

WESTVIEW SCHOOL



HANDBOOK 2023-2024

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PARKLAND SCHOOL DIVISION VISION, MISSION and VALUES

Our Vision: Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

Our Mission: We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.

Our Ultimate Goal:

Student Success and Well-being

Our Values:

Learning opportunities that are purposeful, essential, relevant, authentic and responsive;
 Excellence in achievement;
 Trustworthy, respectful relationships; and,
 Resilience with self-awareness.

Our Priorities:

Student Wellness & Workplace Wellness

Both student wellness and workplace wellness are priorities for us.

PSD's Ultimate Goal: Student Success and Well-being highlights how important student wellness is. A healthy school approach is one that supports the health and well-being of students and the entire school community. EVERYONE plays a role in supporting student wellness.

Healthy organizations and workplaces are at their best when they are made up of people who are healthy. Wellness is a very personal concept that can mean many things to different people, but workplace wellness is about how you feel about your work, the workplace environment, and the climate and culture within it.

Identity, Community and Belonging

Although PSD's tagline is 'Where the World Opens up', the world doesn't open up to all members of our communities until our minds open up to all members of our communities. A continual progression toward equity, and the promotion of anti-racism, are essential components of a caring, respectful and safe school division. All members of the PSD community are expected to demonstrate, and ensure, that a sense of belonging, for all staff, students and community members, exists in all places.

Indigenous Perspectives and Ways of Knowing

PSD is building relationships with Indigenous communities that increase understanding of their experiences, and therefore increase attendance rates, academic completion, and a sense of belonging for Indigenous students. In addition, we need to learn the history of our continent that predates colonialism - we have a responsibility to listen to the stories of the Elders and to increase our understanding beyond what we were taught in school, and to bring those perspectives into our day-to-day work and learning.

Programming and Pedagogy

Student programming and continual improvement of teaching practices continues to be a priority for PSD. The Division is proud to offer diverse programs to students because that's how learning comes alive for them. Programs showcase the breadth of the work. The depth of our work gets recognized in our attention to pedagogy.

BELL SCHEDULE

Kindergarten - Grade 9	
Bell Times	Breaks/Blocks
8:15am	Supervision Begins
8:30am	First Bell
8:35 – 9:30am	Block 1
9:30 – 10:20 am	Block 2
10:20 - 10:30	JH Transition
10:20 - 10:30	Elementary Recess
10:30 - 11:20 am	Block 3
11:20 – 12:10 pm	Block 4
12:10 - 1:10 pm	Lunch
1:10 - 1:25 pm	DEAR Block
1:25 – 2:15 pm	Block 5
2:15 – 3:05 pm	Block 6
3:05pm	Dismissal

Unless students are involved in before or after school programs, they should not arrive at school before 8:15am and are expected to leave the school building by 3:20pm.

Early Education Schedule

Morning Class:
8:15 - 10:45 a.m

Afternoon Class:
12:15 - 3:15 p.m.

MEDICAL INFORMATION

Accidents and Injuries

In the case of an accident, first aid will be administered as needed and parents will be contacted if possible. In the event the injury is deemed serious, it is our practice to call an ambulance so medical assistance is available as soon as possible. Parents/Guardians are required to provide emergency contact information in the event that a parent/guardian cannot be reached. Teachers and administrators will act in “loco parentis” until a parent is contacted. **It is very important that changes to your phone numbers/ address be reported to the school office or updated through the [PowerSchool Parent Portal](#).**

Administering Medication to Students

Parkland School Division acknowledges that the primary responsibility for administration of medications rests with the family and/or the appropriate medical personnel (*see [PSD Administrative Procedure 782](#)*). Whenever possible, medication (prescription or non-prescription) needs to be given at home. However, it may be appropriate in certain circumstances for school staff to assist parents in the administration of medications to students. In each of these cases, parents are required to have completed the appropriate paperwork. These forms must be completed yearly and kept on file before any medication can be administered. Forms are also available through the school office. If you have any questions regarding the distribution of medicine to students, please speak to the school principal.

Allergy Awareness

Westview has a number of students who have serious allergies ranging from animals, insect stings, and food allergies. While we want to ensure their safety as much as possible, we also want to be reasonable in our requests to families. Therefore, our allergy policy will be based upon the following three principles:

- We will take reasonable steps to ensure the safety of children.
- We will educate our student and parent communities about the reality of allergies in our school.
- We are an allergy aware school. For example, students can bring peanut butter but may be asked to eat out in the hallway with a friend or on the other side of the room from the classmate with the allergy and then asked to wash their hands and eating area immediately afterward.

We ask that you keep these principles in mind. Please be mindful of the food you send in your child(ren)’s lunches and speak to your child(ren) about allergies.

PROCEDURAL INFORMATION

Attendance:

Students are expected to attend school every day and to arrive on time, unless they are ill, celebrating a religious holiday, or absent for some other unavoidable cause. Regular attendance is the responsibility of the student and the parent. School staff will assist whenever possible. When a child is going to be absent from school, the parents should email the school at westview@psd.ca or call the office at 780-963-2203; alternatively, we now have an attendance line where a message can be left. Students are considered late to school if they are not in their classroom at 8:35 am. Students who arrive after 8:40 am must come in the front door and **MUST** sign in at the office with Mrs. Nickel.

Should it be necessary for a student to leave school during regular class time for medical, dental or other valid reasons, parents are asked to email the office, call the school by telephone or send a note indicating the time the student needs to leave the school. This note should be shown to the classroom teacher and then be presented to the office where the student will sign out. Under **NO** circumstances is a student to leave the school during class time without signing out at the office. Ensuring our students' safety once they enter the building requires parent permission be obtained by the office before a student can leave the building during regular school hours. To be excused from Physical Education class for a prolonged time, a student must produce a medical certificate from a doctor.

Emergency Response:

Parkland School Division's first priority is the safety, security, and well-being of our students and staff. While we hope our schools are never faced with an emergency situation, our goal is to be prepared to respond to an incident if one should occur. To that end we have taken numerous steps to better prepare our schools and school jurisdiction to deal effectively with emergency situations that could occur in or around a school during the school day. The Division has developed a comprehensive [Division Emergency Response Procedure](#), complemented by individual plans tailored for each school. Should an emergency arise these plans will be implemented. Check the Division website www.psd.ca for procedures to follow in the event of an emergency. In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and fire departments, and parents. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees.

In The Event Of An Emergency: Do not call the school or your child's cell phone.

Note: It is very important that changes to your phone numbers/ address be reported to the school office or updated through the PowerSchool Parent Portal.

We understand and respect your concern, but it is essential that the phone systems be available for emergency communications. If you call the school, you will tie up lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information. By calling your child's cell phone, you could potentially put them in harm's way, depending on the nature of the crisis. We will ensure that you get the information you need by contacting you.

The quickest way to receive emergency information: There are many ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

- Visit the Parkland School Division [website](#) for updated notifications, the latest news will be posted on the front page.
- Call the Centre for Education at 780-963-4010.
- Tune into a local radio or television station.

What happens during a Lock-Down or Shelter-in-Place? In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures of anyone including staff, students or parents. You will not be allowed to pick-up your child until after an "all-clear" is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances. Please do not go to the school until instructed to do so.

What if the school is evacuated? It may be necessary to keep the streets and parking lot clear for emergency vehicles. If it's necessary to evacuate the school, students will gather at a primary assembly location, pre-determined by each school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian. Depending on the severity of the situation, students may be transported to a secondary assembly location away from the school. You will be notified of this via the Division website and the media. [Procedures for Parent-Child Reunion](#)

Lockers:

All students in grades 4-9 are assigned a locker. Grades 4 and 5 lockers do not have locks on them. Grade 6-9 students are provided with school locks. Students are not permitted to bring their own locks. A student will be charged a \$7 fee if the school lock is lost. Students are reminded not to give out the lock combination to anyone else, except homeroom teachers. Students are reminded that the lockers are school property and as such are subject to inspection. In the event of misuse, locker privileges may be taken away for a period of time. Students are responsible for keeping the locker clean and free of any stale food/soiled clothing.

Lunch Routine:

Students are provided an assigned supervised place for eating lunch and allotted recreation time. All students are expected to remain on school grounds during the entire lunch hour.

Student Drop Off and Pick Up:

In an ongoing effort to reduce traffic congestion and ensure the safety of students, parents will access designated parking and drop off lanes for student drop off and visitor parking. Please refrain from dropping off and picking students up in the designated staff parking lot.

Please refer to the following video for clarification on drop off, parking and traffic flow:

<https://youtu.be/9AEzbknFLZc>

Textbooks:

All textbooks are provided to students by the school, and all students are responsible for their assigned textbooks. It is expected that students will return the texts in the condition in which they were loaned. Lost, missing, or damaged texts will be assessed at the cost of replacement and an invoice will be added to your account on your [PowerSchool Parent Portal Account](#).

School Fees:

The following fees are charged to each students account at the beginning of the school year:

Cultural Fee – used for various cultural events and presenters to the school

Field Trip Fees – charged on a pay-as-you-go basis. Fees will be charged through-out the year to coincide with scheduled field trips.

Other fees that can be charged to a student’s account will be to cover Career and Technology Foundations courses classes (grade 7 – 9 students), extracurricular activities, lost or damaged books. All fees can be paid by cash or cheque (payable to PSD or Parkland School Division) at the school office, by credit card at PSD main office, or through the [PowerSchool Parent Portal](#).

Field Trips:

Field trips are taken at the discretion of the teacher in conjunction with the Alberta curriculum. Students must have a signed permission form to participate/attend field trips. Field trip fees are posted on the PowerSchool Parent Portal as field trips arise.

Inclement Weather:

While the PSD Transportation Department may choose to cancel the operation of buses under extreme weather conditions as outlined in [PSD Administrative Procedure 750](#). Westview School remains open on all instructional days. The final decision to send a child to the bus stop or to the school rests with the parents, even though buses may be non-operational. Students will be outside in the morning and at recesses unless the temperature and/or wind-chill indicate an indoor day.

Please check the PSD Website for information on [bus status](#).
You can also download the app for up to date information.



PARENT/GUARDIAN INFORMATION

Communication Between Home and School:

At Westview we recognize the vital role that effective communication between home and school plays in student success. It is with this in mind that we facilitate this communication through various methods:

- Westview School website
- Westview Facebook page
- School and class newsletters
- School Messenger Emails from Administration and Office Staff
- Student/Parent/Teacher Interviews
- “Remind” texts
- Google Classroom
- Agendas
- Email
- Phone calls and face-to-face conversations (both in person and virtual)

Hot Lunch:

Hot Lunch is offered to students by our school fundraising society from October to May. More information can be found on our Westview School website under the [Lunch Program](#).

Newsletter:

Westview School will use School Messenger to email our monthly newsletter for parents to be kept informed of events taking place at school. Our newsletter is also updated monthly on our school website. Many classrooms/grades also have newsletters that are emailed regularly.

Parents’ Rights and Responsibilities:

Rights

- To ask questions and express concerns over their child’s educational program and to know these will be dealt with in a confidential manner.
- To be contacted and consulted with regard to any difficulties their child may be experiencing in the school programs.
- To expect that school discipline is being administered to their child in a consistent, fair, and effective manner.
- To expect that appropriate support services are secured when necessary for the benefit of their child.
- To expect that the staff employed by the Division are well prepared role models who care about their students.
- To be treated with respect and dignity.

Responsibilities:

- To recognize that the teacher acts in the place of the parent/guardian while the child is in school.
- To teach and require of the child a respect for law, for authority, and for the rights and property of others.
- To take an active interest in the child's school activities, report cards and general academic and behavioral progress.
- To cooperate with the discipline programs established by the Board of Education and individual classroom programs.
- To make staff aware of situations that may be affecting the child's behavior in school.
- To ensure that attendance at school is regular and dress is appropriate.

Powerschool Parent Portal:

Do we have your most up-to-date information? Please update your information today on PowerSchool. PowerSchool allows you to update information, access attendance info, report cards and pay fees. You can also receive important attendance and other messages right to your inbox.

For more info, please visit: <https://powerschool.psd.ca/public/home.html>

If you need assistance with PowerSchool, please contact Westview School and we will be happy to help you.

Westview School Council and Fundraising:

The purpose of Westview School's School Council is to provide teachers, parents and community members an opportunity to meet and discuss the education of our community's children and to work together to enhance student learning. This council meets once a month at the school.

Westview School has a fundraising group that raises money through a variety of activities in order to support learning and special projects at Westview School. The Society has raised money for playground equipment, student technology, production lighting and various events throughout the school. All parents/guardians are invited to be part of this group which meets once a month at the school. They can also be found on **Facebook** at [SPC School Council & Fundraising Society](#) and/or on **Instagram** at [SPC Council & Society](#).

Please note that School Council and Fundraising names will be changed to reflect our new school name.

Volunteering:

Parent and community involvement at Westview School is encouraged. If you are interested in an opportunity to learn more about the school community, meet new friends and experience the joy of serving, consider joining our team! The goal of our volunteer program is to provide support for staff and students in aid of student learning, and to develop an environment that promotes friendly two-way communication between home and school by providing opportunities for parent involvement in the education of their children. Please contact your child's teacher or the front office staff if you would like to volunteer. All volunteers are required to complete:

- A [Volunteer Registration form](#)
- Sign a Confidentiality Agreement
- Provide a Criminal Record Check.

[PSD Administrative Procedure 316](#): Volunteer Requirements and Vulnerable Sector Verification

STUDENT INFORMATION

Active Travel:

Once installed, bicycles, skateboards, and scooters should always be locked in the racks provided outside the school. Students are expected to wear helmets. By provincial law, bike helmets are mandatory. Scooters, skateboards and rollerblades may not be used inside the school.

Alcohol, Drugs and Vaping:

Using, under the influence, selling, or in possession of tobacco, electronic smoking (e-cigarette/vaporizer), drugs, inhalants or alcoholic beverages is prohibited on school property, in a school bus, or at school-approved events.

Clubs and ExtraCurricular Activities:

A number of programs are available for students at Westview School, depending upon the interests of students and availability of personnel. Teachers volunteer their lunch breaks and before and after school time to coordinate and supervise these activities. Most extra-curricular activities require participants to pay a user fee before participating. User fees will be determined, assessed, and communicated to participants at the beginning of the activity.

Typical activities in a year may include but are not limited to: cross country, volleyball, basketball, badminton, track and field, choir and leadership.

Code of Conduct:

Westview School Code of Conduct exists to ensure that each student and staff member has access to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. The Code of Conduct ensures that our school promotes a culture of wellness that:

- Establishes and maintains a welcoming, caring, respectful, and safe learning environment for all students, staff, families and the greater community;
- Establishes and maintains an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community;
- Establishes and publishes expectations for student behavior while at school, at a school-related activity, or while engaging in an activity that may have an impact on others in the school;
- Ensures that healthy environments exist in all schools that are free from fear, discrimination and harassment while promoting inclusive strategies to ensure that every student is treated with respect and dignity.

As members of the Westview School Community, we are expected to:

- Engage in productive work
- Maintain a safe and clean environment
- Share space effectively

In keeping with a commitment to the Alberta Human Rights Act, in Parkland School Division everyone is accepted and experiences a sense of belonging. Every student, no matter their ability, disability, language, cultural background, religion, sexual orientation and gender identity, has meaningful contributions to make. The Division supports the endeavors of staff, students, parents and the community to promote positive student behavior and conduct throughout our community of schools.

All stakeholders in the success and well-being of students, and especially the students themselves, are expected to recognize their responsibilities in developing student self-discipline and a culture of wellness.

1. Students are expected to:

- 1.1. Use their abilities and talents to gain maximum learning benefits from their school experiences;
- 1.2. Contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living;
- 1.3. Cooperate fully with everyone authorized by the Board to provide education programs and other services;
- 1.4. Comply with the rules of the school; and
 - 1.4.1. Respect and comply with the rules of any school that the student is visiting;
- 1.5. Account to the student's teachers for the student's conduct;
- 1.6. Attend school regularly and punctually;
- 1.7. Choose appropriate behaviors, with full understanding of the consequences that invariably follow their choices;
- 1.8. Treat other students and staff with dignity, respect and fairness;

- 1.9. Contribute to a learning environment that is free from physical, emotional, and social abuse;
- 1.10. Demonstrate, with increasing consistency, the School Code of Conduct;
- 1.11. Positively contribute to the student's school and community and, to the greatest extent possible, to a learning environment that is well-ordered, peaceful, safe, non-threatening, and conducive to learning and optimal growth;
- 1.12. Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means.

2. Students are accountable for:

- 2.1. Demonstrating respect for authority;
- 2.2. Demonstrating respect for others and their property;
- 2.3. Demonstrating respect for school property, equipment and textbooks;
- 2.4. Demonstrating respect for the diversity of all people.

3. Students are prohibited from engaging in unacceptable behavior within the school or on any school or Board-related trips or activities.

Interventions:

We recognize that from time to time students will make mistakes. When these mistakes happen it is important for students to:

1. Take responsibility for their actions;
2. Accept interventions that may occur; these interventions may include any of the following: problem solving, monitoring, or reviewing behavior expectations with student, temporary removal of privileges, a quiet space/alternate space in which to work, teacher/student/administrator conference, parental involvement, loss of privileges, short term removal from class, in-school/out of school suspension, suspension from riding the bus, support from community services, restitution for damages to property, or other consequences as determined by administration and as defined in Parkland School Division's [Administrative Procedure 360](#).
3. Learn from the mistake.
4. Electronic equipment (iPods, cell phones, cameras, gaming devices, personal devices) will be confiscated when not used in compliance with school behavioral expectations and placed in the school office for safe storage for pickup at the end of the day.

Classroom Management Procedures:

1. Knowledge that fairness is not always equal.
2. Recognition of the needs of the individual, as well as the class as a whole.
3. Use of logical and natural consequences where behavior and consequences are in alignment.
4. Use of Non-Violent Crisis Intervention protocol to de-escalate potentially volatile situations.

Dress Code:

Our school dress code is applicable during school hours, both inside and outside of the building and during all school-sponsored events. Students are expected to dress in clothing appropriate for a learning environment of all ages. In order to promote an environment that contributes to learning, the school requires the following:

- Messages printed on clothing are in good taste (alcohol/drug related, profanity, pornography and violence material are not permitted). Students will be asked to remove, cover up, or turn inside out clothing displaying such things.
- Proper athletic attire is necessary for physical education classes.
- Students are not allowed to wear clothing that is clearly revealing. Students in violation of this dress expectation will be asked to put on appropriate clothing.
- Appropriate clothes, footwear and outerwear for the weather conditions.
- Inside non-marking, running shoes are required for all activities occurring in the gymnasium (e.g physical education classes).

*Staff will address each individual concern and if an issue persists, parents will be notified.

Electronic Devices:

Electronic devices required for student learning, including Chromebooks, will be available to students at the school. Students are also encouraged to bring their own device as outlined by Parkland School Division's [Technology for Learning](#). Students are expected to follow the expectations outlined in the [Responsible Use of Technology Agreement](#). Failure to do so may result in loss of access privileges to computers/internet at the discretion of the school administration.

Students' personal devices will be stored in their lockers or at home. If electronic devices such as iPods, cell phones, electronic games, AirPods, etc. are brought to school, they must be turned off and stored in the students' lockers. We continue to work with our students to help them learn how to use technology in meaningful, responsible ways. The following are Westview School's expectations for cell phones and other personal devices:

- ☰ **K-6 Cell Phone Letter (2023/24)**
- ☰ **7-9 Cell Phone Letter (2023/24)**

Westview School assumes no responsibility for loss of any electronic equipment.

Parents are reminded to refrain from texting their children during school hours. If you must contact your child with an important message, you are asked to call the school office and office staff will pass on the messages to the students at the appropriate time. There are classroom phones and a courtesy phone at the office for students who have received staff permission to make calls as required.

Expectations for Students:

Students are expected to demonstrate respect towards themselves, others, and property by:

- attending class promptly
- being prepared for learning
- dressing in an appropriate manner
- wearing clean footwear
- using appropriate and respectful language
- following directions of staff
- behaving in a safe manner
- showing consideration for personal and school property
- being prepared for learning by having the necessary supplies, including paper and pens or pencils.
- helping to preserve the natural environment

Students' Rights and Responsibilities:

Rights

- To have a learning environment that is well-ordered, peaceful, safe, non-threatening, and conducive to learning.
- To have a caring, prepared role model who instructs effectively and who promotes the development of self-control.
- To choose how to behave, with full understanding of the consequences that invariably follow the choices.
- To be treated with respect and dignity.
- To have individual learning needs and abilities met.

Responsibilities

- To learn and obey the rules during the entire school day which will ensure a proper learning and safe environment (i.e. lining up, lunch, etc...).
- To develop self-control, seek knowledge, and accept consequences for their actions.
- To follow the directions given by those in authority.
- To come to class prepared to learn.