



Westboro Elementary School

1078 Strathcona Drive

Sherwood Park, Alberta, T8A 0Z9

Phone: (780) 467-7751

Fax: (780) 467-3525

www.westboroelementary.ca

2009 – 2010

Family Handbook



EXCELLENCE 
by choice



ELK ISLAND PUBLIC SCHOOL POLICIES

Policies are developed for the school system and are approved by the Board of Trustees.

These policies are available at <http://www.eips.ca/documents.php?section=5>

The Westboro Family Handbook explains how policies of common interest to parent/guardians, staff and students are carried out at Westboro Elementary School. At the school level, the system's policies are operationalized.

CONTACT NUMBERS

| | |
|-----------------------------|----------------|
| Westboro School | (780) 467-7751 |
| Westboro FAX | (780) 467-3525 |
| Friends Club School Care | (780) 707-4481 |
| Student Transportation | (780) 417-8151 |
| Health Unit | (780) 467-5571 |
| Recreation, Parks & Culture | (780) 467-2211 |

EIPS CONTACT NUMBERS

| | |
|------------------------------------|----------------|
| Elk Island Public Schools | (780) 464-3477 |
| Superintendent, Mr. Bruce Beliveau | (780) 417-8201 |



WESTBORO EVENTS CALENDAR 2009 - 2010

AUGUST 2009

August 24 School office opens
August 31 First day of classes – Grades 1-6 Kindergarten Orientation (8:30 – 9:30 a.m.)

SEPTEMBER 2009

Sept. 2 Staff meeting - Early Dismissal 2:17
*Sept. 7 Labour Day - No School
Sept. 8 Logos Society meeting @ SHW
Sept. 16 School Council meeting
Sept. 22 Photo Day
Sept. 24 Meet the Teacher Evening
Sept. 24 ECS - 6, Drop In 7:00 – 8:00 p.m.
Terry Fox Run & Assembly 9:10 a.m.

OCTOBER 2009

Oct. 5-9 Read-In Week
Oct. 7 Staff meeting - Early Dismissal 2:17
Oct. 9 Hot lunch
*Oct. 12 Thanksgiving Day - No School
Oct. 13 Logos Society meeting @ WBO
Oct. 16 "Shop til ya Drop"
Oct. 20 Photo retakes
Oct. 21 School Council meeting
*Oct. 23 District PD Day – No School
Oct. 30 Fall Fun/Halloween activities

NOVEMBER 2009

Nov. 3 Logos Society meeting @ BWD
Nov. 4 Staff meeting - Early Dismissal 2:17
Nov. 6 Remembrance Day Assembly 10:45
Nov. 6 Hot lunch
*Nov. 9-12 School Closure - No School
*Nov. 13 Day-in-Lieu - No School
Nov. 18 School Council meeting
Nov. 20 Report Cards issued
Nov. 25/26 Student/Parent/Teacher Conf. (5:00 - 8:00 p.m.)
Nov. 30 Grade 5 vaccinations

DECEMBER 2009

Dec. 1 Logos Society meeting
Dec. 2 Staff meeting - Early Dismissal 2:17
Dec. 8 Christmas Concert 7:00 p.m.
Dec. 10 Christmas Concert 7:00 p.m.
Dec. 11 Hot lunch
Dec. 16 School Council meeting
Dec. 16 Logos Chapel
Dec. 18 Last Day of Term

***Dec. 21- Jan. 3 Christmas Break**

JANUARY 2010

Jan. 4 First day of classes - New Term
Jan. 5 Logos Society meeting
Jan. 6 Staff meeting - Early Dismissal 2:17
Jan. 11-15 Artist in Residence
Jan. 20 School Council meeting
Jan. 22 Crazy bread & crazy hair day
Jan. 26 Grade 5 vaccinations
*Jan. 29 District PD Day - No School

*** School Closed for Students**

Dates are subject to change

FEBRUARY 2010

Feb. 2 Logos Society meeting
Feb. 3 Staff meeting - Early Dismissal 2:17
*Feb. 4/5 Teachers' Convention. - No School
Feb. 6 Orff Workshop
*Feb. 12 Closure day - No School
*Feb. 15 Family Day - No School
Feb. 17 School Council meeting
Feb. 18 Logos Chapel
Feb. 19 Family Dance
Feb. TBA Young Authors' Conference
Feb. 26 Hot lunch

MARCH 2010

Mar. 2 Logos Society meeting
Mar. 3 Staff meeting - Early Dismissal 2:17
*Mar. 5 School PD day - No School
Mar. 12 Report Cards issued
Mar. 17/18 Student/Parent/Teacher Conf. (5:00 - 8:00 p.m.)
Hot lunch
Mar. 19 School Council meeting
Mar. 24 Day in lieu - No school
*Mar. 26

***Mar. 29-Apr. 1 Spring Break**

APRIL 2010

*Apr. 2 Good Friday - No School
*Apr. 5 Easter - No School
Apr. 6 First day of classes
Apr. 6 Logos Society meeting
Apr. 7 Staff meeting - Early Dismissal 2:17
Apr. 8 ECS Open House
Apr. 12-16 Volunteer Appreciation Week
TBA
Apr. 16 Volunteer Tea
Apr. 16 Penny Carnival
Apr. 16 Hot lunch
Apr. 17 Orff Workshop
Apr. 21 School Council meeting
*Apr. 26 School PD Day - No School
Apr. 27-30 Education Week

MAY 2010

May 4 Logos Society meeting
May 5 Staff meeting - Early Dismissal 2:17
May 11 Gr. 3 PAT - ELA Part A
May 12 Gr. 6 PAT - ELA Part A
May 13 Gr. 6 PAT - Math Part A
May 14 Gr. 3 PAT - Math Part A
May 14 Hot lunch
May 19 School Council AGM
*May 21 School PD day - No School
*May 24 Victoria Day - No School

JUNE 2010

June 1 Logos Society meeting (TBD)
June 2 Staff meeting - Early Dismissal 2:17
June 11 Final Day of ECS classes
June 15 Gr. 3 PAT - ELA Part B
June 15 Gr. 6 PAT - Social Studies
June 16 Gr. 6 PAT - ELA Part B
June 17 Gr. 3 PAT - Math Part B
June 17 Gr. 6 PAT - Math Part B
June 18 Gr. 6 PAT - Science
June 18 Track in p.m.
June 18 Hot lunch
June 21 Track rain out day
June 21 Final Assembly - 9:10 a.m.
June 28 Final Instructional Day - Gr. 1 - 6

WESTBORO ELEMENTARY SCHOOL

A Place to Grow, A Place to Learn

Westboro Elementary was built in 1970 and is located in an established neighbourhood in the southwest section of Sherwood Park. With a well maintained facility, FM system equipped classrooms, SMARTboards, modern computer lab, fully outfitted music room, large gymnasium, and extensive library, Westboro provides all the elements for students to have an engaging and positive educational experience.

Westboro has a warm and welcoming environment and is well recognized for its commitment to academic excellence, student success, high standards for student conduct, and fostering of positive citizenship. For the 2009-10 school year, Westboro has a student population of 307 with 36 certificated and classified staff.

Westboro staff, administration, and family community maintain very high academic and behavioural expectations for students attending our school. A quiet and focused learning environment with consistent emphasis on maximizing student achievement has been established.

Literacy development is a main focus at Westboro and includes ongoing upgrades to the Accelerated Reading Program and enhancement of the library collection. In Division I (K-3) teachers have been trained in the Balanced Literacy framework for delivering the curriculum while in Division II (4-6) teachers have attended professional development sessions on literacy development and are trained in

Comprehensive Literacy.

Character education is also a focal point at Westboro. Assemblies highlight a particular character trait that is supported by teacher follow up and daily announcements. Students learn to become good citizens through involvement in such philanthropic endeavours as World Vision, Terry Fox Run, Strathcona County Christmas Bureau and Food Bank.



EARLY DISMISSALS FOR STAFF MEETINGS

All students, Grades 1 to 6, are dismissed at 2:17 p.m. on the first Wednesday of each month for staff meetings. Please note that the lunch break on the first Wednesday of each month will take place from 11:55 a.m. to 1:00 p.m.

ECS CLASS TIMES

8:37 am Kindergarten commences
11:24 am Kindergarten dismisses

BELL SCHEDULE - GRADES 1 TO 6

8:32 am First bell - Students enter school
8:37 am Second bell - Classes commence
10:10 am Recess dismissal
11:55 am Noon dismissal
12:45 pm Classes commence
2:00 pm Recess dismissal
3:17 pm Students dismissed



PARKING

Please do not park or use the staff parking lots for pick ups/drop offs at any time during the school day. The bus zone times and handicap parking area are maintained by Strathcona County Bylaw and are supported by Westboro School.

Bus zone - NO stopping or parking: 8-9am, 11-12pm, 2-4pm

Handicap area - NO stopping or parking: At anytime

PARKING AT THE STRIP MALL

Dave Schroeder, the owner/operator of the building that houses the businesses across the street from Westboro has requested that parents using the parking lot respect their customers right to parking.

Mr. Schroeder is willing to share the parking space but would like the parking directly in front of the businesses to be left available for their customers. Mr. Schroeder has advised us that if the parking continues to be an issue, by-law will become involved.

SUSPENSION OF BUSSING & SAFETY



School bus service shall be suspended for Sherwood Park when:

Region 2 Urban Ward registers a temperature of -40° C or a wind chill factor of -50° C is measured at the Edmonton Weather Office at 5:00 a.m.

EIPS believes it is a parent/guardian's right and responsibility to make choices for their children based on their beliefs and perceptions of safety during inclement weather conditions, even when buses are running and schools are open.

In the event that conditions are extreme, bus service may be suspended in any or all regions of EIPS when weather or road conditions warrant. In this instance, suspension of bus service information will be released to the public by local area radio and television stations commencing at 6:00 a.m.; a message will be placed on EIPS' central switchboard (464-3477).

If unsafe road conditions occur, an individual bus operator, after consultation with EIPS' Director, Student Transportation has the discretionary power to decide not to operate, or to abandon completion of the morning route by returning students to their home, thus resulting in an individual bus route(s) being suspended. In this instance:

- All EIPS' schools will remain open
- No information will be broadcast
- Bus operators and/or schools will contact parent/guardians directly

If weather or road conditions deteriorate during the day, the Student Transportation Director may authorize individual or all buses to leave schools prior to regular dismissal times. In this instance:

- Principals, staff, parent/guardians and drivers are responsible for ensuring an adult is available to receive students at home or alternate shelter prior to transport
- The information will be broadcast on all local area radio and television stations
- The Principal, staff and driver must take all reasonable steps to ensure the students arrive home safely

A single school may be closed for a specific emergent situation. In this instance:

- The Principal, in consultation with the Superintendent, will make arrangements for early dismissal
- Principals, staff, parent/guardians and drivers are responsible for ensuring an adult is available to receive students at home or alternate shelter prior to transport
- If sufficient time allows, information will be broadcast on local radio and television stations.

Parent/guardians must use their discretion when sending their children to school during inclement weather conditions, even when buses are running and schools are open. For the safety of the students, it is the responsibility of the parent/guardians to ensure that their children are suitably dressed for coping with weather conditions and arrangements have been made for alternate shelter for their child if no one is home.

OUTCOMES BASED REPORTING

Alberta's curriculum is outcome-based, it describes what your child is expected to know and be able to do. The report card tells you if your child has met these expectations. The report card focuses on clear descriptions of how well your child has acquired the key skills and knowledge in each subject.

READING MY CHILD'S REPORT CARD

Each part of your child's report card presents important information about your child's learning.

Key Learner Outcomes

- These learning outcomes describe the core of what your child has been learning
- Key learning outcomes have been drawn directly from Alberta's curriculum
- Achievement of these key learning outcomes is important to the success of your child

Achievement Levels

- Excellent - achievement that is commendable. The student demonstrates an in-depth and broad understanding of a subject outcome at this grade.
- Proficient - achievement that is competent. The student demonstrates a well-developed and consistent understanding of a subject outcome at this grade.
- Acceptable - achievement that is adequate. The student demonstrates a basic and/or inconsistent understanding of a subject outcome at this grade.
- Limited - achievement that is not yet at an acceptable level. The student demonstrates inadequate understanding of a subject outcome at this grade.

Effort Levels

- Commendable - effort that is exemplary. (eg. Self-initiates meaningful engagement, highly focused on tasks, very productive.)
- Sufficient - effort that is appropriate. (eg. Begins learning activities voluntarily, focused on tasks, generally productive.)
- Inconsistent - effort that is sporadic and undependable, (eg. Sometimes sufficient or commendable, but is also sometimes insufficient.)
- Insufficient - effort that is not yet at an acceptable level. (eg. Reluctant to engage in learning activities, difficulty focusing on tasks, sometimes unproductive.)

Comments

The teacher may use comments to provide you with information about your child's achievement, efforts or progress, and about what your child's next steps in learning should be.

Learner Attributes

Characteristics of students that are considered to be important factors in the success as learners.

- Consistently - nearly all the time
- Usually - much of the time
- Inconsistently - some of the time
- Infrequently - limited demonstrations

WESTBORO STAFF LIST 2009-10

| | |
|----------------------|------------------------------|
| Principal : | Jacqui Holmes |
| Assistant Principal: | Lyle Kadatz |
| Secretary: | Heather Gauthier |
| Secretary: | Cyndy Ulan |
| Counsellor: | Patti Fedor |
| ERI: | Lyle Kadatz |
| Literacy Support: | Erin Tomkins |
| Music/Fine Arts: | Courtney Flett/Monique Boyer |
| Library Technician: | Sue Zinyk |
| Custodian: | Tom & Kim Porter |

Regular Program

| | |
|--------|---|
| ECS: | Chris Johnson with EA – Holly Mertz |
| Gr. 1: | Stacey Bouwers with EA – Rhonda Christopherson |
| Gr. 2: | Lynn Kurie |
| Gr. 3: | Tanya Gottstein |
| Gr. 4: | Jean Wishloff |
| Gr. 5: | Rhonda Lee |
| Gr. 6: | Monique Boyer in a.m. / Erin Tomkins in p.m. EA - Sharon Samaroo |

LOGOS Christian Program

| | |
|--------|---|
| ECS: | Marina Gilmore with EA – Prabha Murthy |
| Gr. 1: | Mary Christenson |
| Gr. 2: | Sherry Cameron |
| Gr. 3: | Jana Leendertse |
| Gr. 4: | Dave Snaterse |
| Gr. 5: | Kim Schroeder in a.m./Marina Gilmore in p.m. EA – Kari Dahms |
| Gr. 6: | Bill Stetzenko with EA – Janet Janzen |

Special Education Programs

| | |
|--------|--|
| STEPS: | Gail Clark with EA's – Carol Blakey, Wendy Oake, and Dianne Watson |
| PLACE: | Leah Canning with EA's—Rosan Bloski, Linda Aabak, Elaine Garner |

SAFETY PLAN

Absenteeism/Child Safe Program -Teachers are required to keep precise attendance records for each student. If you know that your child will be away from school prior to the actual absence, please inform the teacher or the school office. As a safety measure, families of students absent without an explanation, will be contacted.

We ask that if you are visiting the school during the day or picking up your child (ren) early, please stop by the office to let us know you are in the school. If you will be staying to volunteer, please sign in at the office.

The students will have 8 practice emergency drills per year. (In case of emergency, students will be evacuated to the north east field)

Safety patrollers will be on duty before and after school to help students cross the roads. For patrollers' safety they will not perform their duties when the cold temperatures are regarded as dangerous.

There will be adult supervisors on duty before school, during recesses, at lunch and after school.

The school will take all reasonable precautions to prevent accidents occurring to students under our care. Depending on the severity of an accident, a common sense approach is used by staff. A number of alternatives are available to staff: :

- render first aid
- communicate with the parent/guardians
- call an ambulance if the situation appears more serious

Students are expected to stay on school property during the school day. The strip mall across the street is out of bounds.

SAFETY POLICIES

The school has procedures in place to deal with emergency situations. These include:

- External Emergency - a problem from outside the school (weather, man created hazard) endangers the students.
- Internal Emergency - a problem inside the school (fire, intruder) endangers the students.
- Inclement weather -when students have to be sent home due to weather or a mechanical failure at school. Parent/guardians/Guardians or emergency contacts will be phoned before students are sent out of the school. Students will be kept in the school until a safe place is found for them.

In all cases, we try to prepare for all foreseeable circumstances without placing any undue worry on the students and families. It is very important that families notify the school immediately of any change in telephone numbers for yourself or your emergency contact.

ALLERGIES

Westboro is a "Nut Aware" school. The school should be made aware of allergies that could be considered dangerous to the child. In extreme cases where allergic reactions could be critical we ask other parent/guardians in the classroom, to be considerate of the potential dangers and not to send their child to school with lunches that could cause problems. i.e. peanut butter.

STUDENT ASSESSMENT

In Elk Island Public Schools, we use the terms assessment for, assessment as, and assessment of learning. Assessment for learning is the time in which students work to master what they are expected to know and be able to do, as described by the learning outcomes in the Alberta Education Program of Studies.

When using assessment for learning, teachers provide ongoing descriptive feedback intended to help students identify gaps in their learning and strategies to help close learning gaps.

In assessment for learning, teacher's descriptive feedback is used to highlight what students have done well and what they need to work on further. In this phase of learning feedback is provided to students so they can acquire accurate information and further develop their learning. Research proves that students quickly refocus their thinking in classrooms where assessment for learning is used and the result is improved learning for students at all ability levels.

Assessment as learning is important for students to identify what they need to do to improve. In assessment as learning, students, with teacher direction, set their own learning goals, identify gaps, select improvement strategies, monitor the effectiveness of those strategies, and revise their approach to learning as needed.

Once students have had time to develop skills and gain knowledge using assessment for and as learning, then their learning is evaluated in assessment of learning. In assessment of learning, teachers collect information to use in their professional judgments about students' progress. This phase of evaluation should only reflect students' achievement. Therefore, student effort and learner attributes are not included in the assessment of learning. In order for teachers to accurately assess student achievement, students are responsible to complete all assessments.

REPORTING STUDENT PROGRESS

Three report cards are issued during the school year. Students and parent/guardians are involved in traditional and in "Celebration of Learning" conferences with their parent/guardians and teachers following distribution of the term one and two report cards. Final report cards are issued on the last day of school. Students not present will have their report cards mailed to them. Report cards will not be issued in advance.

APPEAL PROCEDURES

The student and/or parent/guardian may appeal a final assessment or grade placement, in writing, to the Principal or designate within sixty days of the placement being made available.

- An appeal is considered prior to the commencement of the next school term or mid-term of the second semester.
- The written appeal outlines the reason for making the request.
- The school Principal or designate acknowledges receipt of the appeal and indicates to the student or parent/guardian the expected date when the appeal decision will be reached.
- In reviewing a final assessment or a grade placement, the Principal:
 - Conducts a personal hearing of the student's appeal
 - Consults with the teachers involved
 - Checks records
 - Allows the student to see the assessment results
- The school Principal formally confirms in writing the outcome of the appeal to the student or parent/guardian and forwards a copy to the Associate Superintendent, Instructional Services.

PRIVACY & SECURITY STATEMENT

Elk Island Public Schools treats student information with respect and confidentiality. At the same time, we strive to make as much information as possible available to all members of the public. How we handle information is directed by the School Act, the Student Record Regulation, the Freedom of Information and Protection of Privacy Act (FOIP), other legislation, protocols, and our district policies and regulations.

You can view the complete Privacy & Security Statement at <http://www.eips.ca/content.php?page=284>



HOMWORK POLICY

Homework is a valuable aspect of the learning process and contributes to the development of sound study habits.

- Agenda books are required for Grade 1-6 students and are available at the school.
- The amount of homework will vary according to age and learning needs. Students in grades 4, 5 and 6 may be assigned homework on a regular basis. Students in grades 1, 2 and 3 may be assigned some homework.
- Homework may not always consist of work not completed during the day. It may be a project, research or extra drill and practice.
- The teacher and administrator will advise and consult with parent/guardians if a special help program is required for a student.
- Westboro has a homework club that runs during lunch recess to assist students with homework completion.



ADMINISTERING MEDICINES TO STUDENTS

While the Board of Trustees recognizes its obligations with respect to maintaining student health, it also emphasizes the parent/guardians' authority and prime responsibility.

If a parent/guardian requests the school to give a student a certain amount of medicine or a certain number of pills a day, the parent/guardian must complete a form requesting such service and give full instruction on the procedure to be followed by the Principal or his/her designate. The onus for reporting to the office to receive the medication will be the student's. Staff will not always be in a position to find students when they don't arrive to get their medication.

In unusual circumstances involving administering medicine to students, the Health Unit nurse who visits the school or the Medical Officer should be contacted for additional consultation and or advice. The phone numbers are: Sherwood Park 467-5571, Fort Saskatchewan 998-3366

The Principal may agree with the parent/guardian's request or refuse to undertake the responsibility of administering the medicine or pills. If the Principal agrees to the parent/guardian's request he/she may designate a staff member who mutually agrees to undertake the administration of the medicine. If the Principal does not agree with the parent/guardian's request, the Principal shall notify the Superintendent in writing.

Non-prescriptive drugs such as aspirins, cold remedies and inhalants will not be administered to students without permission from the parent/guardians. If permission has not been received previously, and if the parent/guardians cannot be contacted, then only the Principal or his designate should act "in loco parent" (in the place of a parent/guardian), making whatever wise and judicious decisions are in the best interests of the student. The student will be asked if he/she has been given such non-prescription drugs previously.

Please inform the school if your child has a medical issue that may require special attention

The school will take precautions to keep the allergens away from students who carry epi-pens for personal safety. There is onus on the student to carry their epi-pen/inhaler on field trips and when going outside to play.



WHAT WE OFFER

Westboro has three education programs. In addition to regular programming it is a local special education centre offering classes for multi-challenged student and houses the Westboro Regional Accessible Playground. The PLACE classroom is designed to meet the needs of students with moderate cognitive disabilities and significant delays in all areas of development. The STEPS program is for students with severe cognitive disabilities who require supervision and assistance in personal care, motor skills, social interaction, communication, leisure, recreation, and other aspects of daily living.

Westboro is also home to Logos which is a non-denominational alternative program with a spiritual focus to instruction. Please visit the Elk Island Logos Society for further information (<http://www.logosprogram.ca/locations.htm>).

Students in regular classes with special learning needs are accommodated through the Literacy Support Program (LASS), Early Reading Intervention (ERI), and Early Literacy in Kindergarten (ELK). Students in 4-6 receive French instruction through the French as a Second Language (FSL) program. Social, emotional, and academic needs of students are met through the services of a part time counsellor.

Westboro has a STEPS buddies' group (students who help with the special needs classes at recess and lunchtime), daily intramurals, yearbook club, track program, scrapbooking club, and vibrant music and fine arts program. Student volunteers also contribute to the school community by volunteering as office helpers, flag monitors and safety patrollers

SPECIAL SERVICES

- **Counselling:** Students may make an appointment to see the counsellor through the office, the homeroom teacher or directly with the counsellor. Families may contact the school for links to community support.
- **Speech Therapy:** When warranted, the therapist will establish a therapy program. Referrals are available, please contact your child's teacher.
- **Literacy Support Program:** This program is an extension to the classroom program. It will provide an individualized program in both a small class setting and in the regular classroom for students who need extra focused assistance in Language Arts.

SPECIAL NEEDS

At Westboro, we provide for the unique learning needs of students in a variety of ways. After appropriate referral and assessment, the Student Support Team (administration, counsellor, teacher, and parent/guardians) may develop an Individualized Program Plan (IPP). The IPP is a written plan that outlines the goals and objectives for a student's learning during a school year. Parent/guardians are integral and important members of the Student Support Team.

Some special needs students require placement in different Elk Island Public Schools Programs. Parent/guardian consent for placing students in these programs is a requirement.

BICYCLES, SCOOTERS AND HEELIES

Students who bring their bikes or scooters to school must park and lock them upon arrival. Students are to walk bicycles and scooters on school grounds. The bikes and scooters must remain securely locked until dismissal.

For student safety, the use of bicycle helmets is mandatory for anyone under 18 years of age as per the Highway Traffic Bicycle Safety Helmet Amendment Act.

Heelies (shoes with wheels) are not permitted at school.

SCHOOL PATROLLERS

The crosswalks in front of the school and side parking lot will be supervised by School Patrol members during school days from 8:22 a.m. to 8:32 a.m., and 3:17 p.m. until busses depart for the day.

Selection of School Patrol members is made in early May from Grade 5 students who exhibit qualities of leadership and reliability. Additional students may join in September.

School patrollers assure our students a safe and orderly crossing in accordance with the street signals at the crosswalk and the entrance to the parking lot. All students are expected to obey the directions of the School Patrollers on duty.



LOST AND FOUND

Receptacles are provided in the hallways. Students and parent/guardians are invited to look through the "Lost and Found" bins to claim missing items.

To assist in identification of lost and found items, students should have all personal items identified with their names.

Students should clear all personal items off the hallway shelves daily. The school will not be responsible for personal articles left on hallway shelves.

During PST Conferences and for the last week of school in June, all lost and found items will be displayed on tables in the hallway by the office. Students are encouraged to peruse the items and claim personal belongings. Any items remaining in the school after PST Conferences and past the last school day in June, will be donated to a local charitable organization.



STUDENT USE OF TELEPHONE

Students may use the office telephone with permission from a staff member.

ASSESSMENT FOR DAMAGE TO SCHOOL PROPERTY

Vandalism - A policy of rigorous prosecution and recovery is endorsed by Elk Island Public Schools. Parent/guardian(s)/guardian(s) and student(s) may be assessed the total cost, including labour.

Acts of Carelessness - In this case, the actual material cost, excluding labour, may be assessed.

Accidents - Where breakage or damage is purely accidental, no charges will be assessed the student(s) involved.

SAFEKEEPING OF PERSONAL PROPERTY

The responsibility for the safekeeping of personal property brought onto the school premises belongs to the owner of the property. Although the school is unable to accept responsibility for the recovery of lost or stolen property, staff will investigate, as much as is reasonable, reports of missing personal property. All personal property, including clothing, should be clearly labeled as to the owner.

Westboro strongly encourages that toys and electronic devices not be brought into the school unless requested by the teacher for educational purposes.

Schools do not carry liability insurance covering the loss of personal property.

Weapons, including slingshots, knives, or weapon replicas are not permitted in Elk Island Public Schools.

STUDENT DRESS CODE

Appropriate attire for wet and cold weather is necessary. Halter tops, very short shorts, bathing attire, t-shirts with inappropriate slogans or pictures, etc., are not appropriate school dress.

Students are required to wear shoes at all times. This is necessary to promote good hygiene, safety and be prepared for emergency evacuation. Outdoor shoes and boots are to be removed in the entry and placed on the shelves provided. Runners must have non-marking soles.

It is important that your child participate safely and comfortably in the Physical Education program. As all students have Physical Education every day it is important that they dress appropriately for physical education. If your child has glasses, the wearing of a band and/or shatterproof lens is recommended during Physical Education classes.

SCHOOL COUNCIL

The role of the School Council is very important to the Westboro community. The School Council executive members represent our families, they coordinate activities for the school and bring community issues to the Principal.

As parent/guardians/guardians of students attending Westboro, you are automatically a member of this group. We look forward to your participation and we encourage you to attend our monthly meetings.

The School Council is made up of school family members. Executive members are elected annually. The School Council Executive has the authority and responsibility to appoint representatives from the school community to deal with specific issues such as:

- Consultation with school staff on school budget and financial issues and continuing responsibility for the School Council budget.
- Consultation with staff on school discipline policy and student disciplinary issues.
- Soliciting and encouraging maximum support within the school community.
- Building on positive relationships with the Board of Trustees and Central Office.
- Annual review of the Westboro School Education Plan including input in setting and assessing attainment of our goals as a school community.

School Council Executives:

| | |
|-----------------|---------------------|
| President: | Hilary Dool |
| Vice President: | Shannon Desjairlais |
| Secretary: | Rachel Lien |
| Treasurer: | Pam Schotte-Houle |



WESTBORO SCHOOL BEHAVIOUR PLAN

Westboro promotes, reinforces and encourages the growth of student self-discipline, respect and responsibility in order to foster an environment which is safe and caring for students, staff, parent/guardians and the community.

School Vision Statement

The goal of the student behaviour plan is first and foremost to encourage and reinforce appropriate behaviour. While the ultimate responsibility lies with the student, there are shared responsibilities for staff and parent/guardians.

Student Responsibilities (based on Section 12 of the School Act)

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Students are expected to conduct themselves so as to comply with code of conduct.

Coordinate and plan to:

- Come to school on time and be prepared to learn
- Demonstrate respect for all others
- Follow directions of all staff members
- Participate in classroom/school activities in an appropriate manner
- Use appropriate language

COMMUNICATION ITEMS

- Newsletters: The Westboro Report is distributed once a month to keep you up to date on current school activities. They can also be found on the school website.
- School and Family Conferences: Parent/guardian/Student/Teacher (PST) conferences will be held in November and March for all students and parent/guardians. Conferences will be designed to share learning outcomes, assess goals, set new goals and discuss strategies for increased student success.
- Other conferences may be arranged as the need arises and may be initiated by school staff or parent/guardians. Communication between the home and school is imperative to the successful development of the student. We encourage parent/guardians to call the school at 467-7751 to obtain an appointment with the teacher at any time you wish to discuss a concern.
- School Council meetings will be held regularly to enhance communication between families and staff. All parent/guardians/guardians are encouraged to attend.

NOON SUPERVISION

Westboro School provides noon hour supervision for students during the school year. We have designated one supervisor for every two classrooms. Supervisors record daily attendance and supply milk for purchase. Our noon supervisors are hired and paid by the school.

We strive to promote recycling through Litterless Lunch and encourage families to use reusable containers and to bring home recyclable items.

ARRIVAL AT SCHOOL

Outside supervision is provided at 8:15 a.m., 15 minutes prior to regular grade 1-6 classes starting in the morning.

LATE ARRIVAL

If a student arrives past the 8:37 am bell, they will be marked late for attendance. The student is required to visit the office to receive a late slip that they need to give to their teacher. This process ensures that the office is aware the student has arrived at school and will not be marked absent.

FAMILY HOLIDAYS

An increasing number of families are opting for extended holidays during the school year. While we encourage regular attendance for successful learning, we do understand the need for family holidays. Teachers will attempt to help students catch up and if possible, teachers will send materials ahead of time if adequate advance notice is given. We encourage you to have your child read and write daily while on vacation. Please advise the office of any scheduled extended absences.

VISITOR/VOLUNTEER POLICY

For the safety of our students, staff, and volunteers we ask that all visitors who are just dropping in for a few minutes, please stop by the office to let us know you are in the school. If you will be spending some time in school as a volunteer, please sign in and pick up a visitor tag at the office.

