

WESTGATE

STUDENT HANDBOOK



2023 - 2024

Westgate Collegiate and Vocational Institute
Semper Solum Optimum - Always Only the Best

2023 - 2024



Lakehead Public Schools

PRINCIPAL'S MESSAGE

Welcome to Westgate Collegiate and Vocational Institute for the 2023-2024 school year! Westgate CVI is a vibrant school with a long history of curricular and co-curricular excellence. With a distinct focus on the unique and evolving needs of 21st century learners, Westgate's staff is committed to maximizing student potential and equipping our tigers with the knowledge, competencies and attitudes necessary to lead fulfilling and self-sufficient lives in the future. In the year ahead, we will learn together, laugh together and grow together. We will challenge our limitations, broaden our knowledge and strive to realize our school motto of "Always Only the Best." I wish all staff and students an enjoyable and successful school year. 😊

Mrs. Klein

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WHAT MUST I DO TO GRADUATE?

- **Attain 18 Compulsory Credits...** 4 English, 3 Math, 2 Science, 1 Arts (options vary), 1 Geography, 1 History, 1 French or Native Language, 1 Phys. Ed, 0.5 Civics, 0.5 Careers, 1 Group One (options vary), 1 Group Two (options vary) and 1 Group Three (options vary)
- **Attain 12 Elective Credits**
- **Fulfill the Secondary School Literacy Requirement** (successful completion of the Ontario Secondary School Literacy Test or the Ontario Literacy Course)
- **Complete 40 hours of Community Involvement**

WHAT DOES MY DAY LOOK LIKE?

BELL SCHEDULE

Warning Bell for Period 1	9:25 am
Opening Exercises	9:30 am
Period 1	9:35 – 10:50 am
Period 2	10:55 – 12:10 pm
Lunch	12:10 – 12:50 pm
Warning Bell for Period 4	12:50 pm
Period 4	12:55 – 2:10 pm
Period 5	2:15 – 3:30 pm
Kickstart Classes	3:40 – 5:10 pm

As needed, Westgate teachers will be utilizing two platforms to connect with students and parents/guardians: EDSBY and MICROSOFT TEAMS.

Log-in instructions for each of these are below.



Logging into Edsby

Edsby is an online learning management system that connects students, parents, and teachers. Login to Edsby to stay up-to-date on classwork, grades, and learning resources.

1. Visit lakehead.edsby.com in your web browser. You can also visit www.lakeheadschoools.ca and click on the word 'Edsby' under the student panel.
2. Enter your username and password. See below.
3. After you have logged in, you will see your classes on the left panel.

Username and Password Information:

This username and password information is used to login to Edsby, Microsoft Office, and many of our other digital applications and tools.

USERNAME - The first 8 characters of your first name, followed by the first 8 characters of your last name, followed by two numbers for the month of birth, followed by two numbers for the day of birth (e.g. johndoe1225)

PASSWORD - The first initials of your first and last name, followed by a dash, followed by the last six numbers of the student number (e.g. jd-123456)

Helpdesk: Need help with your password? Email helpdesk@lakeheadschoools.ca or visit forms.lakeheadschoools.ca/itsupport



Microsoft Teams

Logging into Microsoft Teams

Lakehead Public Schools students and parents get a free complete version of Microsoft Office, including: Word, Onedrive, Powerpoint, Teams, and more. Once logged into Office, you can access the Teams icon. We use Microsoft Teams for live online calls with our classes.

1. Visit www.office.com
2. Enter your username and password. Be sure to add [@lakeheadschoools.ca](http://lakeheadschoools.ca) to your username when logging in.
3. After you have logged in, click on the Teams icon to see your active classes in Microsoft Teams.

Username and Password Information:

This username and password information is used to login to Edsby, Microsoft Office, and many of our other digital applications and tools.

USERNAME - The first 8 characters of your first name, followed by the first 8 characters of your last name, followed by two numbers for the month of birth, followed by two numbers for the day of birth (e.g. johndoe1225)

PASSWORD - The first initials of your first and last name, followed by a dash, followed by the last six numbers of the student number (e.g. jd-123456)

Helpdesk: Need help with your password? Email helpdesk@lakeheadschoools.ca or visit forms.lakeheadschoools.ca/itsupport



2023-2024 SECONDARY

SEPTEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JANUARY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
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21	22	23	24	25	26	27
28	29	30	31			

MAY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

JUNE 2024

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

NOVEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH 2024

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

DECEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

APRIL 2024

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- **First Day of School for Students**
September 6, 2023
- **Holidays & Breaks** (Schools Closed)
 - Labour Day September 4, 2023
 - Thanksgiving Day October 9, 2023
 - Family Day February 19, 2024
 - Good Friday March 29, 2024
 - Easter Monday April 1, 2024
 - Victoria Day May 20, 2024
- **Winter Break**
December 25 - January 5
- **March Break**
March 11-15, 2024
- **First Day of Semester 2**
February 5, 2024
- **Final Day of School for Students**
June 27, 2024
- **Professional Activity Day (PA Day)**
(Students do not attend school)
 - September 5, 2023
 - October 2, 2023
 - November 17, 2023
 - February 1, 2024
 - February 2, 2024
 - April 26, 2024
 - June 28, 2024
- **Examination Periods**
 - January 25 - January 31, 2024
 - June 21 - 27, 2024

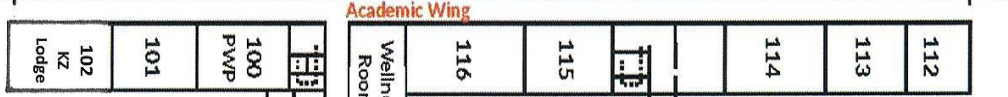
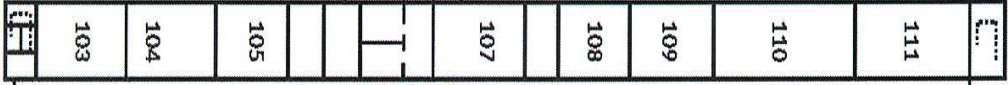
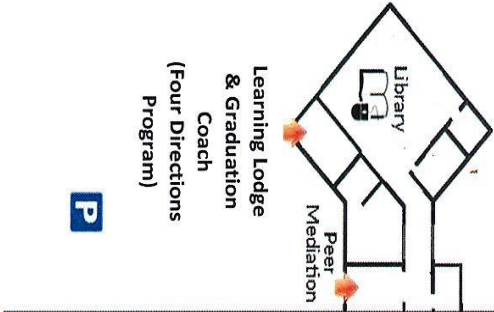
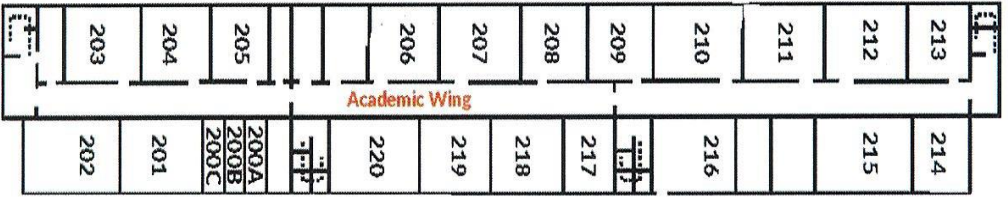
Committed to the success of every student.

lakeheadschools.ca @lakeheadschools

2023-02-07

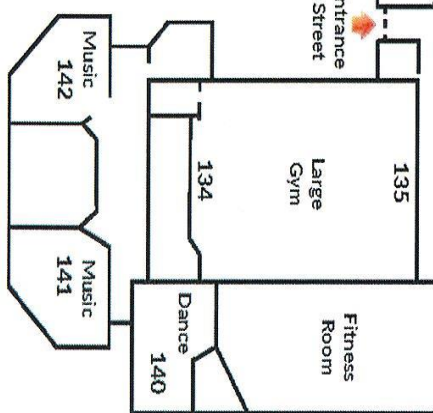
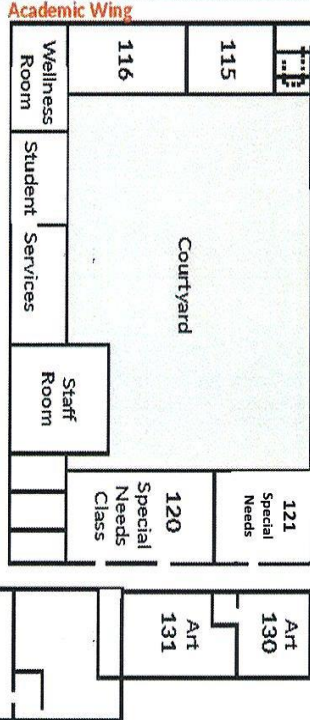
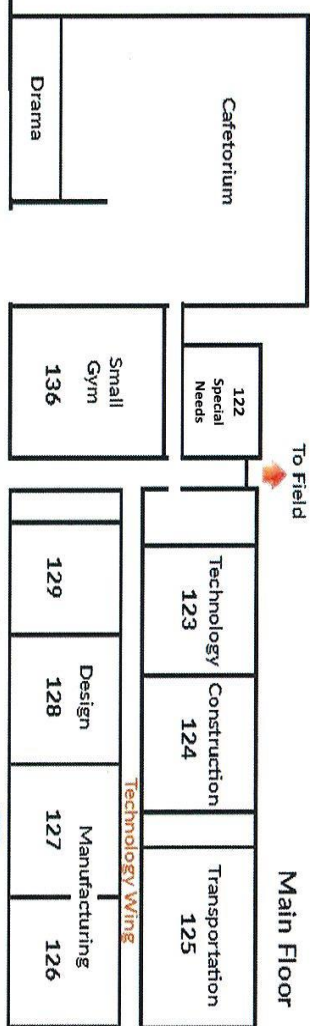


Second Floor



James Street, South

Main Floor



Boy's change room and football locker rooms are located on the basement level.

Walsh Street Entrance

To Field

Technology Wing

WESTGATE STAFF 2023-2024**Principal**

Ms. C. Klein

Vice-Principal

Ms. R. Kantharajah

Mr. N. Workman

Teaching Staff

Ms. S. Adams

Mr. P. Andrews (C)

Ms. B. Andros

Ms. T. Arthur

Mr. G. Bell

Mr. W. Berlinquette

Ms. L. Bortolin

Ms. D. Boyle

Ms. K. Buoncore

Mr. A. Burr

Ms. L. Byce

Ms. H. Campbell (C)

Ms. T. Casella

Mr. T. Cashmore

Mr. C. Chapman

Mr. R. Cicigoi (C)

Ms. K. Daniar

Ms. L. Davidge

Ms. E. Daze

Mr. M. Doromko

Mr. N. Epp

Mr. L. Farrow

Mr. A. Foulds

Ms. K. Gaspar

Mr. J. Gilham

Ms. T. Green

Mr. D. Hakala

Ms. N. Harding

Mr. D. Hatzis

Mr. T. Height

Mr. B. Hill (C)

Mr. D. Hoard

Ms. M. Johnston

Mr. B. Jones

Ms. C. Kaplanis

Ms. K. Kaspersen

Mr. C. Keeler

Mr. C. Kowlessar

Mr. J. Krawchuk (C)

Ms. J. Kukko

Mr. C. Larocque

Ms. K. Leishman

Mr. M. Lemieux (C)

Mr. I. Malik

Ms. S. Mann

Mr. E. Marsland

Ms. R. Martin

Ms. T. Matheson

Mr. M. McKillop

Mr. M. McNally (C)

Ms. L. McOrmond

Ms. S. McQuilter-Viau

Mr. C. Michaluk

Mr. M. Nelson

Ms. M. Nott

Mr. D. Olenik (C)

Mr. R. Oliver

Mr. R. Oryniak

Ms. E. Perozak

Ms. K. Pohjolainen

Mr. T. Powell

Mr. V. Pelaia

Mr. D. Quaresima

Ms. R. Martin

Mr. M. Roy

Ms. T. Shewchuk

Ms. A. Sneddon

Mr. J. Starcock

Mr. R. Taylor

Ms. A. Tofinetti

Mr. P. Trevisan

Ms. M. Tuomi

Ms. T. Vieira

Mr. B. Walford

Ms. J. Walter

Mr. J. Watts

Ms. S. White

Mr. J. Williams

Mr. D. Workman

(C) Chair**FNMI School Support Worker**

Ms. J. Bizzarino

Social Worker**Attendance Counsellor**

Ms. J. Johnston

FNMI Grad Coach

Mr. L. Waboose

Peer Mediation Coordinator

Ms. J. Podlewski

Vision Itinerant Teacher

Ms. R. Eady-Sitar

Secretarial Staff

Ms. L. Alfonso

Ms. S. Marrs

Ms. M. Mavar

Mrs. S. Moran

Ms. K. Popowich

Library Technician

Ms. J. Bova

Network Technician

Mr. R. Tenkula

Custodial Staff

Mr. C. Currie

Mr. L. Gavin

Ms. Ku Paw Sha

Mr. G. Leaman

Mr. R. McDonald

Mr. B. Matthews

Mr. R. Pascoe

Mr. S. Ruddy

SSPs

Ms. S. Barbiero

Ms. U. Begum

Mr. C. Brown

Ms. M. Cashmore

Ms. R. Davidson

Ms. K. Dulude

Ms. S. Fresco

Ms. R. Furlotte

Ms. M. Garofalo

Ms. M. Grona

Ms. N. Heerema-Tuuttila

Mr. A. Hotrum

Ms. L. Jantunen

Ms. L. Lawson

Ms. T. Letowski

Mr. S. Matson

Ms. C. Metcalf

Ms. L. Mongrain

Ms. E. Ouellet

Ms. C. Prochnicki

Ms. K. Ratcliffe

Mr. C. Santander-Maturana

Ms. M. Tassone

Ms. N. Heerema-Tuuttila

Mr. B. Thompson

Mr. E. Trochimchuk

WHAT MUST I DO TO BE SUCCESSFUL?

“Continuous effort, not strength or intelligence,
is the key to unlocking potential.”

STANDARDS OF BEHAVIOUR

Westgate Collegiate and Vocational Institute promotes the values of respect, integrity, responsibility, empathy and acceptance in a safe, welcoming and inclusive environment. The following standards of behaviour apply at all times on school property, on school buses, at school-related events and activities, or in other circumstances that could have an impact on the school climate.

All members of the school community must:

1. treat others with dignity and respect at all times;
2. demonstrate honesty and integrity;
3. respect differences in people, their ideas, and their opinions;
4. treat others fairly, regardless of race, ancestry, ethnic origin, religion, gender sexual orientation, disability or any other reason;
5. respect the rights of others;
6. show proper care and regard for school property and the property of others;
7. respect the need of others to work in an environment that is conducive to learning and teaching;
8. take appropriate measures to help those in need;
9. accept responsibility for one's own actions;
10. comply with use of technology expectations both in and out of the school; and
11. respect and comply with all applicable federal, provincial, and municipal laws;

*“Respect for ourselves
guides our morals; respect for others
guides our manners”*

WESTGATE

CODE OF CONDUCT



RESPECT FOR SELF

I will be a dedicated student. I will attend all classes regularly and on time. I will demonstrate consistent effort and a genuine commitment to my studies. I will treat myself with care and make safe and healthy decisions. I will use respectful language and behave in a manner that is ethical and responsible. I will utilize technology in a positive and productive way.

Code of Conduct violations include but are not limited to skipping, lateness, lack of effort, plagiarism, cheating, smoking/vaping on school property, possessing/consuming/being under the influence of illegal drugs/alcohol, weapon possession, profanity, inappropriate displays of affection/intimacy, improper attire, misuse of electronic devices, accessing inappropriate websites, texting in class, recording/photographing others without consent and sharing inappropriate images or videos.

RESPECT FOR OTHERS

I will treat others with dignity, kindness and respect. I will embrace diversity and honour differences in people. I will respect the feelings, beliefs, cultures and property of others. I will take appropriate steps to help those in need. I will interact with all staff in a respectful and compliant manner.

Code of Conduct violations include but are not limited to bullying, harassment, threats, discrimination, intimidation, fighting, verbal abuse, all forms of assault, being a passive bystander at concerning events, theft, insolence, defiance, dishonesty, opposition to authority, racism, sexism, homophobia, obscene gestures or any other act that jeopardizes the physical/emotional well-being of others.

RESPECT FOR COMMUNITY

I will demonstrate pride in my school and community. I will show respect for my school building, school grounds, neighbouring properties and community businesses. I will comply with all federal, provincial and municipal laws. I will always represent Westgate (both on and off school property) in a positive manner.

Code of Conduct violations include but are not limited to hall pass misuse, mischief, graffiti, vandalism, littering, destruction of property, accessing restricted areas, dangerous driving and unsafe interactions with passing vehicles.

ALWAYS ONLY THE BEST

A range of consequences from verbal warnings to suspensions may be applied for conduct violations.

ACTIVITIES LEADING TO A POSSIBLE SUSPENSION

(Section 306 of the Amendment of the Education Act, Progressive Discipline and School Safety, 2007)

A Principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person;
2. Persistent opposition to authority;
3. Habitual neglect of duty;
4. The wilful destruction of school property;
5. Incidents off school property which impact on the school;
6. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
7. Swearing at a teacher or at another person in a position of authority;
8. Conduct inconsistent with the Code of Conduct of the school;
9. Conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school;
10. Conduct affecting the safe learning environment for the students or working environment of staff of the school;
11. Possessing alcohol or illegal drugs;
12. Being under the influence of alcohol;
13. Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feeling, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.
Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g. hitting, pushing, tripping), verbal (e.g. name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g. excluding others from a group, spreading gossip or rumours). It may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet websites, or other technology).
14. Any other activity that is an activity for which a Principal may suspend a pupil under a policy of the Board.

ACTIVITIES LEADING TO A SUSPENSION, INVESTIGATION AND POSSIBLE EXPULSION

(s.310 of the Education Amendment Act, (Progressive Discipline and School Safety, 2007).

A Principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school

http://westgate.lakeheadschoools.ca/pdfs/student_handbook.pdf climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons or in illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.

8. Any other activity that, under a policy of this Board, is an activity which a Principal must suspend pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.
9. Issuing a bomb threat or causing a bomb threat to be issued.
10. An act considered by the Principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others.
11. A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others.
12. Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board.
13. The pupil has demonstrated through a pattern of behaviour that she/he has not prospered by the instruction available to him or her and that he/she is persistently resistant to making changes in behaviour which would enable him or her to prosper.
14. Any act considered by the Principal to be a serious violation of the Board or School Code of Conduct.

**Following a suspension, the student will report to the main office
(accompanied by a parent or guardian) prior to being re-admitted to school.**

APPEALS - Board Policies

All board Policies and Procedures can be found on the Board Website: www.lakeheadschoools.ca under the heading, "Board"

STUDENT AND PARENTAL CONCERNS

All concerns, regardless of their nature, should be immediately taken to the appropriate teacher, guidance counselor and/or administrator. Students should come forward with their concerns and/or parents/guardians should contact the school for information and assistance. **Reporting issues is essential to the maintenance of a safe and constructive learning environment.**

577-4251

Westgate Phone Number

WESTGATE SCHOOL RESOURCE OFFICER

Constable Tanka Awosika of the Thunder Bay Police Officer is pleased to be supporting our school this year.

RANGE OF CONSEQUENCES

Unacceptable behaviour will be dealt with by considering factors such as the maturity of the student involved, the nature of the unacceptable behaviour and previous violations.

Consequences for unacceptable behaviour could involve one or more of the following:

- ▶ TIME-OUT, OFFICE REFERRAL
- ▶ COUNSELLING, PROBLEM SOLVING, VERBAL WARNING
- ▶ LOSS OF PRIVILEGES
- ▶ DETENTIONS (may include work assignments in school)
- ▶ RESTORATIVE CIRCLES
- ▶ PARENTS OR GUARDIANS NOTIFIED (by phone, letter, interview)
- ▶ PAYMENT FOR DAMAGE IN THE FORM OF MONEY OR WORK
- ▶ ALTERNATE WORK LOCATION (TEMPORARILY OR PERMANENTLY)
- ▶ REMOVAL OF STUDENT FROM A PARTICULAR CLASS
- ▶ SUSPENSION - (Safe Schools Suspension of Students - Board Policy 8074)
- ▶ EXPULSION – (Safe Schools Expulsion of Pupils - Board Policy 8075)
- ▶ REFERRAL TO POLICE AUTHORITIES, MEDICAL OR SOCIAL AGENCIES

**please note that this list is not exhaustive*

DETENTIONS

Students who do not abide by school rules, are delinquent in their school work, or are persistently late or truant may be assigned detentions. Detentions are ordinarily scheduled by the classroom teacher or administration. Failure to serve detentions is considered opposition to authority and may result in temporary suspension from classes or suspension from school.

STUDENTS WHO ARE SENT OUT OF CLASS

A student who is asked by the teacher to leave the class is required to report immediately to the main office. The student will complete an '**Office Referral Form**' (upon which he/she can record his/her version of events) before speaking to the Vice-Principal. If administration is unavailable for any reason, the student is still to remain in the main office until the end of the period. Failure to report to the office is considered opposition to authority and may result in temporary suspension from classes or suspension from school.

STUDENT SUSPENSIONS

Any student who violates school rules is placing him/her/themselves at risk for suspension. In the event of suspension, parents/guardians will be notified (unless the student is 18 years of age or older). While under suspension from school, students may not participate in extra-curricular activities or other school activities, such as dances. If a student is found on school property while suspended, his/her suspension will be lengthened.

STUDENT SEARCHES

To help maintain a safe school environment, principals have the right to conduct a search of a student (i.e. pockets), a student's possessions (i.e. backpacks) and/or student's school property (i.e. locker) if they have reasonable grounds to suspect the student is in possession of prohibited items (i.e. drugs, weapons), stolen items or anything that could compromise school safety.

BULLYING PREVENTION AND INTERVENTION PLAN

It is the policy of Lakehead District School Board that every student has the right to be treated with dignity and respect and to feel safe within the school environment. Bullying adversely affects a student's well-being and ability to learn. Bullying adversely affects the school climate, including healthy relationships. Bullying will not be accepted on Lakehead District School Board property, at school-related activities, on school buses, or in any other circumstance (e.g. online) where engaging in bullying will have a negative impact on the school climate. At Lakehead District School Board, we believe that it is everyone's responsibility to stop bullying within the school community.

Definition of Bullying:

According to the Education Act, subsection 1(1), "Bullying" means aggressive and typically repeated behaviour by a student where,

- a) the behaviour is intended by the student to have the effect of, or the pupil ought to know that the behaviour would likely have the effect of,
 - i. causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - ii. creating a negative environment at a school for another individual, and
- b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education;

Bullying

For the purposes of the definition of "bullying" in subsection (1) of the Education Act, *behaviour* includes the use of any physical, verbal, electronic, written or other means.

Cyber-bullying

For the purposes of the definition of "bullying" in subsection (1) of the Education Act, bullying includes bullying by electronic means (commonly known as cyber-bullying), including,

- a) creating a webpage or a blog in which the creator assumes the identity of another person;
- b) impersonating another person as the author of content or messages posted on the internet; and
- c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Aggressive behaviour may be intentional or unintentional, direct or indirect. It can take many forms, including physical, verbal and social. If aggressive behaviour is physical, it may include hitting, pushing, slapping, and tripping. If it is verbal, it may include name calling, mocking, insults, threats, and sexist, racist, homophobic, or transphobic comments. If it is social, or relational aggression, it is more subtle and may involve such behaviours as gossiping, spreading rumours, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology (e.g. spreading rumours, images, or hurtful comments through the use of email, cell phones, text messaging, websites, social networking, or other technology).

Harm means harm that can be experienced in a number of ways, including physical, mental, emotional, and psychological.

At Lakehead District School Board we are committed to raising awareness about bullying by:

- promoting and participating in anti-bullying events;
- celebrating diversity in our schools and in our community; and
- posting about bullying on our social media platforms.

At Westgate C. & V. I. we raise awareness about bullying by:

- **school website and FB page**
- **grade assemblies and dialogues with students**
- **signage and posters in the school and classrooms, as well as other print materials**
- **Peer Mediation and Conflict Resolution Program**
- **equity and inclusion initiatives, like anti-bullying campaigns**
- **student handbooks**
- **assemblies and guest speakers**

- media coverage of school initiatives and stories
- partnerships with community stakeholders, like TBay Police and John Howard Society
- celebrating diversity in our school through curriculum connections
- inviting elders and indigenous community members to share their knowledge and teachings
- communicating with School Council and Safe School Team
- home-school communication (ie. Parents' Night, School Messenger)

At Lakehead District School Board, we are committed to providing programs, interventions and other supports for students who have been bullied, students who have witnessed incidents of bullying, and students who have engaged in bullying.

For students and families:

- promote positive student behaviour that adheres to the Board Code of Conduct;
- provide a safe way for students to report bullying
- for students with special education needs, ensure that supports, interventions and programs are consistent with the students' strengths and needs;
- provide supports for students who have been harmed;
- use progressive discipline with students that focuses on rehabilitation; and
- ensure sensitive, appropriate, and timely responses to incidents of bullying.

At Westgate C. & V. I. we:

- Use teachable moments within a "progressive discipline approach" to address inappropriate behaviour and consider mitigating and other factors
- Have in place processes and strategies to identify and respond to bullying when it happens
- Identify strategies for supporting all students involved in bullying
- Communicate the "progressive discipline" and "restorative practices" approach to the school community and the procedures in place to support students
- Have a clearly defined, communicated and enforced Code of Conduct for students
- Have safety plans and/or behaviour support plans (for students with behavioural difficulties)
- Have events promoting school pride, like Spirit Days, and cultural activities such as Pow Wows
- Reinforce positive behaviors through means like good news postcards, intercom announcements, Twitter, and FB posts on student accomplishments
- Provide counselling opportunities (i.e. Anger management) and school social worker involvement
- Have established the Gender and Sexuality Alliance, Peer Mediators and Wellness Ambassador Group
- Have character development initiatives, like Spring-Up-to-Clean-Up, community volunteering at Shelter House, good citizenship activities like repairing bikes for underprivileged
- promote positive student behaviour by weaving character education throughout the curriculum
- use a strengths-based approach that helps student recognize and use their strengths to be successful
- communicate with families promptly when incidents of bullying occur

For staff:

- provide training and resources for staff on bullying prevention and intervention;
- provide training for staff about their responsibility to report incidents of bullying under PPM 145; and
- ensure accessibility of reporting forms under PPM 145.

At Westgate C. & V. I. we:

- document incidents of bullying
- Train staff on: Bill 157 (School Safety), PPM 144 (bullying), PPM 145 (progressive discipline), PPM 119 (equity and inclusion) and Progressive Discipline and Restorative Practices
- Provide opportunities for teachers to develop effective classroom management strategies using progressive discipline
- Establish and maintain respectful, equitable, inclusive and caring classrooms
- Align supervision plan to address where and when bullying happens, as identified by climate surveys
- include information on progressive discipline and staff responsibility related to bullying in the staff handbook
- respond promptly to reports of bullying or other inappropriate behaviour under PPM 145

For community partners:

- develop and maintain relationships with community partners that support positive student behaviour and a positive school climate.

At Westgate C. & V. I. we:

- invite Elders and Indigenous community members to share their knowledge and teachings with our students and staff
- encourage families to access supports of the School Social Worker and/or supports in the community
- meet with stakeholders at the request of families
- provide food security for students through our Student Breakfast Program and Biwaase'aa Program
- Maintain partnerships with community stakeholders (ie. CCTB, TB Police)
- invite groups to provide presentations about bullying and positive behavior (e.g. Thunder Bay District Health Unit, etc.)

The Safe Schools Committee at Westgate C. & V. I. consists of Coral Klein (Principal), School Council Chair parent (TBD), students (TBD) and Staff (TBD)

Input is collected from students via the School Climate Survey (conducted every 2 years) and the Compass Survey (conducted annually). Please note that this is a working document that may change throughout the year.

Westgate is a safe, welcoming and inclusive school that respects and celebrates individual differences.

Harassment and bullying will not be tolerated.

If you are being harassed or cyberbullied,

SAY STOP. Tell the person firmly and clearly that you find the behavior offensive and you want it to immediately stop.

KEEP A RECORD. Write down or screen shot what happened, including the dates, times, locations, details and witnesses. As applicable and possible, print evidence of the bullying.

TAKE ACTION. Report the harassment to Principal, VP, teacher, SSP, guidance counselor, coach or social worker. Alternatively, report the harassment to a parent/guardian who can contact the school on your behalf.

Bystanders

Bystanders are individuals who are present at an event or incident but do not directly take part. Westgate students who witness concerning behaviours, like a fight, should immediately report them to an adult. Devices are not to be used to record (and or post to social media) activities that violate school rules. Students who choose to record and/or post such events may be suspended.

*Never look down on anybody unless
You're helping him up.*

-Jesse Jackson

STUDENT DRESS CODE

Students must wear clothing, accessories and shoes that are suitable for school and school related activities or events. Student dress must meet the following standards:

- Clothes are worn in such a way as to cover genital areas, breasts and buttocks with opaque fabric.
- tops may expose shoulders, abdomen, midriff, neck lines and cleavage;
- undergarments cannot be used as outerwear and, if worn, should be worn beneath a layer of outerwear. Undergarments cannot be visible (straps and waistbands may be exposed);
- swimsuits can be worn for the appropriate athletic activity
- hats & headwear that do not obscure the face may be worn (except as a religious observance).
- Clothes must comply with health and safety requirements for the intended activity including appropriate footwear (e.g., physical education classes, science classes, sporting events, technical education, etc.)
- Clothes cannot promote content that can reasonably be interpreted to be discriminatory (e.g., racist, anti-indigenous, anti-Black, anti-Semitic, Islamophobic, sexist, transphobic, homophobic, classist, ableist, etc.), defamatory, threatening, lewd, vulgar, obscene, promoting hate, profanity, pornography or any other content that disrupts the learning environment.
- Clothes cannot refer to cannabis, alcohol, drugs or related paraphernalia, promotion or incitement of violence or any illegal conduct or criminal activities.
- Clothes cannot interfere with the safe operation of the school.

Hats are permitted to be worn in Westgate's hallways. However, hats must be removed during the national anthem, moment of silence and any other circumstance that warrants it (ie. Remembrance Day exercises). Hats that conceal student identity (like balaclavas) are not permitted.

Grooming or dress that prevents students from doing their best work because of blocked vision or restricted movement must be avoided.

Students in violation of the dress code will be sent home unless one of the three options below can be fulfilled:

- Students will put on their own alternative clothing, if readily available at school;
- Students will wear temporary school clothing, if available; or
- Students' parents/guardians will be called to bring alternative clothing for the student to wear.

Students who refuse to comply and/or repeatedly violate the dress code, may be subject to progressive discipline according to 8070 Safe Schools – System Expectations.

HALL PASSES

Students are not allowed in hallways during class time unless they possess a hall pass or an alternate space pass. Unless exceptional circumstances warrant it, hall pass breaks should not exceed 5 minutes. Students will not be given the hall pass in the first or last 10 minutes of class. Students are encouraged to access bathroom and fountains on the breaks between classes. All hall passes must be returned to the teacher after use. Misuse of the hall pass may result in a temporary loss of hall pass privileges, a detention, or a suspension.

SMOKING and VAPING

Smoking and/or chewing tobacco are **not permitted** anywhere on school property, or within 20m of school property. Consequences for smoking and/or chewing tobacco anywhere on school property, or within 20m of school property, include fines of up to \$320.00 by the Thunder Bay District Health Unit (Smoke Free Ontario Act, 2005) and/or suspension. Smoking/vaping is not permitted at school-sanctioned events, like evening football games and semi-formal dances.

The use of e-cigarettes, vapour cigarettes and/or vape devices of any kind are treated the same as the use of tobacco products. The use of such products **is not permitted** anywhere on school property, or within 20m of school property. Consequences for using vape products anywhere on school property, or within 20m of school property include fines of up to \$320.00 by the Thunder Bay District Health Unit (Smoke Free Ontario Act, 2005) and/or suspension.

Providing cigarettes to an under aged student could also result in fines by the T.B.D.H.U. and will be considered a violation of the School Code of Conduct.

While in the school, cigarettes and vape products should not be visible. Students are **not permitted** to charge or fill vapes in classrooms, hallways or anywhere else in the school.

Note about school property: “smoking is prohibited on school property or within 20m of school property”. This includes vehicles parked in school parking lots. See the map on the next page for prohibited smoking zones.



PARKING LOT SAFETY

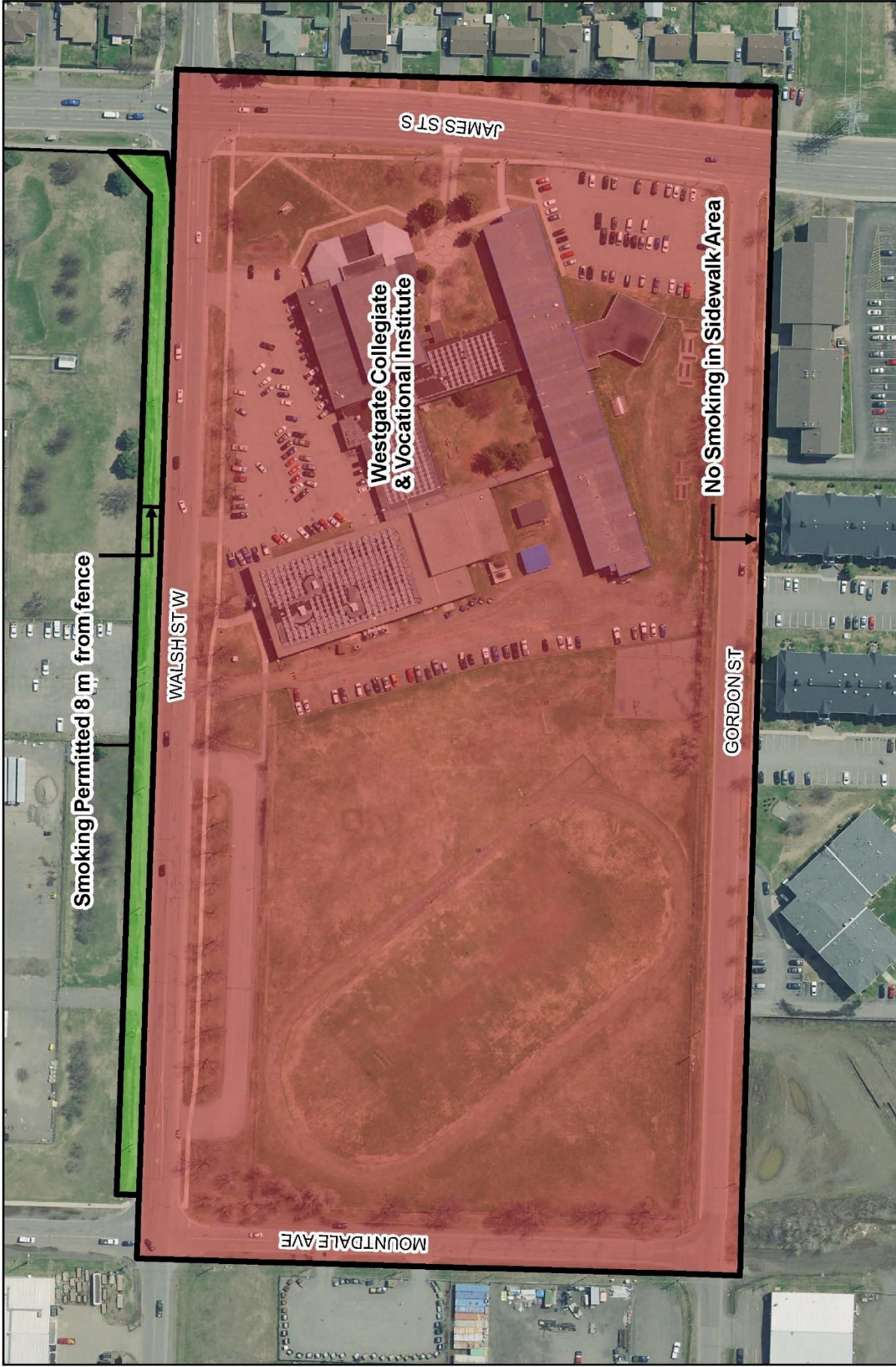
There are **two** parking lots for student to access. One is located at the north end of the school off Walsh Street. The other is located off Gordon Street near the South East wing of the school. Students are **not permitted** to park in the staff parking lot near the field. All motor vehicles must abide by traffic code expectations and laws. Students must be vigilant of all signage and compliant with it. Student drivers should be aware of and compliant with angled parking designations. Students and others who park in restricted areas, like handicap loading zones, or who park improperly will be subject to ticketing and/or towing away at the owner's expense. **Students who drive carelessly in the parking lot or violate any other parking lot rules will lose the privilege of parking on Westgate property for the duration of the semester and/or school year.**

Please note: Students park on school property at their own risk. The school is not responsible for damage vehicles may sustain while on property.

GORDON STREET “DROP OFF” AREA

The parental drop off/pick up area is accessible from Gordon Street. This area is for short term stops only and cannot be utilized as a parking area.

Smoking and No Smoking Zones for Westgate Collegiate & Vocational Institute



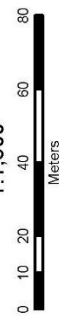
Smoking Permitted 8 m from fence

Westgate Collegiate & Vocational Institute

No Smoking in Sidewalk Area



1:1,800



Legend



Smoking Prohibited Zone
Permitted Smoking Zone

Disclaimer:
The information on this map is provided for general mapping purposes only. The Corporation of the City of Thunder Bay does not warrant the quality accuracy or completeness of any information contained or depicted herein and that this information is provided "as is". The Corporation of the City of Thunder Bay will not be liable or held responsible for the use or misuse of information or material depicted on this map, or any loss or damage resulting thereof.

ATTENDANCE

Regular attendance and punctuality are absolutely essential to success in school. Students are expected to attend all their classes each day and be in class on time. Appointments, part-time jobs, private music lessons and so on should be arranged for times other than when classes are in session.

Acceptable absences from school shall be those caused by:

- Illness or serious injury of the student
- Serious illness or death of a member of the family
- Emergencies calling for services of the student and/or his/her presence at home
- Absences excused **in advance** by the Principal or Vice-Principal for reasons of family or individual need or convenience
- We do not encourage extended travel or vacations during instructional days in the school year, including the final evaluation period, as it disrupts learning and may impact students' grades. For brief, pre-arranged trips, an '**Approved Absence from School**' form should be obtained from the school office for 5 or more consecutive school day absences. This form must be filled in with work to be completed during the student's absence and be signed by parents and teachers and returned to the Vice-Principal. Office personnel will indicate the reason for your absence and this will ensure you do not get a phone call by our Synvoice system. Students are responsible for all class work, tests, and assignments given or due during that time in all courses in which they are registered.

ABSENCE SCHOOL MESSENGER SYSTEM

Period attendance is recorded by main office personnel and entered into the School Messenger automatic calling service on a daily basis. Parents of students with unconfirmed absences from a class will be contacted by the system to inform them of the period(s) absent. The system also notifies parents if a student is late.

The messenger system will also be used to broadcast important information such as Parent Teacher Interview Night, report card distribution, assemblies, etc. These broadcasts may occur during the week or on the weekend.

ABSENCE FROM CLASSES

1. Parents/Guardians or Students (over 18 years of age), must notify the school main office of all absences. This may be done via phone by leaving a message at **18442887624** or via the board's web portal for parents at **lps.lakeheadschoools.ca**.
2. If a student is required to leave school during class time they must sign out by obtaining an excuse slip from the front office. **The student is required to bring a note from their parent or legal guardian explaining the request**. Students who do not have a note from their parent or legal guardian may be denied permission to leave the school.
3. If a student goes home for lunch and finds they are unable to return, they must inform the school.
4. If, for some reason, a student is going to be absent from school for a prolonged period of time, it is important to have a parent or guardian inform the school either by phone or in person. Serious illness or injury resulting in lengthy absences may warrant "home instruction" support. Parents should contact the Vice-Principal to discuss this option.
5. **IMPORTANT:** If a student returns to school after being signed out, they must sign back in at the office so that their attendance can be updated. If not, the absence will continue even though the student is present in class.

TRUANCY POLICY

Truancy: An unexcused and/or unconfirmed absence from class/school (aka “skipping”).

Committed to the success of all students, the Westgate staff will employ a range of strategies and interventions in their efforts to support struggling pupils. Such interventions include (but are not limited to) detentions, individual counseling, formal improvement plans, tutoring and academic support, alternate assignments, make-up packages, parental contact, meetings, letters, case conferences, timetable alterations, social work referrals, and so on. Each case is unique and staff responses will vary based on circumstances.

- Step 1 The first THREE truanancies will be dealt with by the teacher. This will involve a phone call home and may include a variety of strategies such as counselling and advice, formal improvement plans, tutoring, make-up work, and so on.
- Step 2 After FIVE truanancies, the student will be referred to Student Services by the teacher. Student Services personnel will employ a variety of strategies in an attempt to re-engage the student. If applicable, the Student Services Teacher will make contact with the First Nation Education Counselor.
- Step 3 After SEVEN truanancies, students must be re-referred to the Student Success Team or VP.
- Step 4 At TEN truanancies, administration will meet with the student’s parent/guardian. A variety of alternatives will be explored with parents/ guardians and the student. These alternatives could include the exploration of alternative programs and/or other unique program opportunities, like at-risk co-ops.
- Step 5 Between ELEVEN and FOURTEEN truanancies, admin will refer the student to the attendance counsellor.

WARNING

Students must be aware that persistent truancy places them at-risk for class deletion and/or complete removal from Westgate’s roll.

LATENESS TO CLASS

Students are required to be in their morning class by 9:30 a.m. Any student who is not in his/her room at 9:30 a.m. is considered late to school and will be recorded as such by their home room teacher. Students who are late to school because of an appointment should present a note from a parent or legal guardian.

Students who are habitually late to class can expect to receive any or all of the following:

- ▶ synrevoice calls home
- ▶ direct communication from the school to their parent/guardian
- ▶ detentions
- ▶ a referral to a counselor or our social worker
- ▶ temporary suspension from class
- ▶ permanent removal from that class with loss of credit
- ▶ suspension from school for truancy
- ▶ alternate program or placement

MISSED TESTS OR ASSIGNMENTS

Excused Absences

Following an excused absence, the student will be given an opportunity to make up the missed class work. It is the responsibility of the student to seek out the teacher, acquire all assignments missed and complete these assignments in a timely manner. Students who miss a test due to excused absence must consult with the teacher to make arrangements regarding an alternative evaluative task.

Unexcused Absences

When assignments are missed due to unauthorized absences (truancy), the teacher is under no obligation other than to provide the student the assignment and then receive and mark the work when completed. Students who miss a test due to unauthorized absences may be assigned a mark of zero.

LATE POLICY FOR MAJOR ASSIGNMENTS

1. Each Department will identify what constitutes a major assignment and inform students and parents/guardians on the course outline that is distributed at the beginning of each semester.
2. When a student cannot meet a due date for a major assignment he/she must, before the assignment is due, meet with the teacher. The student must explain the reasons why he/she cannot submit the assignment on the due date. If the teacher in his/her professional judgment agrees the reason provided by the student is acceptable, the teacher will grant an extension.
3. Failure to seek an extension, not providing an acceptable reason and not submitting on time, or failure to meet the new agreed to due date may result in a mark of zero being given to the student for that major assignment.

EXAMINATIONS AND EXAM CONFLICTS

Formal examinations will be held at the end of each semester. Parents/guardians should try to avoid the scheduling of trips/vacations during exam days. However, if you have a conflict with an exam, please see the Principal. If you are requesting the rescheduling of your exam(s), please ensure that you provide the Principal with a signed note from your parent/legal guardian that outlines the exact reason for the conflict and all dates and exams affected. Students will receive written confirmation back of their new exam date(s) and location(s).

REPORT CARDS

Report cards will be issued at the end of each semester. As per usual, report cards will either be provided directly to students by their period one teachers or mailed to student homes. Additional copies of report cards can be acquired from Student Services.

COMMUNICATION PROTOCOL

The staff of Westgate CVI strives to establish and maintain positive and respectful relationships with the parents/guardians of our students. However, we also recognize that situations may arise that place staff and parents/guardians in opposition to one another. In these circumstances, we must ensure that all interactions remain respectful and solution-oriented. Westgate staff are expected to conduct themselves in a courteous and professional manner at all times when interacting with parents/guardians, and we expect the same in kind. Westgate staff are entitled to a safe working environment that is free of harassment, intimidation and/or threats, and they will discontinue communication that is not constructive in nature.

Parents and students are encouraged to use **School Cash Online** for all school related purchases and fee payments. Exceptions will be made to accept cash and cheques from students who don't have internet access.

Online Payments Are Preferred!



Contactless payments 24/7



EASY!

Fill a shopping cart and check out

CONVENIENT!

Make payments online, anytime

SAFE!

No more sending cash to school

SECURE!

Website is protected & PCI compliant

Here's how to register:

1. Go to ips.schoolcashionline.com and click "**Get Started Today**"
2. Enter your name, address, email, password & security questions (be sure to select YES to receive notification of new fees associated to your student)
3. Follow the link in your email confirmation to complete the registration process.

IMPORTANT: Your student's **OEN number** can be found on their report card (or by calling the school office)

Use the **OEN number** in the field labelled **student number**.

Need Help? Call the Parent Help Desk

1-866-961-1803

parenthelp@schoolcashionline.com

THREATS TO SCHOOL SAFETY

Lakehead Public Schools has a primary responsibility to ensure the safety of students and staff inside Board buildings and on Board property. In partnership with Thunder Bay Police Service, Ontario Provincial Police and other area school boards, a city-wide Threats to School Safety Procedures plan has been developed.

Threats to School Safety Procedures are initiated when a high risk incident involving weapons, hazardous chemical spill, severe weather warning, student/stranger intrusion, etc., occur in the school or on school property, or there are circumstances in the vicinity of the school that could endanger the lives and/or the safety of students and/or staff.

In order for all students and staff to become familiar with expectations during a threat to school safety, our school will be practicing threat response procedures as we have normally done with fire drills. During these drills, signs will be posted on the entrance doors indicating that the school is in Shelter in Place, Hold and Secure or Lockdown. The doors may be locked and no one will be allowed into the school. This is the same procedure that will be followed in a real situation. **A minimum of two lockdown practice drills will be held during the school year.**

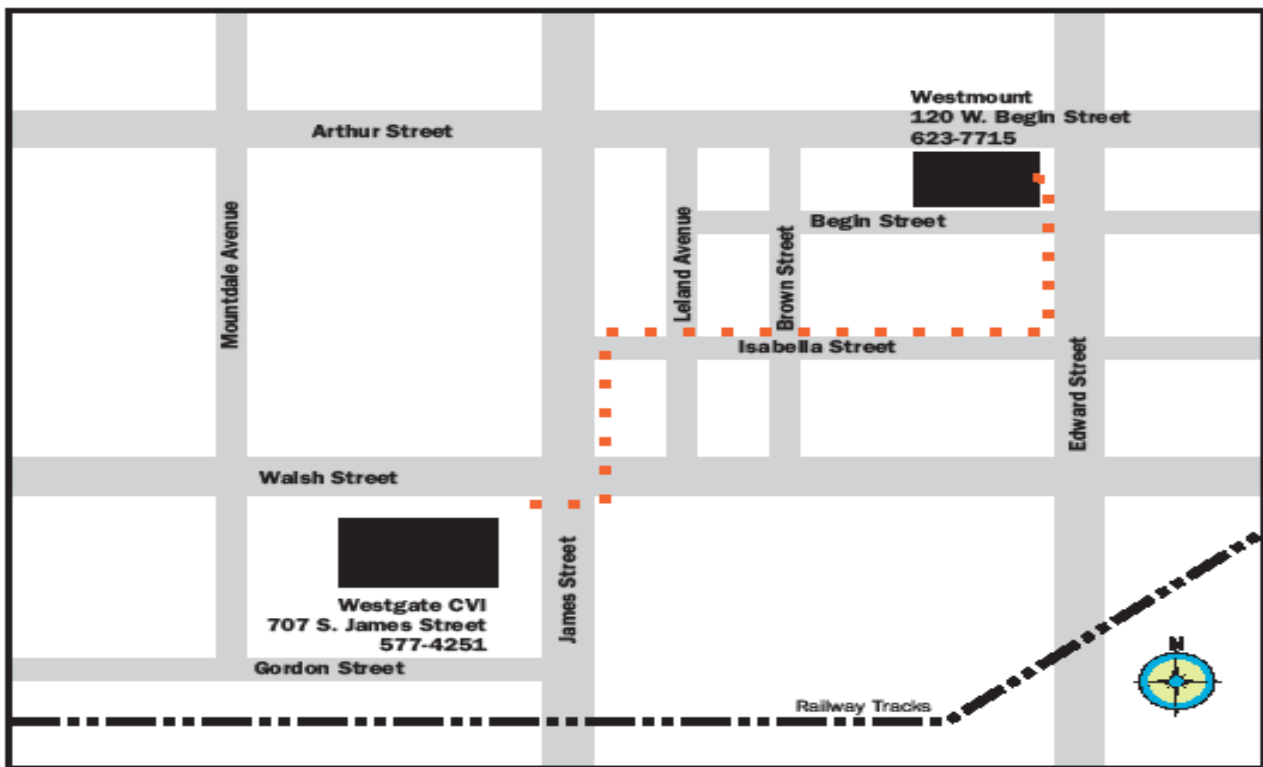
SHELTER IN PLACE	<p>There is a possible environmental threat in the school neighbourhood.</p> <p>Examples could include a chemical spill, gas leak, fire in the vicinity or extreme weather conditions.</p>
HOLD AND SECURE	<p>There is possible danger in the school neighbourhood. The threat is proximate to but not inside the building. No immediate danger is posed to students or staff unless they leave the building.</p> <p>Examples could include police activity on the school grounds, a crime in progress or a police search for an offender in the neighbourhood.</p>
FULL INTERNAL LOCKDOWN	<p>There is danger on the school site and the safety of students and staff is threatened.</p> <p>An example may be an active attacker in the building or on the school grounds.</p>

ALTERNATE SITE

In case of a LOCKDOWN, students who are outside the building must report to Westmount Public School. Students will remain at Westmount, attendance will be taken, and they will be advised by the Westmount staff to return to Westgate when the situation is resolved.

Walking Map

Westgate CVI - Westmount Public School



STUDENT SERVICES

GUIDANCE COUNSELORS

Guidance counsellors work closely with students in the selection of courses and programming that aligns with their abilities, interests and educational goals. We want students to capitalize on the unique opportunities offered at Westgate and individualize a program that best meets their needs.

In addition to academic counselling and a consulting role, we provide up-to-date information about occupations, post-secondary entrance requirements and programs, financial assistance, jobs, apprenticeships and volunteer opportunities. Our Student Services Department contains a wealth of information. We also maintain a comprehensive file of calendars and brochures from the major universities and community colleges in Canada and the surrounding provinces. Students are welcome to drop in and review our resources at any time.

Beyond academic guidance and career education support, students can avail themselves of the opportunity to discuss matters of a personal nature. Confidentiality will be strictly maintained. However, depending on the nature of the issues, the matter may have to be referred to others, including but not limited to our school social worker. Westgate's Guidance Counselors are Mr. Cicigoi, Ms. Boyle, Ms. Leishman and Ms. Gaspar.



Appointments with counsellors can be made at any time during the year. Appointment forms are available from the Student Services Secretary.

SOCIAL WORKERS

Social Worker services are available at Westgate. Appointments can be booked through Student Services. Westgate's social worker is **TBD**.

WELLNESS ROOM

Westgate has a "Wellness Room" which is available to students who require it. It is located in the room adjacent to the Breakfast Club area. This space is designed to assist students who, for any number of reasons (ie. anxiety attack), require a quiet, private space for a few minutes. Students who need to access the "Wellness Room" can do so through our Student Services Department.

SPECIAL EDUCATION

School-Based Program - This program at Westgate utilizes a Resource Room Model and in-class support approaches. The Resource Room is located directly across the hall from the main office (in Room 118). While the School-Based Program attempts to meet the specialized needs of students with specific exceptionalities, including but not limited to learning disabilities, all students may take advantage of its supports. Students are generally referred to this program by a classroom teacher, counsellor, school administrator or parent, but self-referrals are also encouraged. **Remember: if you are struggling, the earlier you come forward, the better.** Students in any grade are encouraged to ask about tutoring services and actively seek advice and/or assistance when they are dissatisfied with their academic performance. Westgate's Special Education facilitators are Ms. Bortolin and Ms. Daze.

Pre-Workplace Program and Special Needs/Multi-Needs Class – Westgate also proudly offers specialized programs for students with mild intellectual exceptionalities (PWP) and moderate to severe developmental disabilities (SNC/MNC). The incredible students in these programs greatly enhance our student body and the general culture of our school.

FIRST NATION, METIS, INUIT ACHIEVEMENT TUTOR

One-on-one tutoring support in a culturally relevant environment is available to our indigenous learners. This support is particularly beneficial to students transitioning from remote communities to Westgate. The “Learning Lodge” (located within the library) is available to students who require the support of Westgate’s FNMI School Support Worker is Ms. Jenna Bizzarrino.

FOUR DIRECTIONS PROGRAM (Graduation Coach)

Four Directions is a provincial initiative with the goal of breaking down barriers in order to improve graduation rates for indigenous secondary students. Graduation Coaches work to improve retention and graduation rates by building a sense of community; promoting school engagement; advocating for students; developing leadership skills; fostering parent engagement; transitioning students; and linking students with community resources. Our Four Directions Graduation Coach is named Linden Waboose and he is located in the library.

MAKING TIMETABLE CHANGES / DROPPING CLASSES

If you are considering a timetable alteration, including the dropping of a course:

1. Continue attending the current classes in your timetable.
2. Establish an appointment with a Student Services Counsellor.
3. Determine the effect it would have on your program.
4. Consult your parents/guardian and have them complete the necessary subject change form. A parent’s/Guardian’s signature is required for all changes.
5. Continue to attend the class until you receive a new timetable.

NOTE: Students under the age of 16 years must retain a full timetable (that is, four periods) at all times. Only students over the age of 16 can embed a spare into their timetable (although it is strongly recommended to avoid spares prior to your Grade 12 year). Students over 16 years of age must retain a minimum of three periods. If exceptional circumstances warrant you dropping to ‘part-time’ status (that is, less than three periods), please see the Principal or Vice-Principal to discuss.

STUDENT SUCCESS AND ALTERNATE ED PROGRAM (ROOM 101)

We are pleased to offer support through our Student Success Program to students who require extra assistance. In addition, Westgate students who thrive in alternative settings may benefit from taking courses in our alternate education room. The teachers working in these areas are Mr. Chapman, Mr. Andrews, Mr. Michaluk and Mr. McNally.

LIBRARY RESOURCE CENTRE

PURPOSE

The Westgate library is a place to study and work quietly on assignments. It is a place to obtain valuable information for your studies during your high school years.

AVAILABLE RESOURCES

The library offers a wide variety of materials. Non-fiction books and magazines are a great way of obtaining research for student assignments. Fiction books are available for student pleasure or for independent studies. There are networked computers and laptops and tablets that are available for students to sign-out.

BORROWING

Three week borrowing privileges are extended to all students who have paid their student fees. Borrowing material for other students is not allowed and lending borrowed materials is not advised. Borrowing privileges are revoked if students have overdue materials. Renewals are not allowed on materials needed by another student.

Students can also search for books (from home) via the Lakehead Public Schools website. Click “students” – “more” – “Insignia (Library System)”. You can select the “Westgate Library” from the drop-down menu but interlibrary loans are also available. In this situation, delivery occurs via the courier and will take a couple days.

REGULATIONS

The library is maintained as a quiet work and study area from **8:30 a.m. to 4:30 p.m.** Students may use the library for quiet study or reading on their spare period if space is available. Students who wish to work on a project together or who need to discuss their work must be mindful of others. We insist that library regulations are adhered to in order to best meet the needs of all Westgate students and staff.

MISCELLANEOUS INFORMATION

LOCKERS AND LOCKS

At Westgate, students provide their own locks for their locker. Students must have a combination style lock and sign a locker contract card. All students will give their combination to their period one teacher at the beginning of the school year. Students are to use their assigned locker only and they are not permitted to share with friends. Lockers are owned by the school and the school reserves the right to remove belongings found in unassigned lockers.

TEXTBOOKS

Enter your name in ink in the space provided, and treat them with care. Please ensure that your teacher marks your book as returned at the end of each semester. If you do not return all your textbooks, you may not be issued new textbooks until the matter is resolved. You could be charged for lost or stolen textbooks. The cost of the lost book will be determined by the department. You will be informed of this cost when the book is issued to you.

LOST ARTICLES

Items of jewellery, wallets, cell phones and clothing that have been found are held at the main office until the end of each semester at which time they are donated. Please check the "lost and found" (in main office) if you have misplaced an item. The school is not responsible for lost or stolen items. Students who bring items of value to school are doing so at their own risk.

SCHOOL BUS

Students must comply with all school rules while riding the bus. **Riding a school bus is a privilege and students may be denied bus transportation if their behaviour violates bus and school rules.** Bussing arrangements are to be made through the **Transportation Department (625-1660)**. The office cannot approve any bus changes for students. Please address all concerns to the Transportation Department or visit the website **www.ststb.ca**.

PLAGIARISM DEFINITION

Plagiarism is a serious offence and students who engage in it will face consequences. Students who plagiarize can expect to receive a reduced mark (including a zero). In addition, a record of the plagiarism will be kept and parents will be informed.

Students are not permitted to access artificial intelligence websites. (ie. ChatGPT)

VISITORS

Our school exists to maximize the learning of each registered student. **During the school day, the school and the school grounds are off limits to all except Westgate students, their parents/guardians, Lakehead District School Board members and employees, or persons having business with the staff of the school.** Persons found in the school or on the school grounds who are not official visitors may be subject to a charge of trespassing. Westgate students should not invite friends from other schools to Westgate or hang out with trespassers on school property. Always report trespassers to a staff member and or an administrator.

SURVEILLANCE CAMERAS

The exterior and interior areas of our school are monitored by over 60 video surveillance cameras. All students must be aware that they are on camera at all times. These cameras assist administration in keeping our school safe. Student activity is taped and records kept for a period of time. Students and parents/guardians are not permitted to review school video footage (due to FOI regulations).

Student Identification Disclosure: For school safety, students must provide their identity when asked by any staff member, Failure to do so may result in consequences.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

If a student changes his/her/their address or telephone number during the school year, he/she/they must report the change to the office. Addresses and telephone numbers listed in the office for each student must remain correct and current. Two telephone numbers, one for the home and the other for the work or cell of parents/guardians, is preferred. Correct address and telephone numbers are necessary in case of accident or emergency and are the responsibility of each student. Telephone numbers of staff and students are considered confidential and are not given out to non-school personnel.

SKATEBOARDS / ROLLERBLADES / SCOOTERS / BIKES

The use of skateboards/rollerblades/scooters are not permitted on school property. Bikes are not permitted inside the building. Bikes must be securely attached to the bike racks provided near the school's main entrance.

FITNESS AREA

Westgate is fortunate to have a large, state of the art fitness facility on site. To protect the safety of all, students are not permitted to access the fitness facility unless an adult staff supervisor is present.

FOOD AND DRINK IN THE CLASSROOM

Classrooms are learning environments and food and drink are not permitted (with the exception of water).

Students are not permitted to order food (e.g., Skip the Dishes) during their scheduled instructional time. Furthermore, food delivery is not permitted inside the school building.

BREAKFAST PROGRAM

Westgate provides a nutritional breakfast to all students every day from 8:50 – 9:20 a.m. from the Tigers Den next to the Wellness Room in the main Hallway.

FIRE ALARM

Students must be aware of the fire instructions in their classrooms. Fire evacuation information is posted in every room. In the event of an alarm, move directly to the exit assigned to your location. If you are first to an exit door, hold it open until all students have passed through. Everyone must vacate the building. Remain with your class and teacher while outside. Do not re-enter the building until a teacher directs you to do so.

**Do not let an impulse or curiosity lead you to tampering with the fire alarm equipment.
This is an extremely serious offence subject to major consequences,
including a fine and/or suspension.**

CAFETORIUM

The cafetorium will be accessible to students all day long but the kitchen portion will be closed after the lunch period. Hot lunch items, like burgers and pizza, are available for purchase daily. Students are expected to clean up after themselves in the cafetorium and use the garbage receptacles provided.

WESTGATE CONCUSSION INFORMATION

Concussion Protocol

The Lakehead District School Board and Westgate CVI, in partnership with parents and members of the community, value a healthy and safe learning environment for our students, that provides essential preconditions for effective learning. As an extension to this commitment, a comprehensive protocol based on current research and best practices has been developed to address the needs of students to prevent, recognize, and respond to a concussion.

What Is A Concussion?

A concussion is a brain injury that is caused by a blow to the head, face, neck, or body that can cause a sudden jarring of the head. Even what seems to be a mild bump to the head can be serious. Research indicates that a concussion can affect a student's school performance in both cognitive activities (schoolwork) and physical activities (physical education program/interschool activities). Research also indicates that engaging in cognitive and /or physical activities, while a child has a suspected and/or diagnosed concussion, can worsen concussion symptoms and delay the student's recovery.

Concussions that Occur During School-Organized Activities

Concussions that occur in school-organized activities will be documented and managed through our Board's Concussion Protocol. Through the collaborated efforts of the school team, partnered with the parent(s)/guardian(s) and the medical support team, the student will participate in the steps of the Return to Learn and the Return to Physical Activity plans. The student's progress will be documented/tracked and continuously monitored through frequent communication between the school and home, until full recovery has occurred.

Concussions that Occur Off School Property

Concussions often occur off school property (e.g., at home, in a car accident, or during a recreational sporting activity). In order to appropriately manage the concussion, it is necessary for the school to initiate the Return to Learn and the Return to Physical Activity plans. These are designed to minimize the risk of further injury and prevent the worsening of a concussion.

NOTE: If ever your child has a suspected or diagnosed concussion that occurs off the school site, contact the school vice-principal as soon as possible and prior to the student's return to school. At Westgate, we continue to make the health and safety of our students a priority to ensure that our students can thrive in all areas. Our Concussion Protocol enhances that commitment.

For further information please see:

LDSB Board Policy and Procedure - <https://bit.ly/3IMBy4i>

Rowan's Law Information - <https://www.ontario.ca/page/rowans-law-concussion-safety>

OPHEA Concussion Information - <https://safety.ophea.net/concussions>

MEDICATION

Students who must take medication during the course of the day are only permitted to have their daily

dose in their possession at any given time. Please do not carry full bottles of medication at school. Students should never share their medication with others.

MEDICAL

Parents and/or students must ensure that the school is aware of serious medical conditions, including but not limited to asthma, epilepsy, diabetes and life-threatening allergies. Outlining the details of the medical condition in writing and including pertinent information related to the recognition and management of the condition is best. **Individualized Medical Plans** will be created for students with serious medical conditions and communicated to school staff. Copies of medical plans will be mailed home every fall for review and updating by parent/guardian. Relevant training (like epi-pen administration) will also be provided to Westgate staff.

STUDENT FEE

A student fee of \$15.00 will be collected during the first few days of school to enable staff and students to organize a variety of extra-curricular activities, including but not limited to dances, pep rallies, anti-bullying events and so on. Once the fee is paid, the student will receive a Westgate Identification Card. This card is required to attend dances. Students may not participate on teams, at dances, in clubs or attend the semi-formal or graduation ceremony without having paid their student fees.

If three or more children from one family attend Lakehead Public Schools, parents are eligible for fee reduction. If this is the case, or if financial hardship is an issue, please inform the principal in writing and accommodations will be made for students.

YEARBOOK

Westgate students produce an annual yearbook that chronicles the year's activities and tiger accomplishments. Yearbooks will be published in the spring. Price is still to-be determined but they typically cost \$40.00.

GRADUATION FEE

Students registered in Grade 12 must pay a graduation fee of \$40.00 (if they are a potential graduate). This fee covers certain costs associated with convocation, including but not limited to gown rental.

IMPORTANT DATES:

**Graduation Dinner-Dance
(Prom) Date**

Thursday, June 20th, 2024

Graduation Ceremony Date

Monday, June 24th, 2024

Community Auditorium

TECHNOLOGY USE STANDARDS FOR STUDENTS

The purpose of Information and Communication Technology in schools is to support research and education by providing access to extensive resources. These Technology Use Standards along with the School's Code of Conduct provide standards to help students exercise personal discretion and responsible choice. The use of technology-based equipment, computers, personal electronic devices, network resources and the Internet is a privilege.

PERSONAL ELECTRONIC DEVICES

Use of personal electronic devices in classrooms are strictly governed by the board's "Technology Use Standards," "Bring Your Own Device" guidelines and your individual teacher's classroom rules and expectations.

It is expected that all students comply with the following BYOD expectations:

- devices are to be used in the classroom to support learning
- devices are to be used in compliance with Westgate's Code of Conduct and the board's Technology Use Standards
- devices are not to be used for texting, snap-chatting or any other communication during class time
- devices may be confiscated by staff if being used inappropriately
- devices are to be in silent mode during instructional times
- device safety is the student's responsibility (the school is not responsible for lost or damaged devices)
- devices cannot be used to record or photograph anyone without consent
- devices are not to be used during a lockdown event

RESPONSIBILITIES OF STUDENTS

Students are accountable for behaviour off school property, which has negative impact on the school environment, including but not limited to behaviour which greatly harms the tone or dynamics of the school or the safety or security of its members. When logging onto the schools network, all students are required to accept the policies and procedures of the school board.

CODE OF CONDUCT FOR USERS OF INFORMATION AND COMMUNICATION TECHNOLOGY

1. All individuals should be treated with common courtesy and respect, therefore:
 - I will not use abusive language of any type, including swearing and name-calling.
 - I will follow the rules of Internet etiquette, which include the use of appropriate language and polite responses.
 - I will not use Internet access to send threatening, obscene or harassing materials.
2. The Internet, as with any place where large numbers of people gather, can be a potentially dangerous place; therefore:
 - I will not share my password with anyone else.
 - I will not divulge my home address, phone number or personal information.
 - I will not agree to a personal encounter with anyone I meet online.
 - Should I access information that is inappropriate, I will report it immediately to my teacher/supervisor
 - I understand that electronic mail is not guaranteed to be private.
 - I will not engage in e-mail or "chat" discussions, or make use of other wireless technologies while at school, without permission from the classroom teacher/supervisor.

3. Software and intellectual property is protected by copyright laws; therefore:
 - I will not make unauthorized copies of software found on school computers.
 - I will not give, lend or sell copies of software to others.
 - I will not use another author's intellectual property without proper citation, i.e., footnote, bibliography.

4. The work of all users is valuable and they need reliable access to computers; therefore:
 - I will respect the privacy of others by not using, or trying to learn their passwords.
 - I will not copy, change or use files belonging to another student.
 - I will not attempt to gain unauthorized access to system programs or computer equipment.
 - I will not create or knowingly introduce any computer virus that may destroy files or disrupt the system.
 - I will not download any resources without permission.

5. There is material available on the Internet and other sources of computer software that is not appropriate in a school setting; therefore:
 - I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information of any type.
 - I will not use computer systems to disturb or harass other computer users by any means, including sending unwanted mail.

6. The Computer and Internet services provided by the Board are designed for the use of all their students and employees; therefore:
 - I will not interfere with or disrupt Internet users, services, traffic or equipment.
 - I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of computer privileges.

7. In the Classroom: Personal Electronic Devices (including cell phones, digital cameras, personal music players and other communication devices that may or may not have image, audio and video capturing capability or devices that transmit and receive information) must be used only in compliance with the board's 'Bring-Your-Own-Device' policies and the classroom expectations of your teacher.



APPROVED ABSENCE FROM SCHOOL

The following student will be absent from classes:

Student's Name: _____ **Grade:** _____

First day of Absence: _____ **Return Date:** _____

Reason: _____

This is to inform the student(s) and parent(s) that the student is responsible for any work that will be assigned during his/her absence.

Date: _____ Principal/Vice-Principal
Signature: _____

Date: _____ Parent's
Signature: _____
(Student's signature if 18 or over)

TEACHERS: Please sign and indicate any work you are requesting of this student in the area below.

SUBJECT	TEACHER	ASSIGNED WORK






Lakehead
Public
Schools

Westgate Communication Methods

FOR PARENTS/GUARDIANS | 2018-2019


Social Media

Please read the Lakehead Public Schools [Social Media Terms of Use](#) for more information about our social media, general posting guidelines, and the response time that we strive to adhere to for any inquiries.

	FB.com/WestgateCVI	Follow us and like our page to ensure that you receive our posts directly in your Facebook newsfeed.
	@LPS_Westgate	Follow us and turn on notifications  on your mobile device to ensure that you don't miss our latest news on events as they happen.

Contact Information

Our office hours are Mon-Fri 8:00-4:30. We will do our best to respond to any inquiries within one business day.

Mailing Address		707 James St. S., Thunder Bay, ON P7E 2V9	
Email		Westgate@lakeheadschoos.ca (For all general inquiries)	
Website		http://westgate.lakeheadschoos.ca/	
Phone	General Line	(807) 577-4251	
	Principal	Mrs Klein	
	Vice-Principals	Mr. McCallum and Mr. Workman	

Additional Communication Methods

Westgate will also be communicating to parents/guardians via **paper notices** provided to students, **email**, and our **automated phone message service** (Synervoice).