



Student & Parent Handbook

*Wilson Middle School
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Lethbridge, Alberta
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2023-2024 Edition

WELCOME TO WILSON MIDDLE SCHOOL

Wilson Middle School Vision and Mission 2023-2024

OUR VISION

Hope Dream Conquer!

OUR MISSION

At Wilson Middle School we hope for tomorrow, dream of our possibilities, and conquer through perseverance. We cultivate citizenship, fairness, responsibility, respect, compassion, perseverance, trustworthiness, honesty, and creativity.

THROUGH THE WILSON WAY:

Students will live out their hopes, realize their dreams and conquer obstacles by:

- developing confidence and respect
- increasing academic and social skills
- making connections between academics and real-life applications
- taking pride in themselves and their learning
- actively engaging in the classroom and school community
- promoting an attitude of tolerance and acceptance
- promoting leadership opportunities

Staff help students live out their hopes, realize their dreams and conquer obstacles by:

- establishing partnerships with students and the wider community
- showing kindness and empathy to students
- challenging students to meet their potential emotional, physical and social well-being
- facilitating community connections
- engage students through instructional practice that demonstrates proficiency in the Teaching Quality Standard

Parents and Caregivers help students live out their hopes, realize their dreams and conquer obstacles by:

- developing a positive partnership with the school
- actively communicating with staff to ensure student success
- supporting youths' physical, academic and social well-being
- contributing to Wilson's positive influence in the wider community
- encouraging their student to be a creative and critical thinker

What is “The Wilson Way”?

The Wilson Way, established in 2012, is a motto that reminds us that "Character Counts." Our goal is to create a safe and respectful environment where every student, staff member, volunteer, and community member feels valued. We achieve this goal through three main approaches. Firstly, we teach students specific words (character concepts) and guide them on how to apply these ideas in real-life situations. Secondly, we encourage students to take ownership of their school experience, empowering them to contribute to the school community and assume leadership roles. Finally, we prioritize caring about and supporting academic success, striving to ensure that every student feels academically challenged and capable of succeeding. By promoting character development, fostering student ownership, and supporting academic growth, the Wilson Way aims to create a positive and inclusive school community where character truly matters.

Leadership

At Wilson, we promote the development of Leadership through our Student Council, the Wilson Leadership Program, and following the Wilson Way. Student leadership at Wilson allows students to take ownership in their school. It offers opportunities for personal growth and development, student led school initiatives, service-learning initiatives such as working at the soup kitchen, mentoring elementary students, community involvement initiatives, and plenty of other leadership opportunities.

Literacy/Numeracy

A main focus of our academic programming is that we are committed to improving reading and writing skills, as well as developing a passion for literature in all of our students. As well, we believe that the students need to understand the foundational concepts of mathematical processes and their practical applications. We know that literacy and numeracy are important components for student success and are excited to offer all our students the chance to develop their skills and a love of reading and basic mathematical processes outside the traditional language arts and math programs.

Technology/Digital Citizenship

State of the art technology is at the forefront of instruction at Wilson. Two computer labs house multi-media classes to engage students with professional grade image and video editing software including Adobe Photoshop and Adobe Premier. Over 120 laptops are at students' fingertips, along with dozens of digital cameras and flip-cams. Wilson also encourages appropriate use of personal handheld wireless devices to enrich classroom activities. Beyond this use, Wilson Middle School is committed to educating our students on their rights and responsibilities within the realm of digital citizenship, ensuring that the use of technology remains safe, respectful and educational at all times.



SCHOOL FEES 2023- 2024

The following fees are charged by WMS in accordance with the provisions of Lethbridge School District No. 51 Policy and should be paid by all students at the time of registration or on the first day of school. Please pay online at <https://lethbridge.schoolcashionline.com>.

Non-Curricular Goods & Services

Library	\$ 5.00
Student ID	\$ 5.00
Gym Wear	\$ 8.00
Total	\$18.00

Supplementary Fees :

****Some options and after school extra-curriculars have additional charges which are outlined with the option descriptions***

Deferral or Waiver of School Fees: Parents may apply to pay fees on an installment plan due to economic difficulties, or in exceptional cases, a portion of school fees may be waived. In either case, parents **MUST** contact the school business manager prior to the start of the school year.

School fees need to be paid online : For safety and efficiency reasons, we would like to reduce the amount of cash & cheques coming into the school. It takes less than 5 minutes to register and is very convenient! To register for School Cash Online, please go to <http://lethbridge.schoolcashionline.com> and select “get started today” to begin the easy set up process. Please contact the school if you have any questions at 403-329-3144.

STUDENT DRESS CODE

Students are reminded that Wilson Middle School is a place of work. As such, we encourage students to dress in a “business casual” manner. Consequently, clothing worn should allow students to work comfortably. Students arriving at school improperly dressed may be asked to return home and to change before being admitted back in to class or given a different article of clothing to wear. Specific items that should not be worn to school include halter tops, tube tops, short shorts/skirts, muscle shirts, T-shirts with prints that are in poor taste, etc. Cut-offs are permissible provided they are of reasonable length and are not excessively frayed. Our dress policy specifically prohibits clothing that contains logos or advertisements for drugs, alcohol, or tobacco, that contains messages with sexual innuendo, or that appears to promote racism, discrimination, or illegal activities.

CELL PHONES and ELECTRONIC DEVICES

Wilson staff recognizes that cell phones are a part of everyday life for many students. To ensure they are used wisely, follow these guidelines:



- Our classrooms are technology free zones. We are asking that all cell phones, iPods, DS, and others electronic devices be kept in student lockers or at home. Students will only be permitted to use personal technology during lunch or before/after school.
- Students who use their cell phones or other devices in class, without supervision can expect the following:
 - Contact with parent/guardian to be made
 - Confiscation of the device for a period of time deemed appropriate by the teacher, in consultation with the grade-level administrator
 - Formal disciplinary action ie. in-school or out-of-school suspension

ACCEPTABLE USE OF COMPUTERS & TECHNOLOGY

Wilson Middle School’s wireless network offers student and guest users access to reliable internet access. In order to access our school computers and this wireless network, students and parents must sign our technology contract.

- Students are not to visit websites that are inappropriate for school use.
- Students must not download and/or install programs or applications on school computers
- No gaming whatsoever unless for educational purposes or under the supervision of or with consent from a teacher or administrator.
- Students are not to tamper with hardware or computer settings.
- Any attempt to engage in ‘hacking,’ ‘cracking,’ ‘phishing,’ or accessing secure network areas or any other action deemed to compromise the school or district network is a serious matter and will result in severe

consequences, ranging from loss of technology privileges to formal suspension from school.

- Students are not to use their own device or a school device to post information, pictures, videos etc. relating to other students or staff members at Wilson. This is a serious matter and will result in severe consequences including formal suspension from school.

ATTENDANCE – IMPORTANT INFORMATION

****Block by block student attendance is mandatory. Student attendance will be taken in the first 5 – 10 minutes of each class period.****

When a student arrives late, he or she **MUST** check in at the main office with office staff. Attendance will be monitored by the office and all attendance is recorded on-line, unless otherwise communicated. Safe Arrival will notify parents of student absences. Students are not permitted to leave the school during school hours without permission from their parent/guardian. When homework for a student has been requested through the office/homeroom, each subject teacher will be given (when possible) a day lead time to get it ready.

LEAVING SCHOOL DURING THE SCHOOL DAY

All students leaving the school for any reason during school hours **must** check out at the main office. Students who are leaving for an appointment are required to have a parent send a note, an email or give us a phone call. In case of illness, parents will be contacted, and students sent home; if parents cannot be contacted, students must remain at the school. Appropriate consequences will be assigned to students who leave the school without following the above procedures. Students taking part in scheduled field trips are required to have parental permission if required by District Policy; teachers will contact parents and provide them with all necessary information.

CHANGES TO REGISTRATION DATA

During each school year many students experience changes of address, phone number or name. It is important that the school be informed of such changes so parents can be contacted should an emergency occur, or to follow up on attendance. Please call the main office with any changes.

ADMINISTRATION OF MEDICATION:

Any student requiring medication administered to them during the school day needs to have *Form 504.1.3.1 – Medication/Personal Care Request and Authorization* completed by a parent/guardian and Physician. **The form can be requested through the office.** Medication will be administered by a staff member at the times indicated on the form.

ARRIVAL AND DEPARTURE TIMES

School doors will open at 7:45 a.m. Monday through Friday and will all be locked after school except for the front doors. If you need access after hours you can use the doorbell system. If there are activities after school the front door will be open until the activities are completed. Only students participating in those activities should be in the school.

OFFICE HOURS:

Wilson Middle School office is open Monday – Thursday 7:30 am – 4:00 pm.
Friday 7:30 am – 1:00 pm.

STAFF CONTACTS:

Office Contacts

- **Jennifer Schroeder** jennifer.schroeder@lethsd.ab.ca
 - School Cash Online or Payments
- **Karin Mendoza** karin.mendoza@lethsd.ab.ca
 - Attendance (excusing absences and lates; SafeArrival)

Grade Level Administrators

- Grade 6 = Kurt Zielke - kurt.zielke@lethsd.ab.ca
- Grade 7 = Taylor Keith – taylor.keith@lethsd.ab.ca
- Grade 8 = Dean Hawkins - dean.hawkins@lethsd.ab.ca

Counselling and Family Support

- **Teacher Counsellor** – Steve Comm – steve.comm@lethsd.ab.ca
- **Student Support Workers:**
 - Juanita Kaminski - juanita.kaminski@lethsd.ab.ca
 - Danhue Lawrence- danhue.lawrence@lethsd.ab.ca

Each person can be reached by calling the school phone number (403) 329-3144 or by email.

STUDENT ASSESSMENT

The calculation of Student Grade Averages for the purpose of Honour Roll determination, will be weighted as follows:

- Core Classes = 1.00
- Phys Ed (x1) = 1.00
- Options (x2) = 0.50

Example: My child has the following marks:

- LA 80% (x1.0 = 80)
- Math 90% (x1.0=90)
- Science 80% (x1.0 = 80)
- Social 90% (x1.0 = 90)
- Phys Ed 80% (x1.0= 80)
- Art 80% (x0.50= 40)
- Drama 60% (x0.50 = 30)
 - Add all points together and divide by 6
 $80 + 90 + 80 + 90 + 80 + 40 + 30 = 490/6 = 82\%$ **overall average**

A student needs an overall average of 85% or higher to make the Honour Roll.

POWERSCHOOL

PowerSchool is a progress reporting system for teachers to keep parents/guardians current on their child's academics throughout the school year. Parents simply download the PowerSchool app to their smartphones, get your school and student access code from Krystal in the office and you're ready to go! This system nearly eliminates the need for report cards as progress can be viewed daily!

STUDENT BEHAVIOR AND DISCIPLINE GUIDELINE

The expectation for student behaviour is that students conduct themselves in a mature, responsible manner at all times. Behaviour which infringes on a student's right to learn or threatens the general welfare of others or the school will not be accepted. In addition, excessive public displays of affection are not appropriate for a school environment. These expectations for acceptable behaviour apply, not only to normal activities during the school day, but also to co-curricular activities that may take place outside the school or the school day.

The school discipline policy is based on the principle that the home and the school share responsibility for teaching appropriate behaviour. Working together, we can help students develop accountability, responsibility, respect for others, and most important, respect for themselves.

Typically, the administrative team will follow the levels of discipline, in order of detention, in-school suspension, out of school suspension. However, the school reserves the right to move to the appropriate level of discipline as needed/determined by the administrative team. Our goal is to meet students' needs and address their behaviours on an individual basis, recognizing their strengths and using these strengths to build on their capacity. There is no blanket approach that works for all students. We take each individual's needs and well-being into account when making decisions.

In all discipline matters, the principal shall have the final decision. Students, however, will always have the right to be heard and to appeal a decision, first to the principal, and subsequently to the Superintendent of Schools and the Board of Trustees. In accordance with Lethbridge School District #51 Board Policies 500.1, 502.1, 502.2, 502.3, and 502.4. For complete policy details please see the Lethbridge School District No. 51 website at: www.lethsd.ab.ca

FAIR NOTICE OF THREAT/RISK ASSESSMENT

Lethbridge School District No 51 believes in creating safe and caring environments for students and staff. Any incident where a student engages in behaviour which threatens or appears to threaten the safety of others is investigated. Administrators implement a Risk Assessment for behaviours that are worrisome including writing or drawings with violent themes; references to, or involvement in violent activity at, or related to, school; or an increased interest in activities that are deemed as dangerous to the safety of others. A Threat Assessment is implemented when a student threatens to kill or injure others, brings a weapon to school or makes direct verbal or written violent threats to others. The Violence Threat Risk Assessment regulations are outlined in District Policy 502.1 at www.lethsd.ab.ca.

COUNSELLING SERVICES

Counsellors have special responsibilities for providing personal, social, academic and career counselling for all students. Students who believe they need guidance beyond what is available from teachers may see a counsellor by talking with any staff member. Their concerns will be forwarded to the counselling team. Besides day-to-day counselling, counsellors meet with students whose achievement is below acceptable standards. In addition, referrals are made to members of the Student Services Department of Lethbridge School District #51 and other outside agencies when it is deemed necessary to rely upon more specific assistance than what is available in the school.

During their final term in grade eight students receive career/scholastic guidance. Considerable attention is paid to programs available at the Chinook High School, Lethbridge Collegiate Institute, Winston Churchill High School, and Victoria Park High School.

SCHOOL NURSE

A public health nurse is assigned to Wilson Middle School. She is available to provide information and advice on any health-related matter to students and parents. She also provides assistance and support to classroom teachers in the Health program. Parents who have specific questions for the nurse can call the Health Unit Office directly. The telephone number is 403-388-6666.

SCHOOL RESOURCE OFFICER

Lethbridge Police Service officer is assigned to Wilson Middle School as part of the Assisted Learning Environment Response Team (ALERT). These officers are an essential part of our school environment and often provide counselling and mediation help, as well as help dealing with legal issues.

LOCKS AND LOCKERS

At the time of registration each student is assigned to a locker with a combination lock. There is a \$7.00/year fee. Students are cautioned that they should not tell anyone their combination to ensure that no one else can open their locker and also to prevent the lock from being stolen. As an extra precaution, students are advised not to leave valuable articles or money in their lockers; these should be left in the office for safekeeping during the school day. Please note: the school is not liable for theft from lockers and reserves the right to remove any lock from a locker without notice if it is necessary to do so.

Each student is responsible for the care and maintenance of the lock and locker assigned. The lock rental is \$5.00/year. If the lock is lost or if the lock or locker is damaged by the student, the student must reimburse the school. While damage to lockers is assessed on a case-by-case basis, the usual charge for a lost or broken lock is \$5.00.

Students have a five-minute locker break midway through each morning, so they do not have to carry a heavy load of books and other materials with them all day.

BICYCLES/SCOOTERS

Many students ride their bicycles/scooters to school. For the convenience of students, bike/scooter racks are provided outside of the school building. Since the school cannot accept responsibility for students' bicycles/scooters, it is essential that **bicycles/scooters are stored and locked in the bike/scooter rack at all times. Students need to ensure they are locking their bicycles/scooters in the racks. Locks are not supplied by the school.**

FIRE DRILLS/LOCK DOWN DRILLS

At least six fire drills are conducted by the school administration each school year. During a fire drill every person in the school is expected to leave the building. Fire drills are very important exercises in ensuring the safety of our students by providing practice in safely exiting the building. Each teacher will inform all classes of proper evacuation routes and procedures early in the school year. Students will also be informed of where they are to go in the event of an emergency that would prevent them from returning to the school building during inclement weather. Students are expected to remain familiar with these routes and procedures and are expected to behave in an orderly manner during all fire drills. Lock down drill will be conducted twice a year. Each teacher will inform students of the procedures and expectations prior to a drill.

Homeroom System

In an effort to improve communication between the students, the school, and the home, Wilson Middle School operates a "Homeroom System". The homeroom teacher will be the main contact for all communication for their students and parents. This includes providing encouragement, monitoring academic progress and behaviour, and helping with social skills.

Personal contact with students and parents is essential. Communication is a two-way process and parents should be urged to call homeroom teachers with concerns or to pass on information. Parents must be encouraged to assume appropriate responsibility for their children. Homeroom teachers are strongly encouraged to make introductory phone calls home to each student on or by the middle of September.

Homeroom Teachers

- Maintain records of conference files by the student
- Explain format of conference to student
- Ask student to introduce parent and teacher. Explicitly teach how to introduce the parent to the teacher/teacher to the parent
- Facilitate conference and provide support for student in planning and carrying out conference
- Be sure student comments on his/her strengths

Parents

- Stay current and up to date with PowerSchool information. We ask and expect all families to be registered on PowerSchool. See Krystal in the office for instructions on how to do so!!

- Ensure all assignments are complete. Not completing an assignment is not an option.
- Make a strong commitment to come to conference with your youngster.
- Help improve communication between home and school.
- Take an active role in the conference.

SAFE ARRIVAL – ABSENCE REPORTING

Wilson uses the “Safe Arrival” reporting system for parents or guardians to report their child’s absence quickly and conveniently. It’s a substitution for the old system where we asked parents to call the school to excuse their child’s absence. To register, parents go to <https://go.schoolmessenger.ca> and create an account. The Safe Arrival “app” then needs to be downloaded to your smartphone and you’re ready to go! Alternatively, parent/guardians can call the toll free **1-866-879-1041** to report an absence. Please call the office if you require assistance.

NUTRITION BREAKS & WOLVERINE DEN (CAFETERIA)

WMS students break from class once a day during nutrition break. The intention of this break is to provide an opportunity for students and staff to eat and drink foods that support good health.

Students will have the opportunity to order lunch and access food from the Wolverine Den for sandwiches, hamburgers, pizzas and soups, as well as snack items at reasonable prices. **This will be done through a reloadable lunch card or in person cash/debit. You can etransfer or bring money in for a reloadable lunch card. The card can then be used at the concession.**

AFTER-SCHOOL ATHLETICS PROGRAMS

WMS is pleased to offer after-school club programs that allows all interested students the opportunity to participate in our five main sports: cross country, volleyball, basketball, badminton, and track and field.

At the beginning of each of these five seasons, students are encouraged to attend “ID camps” that place athletes on teams that most appropriately fit their level of skill. From these ID camps, athletes will be placed in one of three areas: Rep/Senior team; Junior team; or House-League Developmental teams. The Senior-Rep teams play in the LSAA league, and are composed primarily of grade 7’s and 8’s. The Junior teams play an exhibition schedule with the other city teams, and are composed primarily of grade 6’s and 7’s. The house-league developmental program is where all other interested athletes will attend to have a mixture of drills and games that will further develop their skills in that respective sport. All students have the opportunity to be placed into one of these three areas.

All of these programs take place after-school and are run by teachers from WMS. Some of these programs carry an additional cost to the athlete. This money covers the costs of referees, tournament entries, shirts, equipment, uniforms, etc. Once a student has committed to a program, they are expected to attend all team functions for that season.

LUNCH BREAK CLUBS

Students will also have a variety of clubs to attend during activity time if they choose. Some of our clubs include chess, study hall, literacy, etc. These are advertised on announcements and in the newsletter. Our comprehensive clubs list can be found on our school website.

There are several afterschool teams and clubs for students to participate in. If a program is scheduled immediately after school, the student stays for that program and leaves when the program is done. **If a program begins after 4:00 pm, the student is required to go home and then return for their program. There is no supervision after school.**

TEXTBOOKS – DAMAGE GUIDELINES

All students are provided with textbooks for their use for the entire year; they are responsible for those looking after those books. Textbooks will be returned to the library in mid-June and will be carefully inspected for damage.

Students with lost and/or damaged textbooks (i.e. pages ripped out, broken spines, lots of graffiti) will be charged for the replacement cost – ranging from \$80.00 - \$100.00.

WMS PARENT ADVISORY COUNCIL INFORMATION

Wilson Middle School Parent Advisory Council occurs on the second Wednesday of each month. We invite all parents to come out and learn more about our school and how it functions. You will also learn about the school district as well as many special events that occur. Please refer to the school newsletter for specific dates and times of each meeting. As well, we encourage for you to join the “Parents of WMS” facebook group that is run by our parent council.

SCHOOL CASH ONLINE

For safety and efficiency reasons, we would like to eliminate cash & cheques coming into our school. Please register and enjoy the convenience of paying online. It takes less than five minutes to register. Go to <https://lethbridge.schoolcashonline.com> to get started.