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# STUDENT HANDBOOK 2023/2024

MR. ADRIAN PAOLINELLI - PRINCIPAL

MS. KENDALL JOHNSON - ASSISTANT PRINCIPAL

## ***VISION STATEMENT***

**Learning and Growing Together**

## **PURPOSE**

**The purpose of Alix MAC School is to foster and nurture a community of successful learners and leaders in a safe, welcoming, and accepting environment.**

Information contained in this handbook is subject to change. Changes will be made on the web.



## Alix MAC School Student Handbook

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## GENERAL INFORMATION FACULTY

### TEACHING STAFF

Adrian Paolinelli	<a href="mailto:adrian.paolinelli@wolfcreek.ab.ca">adrian.paolinelli@wolfcreek.ab.ca</a>	Principal
Kendall Johnson	<a href="mailto:kendall.johnson@wolfcreek.ab.ca">kendall.johnson@wolfcreek.ab.ca</a>	Assistant Principal
Susan Russell	<a href="mailto:susan.russell@wolfcreek.ab.ca">susan.russell@wolfcreek.ab.ca</a>	Kindergarten
Kathy Knapp	<a href="mailto:kathy.knapp@wolfcreek.ab.ca">kathy.knapp@wolfcreek.ab.ca</a>	Grade 1/2
Nienke MacLeod	<a href="mailto:nienke.macleod@wolfcreek.ab.ca">nienke.macleod@wolfcreek.ab.ca</a>	Grade 2/3
Bonnie Swainston	<a href="mailto:bonnie.swainston@wolfcreek.ab.ca">bonnie.swainston@wolfcreek.ab.ca</a>	Grade 4
Lindsay Winslow	<a href="mailto:lindsay.winslow@wolfcreek.ab.ca">lindsay.winslow@wolfcreek.ab.ca</a>	Grade 5
Karen Stoupe-Trigg	<a href="mailto:karen.stoupe-trigg@wolfcreek.ab.ca">karen.stoupe-trigg@wolfcreek.ab.ca</a>	Grade 6
Ward Boss	<a href="mailto:ward.boss@wolfcreek.ab.ca">ward.boss@wolfcreek.ab.ca</a>	Jr./Sr. Social
Malcolm Tisdale	<a href="mailto:malcolm.tisdale@wolfcreek.ab.ca">malcolm.tisdale@wolfcreek.ab.ca</a>	Jr./Sr. PE.
Sandy Campbell	<a href="mailto:sandy.campbell@wolfcreek.ab.ca">sandy.campbell@wolfcreek.ab.ca</a>	Jr./Sr. Science
Tammy Shapka	<a href="mailto:tammy.shapka@wolfcreek.ab.ca">tammy.shapka@wolfcreek.ab.ca</a>	7-12 Art
Brian Grocholski	<a href="mailto:brian.grocholski@wolfcreek.ab.ca">brian.grocholski@wolfcreek.ab.ca</a>	Jr./Sr. English
Kyle Brown	<a href="mailto:kyle.brown@wolfcreek.ab.ca">kyle.brown@wolfcreek.ab.ca</a>	Jr./Sr. Math
Rene Paulson	<a href="mailto:rene.paulson@wolfcreek.ab.ca">rene.paulson@wolfcreek.ab.ca</a>	Jr/Sr Humanities/Options

### SUPPORT STAFF

Helen Lacroix	<a href="mailto:helen.lacroix@wolfcreek.ab.ca">helen.lacroix@wolfcreek.ab.ca</a>	Administrative Assistant
Janice Besuijen	<a href="mailto:janice.besuijen@wolfcreek.ab.ca">janice.besuijen@wolfcreek.ab.ca</a>	School Social Worker
Janet Stanyer	<a href="mailto:janet.stanyer@wolfcreek.ab.ca">janet.stanyer@wolfcreek.ab.ca</a>	Educational Assistant
Dawn Shine	<a href="mailto:dawn.shine@wolfcreek.ab.ca">dawn.shine@wolfcreek.ab.ca</a>	Transliterator
Beth Strohschein	<a href="mailto:beth.strohschein@wolfcreek.ab.ca">beth.strohschein@wolfcreek.ab.ca</a>	Educational Assistant
Janny Liebeton	<a href="mailto:janny.liebeton@wolfcreek.ab.ca">janny.liebeton@wolfcreek.ab.ca</a>	Education Assistant
Marian Pitt	<a href="mailto:marian.pitt@wolfcreek.ab.ca">marian.pitt@wolfcreek.ab.ca</a>	Education Assistant
Chuck Lacroix		Custodian
Donna Hanson		Custodian
Jane Morrall		Bus Driver - #A01
Gordon Schmidt		Bus Driver - #A02
Baylee Lohstroh		Bus Driver - #A03
Shelley Beebee		Bus Driver - #A04

### CENTRAL OFFICE

**Ponoka Office: 783-3473 – Fax: 783-3483**

Mr. Tim DeRuyck - Superintendent of Schools  
Mrs. Sonja Dykslag – Assistant Superintendent of People Services  
Mr. Kevin Newman – Assistant Superintendent of Education Services  
**Transportation Office : – Phone: 403-783-3473 - Fax: 403-783-3155**

**Online bus registration:** Parent Portal - School Engage



Tim De Ruyck  
Superintendent of Schools

6000 Highway 2A  
Ponoka, Alberta T4J 1P6

Phone (403) 783-3473  
Fax (403) 783-3483

Departmental Faxes  
Facilities & Transportation:  
(403) 783-3155  
Education Services:  
(403) 783-3140

[www.wolfcreek.ab.ca](http://www.wolfcreek.ab.ca)

## Wolf Creek Public Schools

September 6, 2022

Dear Parents,

### RE: Fair Notice

The safety of our children is a top priority for us all. We, as a school system, have been involved in intensive safety training and collaboration with our community partners – the police, Alberta Health Services (Addictions & Mental Health) and Children's Services. Together we have created and signed a community protocol for responding to all situations in which students may be posing a threat to themselves or others.

This letter is to inform you that we, as a school system, adopted policy in January 2003 that mandates schools to have a "zero tolerance" stance for not investigating all threats and threatening behaviours (Admin Procedure 167). The purpose of the investigation/assessment is to determine how best to support high-risk students so that their behaviour does not become hurtful or destructive. Please be assured that if your principal is aware of threatening behaviour, he/she will be taking measures to deal with the situation in a positive and proactive manner. If your principal invites you to a meeting to discuss safety concerns about your own child, please be assured that protocol is being followed and that the goal is safety, not punishment.

This letter is intended to serve our community with **fair notice** that we, as a school community, will not accept "no response" to a threat making behaviour. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment.

We are proud to be able to provide this level of support to our school communities and are most fortunate to have our community partners at our side.

Sincerely,

Tim De Ruyck  
Superintendent  
Wolf Creek Public Schools



## ALIX MAC STUDENT RIGHTS AND RESPONSIBILITIES

- **I have a RIGHT to learn in this school.**

It is my RESPONSIBILITY to attend school, listen to instructions, and to raise my hand if I have a question, concern, or need to leave.

- **I have a RIGHT to hear and be heard.**

It is my RESPONSIBILITY to listen and not to talk or make unnecessary noise when others are speaking.

- **I have a RIGHT to be respected in this school.**

It is my RESPONSIBILITY to be respectful of others by not teasing, harassing other people, or hurting their feelings.

- **I have a RIGHT to be safe in this school.**

It is my RESPONSIBILITY not to threaten or physically harm anyone else.

- **I have a RIGHT to privacy and to my own personal space.**

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



## ALIX-MAC SCHOOL 2023-2024 Calendar

Website: [www.alix.wolfcreek.ab.ca](http://www.alix.wolfcreek.ab.ca)

Check the website of upcoming events

**WOLF CREEK PUBLIC SCHOOLS**

**2023 - 2024 School Year**

### BASE CALENDAR

**APPROVED**

Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa

<b>August</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>September</b> 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>November</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>December</b> 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>January</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>March</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>April</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>May</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	

#### LEGEND:

- (x) PTI In-Lieu days
- (x) Statutory & Other Holidays
- (x) Teachers' Convention
- (x) School Opening/Closing
- (x) School Break
- (x) Staff Collaboration Days
- (x) Staff Planning Days

			Staff	Students
<b>August</b>	Aug. 31	Staff Planning Day	1	0
<b>September</b>	Sept. 1	Staff Planning Day		
	Sept. 4	Labour Day		
	Sept. 5	Students' First Day		
	Sept. 22	Staff Collaboration Day	20	18
<b>October</b>	Oct. 6	Staff Collaboration Day		
	Oct. 9	Thanksgiving Day		
	Oct. 20	Staff Collaboration Day	21	19
<b>November</b>	Nov. 10	Staff Earned Day Off (In-Lieu for Parent-Teacher Interviews)		
	Nov. 13	Stat in Lieu - Remembrance Day		
	Nov. 24	Staff Collaboration Day	21	19
<b>December</b>	Dec. 8	Staff Collaboration Day		
	Dec. 25, 26, 27	Christmas Stat Holidays		
	Dec. 23	Christmas Break (Dec 23- Jan 5 inclusive)	16	15
<b>January</b>	Jan. 1	New Years Day Stat		
	Jan. 8	First day back after Holiday Break		
	Jan. 19	Staff Collaboration Day	18	17
	Jan. 31	Conclusion of First Semester		
		<b>Semester One Total</b>	<b>97</b>	<b>88</b>
<b>February</b>	Feb. 1	Commencement of Second Semester		
	Feb. 9	Staff Collaboration Day		
	Feb. 19	Family Day		
	Feb. 20 & 21	Differentiated Day and Staff Collaboration Day		
	Feb. 22 & 23	Teachers' Convention	20	15
<b>March</b>	Mar. 15	Staff Collaboration Day		
	Mar. 25	Spring Break (March 25 to April 1 inclusive)		
	Mar. 29	Good Friday	16	15
<b>April</b>	Apr. 1	Easter Monday		
	Apr. 26	Staff Collaboration Day	21	20
<b>May</b>	May 17	Differentiated Day		
	May 20	Victoria Day		
	May 21	Staff Earned Day Off (In-Lieu for Parent-Teacher Interviews)		
	May 31	Staff Collaboration Day	22	19
<b>June</b>	Jun. 14	Staff Collaboration Day		
	Jun. 26	Student Last Day		
	Jun. 28	Teacher Evaluation Day (final staff day)	20	17
		<b>Semester Two Total</b>	<b>99</b>	<b>86</b>
<b>Year Total</b>			<b>196</b>	<b>174</b>



### **Alix MAC Elementary Assessment Practice**

Students have the opportunity to demonstrate their learning of all outcomes through a variety of assessment methods. Parents can monitor student growth through [Parent Portal](#), Parent Teacher Interviews and formal report cards. In elementary, report cards go out at the end of June .

### **Alix MAC Jr/Sr Assessment Practice**

Report cards are issued at the end of each semester for grades 7 through 12.

1. If students are unable, for any reason, to complete tests or assignments within the allocated time, they will advise and work collaboratively with the teacher, who will arrange for the students to complete the needed assessments during non-core time or after school hours. This may include missing option classes to get the required supports from their teachers.
2. Teachers, at their professional discretion, will communicate with parents/guardians when a student has failed to hand in a significant number of assignments. Parents can monitor their child's progress and assignment completion through PowerSchool Parent Portal. Usernames and passwords are available through the office. Students who have not handed in assignments will notice a zero in their gradebook. This is used only as a placeholder until the assignment is handed in. It is not a 'grade' for that assignment.
3. Students will be provided the opportunity to rewrite major assessments/tests in order to improve the understanding of their course work outcomes and to improve course marks. This earned opportunity to rewrite will be at the teacher's discretion and may involve:
  - a. Coming in at lunch hours for a study session (s)
  - b. Completing a study guide for that particular unit
  - c. Completing an enrichment exercise dealing with the specific outcomes to be assessed

### **After School Hours**

Student safety is always a top priority for the staff at Alix MAC. It is expected that all students will leave the school premises immediately after school unless they are under the direct supervision of a teacher or adult, or are watching a supervised activity such as a sports game in the gymnasium.

### **Bells and daily schedule**

8:00	Doors open for Jr/Sr students
8:15	Elementary Students admitted to building
8:27	Warning bell
8:30	Morning Classes begin
11:45- 12:30	Jr/Sr High Lunch
11:32-12:22	Lunchtime Elementary
1:36-1:46	Elementary Recess
3:00	End of day



### **Breakfast Program**

Students from Grades 4-12 may come to the canteen from 8:15 – 8:30 each morning for breakfast. This program is run by volunteers and relies on donations. Grades K-3 will have breakfast delivered to their classrooms.

### **Bus Rules**

1. Obey the driver and supervisors at all times.
2. Enter the bus safely and promptly.
3. Remain seated and face forward. Passengers may talk quietly to the person next to them. Loud noises, shouting, etc. are dangerously distracting to the driver.
4. Place all garbage in the large plastic bag upon exiting the bus. All passengers are responsible for the cleanliness of the bus.
5. Do not put, place or throw anything out of a school bus window. Supervisors may grant permission to open a window for ventilation.
6. All passengers remain seated until the bus comes to a complete stop and under the driver/supervisor is finished giving any instructions.

### **Canteen**

Open to students and staff. The Canteen may be closed on hot lunch days or when staff is not available.

### **Change of Address/Phone Numbers**

Any changes should be reported to the school immediately so that up-to-date information is available in the case of an emergency.

### **Extra-Curricular Activities – Alix MAC Mustangs**

Students are encouraged to participate in all extra-curricular activities and events. It is expected that in doing so, students will represent Alix MAC School in a positive and respectful manner.

### **Fees**

Students are expected to provide their own notebooks, writing materials, gym strip, and/or laboratory clothing, and other school supplies as needed. These fees may be subject to change from year to year. Student Union fees are collected and used to enhance the school climate and sponsor extra- and co-curricular activities and events. Students will not be permitted to play on school sports teams or attend extra-curricular events outside of the school if they have outstanding school fees.

Instructional Fees and other fees include:

Art Fee: Sr. High:	\$40.00
Agenda (Gr 2-6):	\$8.00
Phys. Ed 10/20/30:	assessed as required
Student Union Fee:	Gr. 1-6 - \$20.00, Gr.7-12 - \$30.00
CTS Gr. 7 - 9	\$70.00
CTS Gr. 10-12	\$80.00
School Locks:	\$8.00
Golf Option	\$100
Hockey Option	\$100

### **Field Trips**

Field trips and school-sponsored activities are an integral part of the curriculum in certain subject areas. All school based field trips will be approved by the administration prior to planning. To participate in these is a privilege. Parents must sign all specific forms in order for their child to participate in the field





trip. It is the responsibility of the student to ensure that they have assignments completed and are prepared for quizzes or examinations on their return to school. All school rules and expectations are in effect during field trips and school activities. Students violating school rules during a field trip will be collected by their parents from the field trip location.

### **Graduation Ceremony**

Alix-MAC School and the Wolf Creek Board of Education recognize and appreciate the significance of grade twelve high school graduations and the importance of formal leaving ceremonies for students. Since government examinations make it impossible to have a student's final standing by the end of June, formal ceremonies are determined on a number of criteria. The Graduation Ceremony will be held in conjunction with the Grade 12 Awards.

### **High School Parking Lot**

Students are not permitted to loiter in and around vehicles parked in the parking lot during school hours (8:00 to 3:00). This includes the lunch break, class breaks, as well as spares. Students will either choose to leave the school property in their vehicle or leave their vehicle in the parking lot. Students who fail to follow the above will be subject to disciplinary action as deemed appropriate by school administration.

### **Noon Hour Gymnasium**

The gym may open for junior high and high school students during the noon hour. Student participation is encouraged. Activities during this time are primarily unfocused and student choice.

### **Library and Learning Commons**

The library and learning commons is designed to be used daily by all students. In addition to a traditional library, this space is used as a research and study area, as well as a collaborative workspace for teachers and students. If the library does not have a specific book, students can request to have it brought in. For it to be effective, certain guidelines will be followed:

1. The library and common area is open daily.
2. Food and drinks may be allowed, provided that students use consideration and common sense.
3. Students may sign books out for a two-week period and are expected to have them back by the due date.
4. If a library book is lost or damaged, the student will be charged the cost of replacing the book.
5. Students require written parental permission in order to access content beyond their current level.

### **Lockers and Valuables**

All students are assigned a school locker. Combination locks are available from the office at a cost of \$6.00 per lock. Combination information is to be given to the office in order to access lockers when necessary and to prevent the cutting of locks when combinations are forgotten by students. **The school reserves the right to remove any lock that is not a school lock.** Students should not leave valuables in their unlocked lockers or in the gymnasium change rooms. The school is not responsible for stolen or lost property.

### **Lost and Found**

Valuable articles that have been found should be given directly to the secretary at the office. Inquiries regarding lost items should be made at the office. Other lost items should be placed directly in the lost and found box.



### **Leaving School Grounds and Signing Out**

For safety, insurance, and attendance reasons, all students are to sign out in the office before leaving the school during their registered class times. Students leaving the school without a parent must either obtain the principal's or assistant principal's signature and permission.

Students must sign in upon returning to the school.

During lunch hour, elementary students not having the written consent of their parents/guardian to leave the school must remain on school premises. They will eat lunch in their classrooms, supervised, until recess. Jr. and Senior High students will be permitted to leave the school grounds unless otherwise indicated by the student's parents.

### **School Closure**

If buses do not run due to inclement weather or must return early, the school will be closed for all students. A decision on non-operation of school buses in the morning will be made prior to 6:30 a.m. Non-operation of the buses and closing of the school will be announced on Sunny 94 Radio, and Red Deer radio stations starting at 6:45 a.m. Early closing of school and the return of school buses will also be broadcast over the radio stations. There will be an announcement of busing on our school website and parents will be contacted via the automated telephone fan-out.

### **School Dress**

Students are expected to dress in a neat, clean, and appropriate manner. Beach type clothing and clothing with profane or suggestive wording or images or displaying alcohol and/or drug slogans or images are not considered suitable school apparel. Students wearing clothing deemed by administration and staff to be offensive or inappropriate may be required to change.

### **Technology use**

Use of technology for educational purposes is highly encouraged. Teachers will explain to students what the expectations are around use of electronic devices in the classroom. Teachers have the right to ask students to turn in their device to the teacher's desk or to the office.

### **Transportation to and from school**

Roller blades, skateboards, and bikes are not to be used on school property except when traveling to and from school. If students are not wearing their helmets, they will walk their bike/skateboard. Students will not walk between buses when arriving or leaving school.

### **Visitors**

Parents are always welcome at the school. All visitors to the school are requested to sign in at the office, and a staff member will escort them to the student's locker or classroom. If you require an appointment, please call the school during school hours at 403-747-2778.



## RESPONSIBILITIES AND EXPECTATIONS FOR STUDENTS, TEACHERS AND PARENTS

As per section 31 of the School Act:

The **student**, as a partner in education, has the responsibility to:

- a. attend school regularly and punctually
- b. be ready to learn, and actively engage in, and diligently pursue the student's education
- c. ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- d. respect the rights of others in the school,
- e. refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- f. comply with the rules of the school and the policies of the board; and all applicable federal, provincial and municipal laws;
- g. cooperate fully with everyone authorized by the board to provide education programs and other services
- h. be accountable to the student's teachers and other school staff for the student's conduct, and
- i. positively contribute to the student's school and community

Parent(s) and guardian(s) are partners with respect to their child(ren)'s education. Part 3, Division 1, Section 31 of the Education Act states a parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- a. act as the primary guide and decision-maker with respect to the child's education,
- b. take an active role in the child's educational success, including assisting the child in
- c. complying with section 31,
- d. ensure that the child attends school regularly,
- e. ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- f. Co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- f. Encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- g. Engage in the child's school community.

**Teachers** have the responsibility:

- a. to inform students of the school's attendance policy as specified on the school website
- b. to complete the daily attendance for their class (es)
- c. to encourage students to attend scheduled classes;
- d. to communicate attendance and achievement concerns with the student and parent;
- e. to follow the school's attendance procedures as outlined on the school website
- f. to follow the handbook policies with professional discretion.



**Alix MAC School**  
**(updated, Spring, 2017)**  
**School Code of Conduct**

**Statement of Purpose**

At Alix MAC School, we value a positive and responsive learning environment that optimizes student learning and success. Alix MAC School is committed to providing an environment free from bullying, harassment, discrimination and violence. With the combined responsibility of all of the school's stakeholders; school trustees, school staff, students, parents, and community partners, a safe, caring, respectful and inclusive learning environment is possible to achieve.

The *School Code of Conduct* is intended to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community. Our purpose is to promote student learning, growth and understanding as well as ensure that students possess a strong connection to their schools as welcoming, caring, respectful and safe places focused on their individual success. This *School Code of Conduct* will be reviewed annually and publicly available on the school's website.

**Statement Regarding the Alberta Human Rights Act (AHRA)**

In accordance with Wolf Creek Board Policy 22, all schools within Wolf Creek School Division No. 72, an attitude of respect for each other is fostered and nurtured amongst all members of the broadly based school community and members of the general public who may attend at schools, or school supported or sponsored functions. Acceptable behaviors must be consistent with the avoidance of discrimination, as discrimination is defined by the Alberta Human Rights Act. AHRA prohibits discrimination on the basis of an individual's race, color, ancestry, place of origin, religious beliefs, gender, physical disability, mental disability, marital status, family status, source of income or sexual orientation. Discrimination or bullying of any form, including but not limited to the use of electronic media, at any school or school supported or sponsored functions is not acceptable.

**Responsibilities of Students, Guardians and Staff**

**Student Conduct Expectations:**

The Alix MAC *School Code of Conduct* establishes expectations, interventions and possible consequences for student behavior. Students will be held accountable for unacceptable behavior and conduct that occurs both inside and outside of the school building or school day, if the conduct negatively affects a member of the school or interferes with the school environment. Behavior may include use of electronic means (e.g. social media).

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Students are valued and contributing members of their school community and accept the responsibility for their behavior while at school, at school sponsored 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. While school staff are not able to control what students do outside of school, when the behavior has an impact on the school environment, there may be consequences or interventions for inappropriate behavior. Students shall comply with the Alix MAC *School Code of Conduct* and the requirements of section 12 of the *School Act* as outlined below:

**Acceptable Behavior:**

In accordance with Part 3, Division 1, Section 31 of the Education Act and the School Code of Conduct, a student, as a partner in education, has the responsibility to:



- attend school regularly and punctually;
- be ready to learn, and actively engage in, and diligently pursue your education;
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- respect the rights of others in the school,
- refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- comply with the rules of the school and the policies of the board,
- cooperate with everyone authorized by the board to provide education programs and other services,
- be accountable to your teachers and other school staff for the student's conduct, and
- positively contribute to the student's school and community.

**Unacceptable Behavior:**

Any behavior that deters from the learning environment or the safety of self or others at Alix MAC School.

**Minor Offences** will be “mediated” by either a staff member, the students themselves, or with the assistance of the Administration Team.

Minor offences may include:

- Peer conflict in the classroom
- Peer conflict on the playground/school grounds
- Lack of self-regulation that requires adult assistance
- Failure to respect the rights of others, self or property

**Major Offences** may include:

- when a pupil is guilty of open opposition to authority
- when a pupil is guilty of willful disobedience
- for habitual neglect of duty
- for the use of improper or profane language
- other conduct injurious to the moral tone or well-being of the school.
- ongoing behaviors that interfere with the learning of others and/or the school environment or that create unsafe conditions;
- acts of bullying, harassment, or intimidation/discrimination;
- acts of violence, physical aggression or threatening behavior;
- retribution against any person in the school who has intervened to prevent or report bullying, harassment, or stop an incident that might cause harm to others;
- illegal activity such as: possession or use of weapons; possession or use of alcohol, drugs or other forms of intoxicants; possession or use of tobacco or tobacco products
- theft or damage of property.

**Major Offences** may result in the suspension and/or expulsion of students as per Part 3, Division 3, Section 36(1) of the Education Act which states:

A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal

- (a) the student has failed to comply with section 31,
- (b) the student has failed to comply with the code of conduct established under section 33(2),



- (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or
- (d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).

Consequences of unacceptable behavior will take into account the student's age, maturity and/ or individual circumstances. Support will be provided for any students who are impacted by inappropriate behaviour as well as for students who engage in inappropriate behavior. Although the code of conduct will address issues such as consequences for unacceptable behavior, the primary focus of the *Alix MAC School Code of Conduct* is to help students learn how to communicate effectively, resolve conflict, exhibit tolerance, demonstrate understanding, develop empathy and become positive citizens both within and outside of the school community.

The school's response to noncompliance with this code and its associated rules will vary according to the seriousness of the offense, and the age of the student.

A verbal reminder of behavioral expectations will be given for the first noncompliance of a minor nature. Restitution will be sought to right the situation. Behaviors that could be considered to be against the law, will result in the involvement of the school's Resource Officer and may also result in criminal charges being brought against the offending student(s).

Alix MAC School complies with Wolf Creek Public Schools Procedure 351 regarding student discipline and suspension:

1. In all matters pertaining to the suspension/expulsion of students, the provisions of Section 24 of the School Act shall be rigorously followed. Principals and teachers are expected to be fully conversant with the provisions of this section before initiating action.
2. For the purposes of this administrative procedure:
  - 2.1 Suspension is the removal of a student from the classroom, school property, school activities, or bus for a period of up to five school days.
  - 2.2 Expulsion is the Board-approved removal of a student from the classroom or bus for a period of time longer than five school days. The length of an expulsion is normally limited to the school year in which an expulsion takes place.
  - 2.3 Exceptions – extra-curricular activities, such as team sports, club membership, and field trips outside of school hours, are considered a student privilege. A student's failure to conform to the rules related to the activity may result in the removal of the privilege. This loss of privilege is not considered a suspension under this administrative procedure. If the breach of rules is also a matter for which suspension or expulsion would otherwise be considered, these measures may also be applied.
  - 2.4 Suspension shall be considered when a student:
    - 2.4.1 Exhibits open opposition to authority.
    - 2.4.2 Exhibits willful disobedience.
    - 2.4.3 Habitually neglects duty.
    - 2.4.4 Uses improper or profane language.
    - 2.4.5 Engages in conduct potentially injurious to others.
    - 2.4.6 Willfully damages school property.
    - 2.4.7 Exhibits behavior that interferes with school- or division-approved activities.
  - 2.4.8 Exhibits behavior prohibited by other Board policies, administrative procedures, the School Act or the Criminal Code of Canada.



2.4.9 Exhibits behavior inconsistent with Section 12 of the School Act – responsibilities of students.

#### Disciplinary Actions – School

1. A teacher may suspend a student from one class period, and shall report the suspension to the Principal.
2. A Principal may suspend a student from:
  - 2.1 One or more class periods;
  - 2.2 One or more courses or school programs;
  - 2.3 School;
  - 2.4 Riding in a school bus; and/or
  - 2.5 Activities sponsored or approved by the Board.
3. A student suspended by the Principal or by a teacher may be reinstated at any time by the Principal.
4. When a Principal suspends a student, the Principal shall:
  - 4.1 Telephone the student's parents as soon as possible to inform them of the suspension;
  - 4.2 In the case of an out-of-school suspension, report in writing to the student's parents all the circumstances of the suspension; and
  - 4.3 In the case of an out-of-school suspension, upon the student's return to school, facilitate with the student and his/her parents a plan to promote the student's adherence to the student discipline procedures and confirm the circumstances in writing.
  - 4.4 If requested, provide an opportunity to meet with the student's parents/guardians and the student if the student is 16 years of age or older to discuss the reasonableness of the suspension.
  - 4.5 Reasonable effort shall be made to ensure that students who are subject to a suspension procedure be given an opportunity to write their final exams.
5. If the Principal is recommending expulsion, the Principal shall refer the recommendation to the Student Review Committee, through the Superintendent, and shall include a copy of Administrative Procedure 351 with the Principal's report to the parents. The expulsion process shall be conducted in accordance with the School Act and WCPS Policy 13 - Appeals and Hearings Regarding School Matters, Section B - Expulsion of a Student

#### School Supports and Interventions

Using proactive and preventative approaches to reduce the occurrence of unacceptable behavior and maintain environments that are welcoming, caring, respectful, safe and are conducive to teaching and learning.

- Playground and classroom expectations are set out clearly and revisited each semester.
- When responding to unacceptable behavior, first consideration will be given to the safety and security of students, staff, and other members of the school community;
- Students feel safe, important and trusted and have the opportunity to develop, assume and maintain responsibility and self-motivation;
- There is a joint effort to learn and a feeling of mutual respect among staff, students and parents;
- Appropriate behavior is consistently encouraged and reinforced, thus increasing social emotional competencies including self-awareness, self-management, social awareness, relationship skills, and responsible decision-making;
- On-going and timely communication exists between staff and guardians to encourage and provide the opportunity for active and constructive parental involvement in the education of their children.



A pyramid of supports addresses how **Alix MAC School** creates a safe and caring environment and positive school climate in which structure, support and encouragement is provided to assist the student in understanding the importance of education, and developing a sense of self-discipline and responsibility while making a positive contribution to society.

[Alix MAC Pyramid of Intervention is available on our website.](#)

#### **Parent(s)/Guardian(s) Conduct Expectations:**

Parent(s) and guardian(s) are partners with respect to their child(ren)'s education. Part 3, Division 1, Section 31 of the Education Act states a parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- a. to take an active role in the student's educational success, including assisting the student in complying with Section 31,
- b. to ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- c. to cooperate and collaborate with school staff to support the delivery of specialized supports and services to the student,
- d. to encourage, foster, and advance collaborate, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the schools, and
- e. to engage in the student's school community.

#### **Staff Conduct Expectations:**

Staff members are partners in the education of the students. WCPS staff have various codes of conduct that they must comply with that stipulate standards of professional practice expected to be demonstrated by teachers and support staff.

#### **Definitions that Pertain to the School Code of Conduct**

**Bullying:** According to Alberta Education (2015) bullying is a repeated and hostile or demeaning behavior intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation. It often involves an imbalance of social or physical power.

Bullying behaviors are a form of aggression and can be:

- Physical – For example: poking, elbowing, hitting
- Verbal – For example: name calling, insults, racist, sexist or homophobic comments, put-downs or threats
- Social – For example: gossiping, spreading rumors, excluding someone from the group, isolating, ganging up, derogatory non-verbal body language/cues
- Cyber – For example: social or verbal bullying through the use of email, text messages or social media.

**Discrimination:** The denial of individual rights and freedoms in a manner which contravenes the *Canadian Charter of Rights and Freedoms* and/or the *Alberta Human Rights Act* (AHRA) (2015). Discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons is prohibited.

**Harassment:** Harassment occurs when someone is subjected to unwelcome verbal or physical conduct. Harassment is a form of discrimination that is prohibited in Alberta under the Alberta Human Rights Act when it is based on one or more of the following grounds: race, religious beliefs, colour, gender, physical or mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation.

**Respect:** To show regard or consideration for others.





### **Responsibilities of Wolf Creek Public Schools**

Wolf Creek Public Schools has the responsibility to ensure the safety and well-being of all school stakeholders by adhering to the:

- [Alberta School Act](#)
- [Alberta Human Rights Act](#)
- Wolf Creek Public Schools Administrative Procedures
  - [Administrative Procedure 175: Safe and Caring Schools](#)
  - [Administrative Procedure 167: Protocols for Schools Dealing With Threat and Risk Assessment](#)
  - [Administrative Procedure 176: Sexual Orientation and Gender Identity](#)
- [Teacher Professional Code of Conduct](#)

### **References**

[School Act, Alberta Education \(January 2020\)](#)

[Alberta Human Rights Act \(2015\)](#)

[Alberta Human Rights Commission \(2017\)](#)

[What is Bullying?](#)