, which are otherwise illegal, are strictly forbidden and may be reported to the authorities.
- 4) **Information On-line** – Medicine Hat Public School Division makes no guarantees of any kind for the service it is providing. Use of any information obtained via the Internet is at the user's risk. The Division is not responsible for the accuracy or quality of information obtained through its Internet services.
- 5) **Security** – Security on any computer system is a high priority, especially when the system involves many users. Attempts to log onto the Internet using another person's password may result in cancellation of user privileges. Every user has a responsibility to notify a staff member if a problem arises. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to the Internet.
- 6) **Vandalism or Theft** – Vandalism or theft will result in cancellation of privileges for the individual(s) and full restriction of damage will be the responsibility of the aggrieved individual(s). Vandalism is defined as any malicious attempt to harm or destroy **Vandalism or Theft** – Vandalism or theft will result in cancellation of privileges for the individual(s) and full restriction of damage will be the responsibility of the aggrieved individual(s). Vandalism is defined as any malicious attempt to harm or destroy hardware, software, and data of another user, the Internet or other networks.

PARENT INVOLVEMENT

PARENT VOLUNTEERS

We welcome your help if you can find time to assist in our classrooms, and we appreciate the generous help that has been offered in the past. Those of you who are Kindergarten parents know that, in order to make the program successful, a great deal of parent assistance is needed.

If you are interested in becoming involved, please contact an administrator/or teacher for a brief orientation. This will help provide parents with an opportunity to become familiar with the location of various supplies and the operation of basic copying machines. No special skills are required.

It also helps us to explain our philosophy and allows parents and teachers an opportunity to focus on their areas of strengths and interests.

We know that the quality and opportunities of learning situations are greatly enhanced through parent volunteers. We hope that if you are interested in helping, you will make every effort to attend the orientation session.

If you are going to volunteer on a consistent basis or is not a parent/guardian of a current student, you will be required to provide:

1. A current criminal record check.
2. A current Vulnerable Sector Check
3. Sign a Confidentiality agreement form.

HOW CAN PARENTS HELP?

There are many ways parents can help with homework, including:

- providing a quiet, regular place to work.
- helping the student organize his or her time for assignments.
- being an audience for reading practice, spelling and math drills.
- providing information and knowledge for projects.

The following are possible suggestions for studying that your son/daughter might find helpful:

- regular, consistent study
- regular, reading of notes
- other family members asking questions
- reading notes out loud into a tape recorder and playing it back
- rewriting notes
- sitting at a table or desk (free from distractions)

The support and interest of parents will have a large influence on a child's attitude towards homework. If you have questions or concerns about the assignments your child is bringing home, please don't hesitate to talk to his or her teachers.

The above suggestions have been taken from, "Learning to Read is Hard Work" published by the Alberta Teachers Association.

SCHOOL COUNCIL

The School Council continues to play an integral part in the promotion of family and school activities at Webster Niblock School.

The School Council is not merely a fund raising committee. It is an opportunity for you to contribute to and influence the activities and opportunities that are available at our school during the coming school year. Please plan to attend at least one meeting this year – we need your ideas and concerns. Meetings will be held in the school in the staffroom on the third Tuesday of each month.



September 1, 2019

Dear Parents/Guardians:

Re: Fair Notice and Process, Student Violence Threat Risk Assessment (VTRA)

In Medicine Hat Public School Division, the safety of our children is a top priority. Along with our community partners, we are committed to keeping our schools safe for students and staff. The community partners as members of the Southeast Alberta Regional Violence Threat Risk Assessment (VTRA) committee have developed a plan for responding to all situations in which students may be posing a threat to themselves or others, which includes all staff must report all threat related behaviours.

What is the purpose of a Violence Threat Risk Assessment (VTRA)?

The Violence Threat Risk Assessment (VTRA) is designed to be proactive in developing intervention/safety plans that address the emotional and physical safety of those involved; to ensure a full understanding of the context of the threat; and to begin to understand the factors that contribute to the threat-maker's behaviour.

What behaviours warrant a Violence Threat Risk Assessment (VTRA) to be initiated?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. Every threat must be taken seriously, thoroughly investigated and a response and follow through completed.

What is a Violence Threat Risk Assessment (VTRA) Team?

Each school has a multi-disciplinary VTRA team that includes the school administration, school based counselors and support staff, and may also include district resource staff and community partners (i.e. police, mental health practitioners). It is important for all parties to engage in the VTRA process. If for some reason there is reluctance to participate in the process, by the threat-maker or the parent/guardian, the threat assessment will still continue to ensure a safe and caring learning environment for all.

What happens in a Violence Threat Risk Assessment (VTRA)?

The process of a VTRA begins when threat making behaviours are reported. The VTRA protocol is then activated. Interviews will be held with the student(s), the threat-maker, parents, and staff to determine the level of risk and develop an appropriate response to the incident. An intervention plan will be developed and follow-up meetings will occur, as deemed necessary, to ensure that interventions are supporting all those involved.

This letter is intended to serve our community with fair notice that we, as a school district, will not accept "no response" to a threat in our schools. We are proud to be able to provide this level of support to our school communities and we are fortunate to have the commitment of our community partners. If there are any questions, please feel free to contact your school administrator, or further information can be found on the district website.

Sincerely,



Mark Davidson
Superintendent

The model presented reflects the thinking and work of J. Kevin Cameron, Director of the North American Center for Threat Assessment and Trauma Response www.nactatr.com.

EMERGENCY PROCEDURES

.....Medicine Hat Public School Division

Medicine Hat Public School Division has just updated the Crisis Procedure Manual that is designated to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus or by transportation provided by the parents.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the “normal” way of doing things. It will cause inconvenience for all of us. The responsibilities are shared by us as school administrators, teachers and you as parents.

IN MOST EMERGENCIES, YOUR CHILD/CHILDREN WILL REMAIN AND BE CARED FOR AT THE SCHOOL HE/SHE ATTENDS. IN THE RARE EVENT OF AN EMERGENCY AFFECTING THE SCHOOL YOUR CHILD ATTENDS THAT PROHIBITS RE-ENTRY TO THE BUILDING (SUCH AS A BROKEN GAS OR WATER MAIN, A FIRE OR A LOSS OF UTILITIES IN BAD WEATHER), STUDENTS AND STAFF WILL BE MOVED IMMEDIATELY TO THAT SCHOOL’S ALTERNATIVE SITE.

We ask you to follow this procedure if you hear rumors of any school emergency:

1. **TURN ON YOUR RADIO.** We will keep the media accurately informed of any emergency.
2. **PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency.
3. **PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.** Any emergency involving your child’s school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:

- a) if, for any reason Webster Niblock School must be evacuated during regular school hours, your child will be taken to and cared for at – St. Frances School, 318 8 Street NE

If for some reason it will be a longer evacuation we will house the students at
Crescent Heights High School, 1201 Division Ave NE

- b) stay tuned to the radio and television stations for updated, accurate reports and information provided by the school district administration about when and where to pick up your child.

Medicine Hat Public School Division

WELCOMING, CARING, RESPECTFUL, AND SAFE LEARNING ENVIRONMENTS

BACKGROUND

Every school community member within the Division has the right to learn and work in schools that promote equality of opportunity, dignity and respect.

POLICY

The Board of Trustees is committed to providing a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging. The Board of Trustees is further committed to protecting all students from harassment and discrimination during the Divisions school-related activities. All those involved with the Division including trustees, employees, students, parents, volunteers, contractors, and visitors must share in the responsibility for eliminating bullying, harassment and discriminatory behaviours, and expects allegations of such behaviours to be investigated in a timely and respectful manner.

GUIDELINES

1. The Board of Trustees acknowledges its responsibility to ensure welcoming, caring, respectful, and safe learning environments for all students. It recognizes the importance of students' emotional, social, intellectual and physical wellness to their success in school and expects students to adhere to Section 600 Policy 600 STUDENT ROLES AND RESPONSIBILITIES/STUDENT CONDUCT.
2. The Board of Trustees expects all trustees, employees, students, parents, volunteers, visitors, and contractors to embrace and support this policy. This policy covers behaviour not only at Division schools, but also at any school-related activities, or while engaging in other non- school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school. This applies whether contact is face-to-face, by phone, fax, e-mail, internet or intranet, or by any other means of communication. This policy also covers threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school community, including aggressive behaviours such as "cyber" hate messaging and websites created in the student's home, in cyber cafes or other settings.
3. In an atmosphere of mutual respect and appreciation for individual differences, ALL staff, students and families, in accordance with the Canadian Charter of Rights and Freedoms, specifically Sections 2 and 15, have the right to:
 - a. be treated fairly, equitably, and with dignity and respect;

- b. have their confidentiality protected and respected;
 - c. freedom of religion, conscience, expression and association;
 - d. be fully included and represented in an inclusive, positive, and respectful manner;
 - e. have equitable access to supports, services and protections;
 - f. have avenues of recourse, without fear of reprisal, available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying and/or violence; and
 - g. have their unique identities, families, cultures and communities included, valued and respected within all aspects of the school environment.
4. The Board of Trustees expects all incidents of threats, bullying, harassment, violence or intimidation regardless of the identity of the alleged harasser or offender, to be reported to a responsible adult who is a Division employee.
 5. Students are required to abide by the Code of Conduct as described in the School Act, Board Policy and individual school's Student Code of Conduct.
 6. This policy is to be reviewed annually by the Board of Trustees.

Approved and Adopted:
March 29, 2016

REFERENCES

Alberta School Act
Alberta Human Rights Act
Alberta Teachers Association Declaration of Rights and Responsibilities
Canadian Charter of Rights and Freedoms
United Nations Convention on the Rights of the Child
District Policy 207??? – District Council of School Councils

SECTION 600 POLICY 614**Medicine Hat Public School Division****SEXUAL ORIENTATION AND GENDER IDENTITY****BACKGROUND**

All members of the school community have the right to work and learn in an environment free of discrimination, prejudice, and harassment.

POLICY

The Board of Trustees is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and teaching environment for all members of the school community. This includes but is not limited to those students, staff, and families who identify or are perceived as lesbian, gay, bisexual, transgender, transsexual, two-spirit, queer, heterosexual or questioning their sexual orientation, gender identity, or gender expression. The Board of Trustees expects all members of this diverse community to be welcomed, respected, accepted, and supported in every school.

As a public, inclusive school system, when planning for individual students the rights, needs and privacy of all students will be considered.

Sexual Orientation and Gender Identity rights, including self identification and determination, will be protected under District policy as is guaranteed under the Canadian Charter of Rights and Freedoms, Alberta Human Rights Act, and Alberta School Act.

GUIDELINES

1. The Board of Trustees is committed to implementing measures that will:
 - define appropriate expectations, behaviours, language, and actions in order to prevent discrimination, prejudice, and harassment through greater awareness of, and responsiveness to, their harmful effects;
 - ensure that all such discriminatory behaviours and complaints will be taken seriously, documented, and dealt with expeditiously and effectively, including complaints about vexatious or frivolous self identification;
 - foster understanding of the lives of sexual and gender minorities and their families, cultures, and communities;
 - provide support, upon request, for the implementation of a gay-straight alliance, or similar club in their school;
- e. develop, implement, and evaluate inclusive educational strategies, professional learning opportunities, and administrative procedures to ensure that sexual and gender minority students,

as well as all members of the school community, are welcomed and treated with respect and dignity.

2. This policy is to be reviewed annually by the Board of Trustees.

Approved and Adopted:
March 29, 2016

REFERENCES

Alberta School Act Alberta Human
Rights Act

Alberta Teachers Association Declaration of Rights and Responsibilities Canadian Charter of
Rights and Freedoms

United Nations Convention on the Rights of the Child District **Policy**

207????– District Council of School Councils

District Policy 621 ????– Welcoming, Caring, Respectful, and Safe Learning Environments