Westview School

Student Handbook

2022-2023

**Principal: Jeff Porter**

407 Wolverine Drive

Fort McMurray, Alberta

T9H4S6

Telephone: (780) 791-3121

**We are part of the Fort McMurray Public School Division (FMPSD)**

Fort McMurray Public School Division is home to 16 schools. We offer a variety of programming for our youngest three-year-old Early Childhood Development Program students to our graduating Grade 12 students.

**FMPSD Mission Statement**

The Fort McMurray Public School District is a learning community dedicated to educating all students for personal excellence.

**FMPSD Goals**

Alberta Education has identified four goals for School Boards to focus on:

1. High-Quality Learning Opportunities for All

1.1 Schools provide a safe and caring environment.

1.2 The education system meets the needs of all K-12 students, society, and the economy.

1.3 Children and youth at risk have their needs addressed through effective programs and supports.

 1.4 Students complete programs so that they are ready to attend post-secondary institutions and/or contribute as members of society and the economy.

2. Excellence in Student Learning Outcomes

2.1 Students demonstrate high standards in learner outcomes

2.2 Students are well prepared for lifelong learning.

2.3 Students are well prepared for employment.

2.4 Students model the characteristics of active citizenship.

3. First Nations, Métis, and Inuit Students

3.1 First Nations, Métis, and Inuit students are well prepared for citizenship, the workplace, and post-secondary education and training.

3.2 Key learning outcomes for First Nations, Métis, and Inuit students to improve.

4. Highly Responsive and Responsible Jurisdiction

4.1 The education system at all levels demonstrates effective working relationships.

 4.2 The education system at all levels demonstrates leadership and continuous improvement

**Treaty Eight Acknowledgement**

Fort McMurray Public School Division acknowledges that we are on Treaty 8 Territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Dënësulinë, and Métis.  We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.   We are dedicated to honouring the intent and spirit of Treaty 8.

**Westview School Mission, Belief, and Vision Statement**

**Mission Statement**

Westview School is a learning community that takes pride in promoting high-quality education and healthy living. We foster a diverse, respectful learning environment through leadership and cooperation. We celebrate each other’s unique contributions.

**Vision Statement**

Together We; Live, Learn and Lead

**Belief Statement**

Student success in learning is a priority at Westview. We believe that learning is an active process where each experience becomes a stepping-stone for higher levels of understanding, achievement, and success. In strong partnerships with parents, students are provided with the support necessary to maximise their potential by learning through differentiated programming and developing habits and behaviours necessary for success.

At Westview, we believe

* That children learn best when they receive the support necessary from home and school.
* That all children can reach their learning potential when we align their paradigms with habits of effectiveness.
* In rigorous academic programming that accommodates individual differences and promotes student success.
* In empowering students to be self-aware and taking responsibility for their learning.

**Rights and Responsibilities**

Each school year provides us another opportunity to work together to ensure all students achieve success. We believe a collaborative partnership among students, staff, and parents maximises student learning.

Students have a responsibility to come to school prepared to learn and contribute to a mutually respectful atmosphere. Students have a right to be treated with respect and dignity in an environment that is safe and secure.

Westview staff have a responsibility to provide the best possible education. Westview staff have a right to anticipate cooperation and a respectful learning environment in order to achieve this goal.

Parents have a responsibility to be active supporters and participants in their children's educational experiences at Westview Public School. Parents have a right to clear communication about their child's progress.

Students of Westview need to understand the necessary responsibilities for meeting the high standards of conduct of the school. What you do and how you act reflects on your school and your family. Courteous behaviour, a willingness to learn, and respect for the rights of others are among the most important student responsibilities.

If there are any questions or concerns you are encouraged to seek explanations, advice, and help from your teachers, counsellor, and administrators. We look forward to our partnership with you.

**Day-to-Day Operations**

**Hours of Operation**

For safety reasons students are encouraged to arrive at school no earlier than 7:45 a.m. School doors open at 8:00 a.m. with classes commencing at 8:05 a.m.

Designated entrances for students are

|  |  |
| --- | --- |
| ECDP | Main Entrance |
| Kindergarten | Main Entrance |
| Grades 1,1/2 | East Entrance - Signal Road |
| Grades 2,3 | West Entrance - Tarmac Doors |
| Grades 3/4, 4/5 | South Portable Entrance - Parking Lot |
| Grades 5/6,6 | West Portable Entrance - Rear Playground |

**Grades 1 to 6 Timetable**

|  |  |
| --- | --- |
| First Morning Bell | 8:00 am |
| Second Morning Bell | 8:05 am |
| Morning Recess | 10:05 am-10:20 am |
| Lunch Recess | 11:40 am-12:00 pm |
| Lunch | 12:00 pm-12:20 pm |
| DEAR (Drop Everything and Read) | 12:25 pm-12:45 pm |
| Dismissal | 2:40 pm |

**Policies and Procedures**

**Attendance**

The Alberta School Act states that education is compulsory for all students between the ages of 6 and 16. The general attendance for the day will be taken in homeroom classes in the morning and in the afternoon. When a student is absent the parents of that student are expected to notify the school. Parents will receive a phone call if their child is absent and no call was made to inform the school.

You can call the main office at (780) 791-3121 or e-mail **wvabsences@fmpsd.ab.ca** to report your child's absence.

According to the School Act, the allowable excused absences are for medical reasons or other unavoidable causes (for example, busing issues), observing a religious holiday, or due to suspension. Please note that all other absences are recorded as unexcused as mandatory by the Government of Alberta.

**Arrival at School**

We encourage children to arrive at school after 7:45 a.m. when outdoor supervision begins. In inclement weather, the doors are unlocked at 7:50 a.m. If a student is late they will need to enter the school through the front door, go to the office and receive a late slip and then proceed to class.

**Bicycles, Skateboards, and Scooters**

During school hours students are requested to walk their bikes and scooters and carry their skateboards while on school property. Bikes must be locked in the bike racks provided. Scooters and skateboards must be kept inside lockers or other designated areas. Students are expected to wear helmets. Students are not allowed to ride skateboards or scooters during the morning or lunch recess break.

*Please note: the school will not assume any responsibility for lost or stolen equipment.*

**Entering the School**

Hats and outside shoes are to be removed when students enter the school. Students will need to have inside shoes (with non-marking soles) to wear while in school. Hats are not permitted to be worn during instructional hours.

**Leaving School Grounds (Closed Campus)**

Westview School is a closed campus. This means that students are not allowed to leave school grounds during the day unless they have been signed out by a guardian at the main office and are leaving with that guardian.

**Transportation and Parking**

Please note that there is limited parking at our school grounds.  Please refrain from driving through or parking in our bus loop.

**Cold Weather Policy**

Students will come to school dressed appropriately for the weather, especially in winter. Students are responsible for keeping track of their own belongings. During days when the temperature is below -22 ℃, students will be allowed to come into the supervised boot rooms at 7:50 a.m. During indoor recess, students are expected to engage in quiet activities in their classroom. For everyone's safety students are expected to not throw snowballs.

Learn more about going to school in inclement weather at <https://www.fmpsdschools.ca/board/procedures/4912>

**Use of Technology**

FMPSD and Westview School believe that appropriate use of technology in our classrooms can significantly enhance learning outcomes. To make sure this technology is reliable and used responsibly, FMPSD has outlined an acceptable use policy that applies to the use of technological devices that are the property of the district or privately owned devices used on District premises during school hours and/or during school-sponsored activities.

Learn more about acceptable use of technology at <https://www.fmpsdschools.ca/board/procedures/4915>

**Students After School**

Students are expected to exit out their assigned doors. Those students participating in after-school activities should take their belongings to their activity to be dismissed from there.

There is no outdoor supervision after 3:00 p.m. All students not participating in school-sponsored after-school activities are expected to leave school grounds to go home or to their caregiver at dismissal. Students may only return to the playground after they have been home and are in their guardian’s care.

**Grievances**

Should you or your child encounter a classroom-related concern, you are encouraged to reach out to the classroom teacher as a point of first contact. Administration may become involved should further problem resolution be required.

It is incumbent upon parents, as outlined in the Education Act (referenced below), to contribute to positive and respectful relationships with school personnel. Therefore, parents are asked to contact the school as a means to resolve issues and refrain from posting negative comments about the school or its employees on social media.

Section 32 of the Education Act states that parents have the responsibility to

*(d) ensure that the parent’s conduct contributes to a welcoming, caring, respectful, and safe learning environment,*

*(e) cooperate and collaborate with school staff to support the delivery of supports and services to the child,*

*(f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and*

*(g) engage in the child’s school community. You may access the Education Act for further reference here:*

You may access the Education Act for further reference here:

<https://kings-printer.alberta.ca/documents/Acts/e00p3.pdf>

**Emergency Plans**

In the event of an emergency or other unusual circumstances, parents will be contacted using SchoolMessenger, an emergency message system.

Westview’s Emergency Plans are reviewed and updated annually. Copies of these plans are available in the office. Although our staff will be preparing students for these drills, some students can be upset by this experience. If you anticipate that your child will need additional support please contact your child’s teacher so that we may work together to prepare them. If you have any questions about these drills please do not hesitate to contact the school office.

**General Information**

**School Fees**

School fees at Westview Public School are used to support teacher-directed activities and the acquisition of learning materials for their classrooms. School fees will be charged in accordance with board policy.

**School Agendas**

All students from grades 1 to 3 are required to use a school agenda. This is an excellent form of communication between the school and home. There is no cost on the first agenda issued to each of our students. If a student loses their agenda there will be a replacement cost for a new agenda.

**Textbooks**

Textbooks are supplied at no charge however students are expected to take care of their assigned textbook. Students in grades four to six sign textbooks out of the library. Parents will be billed for lost or damaged textbooks.

**Library Use**

Students will have access to Westview Public Schools Library. Students will be permitted to check out two books of their choosing during their library block. Students are responsible for returning library books in a timely manner. They will not be allowed to check out more library books until all past library books have been returned. If books are lost or damaged students are expected to pay to replace the books.

**Injury and Illness**

If a child is ill it is in their best interest and all other students' best interest for them to recover at home. If a child becomes ill at school, parents will be called and requested to take the child home.

In the case of an injury on school grounds, the child will be brought to the office. Minor injuries will be treated here. More serious injuries will result in a parent phone call. It is imperative that we also have an emergency number. If we cannot reach parents there may be times when a child may need to be taken to the hospital. Should an ambulance need to be called the school district has insurance that will cover the cost.

Learn more about FMPSD’s Illness/Injury Policy here: <https://www.fmpsdschools.ca/board/procedures/5028>

**Medications**

In order to comply with our district policy regarding the administration of medication to students, all parents and the family doctor must complete the necessary documentation prior to requesting that the school store or administer medications for students.

Learn more about FMPSD’s Medication policy here:

<https://www.fmpsdschools.ca/board/procedures/5029>

Any student with **life-threatening medical conditions** (for example: severe allergies epilepsy asthma or diabetes) will require a Medical Response Plan. The Medical Response Plan must be signed annually by the parent/guardian and the family’s medical doctor.  It is the parent’s responsibility to advise the school of the medical condition and provide the school with any equipment and life-saving devices.

Learn more about FMPSD’s Life-Threatening Medical Conditions policy here:

<https://www.fmpsdschools.ca/board/procedures/5033>

**Peanut and Nut Aware School**

We have several students and staff who have severe allergies to peanuts and/or tree nuts in our school. Please refrain from sending food that contains any peanuts or tree nuts (for example: peanut butter or Nutella sandwiches).

**Visitors**

Visitors of all ages need to enter through the front doors and report to the school office. To maintain a safe and secure environment we lock all other outside doors during the school day.

**Volunteers**

To ensure the safety of our students all school volunteers are required to provide a completed Criminal Record Check. In order for our parents to receive a Criminal  Record Check a cover letter is required. Please contact the office to indicate you would like to have a cover letter prepared. When it is complete we will call you to pick it up or send it home in your child's agenda. New Criminal Record Checks must be submitted every five years.

https://www.fmpsdschools.ca/board/procedures/5163

**Leader in Me Program**

Leader in Me® is a school-wide leadership development process for both students and staff members of which The Seven Habits of Highly Effective People® is a foundational piece. it integrates Timeless leadership principles into school culture, driving transformational results. The Leader in Me® is designed to be integrated into a school's Core Curriculum and everyday language so that it isn't one more thing teachers and administrators have to do. It becomes part of the culture, gaining momentum and producing improved results year after year, benefiting schools and students in the following ways:

* Help students to gain the skills and self-confidence to succeed as leaders in the 21st century
* improves academic achievement
* decreases discipline referrals
* raises levels of accountability and engagement among both parents and staff

**Diversity and GSA**

Our school teaches our students that diversity is a strength. Regardless of colour, gender, age, race, religion, or sexuality, all students are taught to be respectful and to celebrate each other’s differences.

**Apple School**

Westview partners with APPLE Schools to create a sustainable healthy school community. APPLE Schools is an innovative school-focused health promotion initiative proven to make a difference in schools. It impacts the lives of more than 20,000 students annually in schools across Western Canada by improving their healthy eating, physical activity, and mental health habits. Visit [appleschools.ca](http://www.appleschools.ca/) to learn more.

Students will not be allowed to bring and share birthday treats, Valentine’s or Halloween candy, etc amongst peers.

**Lunch program expectations**

Please provide your child with a morning snack as well as a lunch that does not require microwaving or hot water.

Parents who wish to drop off lunches for their child during the school day are asked to do so prior to 12:00 p.m. The office will call these students to the office to pick up their lunch. We are unable to accept lunches delivered by a food delivery service such as Skip the Dishes, DoorDash, or any restaurant / fast food delivery

**Homework Policy**

Homework is intended to reinforce curriculum concepts learned at school.

Occasionally homework may be sent home with these criteria in mind:

* Work a student did not complete at school
* A special project requiring more time
* Preparation for assessment tasks (quizzes, unit tests, etc.)

**Westview Code of Conduct**

Westview Warriors:

* are **proactive** in making positive choices
* **begin with the end in mind** by using their agenda, completing their work, and handing in assignments.
* **put first things first** by being on time for school, coming prepared for class, and doing their best.
* **think** **win-win** by being respectful and supportive of all people in the school community.
* are active listeners who **seek first to understand and then to be understood.**
* **synergize** by positively working with others.
* **sharpen the saw** by making healthy lifestyle choices.

**Behaviour Plan**

Westview Public School is committed to providing each student and staff member with a welcoming, respectful, caring, and safe environment. We expect all staff and students to act in socially responsible and respectful ways so that teaching and learning can occur.

You may wish to review Fort McMurray Public Schools policies and administrative regulations about

* Safe, Caring, and Respectful Learning Environments available at: <https://www.fmpsdschools.ca/board/policies/562>
* Student’s Rights and Responsibilities available at: <https://www.fmpsdschools.ca/board/procedures/5049> and <https://www.fmpsdschools.ca/board/procedures/5050>

In cases where a student’s behaviour does not follow expected behaviour at school, the following measures will take place to ensure that all students are successful while at Westview Public School:

* Minor infractions (such as inappropriate language, minor hands-on interactions with other students, etc.) will be addressed first by the classroom teacher.
* A repeat of the above incidents will be communicated to the parent by the

classroom teacher.

* Further incidents may result in a referral to the administrative and/or resource team.
* Serious infractions (such as threats, intentional damage to school property or

physical fights, etc.) will result in an office referral and parents/guardians will be contacted promptly.

**Report Cards**

Report cards will be issued in November, March, and June of each year. Parent Teacher Interviews will be scheduled part way through term one to allow for improvement before term one report cards come home and also near the end of term two. Please do not wait until report card time to contact your child's teacher about their progress or welfare if you have concerns. In all cases, the teacher should be your first contact. Please email the teacher or call the school and leave a message for the teacher to call you back or to make an appointment.

**Field Trips**

Parent volunteers are often needed and required to assist on field trips. As Fort McMurray Public Schools insurance coverage for volunteers on field trips does not include coverage for siblings coming along on buses or at the field trip site, we regret that we cannot accommodate siblings.

Another way to get involved is by volunteering your services to classrooms and the library. Our staff is committed to volunteers, believes in their value, and recognizes their service. If you would like further information on how you can get involved, please contact the school office. In keeping with our school policies regarding safety for all people in the school, visitors and volunteers are asked to sign in at the school’s office and wear a visitor’s badge for the duration of their time in the school.A criminal record check and volunteer form need to be completed prior to assisting on a field trip.

https://www.fmpsdschools.ca/board/procedures/5163