

Iron Ridge Intermediate Campus



Our Community

Students - Campus Staff - Parents - Community Members

IRIC Vision

Empowering learners to be extraordinary.

IRIC Mission

At Iron Ridge Intermediate Campus, we develop compassionate leaders who realize their potential and enrich the world.



Iron Ridge Intermediate Campus

Message from the Iron Ridge Intermediate Campus Administration Team

On behalf of the entire staff of Iron Ridge Intermediate Campus, we would like to welcome each of you to a new school

year. A very special welcome is extended to those families who are new to our school and to the community. We are very proud of our school and our community. We are committed to our vision and mission.

At IRIC, we believe that by providing a positive and supportive learning environment, our students can achieve extraordinary things in their social, emotional and physical development as learners.

At IRIC, we believe in excellence: excellence in scholastics, excellence in athletics, excellence in the fine arts, and excellence in citizenship. The potential of each student in these areas is tremendous. IRIC believes that one of the greatest predictors of life success is educational success. Therefore, the IRIC community is committed to overcoming any barrier, which may conflict with the achievement of this success.

Every person at IRIC has the right to feel safe and be safe. We work very hard to ensure this happens. In doing so, we are better able to focus on our two main activities: teaching and learning. Generally, if students do their best, allow those around them to do the same, and treat others with respect and dignity, this will be a successful year.

Education of our children is a partnership between home, school and the child. For students to be successful in their learning, all members of the partnership must fulfill their roles and responsibilities. Parents are an integral part of that partnership and a key element in the success of children in school. We welcome parent involvement as part of our learning team. With your involvement and support, students will always benefit.

Communication is an important part of the success in any partnership. Parents, students and staff are working towards the achievement of our school goals. Together we can create the best learning experience for our students.

Children learn by example. Together, read the school newsletter and encourage your child's comments. Check into ways you can contribute your time to our school; think about joining the School Council. You have much to offer. If your child sees that you care, then they will care.

We invite you to join our community of learners and look forward to working with you to provide a positive learning experience for our students.

Further information about our school, our programs, and our staff will be featured in newsletters and our website throughout the year. Our newsletters are intended to be a good communication tool between the school and each family. Our newsletters are available on the website.

The staff at Iron Ridge Intermediate Campus looks forward to an exciting year ahead!

Della Lastiwka - Principal

Lacey Elliott - Assistant Principal

IRON RIDGE INTERMEDIATE CAMPUS SCHOOL COUNCIL

IRIC School Advisory Council is important to the success of our school. It provides an opportunity for parents to have meaningful involvement in decision making in an advisory capacity. We hope you will choose to be involved in the decisions which will make IRIC the best it can be. Participation by all our partners is important in order to fulfill our vision and mission.

Our first general School Council meeting in which all parents are invited to attend will be **announced early this fall.** **Please watch the school website.**

PHONE NUMBERS:

WOLF CREEK REGIONAL DIVISION #72

403-783-3473

Superintendent of Schools

Mr. Jayson Lovell

Assistant Superintendent - People Services

Mrs. Corrine Thorsteinson

Assistant Superintendent - Technology Services

Mr. Mark McWhinnie

Assistant Superintendent - Student Services

Ms. Danica Martin

BOARD OF EDUCATION:

Lacombe/Blackfalds Trustees

Mr. Brent Buchanan

403-505-3583

Mrs. Kelly Lowry

403-302-0415

BUSING:

Wolf Creek Transportation

Mr. Ron Rarick

403-783-3473

Ms. Betty Clark

403-785-0726 ext. 4160

Iron Ridge Intermediate Campus

101 Cottonwood Drive

Blackfalds, AB, T4M 0M4

Office: 403-885-6100

Fax: 403-782-8744

E-Mail: iri@wolfcreek.ab.ca

Website: www.irc.wolfcreek.ab.ca

IRON RIDGE INTERMEDIATE CAMPUS STAFF

Principal	Della Lastiwka	Assistant Principal	Lacey Elliott
Admin. Assistant	Cheryl Lesyk	Social Worker	Karina Nottveit
Ed. Assistant	Terri Hill	Grade 4 Teacher	Bill Carter
Ed. Assistant	Cheryl Drobot	Grade 4 Teacher	Ali Assenheimer
Ed Assistant	Tamara Benjamin	Grade 4 Teacher	Heidi O’Neill
Ed. Assistant	Julie Millar	Grade 4 Teacher	Jen Walton
Librarian	Shera-lee Karras	Grade 4 Teacher	Rae-Ann Denny
Music Teacher	Ali Assenheimer	Grade 5 Teacher	Cheryl Taylor
Grade 6 Teacher	Amanda Nymark	Grade 5 Teacher	Ashley Kovitch
		Grade 5 Teacher	Shelley Leslie
Grade 6 Teacher	Trisha Pedersen	Grade 5 Teacher	Heidi Tennant
Grade 6 Teacher	Phill Hambly	Custodian	Joel Bricker
Grade 6 Teacher	Leslie Ennis	Custodian	Val Terpstra

Daily Schedule	
Main Doors Open	8:30
Blocks 1, 2	8:40
Staggered Breaks	10:00 - 10:30
Blocks 3, 4, 5	10:30
Staggered Lunch	12:30 - 1:20
Blocks 6, 7, 8	1:20
Dismissal	3:20

It is important that your child arrives on time for school. Being on time not only sets the tone and provides a good start to their day, but also allows them to know what is expected to be successful and engaged in their learning.

SCHOOL FEES

Grade 4, 5 and 6 School Fees will be communicated in August once finalized and posted on our website for the 2020-21 school year. You can expect to purchase a lock for your child's locker and you may consider purchasing a Chromebook for your child to use here at school. Please see this link for more information: [Parent Purchase](#) Purchasing a Chromebook is not a requirement however, we do encourage student owned devices.

	Fee	Additional Information
School Lock	\$9.29	
PBL Fee	\$30.00	Basic Instruction Supplies
Technology Fee	\$25.00	Includes iPad and/or Chromebook yearly user fee, AR program supplemental fee, Apps and/or enhancements software subscriptions, SD cards, iPad covers/protectors, maintenance repair & supplies on school owned resources

ASSESSMENT

Two interim/report cards will be issued during the school year.

1. Term I February
2. Term II June

Interim progress reports are issued by teacher(s) to provide information regarding student progress.

“FreshGrade gives parents a window into the classroom through a secure digital portfolio for your child. Capturing their learning as it happens, and tracking their progress.” (FreshGrade.com) As a school we will be using this tool to encourage communication between students, parents, and teachers.

Parents are encouraged to contact their child's teacher if further information regarding progress is desired.

MEET THE TEACHER

Each year we host a meet the teacher night so students can come and see their classrooms, drop off supplies and meet their teachers before the official start of classes. This year our meet the teacher will be conducted through a virtual platform or through a phone call with the student's teacher.

PARENT TEACHER INTERVIEWS

Parent-teacher interviews are held twice throughout the year. Please watch the school website and our Twitter feed for Parent/Teacher Interviews dates and times. Our first interview evening is a more traditional parent and teacher conference while our spring evening is a Celebration of Learning. These meetings are important opportunities for parents and teachers to meet to discuss student progress. Other parent-teacher meetings may take place at any mutually convenient time and can be arranged by calling your child's teacher. Parents should feel free to contact the school or child's teacher to discuss any school related matters. Our doors are always open. **We value and encourage close**

communication between home and school. The teachers and administrators express a sincere and ongoing hope that parents will discuss both positive issues and concerns with them at any appropriate time.

October Interviews: **October 27 - 4:00 - 7:30 and 29 4:00 - 7:00 p.m.**
 April 27 - 4:00 - 7:30 p.m. and April 29 4:00 - 7:00 p.m.

HOME ASSIGNMENTS AND STUDY

Students may be required to complete assignments at home throughout the term. However, homework means not only specific assignments but also study and review. Parents should set aside a time for homework every day and there should be no excuse for missing it. If a student does not have work to complete or review (first week in September) they should use the time set aside to read. Every elementary age child should read for at least their age in time (child is 10 years old - read 10 minutes) even if they have no other assigned work. It is the student's responsibility to see that homework is completed. Parents can assist and encourage their children by ensuring that there are adequate facilities and time for home study.

ATTENDANCE

In order to gain maximum benefits of education consistent and regular attendance is expected at Iron Ridge Intermediate Campus. Parents have the responsibility to see that students attend, study and are positively active in the school-approved, teacher-directed, learning experiences. There is a direct relationship between achievement and regular attendance. **Please email IRIC at iri@wolfcreek.ab.ca or call 403-885-6100 if your child is going to be absent. Voice messages can be left on our 24 hour voicemail system. If the school does not receive notice, the parent/guardian will receive a phone call at home, place of work and/or cell to verify the student's absence.**

- Teachers would appreciate a note from the parents if children have an appointment that requires them to leave school early. Teachers request that parents make their children's appointments out of school hours whenever possible.
- All students will be required to sign in or out at the office if they arrive late or leave early.

IRIC DIGITAL CITIZENSHIP NORMS

Students must adhere to all aspects of the WCPS and IRIC student code of conduct user agreement. Please refer to the school webpage at www.iri.wolfcreek.ab.ca for the updated code of conduct user agreement. Cell phones are to be left in lockers and turned off unless specifically requested by the classroom teacher.

School Code of Conduct

Statement of Purpose

At Iron Ridge Intermediate Campus, we value a positive and responsive learning environment that optimizes student learning and success. Iron Ridge Intermediate Campus 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.

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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, Parents and Staff

Student Conduct Expectations:

The *School Code of Conduct* establishes expectations, interventions and possible consequences for student behaviour. Students will be held accountable for unacceptable behaviour 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 behaviour 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 behaviour has an impact on the school environment, there may be consequences or interventions for inappropriate behaviour. Students shall comply with the *School Code of Conduct* and the requirements of section 31 of the *Education Act* as outlined below:

Acceptable Behaviour:

In accordance with Part 3, Division 1, Section 31 of the Education Act, and *the School Code of Conduct*, students have 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 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 behaviour 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.

Adherence to the student Code of Conduct is mandatory in order to aid in the effective and orderly functioning of the school.

Unacceptable Behavior

Consequences of unacceptable behaviour 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 behaviour. Although the code of conduct will address issues such as consequences for unacceptable behaviour, the primary focus of the *School Code of Conduct* is to help students learn how to communicate effectively, resolve conflict, foster tolerance and understanding, develop empathy and become positive citizens both within and outside of the school community.

So that parents and students can be made aware of specific school expectations, the rules are printed below. Additional rules may be introduced within specific classrooms, or in response to specific circumstances; however, these rules are common throughout the school.

1. Students in grade 4, 5 and 6 will be required to wear a mask as outlined in the [Government of Alberta's Guidance for School Re-entry](#).

Mask wearing graduated level of response:

- a. If a student in Gr. 4-6 students takes their mask off when deemed inappropriate a staff member will remind them of the mask expectations.
- b. If a student does not comply then administration will be notified and the student will be reminded about the mask protocols.
- c. If a student refuses to wear a mask or continually is removing it, the administration will call home and remind parents/guardians of the expectation for student protocol as it relates to the use of masks. The only exception will be due to medical conditions with proper documentation.

- d. Finally if the two previous steps do not change the student behaviour as it relates to wearing their mask, administration will follow the [school code of conduct](#) protocol.
 - e. Refusal to wear a mask will result in an immediate suspension and the student's guardian will be called to pick up their child immediately. **The student will only be allowed back to the school when they are compliant to wearing a mask as outlined in the [Government of Alberta's Guidance for School Re-entry document](#).**
2. Students are expected to follow rules of courtesy and respect at all times.
 3. Students are to follow the rules as stated in the Wolf Creek policy ([AP 350](#)).
 4. Only students with special permission may be in the school before 8:30 a.m. or after 3:45 p.m. **Supervision is provided from 8:20 am - 8:30 am and from 3:20 pm - 3:30 pm. Students that arrive earlier than 8:20 am or stay later than 3:30 pm will NOT be supervised by school staff and will not be allowed to be inside the building.**
 5. No bike riding, skateboarding, longboarding, rollerblading, running shoes with wheels or scooter riding on the school grounds at any time. Students are to store their skateboards, scooters, and roller blades between 8:30 a.m. and 3:45 p.m.. Bikes and scooters **are to be locked** and stored in the outdoor bike and scooter racks. The school does not assume responsibility for stolen or damaged bikes, scooters, etc. Bikes, skateboards, longboards, roller blades and scooters may **NOT** be removed at any time.
 6. Eating sunflower seeds or consuming energy drinks/energy candy is NOT permitted.
 7. No snowballs at any time.
 8. Students are not to wear coats, caps, toques, etc., in school.
 9. Students may not use backpacks, carrying bags or purses between classes; backpacks, carrying bags and purses are to be stored in classrooms.
 10. Students shall restrict use of lockers to before school, break, lunch hour and after school only (or with teacher's permission).
 11. Students are reminded that lockers are the property of Wolf Creek School Division and are subject to search at any time. Students will be held responsible for the contents held in their locker.
 12. Student use of the office student phone is a privilege (not to be abused), to be used during non-classroom time only.
 13. Students are to refrain from embracing, kissing, and other overt displays of affection which may be interpreted by others as undue familiarity and improper decorum in a school setting. Consequences may range from verbal warning to detention or suspension.
 14. Alcohol and Illegal Drugs - All persons associated with IRIC, regardless of age, will not use, be under the influence of, possess or distribute drugs (illegal or legal), drug paraphernalia or alcohol during the time school is in session or during any school-sponsored activities as per the WCPS policy..
 15. Tobacco/Smoking/Vaping - The school does not allow the use or possession of any smoking products, smokeless products and/or vapour/e-cigarettes (this includes but is not limited to: cigarettes, cigars etc., smokeless products such as chewing tobacco as well as vapor cigarettes/e –cigarettes etc.). Students may not use or be in possession of any of these products at any time during the school day or during school-sponsored activities. The possession of any tobacco products, smokeless tobacco products and/or vapor products and e-cigarettes is prohibited and will result in confiscation of the product(s) as well as a suspension. Possession of any smoking paraphernalia such as: lighters, matches, e-cigarette/vapor cigarette chargers etc. is also prohibited and may also result in a suspension. This policy applies to both the building, the outside property as well as any

vehicle parked on school property and any school sponsored activity. This policy applies to students, staff and visitors.

16. Possession and/or Use of a Weapon - For effective education to occur, school must be a safe place, therefore, under no circumstances shall any person have possession of, or use, a weapon or use any object as a weapon while on school grounds or at any school function.

DIGITAL CODE OF CONDUCT

All students will be required to sign the Wolf Creek Public Schools Digital Code of Conduct before being permitted access to the division WiFi or being permitted to use a digital device on school grounds.

Should a student need a password reset, their homeroom teacher will place a formal request. All password changes will be done through our Tech Services Department.

DISCIPLINE POLICY

At Iron Ridge Intermediate Campus we constantly strive to build student's self-esteem. As students experience academic success, social and emotional growth, they develop awareness that they are responsible for their own choices and the resulting consequences. We have high but realistic expectations for our students. Our staff is dedicated to helping students express themselves in ways that maintain honesty, dignity, safety, and the self-worth of others. When expectations are clear and consequences assist the students in learning what is appropriate, students are able to mature in this area.

When instances of negative behavior occur, effort will be made to provide the student(s) with an opportunity to learn and grow from the experience within the context of our discipline policy guidelines. At the classroom level, teachers will establish rules and procedures that foster a positive learning environment. In cases that are severe and repetitive in nature, the administration will be involved. We will contact parents when home support is needed to assist a child.

Students must recognize that they have a responsibility to behave in a manner that does not violate the well-being of any individual, child or adult, on school property, or on the school bus. Students who have difficulty meeting behavioral expectations will be given the opportunity to reflect on and discuss their behavior and, if necessary, to make amends.

Any kind of harassment or bullying will not be tolerated at Iron Ridge Intermediate Campus.

Minor Offences will be "mediated" by either a staff member, the students themselves, using a collaborative problem-solving (CPS) approach.

Minor offences may include: peer conflict and challenges to keep hands, feet and other objects to oneself.

Major Offences may result in the suspension and/or expulsion of students as per section 36 in the Education Act.

Suspension 36

(1) 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 2012 Section 37 Chapter E-0.3 EDUCATION ACT 42
 - (d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).
- (2) A teacher may suspend a student from one class period.
- (3) A principal may suspend a student
- (a) from school,
 - (b) from one or more class periods or courses,
 - (c) from transportation provided under section 59, or
 - (d) from any school-related activity.

Major Offences may include:

- refusal to wear a mask
- 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 behaviours 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.

School-Wide Positive Behaviour Supports at IRIC

	Respect Yourself	Respect Others	Respect Our Community
CLASSROOM	<ul style="list-style-type: none"> ● Follow directions ● Raise your hand ● Use appropriate language ● Use an appropriate tone ● Keep your hands and feet to yourself ● Ask questions ● Do your best work ● Be prepared for class 	<ul style="list-style-type: none"> ● Be an active listener ● Be an active participant ● Encourage your classmates ● Do not disrupt others while they are working ● Celebrate successes 	<ul style="list-style-type: none"> ● Be a positive contributor to your classroom and your school ● Keep your classroom clean
HALLWAYS	<ul style="list-style-type: none"> ● Keep your hands and feet to yourself ● Observe personal space ● Listen to all the adults in the building ● Use your quiet, inside voice ● Keep your locker organized and 	<ul style="list-style-type: none"> ● Pick up litter in the hallways ● If another student drops something, stop and help them pick it up ● Greet adults and guests by looking them in the eye and saying hello 	<ul style="list-style-type: none"> ● Walk on the right hand side of the hallway ● Wear appropriate shoes at all times ● Hold the doors open for other people ● Smile and say hello to adults in

	clean		the building
PLAYGROUND	<ul style="list-style-type: none"> • Have a plan for positive play • Use appropriate language Keep your hands and feet to yourself • Take turns on the equipment • Hustle back to school as soon as you hear the bell or whistle 	<ul style="list-style-type: none"> • Include others in games and play • If you see someone by themselves, invite them to play 	<ul style="list-style-type: none"> • Pick up litter on the playground • Treat the equipment and the grounds with respect • Be a positive role model for other students
BATHROOMS	<ul style="list-style-type: none"> • Do your business in the toilet • Flush the toilet and leave • Wash your hands with soap 	<ul style="list-style-type: none"> • Respect the privacy of others • Keep your hands and feet to yourself 	<ul style="list-style-type: none"> • Keep the facilities clean • Report any problems or vandalism to the office
LUNCHTIME	<ul style="list-style-type: none"> • Sit in your desk and eat your lunch • Wash your hands before eating • Eat your own food • Use good table manners • Do not talk with your mouth full 	<ul style="list-style-type: none"> • Engage in polite conversation with your classmates • Use your manners • Listen to adults 	<ul style="list-style-type: none"> • Clean up your eating area • If you are accessing the concession, wait in line for your turn • Make sure that all your classmates have a lunch - if not, tell an adult
GYMNASIUM	<ul style="list-style-type: none"> • Follow teacher directions • Participate actively • Try your best 	<ul style="list-style-type: none"> • Take turns • Encourage your classmates • Celebrate successes 	<ul style="list-style-type: none"> • Wear non-marking soles in the gym • Treat all phys-ed equipment with respect
ASSEMBLY	<ul style="list-style-type: none"> • Enter into the gym in a single file line with your teachers • Sit in your designated area keeping your hands and feet to yourself • Listen when the speakers are speaking 	<ul style="list-style-type: none"> • Clap and applaud when appropriate, stop immediately when the assembly leader asks you to stop • Do not engage your classmates in conversations during assembly 	<ul style="list-style-type: none"> • Greet any guests at our assemblies by looking them in the eye and saying hello • Ensure that you are a positive role model for students at the assembly
ON THE BUS	<ul style="list-style-type: none"> • Stay seated in your seat facing forward • Talk to the people in your seat using a quiet voice • Take all your possessions and trash with you when you leave the bus • Use appropriate language 	<ul style="list-style-type: none"> • Listen to the bus driver's directions and follow the • Keep your body and belongings inside the bus 	<ul style="list-style-type: none"> • Represent our school well when you are on a school bus • Help create a safe and positive environment on the bus • Report any incidents that occur on the bus to a supervisor

School Supports and Interventions - IRIC

Description:

- Using proactive and preventative approaches to reduce the occurrence of unacceptable behaviour and maintain environments that are welcoming, caring, respectful, safe and are conducive to teaching and learning.
- When responding to unacceptable behaviour, 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 behaviour 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 parents to encourage and provide the opportunity for active and constructive parental involvement in the education of their children.

A pyramid of supports addresses how IRIC 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.

[IRIC Pyramid of Behaviour Intervention - Link](#)

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:

- Act as the primary guide and decision maker with respect to the child's education.
- Take an active role in the child's educational success, including assisting the child in complying with section 31,
- Ensure that the child attends school regularly,
- Ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- Co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- 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
- Engage in the child'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 practise 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 behaviour 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 behaviours 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 rumours, excluding someone from the group, isolating, ganging up
- 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 Education 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: Supporting and Guiding Students in Inclusive Communities Gender Identity and Expression](#)
- [Teacher Professional Code of Conduct](#)

References

[Alberta Education Act \(January 2020\)](#)
[Alberta Human Rights Act \(2015\)](#)
[Alberta Human Rights Commission \(2017\)](#)
[What is Bullying?](#)



Wolf Creek Public Schools

August 31, 2020

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 (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,

Jayson Lovell
Superintendent of Schools



Jayson Lovell
Superintendent of Schools

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Departmental Faxes
Facilities & Transportation
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Threat and Risk Assessment

Wolf Creek Public Schools adopted policy in January 2003 that mandates schools to have "zero tolerance for not responding to threat-making (or threat-related) behaviors" (AP 167). This means that all threat-related behaviors will

be taken seriously and assessed accordingly. Determining what actions will be taken in any case (legal, disciplinary, mental health evaluation, etc.) will depend on context. School personnel will take appropriate steps and procedures when a threat-related behavior or student is brought to their attention.

Threats and worrisome behaviors can include but are not limited to:

- 1.1.1 Verbal/written threats
- 1.1.2 Physical violence
- 1.1.3 Electronically generated threats (i.e. text messaging, websites, Social Media, etc.)
- 1.1.4 Possession or use of weapons, including replicas
- 1.1.5 Bomb threats
- 1.1.6 Threats of arson
- 1.1.7 Sexual intimidation or assault
- 1.1.8 Gang related intimidation and violence

NOTE:

- Threats may be written, verbal, drawn, posted, or through gestures and may be: direct, indirect, conditional or veiled. These specific terms are outlined in TRA training and are used to help determine the severity of the threat.
- The determining factor between threats and worrisome behavior is the intent to act, with means at a specific target.
- If it is determined that the action is NOT a threat then defer to your progressive discipline process.

IRIC DRESS POLICY

While we recognize the rights of parents and children to express themselves through their clothing, we reserve the right to have the final say regarding the appropriateness of any clothing worn to school. While at school, it is expected that students will dress neatly and in an age appropriate manner that supports a positive learning environment.

- All students must wear shoes at all times unless the teacher in charge makes an exception for a specific activity. These shoes should be kept for only in-school use (non-marking soles) and students should have a second pair for "street use".
- Students must wear non-marking running shoes during all Physical Education classes except as approved by the PE instructor and as per the Alberta safety guidelines during the gymnastics unit.
- Jackets are not to be worn during class time.
- Caps/hats/toques are not to be worn in the school, except for special occasions.
- Hoodies will not be worn with the hoodie pulled over the face.

In their choice of school dress, students are asked to consider cleanliness, neatness, and good health; appropriateness for the activities of the school day; safety and consideration for others; and personal dignity. Clothing that displays logos or slogans related to drugs, alcohol, sex, violence and weapons will not be permitted in our school.

Special theme days, Halloween and dress down days will be promoted throughout the year.

SCHOOL SOCIAL WORKER (SCHOOL COUNSELLOR) PROGRAM

Our school social worker provides assistance to families experiencing difficulties with their children at school, home, or in the community by:

1. encouraging cooperation and communication between families, schools and community agencies

2. helping families access community services
3. providing short term counseling and support
4. providing resource material (ex. pamphlets, books, etc.)
5. providing options for specific child problems
6. working with the family to find the best solution to a particular situation
7. school based support groups on social and friendship skills, peer mediation, and anger and conflict management.

Involvement with a family may include support services with us and/or a referral to a community agency. The school social worker will help locate an appropriate agency and assist in connecting the student or family. Often, families find a combination of assistance from the school social worker and another agency to be most beneficial.

If the family or student is interested in this program, they can call or email the school social worker at Iron Ridge Intermediate Campus to arrange for a first visit. The school social worker may wish to see other members of the family during the initial meeting or in future meetings.

When the family and the school social worker are clear about the concerns, they will work together to identify goals that will improve the situation. The school social worker will stay in contact with the family until the goals are met or until the family is settled with another agency.

If you are interested in this service, please contact the school's social worker at 403-885-6100.

LOCKERS

Each student is assigned a locker and lock. The school is not responsible for theft from lockers. Valuables or sums of money should not be brought to school. It is the responsibility of students to keep lockers clean, free of objectionable materials, locked at all times and in a state of good repair. Students are expected to have respect for their own property as well as that of others.

The school retains its ownership rights to lockers and may inspect lockers and confiscate articles, which do not belong on school premises. Only school issued locks may be used on lockers. Students are reminded that lockers are the property of Wolf Creek School Division and subject to search at any time. Students will be held responsible for the contents held in their locker.

BUSING

The Transportation Supervisor looks after the operation of Wolf Creek School buses. Information regarding the bus that your child rides on, expected time at your residence and any problems that may arise should be dealt with by contacting the Wolf Creek Transportation office.

Mr. Ron Rarick 403-783-3473

Ms. Betty Clark 403-785-0726 ext. 4160

VISITORS/STUDENT GUESTS

1. Student guests will not be permitted to attend classes or be at the school during break times.
2. All visitors (including parents, previous IRIC students, WCPS personnel, repair personnel, etc.) must check in at the office prior to entering the general population of the campus. Visitors must sign in and sign out at the office and are required to wear a visitor pass while in the office. If safety and/or disturbance is a concern with any visitor administration reserves the right to refuse entry to these visitors.

ADMINISTRATION OF MEDICATION

Parents need to inform the school if their child has severe medical problems or is taking medication, which may affect their performance or safety. The Wolf Creek [Administrative Procedure 316](#) outlines procedures for the administration of medications.

In the event of a student becoming ill during the day, parents will be called to take their child home. If parents cannot be reached, the emergency contact person provided on the registration form will be called.

EMERGENCY CLOSURES

On occasion, it has become necessary, on very short notice, to close the school and send students home due to inclement weather or other unforeseen circumstances. It is therefore strongly suggested that parents make every effort to ensure that their children have some place where they can go in case of such an emergency. If possible, please record the name and phone number on the student's registration form. Emergency contact information must be updated each year.

INCLEMENT WEATHER

Any closure of school due to inclement weather will be as per the guidelines stated in Wolf Creek [policy 132](#). The decision to cancel bus runs and/or close schools is made by the transportation manager and the superintendent of schools. Once a decision is made to cancel bus runs/close schools due to inclement weather, the transportation manager shall contact appropriate radio stations (Sunny 94.1 in Lacombe; Big 105.5 FM and CKGY 95.5 FM / ZED 98.9 FM in Red Deer; CHED 630 AM and CFCW 790 AM in Edmonton; and KJR 1440 AM in Wetaskiwin. It is to be noted that all such decisions will be announced on the radio. Since Central Alberta weather conditions are extremely unpredictable, families, staff, and substitute teachers have a responsibility to check our social media feeds, local radio, and/or division websites for busing and school closure announcements when inclement weather conditions exist.

EMERGENCY RESPONSE DRILLS

Students' safety is always a concern of our staff. Fire drills, evacuation drills and lockdown drills will be held to teach students how to react in a safe and orderly manner should any crisis occur.

LEARNING COMMONS

All books must be signed out under staff supervision. A letter will be sent home requesting the return/payment of books three or more weeks overdue. There is no food or drink allowed in the Learning Commons. The Learning Commons is a place for exploration, discovery, and collaboration.

INSURANCE

The School Board provides accident insurance coverage to all students for all activities involving school. Additional choices for accident insurance are available from Industrial Alliance Insurance and information will be sent home separately. You are encouraged to consider these options.