



About the School

Welcome to Penhold Waskasoo Middle School!

We are excited to have you as part of our learning community. This handbook outlines the expectations, policies, and procedures designed to ensure a safe, respectful, and successful learning environment for all students in grades 4-8. Please read this handbook carefully with your parents/guardians and keep it as a reference throughout the school year.

Our Mission, Vision and Core Values:

Mission: Penhold Waskasoo Middle School is a safe, inclusive, and positive community that ignites curiosity and innovative thinking to empower confident learners.

Vision: At Penhold Waskasoo Middle School, we develop confident, innovative lifelong learners who emphasize community, collective responsibility, and have the knowledge and skills to reach their full potential.

Core Values and Motto:

“SOAR”: Students On A Roll.....

S – Show Character

Demonstrating respect, responsibility, kindness, optimism, humility, and integrity.

O – Own Their Actions

Taking accountability and showing leadership in their behavior and work.

A – Aim High

Setting goals, striving for excellence, and pushing themselves beyond expectations.

R – Rise Above

Overcoming challenges, helping others, showing strength and going above and beyond in all they do.

Message from the Principal:

Welcome to the very first year at Penhold Waskasoo Middle School!

It is with great excitement and pride that we open the doors to a brand-new chapter in education for our community. As the founding students of PWMS, you are part of something truly special—a place where curiosity is encouraged, friendships are built, and each of you helps shape the spirit and traditions of our school.

Whether you're in Grade 4, just beginning your middle years journey, or in Grade 8 preparing for your next steps, know that you belong here. Our school is a place of growth, learning, and belonging for every student.

At PWMS, we value respect, kindness, resilience, and creativity. You'll have opportunities to explore new subjects, try new activities, and discover your strengths—all while being supported by caring staff and surrounded by classmates who are cheering you on.

Let's make this a year to remember. Together, we will create a school community we can all be proud of. This is a year to SOAR together.

Here's to a fantastic first year at Penhold Waskasoo Middle School!

With excitement,
Mrs. Lisa Baird

General Information

Administration Team:

Principal- Mrs. Lisa Baird

Vice Principal- Mrs. Giselle Meyer

School Address:

1C Waskasoo Ave

Penhold, Alberta

T0M1R0

Main Office Phone:403-886-4390

Penhold Waskasoo Middle School Website:

Visit www.penholdwaskasoo.ca regularly to find helpful information for both students and parents.

Attendance Reporting:

Call- 403-886-4390

Email- penhold@cesd73.ca

School Hours:

- School Hours- 8:20AM to 3:05PM
- Office Hours- 8:00AM to 3:45PM
- Lunch - 12:20PM to 12:40PM
- School Team- Waskasoo Red Wings

Our Teaching Team:

<u>Grade 4 Team</u>	<u>Grade 5 Team</u>	<u>Grade 6 Team</u>	<u>Grade 7 Team</u>	<u>Grade 8 Team</u>	<u>Student Support</u>
Ms. Pennock Ms. Eberts Mrs. Bolen (Boone) Ms. Fletcher 4/5	Mrs. Johnson Mr. Unterschultz Mrs. Hannett Ms. Fletcher 4/5	Mrs. Deschambault Mr. Matthew Mrs. Davidson	Ms. Schesnuk Mrs. Holland Ms. Rothenburg Mr. Skrepnyk	Mr. Holland Mrs. MacEachern Mr. Massey	Ms. Neilson Ms. McDonald

Our Support Staff Team:

<u>Admin Assistants</u>	<u>Educational Assistants</u>	<u>Additional Programming Staff</u>	<u>Custodial Staff</u>
Mrs. Melissa Rose- PowerSchool Mrs. Bobbi Yargeau- Finance	Mrs. Pusztai Mrs. Sedova Mrs. Green Mrs. Peters Ms. Blair	YES- Mr. Jeremy Family School Wellness- Ms. Nicholson Learning Commons- Mrs. Keeler Nutrition Coordinator- Ms. Boorman	Mr. Ord Mrs. Nelson

2025/2026 School Calendar:

September 2nd	First Day of School
September 19th	Staff Professional Learning Day - No School
September 30th	No School- National Day for Truth and Reconciliation
October 10th	Non Instructional Day - No School
October 13th	Thanksgiving Day - No School
October 20th	Staff Professional Learning Day - No School
November 7th and 11th	Fall Break/Remembrance Day- No School
November 28th	Staff Professional Learning Day - No School
December 12th	Non Instructional Day- No School
December 22nd to January 4th	Christmas Break- No School
January 5th	Students First Day Back 2024
January 30th	Staff Professional Learning Day - No School
February 16th to 22nd	Winter Break- No School
February 19th and 20th	Teachers Convention- No School
March 6th	Staff Professional Learning Day - No School
March 20th	Non Instructional Day- No School
April 3rd	Good Friday- No School
April 6th	Easter Monday - No School

April 18th to 26th	Spring Break- No School
May 15th	Staff Professional Learning Day - No School
May 18th	Victoria Day- No School
June 5th	Staff Professional Learning Day - No School
June 26th	Students Last Day
June 29th	Staff Professional Learning Day - No School

Bell Schedule:

Time	Period		Time	Period
8:20-8:30	Student Arrival		12:15-12:35	Lunch
8:30-9:10	Block 1		12:35-12:55	Lunch Recess
9:10-9:40	Block 2		12:55-1:25	Block 7
9:40-9:45	Break		1:25-1:55	Block 8
9:45-10:15	Block 3		1:55-2:00	Break
10:15-10:45	Block 4		2:00-2:30	Block 9
10:45-11:05	Recess		2:30-3:05	Block 10
11:05-11:45	Block 5		3:05-3:10	End of Day
11:45-12:15	Block 6			

School Visitors:

For the safety of our students, we request that all visitors, including parents, report to the office upon arrival. We will gladly assist you in finding your child or any staff member with whom you would like to speak to. Our doors, except for the main entrance, are locked during the school hours.

Newsletters:

Check your emails regularly for newsletters and communication from the school and Division Office. To reduce paper use, newsletters are emailed out and available on our website at:

www.penholdwaskasoo.ca

Communication from the school will primarily be shared through newsletters- a monthly Waskasoo Red Wing Report and a mid-month bulletin will be sent via messenger. We do send out messages through the school messenger portal which will come in the form of a text message and an email. Please sign up for these messages by texting the letter **Y to 724665**.

Communication:

At PWMS, we recognize that strong communication between the school and home is essential for student success. We have a number of methods that we communicate through including:

School Website: Regularly updated with important information and announcements.

Phone and Email: Teachers, Admin and School Staff will communicate with parents/guardians via phone calls and/or email. We highly encourage parents to reach out to their child's teacher if they have any questions and/or concerns.

Newsletters: School wide newsletters will be sent out once per month through email as well as a mid month bulletin. All classrooms will be sending a weekly newsletter home via email as well.

Parent-Teacher Conferences: Opportunities for parents/guardians to meet with teachers will happen twice throughout the school year. Dates for the 2025/2026 school year are as follows: November 4 and 5th, 2025, and March 18th and 19th, 2026.

School Messenger: The school uses school messenger for important notifications. These can come through text message and/or email depending on the preferences set by parents.

School Fees:

Fees for the 2025-2026 school term for Grades 4-6 are:

- Agenda- \$9.00
- Locks- \$12.00
- Options- Roughly \$50.00- Final Cost is to be determined once options are selected

Fees for the 2025-2026 school term for Grades 7-8 are:

- Agenda- \$9.00
- Locks- \$12.00
- Options- Roughly \$75.00- Final Cost is to be determined once options are selected

If you anticipate financial difficulties in remitting these fees to the school office, please contact the school to make arrangements for payment of these fees. We are open to assisting you with setting up a monthly payment schedule.

School Agendas:

The school agenda is designed to develop organizational skills for our students. The agenda is to be taken to every class and taken home every evening for parents to view. Students will use it to record and keep track of homework, assignments, test dates, needed materials, and special events. This agenda is to be used as the number one communication tool between parents/guardians and the classroom teacher/school as well as teach. Replacement agendas cost \$9.00.

School Nutrition and Hot Lunch Program:

Our school offers a nutritional breakfast and healthy snack to all students at the start of each day, following Canada's Food Guide. In addition to this, lunches are offered to students who are unable to provide their own. Students need to connect with their homeroom teacher to ask for a lunch ticket, or they can visit our Nutrition Coordinator, Ms. Boorman to get a bagged lunch.

Before and After School Hours:

We are proud to offer a variety of before and after school opportunities for our students, including athletics, clubs, and the YES (Youth Empowerment & Support) program. These activities provide students with a chance to build skills, friendships, and strong character outside of regular class time. Athletic practices, games, and YES programming typically take place after school. Activity schedules will be shared in advance by staff or coaches. We encourage families to support student participation in extracurriculars and to reach out to the school if they have any questions about schedules, transportation, or access.

Student Information and Policies

Student Communication:

If your child needs to contact you for any reason before or after school, they are welcome to call home from the school office or a staff-supervised phone.

Safe Arrival/Departure:

At drop-off and pick-up times, PWMS and surrounding roads will be congested and it is important that, to ensure safe arrival and departure of all students and staff, we ask that parents follow the instructions laid out on how to drop off and pick up their students.

Students who walk to school should be aware of traffic safety rules and rules given for school grounds.

Bikes and scooters should be walked on school grounds to ensure no one is injured. Bike racks and scooter racks are located at the front of the school. It is highly recommended for students to have a lock on their bike while keeping it at school. The school is not responsible for missing bikes or scooters.

Building Access:

Please note that the front doors will remain locked after regular school hours. However, students will still be able to exit the building as needed. Staff members will ensure students are safe and can access exits appropriately.

Attendance Procedures:

To provide quality educational opportunities for all students, parents, students in collaboration with the school must work closely in supporting regular daily attendance. If students are absent, parents are asked to call the school and report the absence on the attendance line at 403-886-4390. In addition it would be best to advise your child's teacher directly by email. The Administrative Team will be sending home letters for students who miss more than 10% of the school year. These letters will come home several times a year. Tardy and Lateness letters will also be sent out informing parents and guardians of the amount of learning missed.

The most significant factors that impact student punctuality are individual sleeping patterns and nighttime/morning routines. It is essential for all students to have uninterrupted sleep: research tells us that our brains need adequate sleep in order to allow us to function well. Adolescents need 8-10 hours of uninterrupted sleep every night. What researchers have found is that while many adolescents go to bed at a reasonable time, their sleep is interrupted by text messages throughout the night. It is highly recommended that Parents/Guardians remove all electronic devices from their adolescent's bedroom so that the child can have an uninterrupted sleep. We also encourage families to establish

routines at night and in the morning so students are able to get to school on time. The positive benefits to learning, behaviour, and household procedures will be dramatic.

Leaving During the Day:

Students will not be allowed to leave the school for any reason unless the parent/guardian has communicated with the school. When students are leaving the school, they must always stop at the office to be signed out by one of our staff.

Students are only allowed to leave with a parent/guardian or one of the emergency contacts designated on their registration form to ensure our students safety. A parent must inform us before they will be allowed to leave with any other person.

Students who are absent without an acceptable reason (truant), or who leave the school without permission, will be subject to disciplinary action from the Administration.

Late Policy and Procedures:

We expect that all students will be in class and prepared to begin work at the beginning of each class. Students without legitimate reasons who come late to class lose valuable instruction time and being late interferes with the learning of others. We wish to promote the best conditions for learning and teaching and to foster habits that prepare students well for the world of work and a successful transition to high school. Students are expected to move quickly between classes.

Students who report to school after 8:30 am are considered late. If a student arrives after the first class has started in the morning, he/she must report to the office. Students' attendance will be taken at the beginning of each block of the day. Students who are late for class may be expected to make up the time with the classroom teacher, and parents will be contacted. If this is a repeated problem, attendance issues will be referred to administration and attendance procedures will be followed.

Extended Absence:

In the event of any extended absence, other than illness, parents/guardians must provide communication to the office and the teachers indicating the nature and duration of this absence. Extended, "during the school year holidays" affects student performance. Please consider this carefully when planning holidays. Teachers are not obligated to provide instructional materials for students due to extended family holidays.

Participation:

In order to participate in extracurricular activities, students must have been present for the entire school day. In the case of pre-scheduled appointments, arrangements need to be made. Students must be "in good standing" in order to participate in extracurricular activities, which can be determined by the Administration in conjunction with classroom teachers.

Curriculum:

Penhold Waskasoo Middle School aligns all learning with Alberta Education curriculum standards. All curriculum can be found on the [Learning Alberta](https://www.alberta.ca/learning-alberta.aspx) website.

Reporting:

Chinook's Edge School Division utilizes PowerSchool to share students' academic progress with parents/guardians. All parents should have an account created where they can log in to see where their child is at. Our teachers report using outcomes, percentages (Gr 5-8), as well as sharing comments specific to your child. We encourage students and parents to access PowerSchool frequently to keep up to date. If there are any concerns with the reporting, please reach out to your child's teacher.

Report cards are issued once per year at the end of June. Report cards are to be digitally downloaded through the PowerSchool website. Please connect with the office should you not have access to the PowerSchool Portal.

Assessment and Evaluation:

Teachers will use a variety of assessment methods, including tests, quizzes, projects, and assignments. Teachers will be communicating with students and families in September on their classroom assessment plans.

Homework Policy:

Homework is an essential part of the learning process, designed to reinforce classroom instruction and help students develop independent study habits and responsibility. Students are expected to complete and submit homework on time as part of their commitment to their own learning. Parents and guardians play a vital role by encouraging and supporting their child's efforts at home. Creating a quiet, consistent space for study, showing interest in assignments, and promoting a positive attitude toward learning can greatly enhance a student's academic success. Together, we can foster the skills and habits that lead to lifelong learning.

Academic Support:

Teachers are available for extra help when needed and arranged with the teacher. Our Student Support Lead can assist in academic support during the school day. Arrangements need to be made with the classroom teacher in consultation with our SSL. Learning assistance resources (audio books, online texts, etc) are available for students with specific needs, this would coincide with their IPP/LSP/BSP.

Programs and Activities:

PWMS aims to provide as many opportunities for students to grow outside of academics as possible. Within the school day, we offer Career and Technology Foundations (CTF) programming in order to introduce students to potential careers for them to explore. Outside of the school day, sports teams and after school club programming is organized to meet the needs of our students. YES programming is run through PWMS.

Parent Teacher Conferences:

Parent-teacher conferences will be held twice a year:

- November 4th and 5th, 2025 from 3:30PM to 6:30PM
- March 18th and 19th, 2026 from 3:30PM to 6:30PM

Cell Phones:

To ensure a focused and productive learning environment, the following policy regarding student cell phones has been established to align with the direction of Alberta Education.

No Cellular Devices During School Hours:

No cellular devices are permitted in the possession of students throughout the school day. This policy applies to all students in the school. Cellular devices include mobile smartphones. Although smartwatches have similar capabilities, these devices will be addressed on a case by case basis if they become problematic. Students who bring a cell phone to school must store it in their locker. Teachers and Administrators are not responsible for lost cell phones.

Consequences for Unauthorised Use:

First Infraction: If a student is found using their phone during school hours, the phone will be confiscated by school administration and returned to the student at the end of the school day.

Second Infraction: If the same student is found using their phone a second time, the phone will be confiscated and will only be returned to a parent or guardian, who must pick it up at the end of the school day.

Third Infraction: If a third infraction occurs, the student will be asked to leave the phone at home for the remainder of the school year.

We appreciate your support in helping us maintain a focused learning environment for all students. Please refrain from contacting your child directly via cell phone or any other form of messaging, including email, during school hours. If there is an urgent need to reach your child, don't hesitate to contact the office, and we will relay the message promptly.

We sincerely appreciate your cooperation and support this year and in the future, as we comply with this new directive from Alberta Education and CESD School Division. Your support is key in helping us provide a distraction-free learning environment for our students.

Technology Acceptable Use Policy:

Students are expected to use school technology responsibly and strictly for educational purposes. All devices, networks, and digital tools provided by the school are intended to support learning and academic growth. Inappropriate use—including accessing unauthorized content, engaging in non-educational activities, or tampering with equipment—will result in disciplinary action. Cyberbullying of any kind is strictly prohibited and will be addressed seriously. Students must also respect copyright laws by properly citing sources and avoiding plagiarism. **Any intentional or accidental damage to school devices or technology will result in the student and their parent/guardian being held financially responsible for repair or replacement costs.** Responsible digital citizenship is essential for maintaining a safe and respectful learning environment.

Social Media Use:

Penhold Waskasoo Middle School uses Facebook as a social media platform to engage parents with school content. These sites are monitored by school Administration.

Using social media responsibly can be very challenging for adolescents. The many different social media platforms (texting, Facebook, Instagram, SnapChat, TikTok, etc.) allow students to behave

impulsively without an immediate consequence and with no adult to immediately correct them. It also facilitates student's abilities to make inflammatory comments without necessarily revealing their identities. Examples of this include posting online comments that intend to accuse, attack or insult others. Such comments can cause great harm to others, even when made in jest. Furthermore, once comments are posted, they are retained by the software and can be used as evidence of harassment against the original poster. Inevitably, disagreements that originate online make their way into the school environment and then become a school issue. Because schools have no jurisdiction over student disagreements occurring in the community, it is nearly impossible for school administration to resolve disputes that have occurred during non-school hours. However, if that interaction interferes with student learning, the school administration will get involved and will involve parents or all student parties as quickly as possible.

As schools do not have jurisdiction over phone use outside of school time, we require parents' assistance in monitoring and limiting students' online access and use of Social Media sites in order to reduce the number of inappropriate student interactions online.

*****We remain committed to assisting students with their concerns regarding harassment and/or bullying, and encourage them to speak to teachers, counsellors, administration or parents should they face threatening behavior. Nevertheless, if online disputes endure, parents/guardians and their children will be asked to resolve the issue external to school by meeting with each other or by involving the police if necessary.*****

The following sections reveal some "Fast Facts" about some of the more frequently accessed Social Media sites such as Facebook, Snapchat, Instagram, Ask, etc.

Minimum Age Requirement:

Each of these sites stresses that no one under the age of 13 should create accounts on their sites. Additionally, each site recommends that teenagers between the ages of 13-17 have an adult assist them when reading the site's terms, conditions and policies. We ask students and parents to:

- consider whether or not a student is ready to make appropriate use of these sites and;
- If so, that parents take time to help their children read and understand the policies stated on each site students wish to use.

Policy Against Online Bullying:

Each site lists clear rules against the use of inappropriate content, including harassing, insulting and hurtful language. Therefore, users who choose to engage in this behaviour are deliberately contravening the terms and conditions to which they agreed upon creating accounts.

Liability:

Each site makes it clear that any user who violates the terms of the site's usage bears the sole responsibility of doing so. This is important for students to understand because each site will provide NO support to users who face external consequences for posting inappropriate content.

Content Ownership:

It is also important for students to understand that, once they've posted any content

to these sites - positive or negative - it becomes the property of these sites. This means that once inappropriate content is posted, the sites have access to it and can/will share inappropriate posts with the authorities upon Request.

Library Resources:

The library provides students with access to books, online resources, and technology to support their learning. Students are responsible for returning all borrowed materials on time and in good condition. Lost or damaged books and resources must be replaced or paid for by the student and their parent/guardian. Our Learning Commons is open to students during regular school hours and offers a welcoming space for reading, research, and quiet study.

Student Conduct and Expectations

At our school, we believe every student has the right to feel safe, respected, and supported. Our Code of Conduct helps us build a positive school community where everyone can learn and grow. As a student, you are expected to follow these core principles:

1. Respect for Self, Others, and Property

- Treat yourself and others with kindness and dignity.
- Use respectful language and actions at all times.
- Take care of school property and the belongings of others.
- Value differences in people, opinions, and cultures.

2. Honesty and Integrity

- Be truthful in your words and actions.
- Do your own work and give credit when it's due.
- Own up to your mistakes and learn from them.
- Be someone others can trust.

3. Responsibility for Actions

- Follow school rules and classroom expectations.
- Be prepared for class and complete assignments on time.
- Make choices that reflect good judgment and maturity.
- Accept the consequences of your actions and work to make things right.

4. Safe and Orderly Behavior

- Keep hands, feet, and objects to yourself.
- Move calmly and respectfully through hallways and shared spaces.
- Use technology and equipment appropriately and safely.
- Report unsafe behavior or situations to a trusted adult.

Students Rights and Responsibilities:

1. I have a **RIGHT** to learn in this school. It is my **RESPONSIBILITY** to listen to instructions, work quietly at my desk and raise my hand if I have a question, concern, or need to leave.
2. I have a **RIGHT** to hear and be heard. It is my **RESPONSIBILITY** to not talk,

shout or make loud noises when others are speaking.

3. I have a **RIGHT** to be respected in this school. It is my **RESPONSIBILITY** to not tease or harass other people.

4. I have a **RIGHT** to be safe in this school. It is my **RESPONSIBILITY** to not cause physical or emotional harm to other people.

5. I have a **RIGHT** to privacy and my own personal space. It is my **RESPONSIBILITY** to respect the personal property of others, and accept their right to privacy.

Province of Alberta- Education Act

Section 31 of the Education Act states: A student shall conduct themselves so as to reasonably comply with the following code of conduct:

- (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,
- (e) 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,
- (f) comply with the rules of the school and the policies of the board,
- (g) cooperate 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

Duty of Care:

In accordance with Sections 196 and 197 of the Education Act, teachers and principals have a legal and professional responsibility to maintain a safe, orderly, and supportive learning environment. While students are in their care, school staff are expected to act in loco parentis—in the place of a parent—ensuring students' safety, well-being, and appropriate conduct throughout the school day. This duty reflects our shared commitment to fostering a respectful and secure atmosphere where all students can thrive.

Alcohol/Drugs/Tobacco/Vaping/Contraband:

Our new school is set up with vaping detectors in all student spaces, including the bathrooms. When a vape is detected, a notification goes off in the Principal's office. Students will not use, distribute, be under the influence of, or be in possession of tobacco, alcohol, vaping devices, drugs or paraphernalia during the school day or while on school property. This applies to any school-sponsored activity or event. Smoking/vaping on school property is strictly prohibited for all students, parents and school personnel. Students who engage in any of the activities above will face consequences including, but not limited to suspension, parent conference, or removal from school. When warranted, the appropriate authorities will also be notified. It is critically important that students not bring articles to school that may pose a safety risk or be offensive. Certain materials are contraband and are not allowed on school premises. The classification of what is

contraband is at the discretion of school administration. Students who bring contraband onto school property will be subject to disciplinary measures.

The following are some examples of contraband, but this list is not exhaustive:

- Weapons (including all kinds of knives)
- Incendiary items (laser pointers, matches, lighters, firecrackers, etc.)
- Energy drinks
- Toy guns or weapons
- Tobacco products
- Vaping devices and accessories
- Illicit drugs/alcohol/ paraphernalia
- Stolen goods
- Pornographic items or material
- Items intended for sale

Students must not bring these items to school under any circumstance. If these items arrive at school, they will be confiscated, destroyed, turned over to the RCMP or (depending on the item) returned to the parent. Parents/guardians may claim certain items by meeting with the administration. Weapons will always be handed over to the RCMP. Possession of contraband may result in suspension from school or a recommendation for expulsion.

Academic Dishonesty:

Also known as cheating or plagiarism, academic dishonesty is any time a student submits work that is in part, or in whole is not their original personal work OR helps a student obtain material that will be submitted and is not their own personal work.

For example, the act of academic dishonesty occurs when a student:

- Students are not permitted to use any Artificial Intelligence platform to complete or assist with schoolwork, assignments, or assessments unless explicitly directed by a teacher. Unauthorized use of AI tools will be treated as academic dishonesty and may result in disciplinary action.
- The use of AI may be allowed for specific tasks or projects where teachers have given direct permission and guidance. In such cases, students must follow the teacher's instructions regarding appropriate use and citation of AI-generated content.
- Copies or lends a homework assignment from/to another student
- Hands in the work of another student or a published author and claims it to be their own
- Communicates with another student verbally or nonverbally or enables another student to see answers during an exam
- Discusses exam questions with another student who has not yet written the same exam Looks at another student's test/exam during a test/exam
- Obtains a copy of a test prior to it being administered
- Uses notes, texts and/or written words on hands/body, during a test unless directed to do so by their teacher
- Changes answers during the marking of an exam
- Receives a due date extension on the basis of a lie

Consequences in each situation will be decided by the teacher in consultation with school Administration.

Dress Code:

Penhold Waskasoo Middle School expects that all students will dress in a way that ensures the best learning environment for students.

Students MUST wear:

- Footwear inside the building at all times
- Clothing that covers undergarments
- Clothing that appropriately covers the body with typical movement especially students chest, buttocks, and midriff.
- Certain clothing requirements may be required by teachers for classes or events. I.e. short sleeves in the Foods Lab or shorts for a team sport

Students may NOT wear items including, but not limited to:

- Clothing with offensive and/or inappropriate wording or images
- Clothing that promotes hate/discrimination, alcohol, drugs, tobacco or other contraband
- Any gang related paraphernalia (bandanas)
- Dangerous or potentially dangerous jewelry
- Clothing that is dangerous or not conducive to learning in certain environments (ex. Phys. Ed, CTF and Options)
- Undergarments as primary clothing
- Make-up intended to distract or intimidate others
- Masks, costumes, play paraphernalia including sporting gear and animal masks/tails

A teacher or Principal may request a student to correct a condition in dress or personal appearance that appears to be a deliberate attempt to disrupt the teaching and learning process, offend convention or attract undue attention. If, after a reasonable interval, the student fails to correct the condition, he or she may be excluded from class until they have complied with the request. Teachers are to consult with their Administration when there is a doubt about the propriety of a student's dress.

It is expected that all students in attendance at Penhold Waskasoo Middle School will dress in a style that is conducive to learning. The dress code applies to ALL school sponsored events including sports, field trips, dances and on-site events. Clothing that exposes large areas of skin or undergarments is NOT acceptable. You are expected to dress in a clean, neat, appropriate manner.

Security Cameras:

For the security of our students and employees, security cameras have been installed around the school premises. Consent to being videotaped is assumed by all who enter the school property. Security camera footage can be viewed by school Administration only.

Cold Weather:

All students must have proper clothing for the weather. All students will go outside at morning and lunch recess and PE will often have class outside. -22 degrees Celsius including the wind chill is the cutoff for having students go outside.

Helmets:

Students arriving at school with or on bikes, skateboards, longboards, rollerblades, scooters, etc., MUST WEAR A HELMET. If you do not have a helmet, your "wheels" will be kept in the office until you show your own helmet. This may require a parent pick up of your "wheels" if the student refuses to wear a helmet to and from school. The first offense will result in the "wheels" being taken away and stored in the office. The student or parent can pick up the "wheels" from the administrator at the end of the day. Second and subsequent violations will require parent pick up from the main office.

Bikes, scooters, and other wheeled vehicles need to be walked on school grounds. Our walkways are far too narrow for students to be riding around others.

Physical Education- Gym Clothing:

It is expected that Grade 7 and 8 students change for PE classes. Clothing worn for PE must be appropriate athletic wear and conform to the school dress code. Clothing should not have buttons, belts, snaps or other accessories that may become safety hazards. Students are required to have an indoor pair of running shoes that are non marking. No outside shoes are allowed to be worn in the gym. Grades 4, 5 and 6 students only have 30 minute gym periods, therefore, are not required to change.

Some Physical Education activities are outdoors. Students must be prepared to go outside in the fall, winter and spring. Students are expected to have appropriate clothing for all activities in all seasons. Appropriate cold weather clothing includes items such as coats, toque, gloves and boots. Students will be advised when outdoor units will happen, but are expected to come to class with materials necessary.

Locks and Lockers:

Every student at Penhold Waskasoo Middle School is assigned a locker at the start of the year. It is expected that ALL students use their assigned locker, and all bags are expected to be kept in their locker (not brought to class) unless needed for that class (ex. PE change).

It is important to note that lockers:

- Are the property of Penhold Waskasoo Middle School and are subject to inspection by the administration at any time.
- Should NOT be shared- only your personal and academic items should be in your locker.
- Must be kept neat and clean. Cleanups will be scheduled, but a teacher or administrator may ask you to clean your locker at any time.
- Should be LOCKED at all times with a SCHOOL PROVIDED lock. Locks will be assigned at the start of the school year. They cost \$12.00 and will be applied to your Quick Pay Account.
- Lockers are school property and damage you inflict to yours, or anyone else's locker is considered vandalism and will result in disciplinary action. While students are discouraged

from bringing valuables or personal devices to school, if a student does bring such items, they need to be securely stored in your locker at all times.

Students are permitted to access their lockers at the start of the morning, during break times and at the end of the day. Students should not be at their lockers during class time unless a teacher has given them permission to do so.

A combination lock will be supplied to each student for their locker, at the cost of \$12.00. This fee will be applied to your quick pay account. Students should not share the combination with any other student. The school will have a master list of combinations in case a student forgets theirs. Locks are also equipped with a keyed entry which is used by administration only. Locks will move with the student from Grade 4-8. Students who use locks that are not provided by the school will have them cut off.

There are no lockers in the Phys. Ed. change rooms. As such, it is highly recommended that students do not bring valuables into the change room as there is no way to secure them in that space.

Bullying Prevention:

Penhold Waskasoo Middle School is committed to providing a safe and inclusive environment for all students. Bullying in any form (physical, verbal, social, or cyber) is strictly prohibited. Students are encouraged to report any instances of bullying to a teacher, support staff, or administrator.

While we need to be mindful of the difference between bullying and playful teasing or social conflict, it is not alright for students to engage in bullying, intimidation, name-calling, insulting or harassing activities. No student should interfere with another's right to a safe and caring environment. It is also not alright for students to engage in the bullying activity of telling negative and untrue stories about others. Rumors can be extremely hurtful! Please make sure that a staff member is informed immediately if your child feels that they are caught in a bullying situation.

There are five main types of bullying (as defined by repeated occurrences):

Verbal Bullying: Verbal Bullying is where the bully calls you names and makes you feel bad.

Mental Bullying: Mental Bullying is where the bully uses threatening language/rumors to upset you.

Physical Bullying: Physical Bullying is where the bully physically hurts you. This can include pushing, punching, and kicking etc...

Social Bullying: Denying another person the right to be allowed in a group or a friendship in a planned series of events

Technological Bullying: This type of bullying is done through texting and through social-media such as Snapchat, Instagram, AskFM, Facebook, etc. The bully often believes that because no one knows them they can then be mean and say things they would never say in person.

Discipline Procedures:

Progressive discipline will be used to address student misconduct. Consequences may include verbal warnings, detentions, parent conferences, suspensions, or expulsions. Students have the right to due process.

School Safety and Well-being

Personal Relations:

We respond to community standards, and follow community expectations. Students, parents and staff feel it is inappropriate for students at a middle school level to exhibit romantic behaviors/physical contact such as holding hands, hugging or kissing while on school property or during a school-sponsored event. If we see this type of behavior, parents/guardians will be notified immediately and students will be asked to refrain from the behavior. The staff will treat each situation individually and will make decisions in the best interest of students, staff, and the overall school culture.

Emergency Procedures:

Students will participate in regular fire drills, lockdown drills, and other safety drills as outlined in our division protocols throughout the year to ensure students know what to do in the case of an emergency. Students must follow the instructions of staff members during emergencies and are expected to behave in a manner that ensures safety, both physically and emotionally, of all students and staff.

Health and Wellness:

Students who are feeling unwell should report to the office. We do have a small space for students to stay when they are feeling unwell however, in the best interest of the student, if a student is feeling unwell arrangements will be made to have the child picked up and taken home.

Student Medications:

If your child requires medication to be administered at school, completion of a divisional form (AP3-23 Exhibit I) is required where it outlines times, dosage, etc. Office staff will ensure safe storage of medications and proper administration to students. Include any special instructions if needed. (ie. Take with food).

Medication must be administered by designated school personnel (office personnel and/or admin) with proper authorization and record will be kept. Our teachers and support staff are not allowed to give students medication. If a child needs medication, they will be sent to the office and a call home to parents and guardians will be made.

Lost and Found:

Penhold Waskasoo has two lost and found areas. One on the main floor, and one on the second floor. Any items that have been found will be placed on our lost and found racks or, if valuable, placed in the office. Students are expected to check the lost and found frequently for items. Parents can also place reminders in agendas or contact classroom teachers to have their child look for a lost item. At the end of each month, items that have not been claimed from lost and found will be donated to either our school clothing supply or a local non-profit agency.

Family School Wellness:

School Wellness workers are available to provide support and guidance to students if needed. Students can access this service for academic, social, or emotional concerns. Parents are able to reach out to our FSW directly if they feel this support would be helpful to their child. Students are also able to go to our FSW directly. Our Family School Wellness workers meet with the admin team on a weekly basis to discuss student wellness and areas of concern.

Extracurricular Activities:

Penhold Waskasoo highly encourages students to partake in as many extracurricular activities as possible to increase their skills, social interactions and help to build confidence in themselves. Please see our website and/or our monthly newsletter for more information on which extracurricular activities we are offering. We offer athletics, yes programming, intramurals at recesses and lunch times along with many other activities.

Parent Volunteers:

We greatly value and welcome the involvement of parent volunteers in our school community. Whether supporting field trips, coaching teams, assisting with special events, or helping in other capacities, parent participation enriches the educational experience for our students. To ensure the safety and well-being of all children, all volunteers are required to provide a current Criminal Record Check and Child Welfare Check before participating in school activities. We appreciate your time, commitment, and partnership in creating a positive and supportive environment for our students.

School and Personal Property

At Penhold Waskasoo Middle we expect all students to contribute to our school in a positive manner. This means that we show respect for our property and the property of the school and all others at all times. We also ask you to look after our environment by disposing of garbage, or recycling materials as appropriate.

The school cannot and will not be held responsible for any lost, stolen or damaged items that the student brings to school. It is the responsibility of the student to keep anything they bring to school secure. Accidents happen and any damage to a student's personal property is NOT the responsibility of the school. At ALL times, the student is personally responsible for their own items.

Backpacks, purses, bags

Students are expected to leave their backpacks, purses and bags in their locker for the whole of the school day unless otherwise organized by a teacher or admin. The backpack can be used to carry homework to and from school each day. Backpacks are not permitted in instructional areas as they pose safety concerns for blocking walkways and for the potential they contain contraband. The exception to this would be a student required to carry a medical device with them.

Bicycles, skateboards and other wheeled transportation:

Bicycles, scooters and skateboards are not permitted in the school and should be locked in our racks outside the front of the school with the student's own lock. Rollerblades must be carried into

and throughout the school and stored in the student's lockers. The school is not responsible for any lost/stolen/damaged items.

We are looking forward to a fantastic year filled with learning, growth, and memorable experiences for all our students. Open communication is important to us, and we encourage families to reach out with any questions or concerns that may arise throughout the school year. Please don't hesitate to contact your classroom teacher, or our administration, Mrs. Baird and Mrs. Meyer at the school office—we will be happy to assist you or direct your inquiry to the appropriate staff member. Together, we can make this a successful and rewarding year for everyone!