

Westboro Elementary Parent/Student Handbook 2017 - 2018



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WESTBORO ELEMENTARY

Our Motto

Believe in yourself – imagine the possibilities.

Mission Statement

We are a learning community that motivates every student to aspire to reach their personal best, to embrace diversity, to honour relationships and to be caring individuals and responsible citizens. Our goal is to prepare all learners to succeed in a changing world.

Belief Statement

At Westboro Elementary we:

- Believe that all children can learn in a safe, caring environment that values diversity and collaboration.
- Engage learners; teach with compassion, model consideration and generosity of spirit resulting in team players and confident learners.
- Strive to have our parents, staff and community members actively involved in our students' learning and forge strong partnerships.

Message from the Staff

Westboro Elementary is an educational community where people work collaboratively to develop their own, as well as each other's, potential. In this community, emphasis is given to developing a safe, kind and welcoming environment. Messages that are transmitted promote human relations and personal regard.

We believe that forging a partnership with the home is essential, if we are to maximize student development: intellectually, emotionally, socially, creatively and physically. As educators we are committed to providing quality educational experiences in a safe and caring environment, in which all students can learn and experience success.

Whether you support your own child in homework, volunteer in the classroom, are active in the School Council, or assist with fund raising, your involvement helps to contribute to our positive school environment.

School Council and Parents' Group

Elections were held last spring in preparation for the new executive teams to assume office prior to the new school year. We encourage any parent who is interested to become part of the School Council and Parents' Group.

At Westboro Elementary, we believe that parent involvement is a critical factor in the educational achievements of our children. Our parents are active partners in education, whether they assist in the classroom, participate in the school council or to act as an "at home" project volunteer. Parents are an integral part of the Westboro School family and are contributors to the success of the school.

At Westboro, there are two parent groups: School Council and Parents' Group. The Westboro School Council and Parents' Group are legally two separate governing bodies who provide excellent support to the school. The School Council advises and provides input into school direction and activities such as the School Education Plan, transportation issues and building community. The Parents' Group focuses on fundraising for such items as computer hardware, field trips, school presentations, art supplies, and music equipment. While these two bodies are separate entities, the same set of elected officers run both groups and both meetings are held on the same evening. Both groups create and publish separate agendas and minutes and are governed by different regulations.

School Council is regulated by the The School Councils Regulation (113/2016). For more information, visit the Alberta Education website at: <https://education.alberta.ca/school-councils/what-are-school-councils/>. The **School Council Resource Guide (revised 2016) is an A-Z resource for school councils and can be found at** <http://www.albertaschoolcouncils.ca/?page=SCRGuide2>. Westboro Parents Group is regulated under the Society Act and is also a registered charity governed by the Canada Revenue Agency.

Westboro Elementary School Council and Parents' Group Executive Executive 2017-2018

Chair	Jacquie Surgenor
Vice-Chair	Heather Wieler
Treasurer	Krystal Gibson
Secretary	Debra Klita

In our school, the School Council and the Parents' Group meet typically on the third Wednesday of each month from 6:30 p.m. until 8:30 p.m. to discuss a variety of topics and share information. Two daytime meetings have been scheduled on Thursdays in November and February! Both meetings happen consecutively so it is like one meeting. We welcome all parents to join us!! For more information, please:

Follow us on Facebook at

<https://www.facebook.com/groups/WestboroParents>

If you would like to be added to the School Council/Parent Group email distribution list (we do not have access to parent email addresses through the school due to FOIP) email us at

WestboroParents@gmail.com

or look up our information on the Westboro Elementary school website (www.westboroelementary.ca) under School Council. We email copies of our agendas and minutes, as well as other important information from time to time. Please visit our school website under the Council tab for additional volunteer opportunities in our many parent groups and additional information about these roles.

School Council and Parents' Group meeting dates for the 2017-2018 school year are:

September 20
October 18
November 22
January 17
February 21
March 21
April 18
May 23 AGM

Meetings typically take place the third Wednesday of every month at 6:30 pm in the school library.

Logos Society

Westboro is home to the Logos program which is a non-denominational Christian alternative program. Please visit <http://www.elkislandlogos.ca> for further information. Please also take time to join us at our Logos Society meetings which are typically held the second Tuesday of each month. Meeting sites alternate between the three schools that offer this program. The dates for this year's meetings are as follows:

(Second Tuesdays of the month at 7:00 pm in the libraries)

Tues Sept 12, 2017 – Sherwood Heights
Tuesday, Oct. 10, 2017 Brentwood
Tuesday, January 9, 2018 Westboro
Tuesday, March 13, 2018 Sherwood Heights
Tuesday, May 8, 2018 Brentwood
AGM Tuesday, June 12 Westboro

Role of Volunteers in the Classroom

Volunteers form an integral part of the successful operation of our school. We encourage you to inform us of any special skills that you may have and would be willing to share. Tasks vary from working with individual children, to assisting with computerized instruction, to preparing materials at school or home. We also require volunteer supervisors for field trips and special events. It is most important that volunteers, as well as staff, respect the privacy of students and families. Therefore, all E.I.P.S. volunteers are asked to sign a confidentiality form as well as a declaration that they do not have a criminal record or child welfare record. Please remember that in your role as a volunteer you should avoid photos, posting on social media or any other posting of information. This ensures the safety of all students. Your cooperation is appreciated.

When you enter the building, please sign in at the main office.

Volunteer time is so very valued. It provides a better education for students, our number one priority. Most importantly, your volunteer time models for students your commitment to volunteer service in the community. As part of our character education, we promote service to others. You are a great example!

Staff List

Teachers

<i>Mrs. Ashley Becigneul</i>	E.C.S. Logos / E.C.S. Regular
<i>Mrs. Lesly King</i>	Grade One
<i>Mrs. Marina Gilmore</i>	Grade One Logos
<i>Mrs. Tanya Gottstein</i>	Grade Two
<i>Mrs. Mary Christenson</i>	Grade Two Logos
<i>Mrs. Leah Canning</i>	Grade Three
<i>Mrs. Stacey Bouwers</i>	Grade Three Logos
<i>Ms. Rhonda Lee</i>	Grade Four
<i>Mrs. Sherry Cameron</i>	Grade Four Logos
<i>Mr. Bill Stetzenko</i>	Grade Five
<i>Mrs. Amberly Witzke</i>	Grade Five Logos
<i>Mr. David Hay</i>	Grade Six
<i>Mrs. Erin Desautels</i>	Grade Six Logos
<i>Mrs. Andrea Perrotta</i>	PLACE Program
<i>Mrs. Margo Komant</i>	STEPS Program
<i>Mrs. Courtney Richard</i>	Music
<i>Mrs. Kimberly Schroeder</i>	Literacy Consultant
<i>Mr. Matt Matheson</i>	Assistant Principal
<i>Ms. Jeremy Cooper</i>	Counselor
<i>Mr. Mike Lastiwka</i>	Principal

Support Staff

<i>Mrs. Linda Aabak</i>	Educational Assistant
<i>Mrs. Jody Bilawey</i>	Educational Assistant
<i>Mrs. Paige Tomashesky</i>	Educational Assistant
<i>Mrs. Rosan Bloski</i>	Educational Assistant
<i>Mrs. Kari Dahms</i>	Educational Assistant
<i>Mr. Brett Fujii</i>	Educational Assistant
<i>Mrs. Willy Guyda</i>	Educational Assistant
<i>Miss Cathy Hoang</i>	Educational Assistant
<i>Ms. Janet Janzen</i>	Educational Assistant
<i>Mrs. Barb Mostat</i>	Educational Assistant
<i>Mrs. Prabha Murthy</i>	Educational Assistant
<i>Mrs. Wendy Oake</i>	Educational Assistant
<i>Mrs. Karen Stocks</i>	Educational Assistant
<i>Ms. Tracy Johnson</i>	Educational Assistant
<i>Mrs. Michele Norton</i>	Educational Assistant
<i>Mr. Andrew Poss</i>	Educational Assistant
<i>Mrs. Shelly White</i>	Librarian
<i>Mrs. Billie Jean Mephram</i>	School Secretary
<i>Mrs. Holly Berube</i>	School Secretary
<i>Mrs. Kasia Spanialska</i>	Friends' Club Out-of School Care Coordinator

Bell Schedule

Regular Days	
First Bell	8:32 a.m.
Period 1	8:37 – 9:09 a.m.
Period 2	9:09 – 9:41 a.m.
Period 3	9:41 – 10:13 a.m.
RECESS	10:13 – 10:28 a.m.
Period 4	10:30 – 11:02 a.m.
Period 5	11:02- 11:34 a.m.
Period 6	11:34 – 12:06 p.m.
NOON	12:06 – 12:51
Period 7	12:51 - 1:23 p.m.
Period 8	1:23 – 1:53 p.m.
RECESS	1:53 – 2:08 p.m.
Period 9	2:08 – 2:40 p.m.
Period 10	2:40 – 3:12 p.m.
Dismissal	3:12 p.m.

Early Dismissal Days*	
First Bell	8:32 a.m.
Period 1	8:37 – 9:10 a.m.
Period 2	9:10 – 9:42 a.m.
Period 3	9:42 – 10:14 a.m.
RECESS	10:14 – 10:29
Period 4	10:31 – 11:03 a.m.
Period 5	11:03 – 11:36 a.m.
NOON	11:36 – 12:33
Period 6	12:33 – 1:06
Period 7	1:06 – 1:39 p.m.
Period 8	1:39 – 2:12 p.m.
Dismissal	<u>2:12 p.m.</u>

*Staff meetings are held the first Wednesday of each month and students are dismissed at 2:12 p.m.

Please note: LUNCH TIMES are 11:36 a.m. – 12:33 p.m. for the early dismissal days.

District Contact Information

Westboro Elementary is proud to be a part of Elk Island Public Schools. Please visit the EIPS website at www.eips.ca to find a host of information about our schools, programs and district initiatives.

To contact **Central Office**, please call: 780-464-3477.

For questions about **Student Transportation**, please call: 780-417-8151.

Our Community & Facility

Westboro Elementary was built in 1970 and is located in an established neighbourhood in the

southwest section of Sherwood Park. Westboro Elementary is a well maintained facility with Smartboard technology, FM system equipped classrooms, portable computer labs, a fully outfitted music room, large gymnasium, and an extensive library. There are computers in the library dedicated to our Accelerated Reading (AR) Program for our Gr 4-6 students and also used for student research. The library technician time is used to enhance the overall appearance and operations of our library as well as technology needs in the classroom.

We are pleased to offer both a regular program and a Logos program in our school. Complete information about the Logos program can be found at <http://www.eips.ca/christian-programs> on the

EIPS website. The Logos Society also provides information through the following website.

<http://www.elkislandlogos.ca/>

Enrolment

For the 2017-2018 school year Westboro Elementary has a population of approximately 350 students and 41 certificated and classified staff. Approximately 50% of our student population is enrolled in the Logos program. As a community school, most students reside in the Westboro area and some are also bussed in from the Village on the Lake area.

Programming

Westboro Elementary provides all the elements for students to have an engaging and positive educational experience. The varied needs of all of our students are met in a variety of ways through differentiation, Individualized Program Plans as required and excellent classroom instruction. Westboro Elementary is also proud to be the host school for two system programs; the PLACE program 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 and significant delays in all areas of development.

Westboro Elementary is also home to the Logos program, a non-denominational Christian alternative program with a spiritual focus to instruction. The provincial curriculum is taught by Christian teachers with prayer, devotion time and Christian doctrine. Religious assemblies, called Chapels, are held during the school year for all Logos students. Programs may include Bible readings, worship songs, dramas and prayers. Different classes plan these celebrations and they often focus on different themes or religious holidays. Parents, relatives and friends are always invited to attend.

Students in Grades 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 Elementary also works with our community to meet the needs of our students accessing service and support from Family Community Services and Alberta Health.

Character education and global citizenship are two focal points at Westboro Elementary. Our character education program consists of student recognition, local and global outreach projects and daily choices that highlight positive and effective character traits.

Character Education for 2017-2018

Westboro Elementary promotes a focus on character education traits within its daily curriculum and activities. Teachers plan, incorporate and complete ongoing activities around these virtues throughout the school year. For the 2017-2018 school year, Westboro will focus on monthly virtues based on the Seven Grandfather Teachings as developed and adapted by our school staff. These will be shared with you throughout the school year. Assemblies, announcements, and activities will be organized to help promote understanding and practice that will focus on these themes. Please refer to the school webpage or newsletters for more detailed information. Our character education also incorporates outreach projects throughout the school year; some local and others on a more global level. Students learn to become good citizens through involvement in such philanthropic endeavours as the Red Cross, World Vision, Terry Fox Run, Food Bank, Christmas Bureau and other outreach projects.

Technology is ever increasing in Westboro Elementary. Video streaming, EIPS virtual library, DVDs, iPads, Chromebooks and the use of Google platforms are integrated into the classroom learning environment in order to enrich student learning. Staff growth plans mirror these priorities and professional development in these areas is a focus. Increasing the number of available devices for our students is also important. This year, we will be continuing to explore the use of Chrome books in the classroom.

Westboro Elementary has a host of student enhancing extra-curricular programming. The school has a “Buddies” group (students who help with the special needs classes at recess and lunchtime), daily intramurals, a track program, a track club, a “What’s Up, Westboro?” announcement team, and many student leadership opportunities. Student volunteers also contribute to the school community by volunteering as intramural referees, office helpers and AMA safety patrollers.

Before/After School Child Care and Preschool Programs

Quality before and after school care is offered at Westboro Elementary through the Friends Club Out-of-School Care program. They offer breakfast and afternoon snacks, gym sports, outdoor play, homework club, computers, fun projects, field trips, arts, crafts and games. There are full-time and daytime spots for Kindergarten to Grade Six students. A pre-school program is also offered. For more information, please contact Kasia Spanialska at 780-707-4481 or through email at kspa@shaw.ca to register.

Communication Protocol

Elk Island Public Schools (EIPS) has developed a Communication Protocol for Schools to provide a framework for communication between schools and our families. The purpose of this document is to guide, manage, and improve school-home communication by offering a standard format, structure, and sequence for regular, ongoing communication.

This document outlines how EIPS’ schools use a variety of communication formats, such as face-to-face meetings, email, Synrevoice, and social media. It also provides a process for parents/guardians to use if they need to bring forward a question or concern. We encourage families to review this information so they know what to expect and what we expect of families.

Use of social media in any form should also be carefully considered. Respectful, appropriate communication is expected at all times. Please be aware of these expectations when posting to Facebook, Twitter or any other platform.

As communication changes, this document may also evolve. We will work to keep parents informed should any processes change.

Communication at Westboro Elementary

Because of the importance of home and school communication, we have many systems in place to help ensure this. Good communication makes for a happy school community!

First and foremost is the use of the agenda, which staff and students use to communicate special events, homework or other information to home. **This is simply a tool, however, and may be used differently by teachers.** Please check with your teacher if you are uncertain what the expectations around this tool are.

Another important source of information is our monthly newsletter and school calendar. **These are sent out electronically on the first Friday of each month.** They will also be available on our website.

Our website, www.westboroelementary.ca, is also full of information and easy to access. Calendars, special events, past newsletters and forms are available here. If you cannot find or access something, please let us know.

E-mail with our staff is also easy. All addresses use the first name, separated by a period, followed by the last name. All letters of the name are written in lower case letters. The name is then followed by: @eips.ca. For example: joe.smith@eips.ca.

In addition, we also use a sign board outside the school to help keep you informed of upcoming events.

Classroom teachers will communicate on a regular basis to let you know what is happening in the classroom and to help you in your planning. (This may take the form of e-teacher pages, email updates, Remind, blogs or classroom newsletters.) We offer opportunities to communicate with you more formally through the following:

a) Welcome Back Barbeque

An evening in September is set up to enable staff to meet the parents. It is an informal evening for parents and teachers to get to know one another. We do hope you will be able to join us for this great event!

b) Student / Parent / Teacher Conferences

Conducted in October and February, prior to the reporting period, these conferences allow for clarification of student progress and conversation through one-on-one conferences. Interview times will be booked online, and more time can be requested, if necessary. Students are very welcome to attend!

c) Communicating Student Learning

Report cards are prepared and sent home in November, March and June to report on student progress for all students in grades 1 – 6.

d) E.C.S. (Early Childhood Services)

These children will receive a formal report three times a year as well.

Finally, and most importantly, please feel free to contact your child's teacher if you have any questions or concerns. You can use email or call the school at 780-467-7751 to leave a voice message.

Your child's teacher should always be your first source of information.

School Celebrations

Throughout the school year we celebrate many special occasions and incorporate many activities to make school even more fun and exciting for our students.

Halloween

Given the unique nature of a dual track program school housing both Regular and Logos programs, Halloween is celebrated differently by different groups in our school. Students in our Logos program typically attend a special activity in the afternoon that is held off-site and that is organized for them by the Logos Society. Students in the Regular program typically celebrate in their classrooms in the afternoon by dressing up and enjoying some Halloween activities. These

activities may vary slightly, but good fun is had by all at both events!

Christmas Festivities

Responding to the positive feedback we have received from parents, we will continue to host a Christmas concert in an off-site venue for Westboro next school year. For the past two years, we have held our concert very successfully at The Park Church.

We look forward to these events each year and are happy to celebrate with you!

School Fundraising

The Parents' Group organizes and runs a number of fundraisers during the school year. The funds from these events help support our school in many different ways. The major fundraisers for the school are:

Shop 'Til Ya Drop
Family Dance / Silent Auction
Sausage Fundraiser
Hot Lunch / Hot Dog Days

Your support of these activities is optional. For more information or to become more involved, please speak to a member of the executive or visit our school webpage.

Building Community

Our School Council and Parents' Group has a mandate of building of community in our school. To that end, they organize and run several family activities throughout the school year. Participation in the Christmas Celebration Evening Pancake Breakfast
Crazy Hair Day
Family Dance / Silent Auction
Teacher Appreciation
Please watch your newsletter or handouts for more details about these great events!

Grade 6 Activities

Each year, our Grade 6 students have the privilege of attending a day-long field trip to YoWoChAs. Given the extra costs associated with this activity, the students run fundraisers throughout the year to help support their field trip. The Penny Carnival,

organized and run by the students, helps raise money for this activity.

School Expectations and Discipline Policy

Section 7 of the Alberta School Act, Statutes of Alberta, 1998, Chapter S-3.1 as amended states that, "A student shall conduct himself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing his studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to his teachers for his/her conduct;
- (f) respect the rights of others.

Elk Island Public Schools promotes, reinforces and encourages the growth of student self-discipline, respect and responsible behavior in order to foster an environment which is safe and caring for all staff and students. Westboro Elementary is a school where students, staff, parents and community members are treated with respect and dignity and where students can learn in a positive and caring environment that has adequate support from all concerned.

The goal of the student behavior plan is first and foremost to encourage and reinforce appropriate behavior. Students who interfere with positive school climate, the learning or the well-being of themselves or others will receive the support they require to help make amends and learn from their mistakes. **While the ultimate responsibility lies with the student**, there are shared responsibilities for staff and parents.

STUDENTS have the responsibility to respect the rights and dignity of others, and be actively and productively involved in their own academic and social achievement.

STAFF MEMBERS are responsible for establishing a positive school climate in which support and encouragement are provided on an ongoing basis to assist students in developing a sense of self-discipline and responsibility while making a positive contribution to society.

PARENTS are responsible for establishing a positive learning environment at home and at school, for knowing and supporting school policies and procedures, and for encouraging their children to understand and respect school rules and expectations, and for respectfully communicating concerns with staff as appropriate.

Please review these expectations with your child and ensure that they clearly understand what is expected of them and what the consequences are for misbehavior.

At Westboro Elementary School, student expectations/rules are:

Children must be safe.
Children must be respectful.

The following are examples of what is expected at school:

- Come to school prepared to learn.
- Demonstrate respect for all members of our school community
- Participate appropriately in activities and use equipment and supplies appropriately.
- Do not leave the school grounds without permission.
- Use of rollerblades, skateboards, scooters, bikes and wheelies are not allowed on school property.
- No throwing rocks or snowballs.
- No Body Contact. (NBC)
- Zero tolerance for bullying.

When there are problems, each situation shall be considered on an individual basis, with action taken dependent upon the intensity, frequency, duration and intent of the misbehavior. The school reserves the right to amend the procedures in the best interest of the student and the school. The age of the student will also be taken into consideration. Action taken will include logical consequences appropriate for the misbehavior. Administration may take action to discipline a student or students who admit to, or are found to be, parties to an offense.

Please note: in order for us to respond to an incident, it must be reported to us in a timely manner.

The following is a sample list of consequences/interventions that may be used as a guideline for dealing with unacceptable behaviors. This process may look differently in different classes and with different teachers. Please be sure to discuss the process that your teacher will use in their classroom if you have any questions. In addition, please note that these additional steps for behavior are rarely used; only in the most extreme instances of unimproved behavior concerns.

Reminder – Unacceptable behaviour identified. Appropriate behaviour explained.

In-class time-out OR out-of-class time-out – 5-15 minutes or to end of class period OR visit to the Administration OR recess time-out. Discussion regarding inappropriate behaviour, future expectations/consequences. This may also involve a think paper or community service.

Out-of-class timeout – 15-30 minutes OR visit to the office. Contact with home may be instigated at this time.

In-school suspension – 1/4 – 1 full day. This may also involve a think paper, individual behavior improvement plan, counseling intervention and/or student contract implemented. Parents will be informed and provided with information on students' progress or behaviour plan.

In-school suspension – 1-3 full days. Parents informed. Other possible interventions discussed and implemented.

Out-of-school suspension – 1- 5 full days at home. Upon return to school, within 5 school days, meeting with parents. (May include Counsellor and administration or others required for input and support). Repeated out-of school suspension may require referrals for assessment or to other agencies or suspension with recommendation for expulsion to the Board of Trustees.

A suspension with recommendation for expulsion to the Board will be administered when the student's conduct is such that the student will not be reinstated in school within 5 school days, and the principal's recommendation is to expel the student

from the school. Following an Expulsion Hearing, the Board has the authority to reinstate the student in the school, expel the student from the school, permit enrollment in another school/program, or expel from all schools in the system. In the event of an expulsion, the Board must offer the student another educational program.

Major, repeated and serious misconduct will be dealt with very seriously and may result in immediate suspension or suspension with the recommendation for expulsion. The following will be considered major offenses:

1. Repeated refusal to follow the directions of a staff member.
2. Willful destruction of property/theft.
3. Habitual neglect of duty.
4. Fighting, harassment, intimidation, verbal/physical/sexual abuse towards students or staff.
5. Use of improper, abusive or profane language or gestures.
6. Conduct that is injurious to the moral tone or well-being of the school or other individuals.
7. Use, possession and trafficking of alcohol/drugs.
8. Weapons/firearms, bomb threats.
9. Vicious physical assault.
10. Serious breach of Elk Island Public School's technology user agreement.
11. Any other actions which would be supported under Section 19(7) (a) or (b) of the School Act.

Academic Policy

Homework is an important part of the learning process and may be used for many reasons.

- a. To enable a student who has been absent from school to catch up with the rest of the class.
- b. To develop a particular skill that may need strengthening.
- c. To ensure that a slow-working student has an opportunity to keep up with the rest of the class.
- d. To facilitate review and retesting for specific subject areas.
- e. To foster deeper investigation and enrichment.
- f. To develop good study habits (mainly in grades 5 and 6).
- g. To encourage regular reading at all grade levels.

h. To encourage family involvement in school activities through participation in occasional 'project' type assignments.

Teachers of each grade will specify their homework expectations to students and parents. The new EIPS Assessment administrative procedure encourages teachers to only assess work done at school, so the type of homework is generally "skill and drill" or reading. Please contact your child's teacher for specific details on homework.

It is each student's individual responsibility to arrive prepared to learn with completed assignments and necessary materials. Sometimes students need extra support to encourage this and a plan may be developed in collaboration with your child's teacher.

Bullying Policy

Bullying will not be tolerated at Westboro Elementary.

What Bullying Is ... and Isn't

What is Bullying?

According to the Alberta Education website (<http://education.alberta.ca/teachers/safeschools/bullying-prevention.aspx>), bullying is a conscious, willful, deliberate, repeated and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. It can be verbal, social, physical or [cyberbullying](#). It can occur within a [peer group](#) or between groups. It can occur at school and in [sports](#).

The four most common types of bullying are:

Verbal Bullying—name calling, sarcasm, teasing, spreading rumours, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.

Social Bullying—mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.

Physical Bullying—hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.

Cyberbullying—using the internet or text messaging to intimidate, put down or spread rumours about someone.

Please note: in order for us to respond to an incident of bullying, it must be reported to us in a timely manner. If we are not aware of the problem, it cannot be dealt with proactively.

Taken from the EIPS Policy 19: WELCOMING, CARING, RESPECTFUL, AND SAFE LEARNING AND WORKING ENVIRONMENTS **Bullying**

means repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation.

Promoting a Bully-Free Environment

In order to continue to promote a bully-free environment at Westboro Elementary a number of initiatives have been put into place:

- Participation by grade 6's in the D.A.R.E. program.
- School presentations and activities organized for students with an anti-bullying theme.
- Classroom presentations of rules for anti-bullying behaviour in each classroom.
- Implementation of a school-wide Character Education program
- Review of appropriate steps students should take when confronted with bullying.
- Development of a classroom code of conduct.
- Development of programs for teaching social skills and friendship skills by the counsellor.
- Recognize and praise positive behaviours of students towards one another.
- Modelling of positive, respectful, and supportive behaviour.
- Implementation of a positive playground behaviour program.
- Quick response to reports of incidents and follow-up with involved students.
- Implementation of activities for the Anti-Bullying week in November.

Helping Victims of Bullying

We will listen to the child and let them know we are taking the issue seriously. We will deal with the bully according to the discipline cycle, as appropriate. We shall make sure that the child knows what to do to avoid retaliation. We will work on social skills with the children if they are often marked out as victims. This might include teaching children how to:

- Predict how peers will react to their behaviour.
- Read body language.
- Recognize when they are in trouble socially.
- Support others.
- Develop a positive relationship.
- Identify how others see them.
- Greet people appropriately.

Bus Safety and Transportation Rules and Procedures

For a complete review of all behaviour expectations and discipline procedures on buses, please visit the EIPS website. Generally speaking, students are expected to:

- Sit in an assigned seat and remain seated while the bus is en route, using quiet conversation.
- Keep all objects and parts of the body inside the bus.
- Refrain from eating or drinking from open beverage containers.
- Use only electronic games or musical devices which do not emit noise.
- Scan their bus pass each time they board or depart the bus.

Elk Island Public Schools will hold an annual in-service for Bus Operators to assist in dealing with student behaviour, safety, and medical concerns. Also, an emergency bus evacuation drill will be practiced at least one time during the school year.

Lunch Hour Expectations

Many students remain at school for lunch and are supervised while they eat in their classrooms. During this time, the following rules are shared by all students:

- Students are to remain seated in their desks and talk quietly with polite table manners.
- Students are also expected to clean up after themselves and dispose of garbage before classes begin - this includes desk top cleaning and floor sweeping as required.
- Students are not allowed to share food, given the possible allergies that may be present in the classroom.
- **Students are expected to follow the directions of the noon-hour supervisors at all times.**

Please note: While a teacher or supervisor may provide encouragement to a student to eat, it is still the student's responsibility to ensure that he or she is eating their lunch.

Consequences may include the following:

1. Warning
2. May be asked to eat lunch in a designated spot
3. Sent to the office
4. Suspended privileges

Milk Sales

Cartons of white and chocolate milk will be available for purchase for \$1.00. You may wish to keep these milk tickets at home and distribute daily in their lunches, for younger children.

Supervision Fees

There is a one-time yearly fee of \$90.00 for noon hour supervision with a rate of \$250.00 for families with three or more children. These fees are cost recovery only and they help pay for Noon Hour Supervisors.

Nut Aware

We have a number of students who are severely allergic to peanuts and/or nuts. These allergies can be severe enough to cause anaphylactic shock and exposure to residue is a problem. We request that peanut/nut products not be sent in anyone's lunch or in treats for class parties. If your child suffers from a severe allergy, please ensure that you have shared this information with us and that non-expired Epi-pens, inhalers or antihistamines are available for treatment if required.

We ask your cooperation and diligence in not sending any lunch or snack products which contain nuts into a class with a severe allergy.

Emergency Procedures

Several practice drills are held throughout the year to prepare students for internal and external emergencies. Detailed information about these drills can be found on the EIPS website, as well as on our own school website.

Cold Weather

Students are encouraged to come prepared for playing outside in each season – rain, snow, sun or cold! During colder winter days, please make sure students are dressed appropriately with hats, mitts, boots and snow pants. Given the fluctuating temperatures inside our school, a warm sweater is always a good idea during the winter.

Indoor Recesses

Students will be enjoying the great outdoors unless it is approximately -20 degrees Celsius or colder, taking into account the wind chill. During inside recesses, students may have a short washroom break and get a drink from the water fountain. They are then expected to remain in their homerooms where they may engage in quiet activities, games and conversation.

Hot Lunch Program

Our very active group of parent volunteers offer hot lunch to our students from a variety of venues throughout the year. This program is optional, but must be purchased for a fee. Information and order forms are distributed by this volunteer group who run the program through an online order system.. Please contact your Parents' Group for more information.

Recycling

We encourage students to reduce litter in their lunches as much as possible and to recycle their juice containers and bottles in the school receptacles. Paper is collected and recycled in our school as well.

Student Transfers

During the school year there may be student transfers either in or out of our school. At that time, the student's fees will be pro-rated and the family either reimbursed or charged the remaining book rental fee.

Attendance and Late Arrivals

Continuous attendance, by all students, maximizes their learning. When students miss school, they miss learning! Likewise, continuous late arrival at school also causes a student to miss learning. If it is unavoidable that a student miss some classes during the school day, please let us know by calling the office at 780-467-7751.

If you are planning to be away for a longer period of time, please try to let your teacher know as early as possible and remember that ultimately, your child is responsible for the material missed during his/her absence. Another option may be to consider having your child catch up when they return home! Please also try to keep in mind the period of time when will be administering the Student Learner Assessments (SLAs) when planning your vacations!

Please note that if a child is to be released from school at a time other than the regular dismissal time, a signed note from the parent must be sent to the teacher. Parents picking up their child before the end of the school day are to come into the office and sign the child out. Thank you for continuing to make Westboro a safe place!

Supervision on the playground is provided from 8:20 a.m. to 3:25 p.m. **For their safety, children are not to be on the playground before 8:20 a.m.**

Student Use of Telephones

We ask that students use the school telephone for emergencies only. Students who have cell phones are not permitted to have them on during class hours.

We would also appreciate it if telephone messages to be relayed to students through the office could be limited. If you are changing plans for pick up or drop off, please ensure that you share this information with us as early as possible during the day as it may be difficult to locate your child's class

if they are outside or in another location other than their classroom. **Whenever possible, please plan ahead and send messages to teachers in your child's agenda.**

Student Use of Cell Phones

Student use of cell phones is strictly forbidden during class time except if permission is expressly given by the teacher or in the case of an emergency.

Student Dress Code

Students are expected to dress in a neat and appropriate manner both for school and weather conditions. Please avoid short shorts, halter tops, spaghetti straps, bare midriffs and general beach wear.

We also ask students to wear proper footwear at all times in order to promote good hygiene and to be prepared in case of any emergency drills. Please provide both indoor and outdoor footwear and try to look for running shoes that have white or light soles that do not mark our gym floor.

In order to help out our custodians, please remember to make sure that you remove outdoor shoes or boots when coming into our school.

Personal Property and Lost and Found

Please be aware that items can occasionally go missing in a large school community. To this end, please try to refrain from bringing expensive equipment such as iPods or cell phones to school. Each year many items of clothing and shoes remain unclaimed in the "Lost and Found". Several times each year, these items are displayed for your perusal. Items that are not collected will be donated to a charitable organization, so please come in and search through the containers, the displayed articles or on the boot racks for any missing articles – we would be happy to help them return home!!! Our Parents' Group also offers a fundraiser through Mabels Labels that could help you with this – see a council member for more information.

Parking, Pick-up and Drop-off

Traffic and Safety Patrollers

Parking and student pick-up / drop-off is an ongoing concern for our school community.

Thank you to the many parents who continue to respect the rules around drop off and pick up for our students at Westboro Elementary!! Please note that the west end of our bus lane is for handicapped parking only. Also we have posted signs around entrances and exits regarding areas for stopping. Please respect these signs. Parking in these areas can inhibit vision, making our students and other vehicles hard to see and potentially causing accidents.

Did you know that...?

...It is illegal to park within 5 m of an entrance, driveway or crosswalk?

...The speed limit in specifically marked school zones is 30 km/h. A school zone is in effect on school days from 8 a.m. to 9:30 a.m., 11:30 a.m. to 1:30 p.m. and 3 p.m. to 4:30 p.m.?

...The fine for failing to yield to a pedestrian in a crosswalk or passing a vehicle stopped at a crosswalk is \$575?

...The fine for stopping in a zone marked as busing, handicapped or no stopping is \$275?

At Westboro Elementary we are fortunate to have great neighbors who allow us to access their parking lot to expand the available parking for our parents and visitors. These businesses have kindly requested that our parents **do NOT park in any of the stalls** along the front of this lot, facing the businesses themselves, as this can detract from business and also impede employees from arriving for work.

We also have a dedicated young group of student volunteers who control crossing at our marked crosswalks. Please watch for them and respect them as they try to do a very important job!

Finally, please remember that we will only release your children to those adults that you have identified as being able to pick them up from school; typically this includes parents. Custody orders must be up-to-date and specific in order to legally direct us in this manner. Please ensure that you share all information with the school and that specific written instructions are provided to us if required. If you are picking up your child during the day, please ensure that you come into our school and sign them out.

Thank you for all you do to help keep our children safe!

Illnesses and Accidents

If a child becomes ill at school, the parents will be contacted to take the child home. If the parents are unavailable, the school will phone the emergency contact person. If neither the parents, nor the emergency contact can be reached, the child will remain in the school infirmary until contact can be made. If the illness appears to be severe, the principal or designate will make a decision as to whether medical attention is required.

Accidents are to be reported to the office. In most instances, the secretarial staff is able to handle these situations. If the incident is serious, parents are notified. If the school is unable to make contact, the child will be taken to the appropriate emergency facility (hospital/clinic), as required.

Exterior Doors

In keeping with Elk Island Public Schools mandate to provide a safe learning environment for children, and in consultation with the School Council, it was agreed that the school will keep exterior doors locked. The main entrance by the office will remain unlocked for access to the building. Please check in at the office when you arrive in the building so we can identify all visitors in the school.

Please note that our school is closed to public access from 4:00 p.m. until 8:15 a.m. Various user groups that rent our facility are required to use certain entrances to control their access to our school. The same expectations apply to our Child Care facility. Parents wishing to drop off or pick up their children from the child care are required to use the rear entrance of the school that is located directly by that classroom door.

Administration of Medicine to Students

If a student needs a prescribed medicine administered during the school day, the **parent must complete a personal medication form** (available from the office or through our school website) requesting such service and giving full instructions on the procedure to be. Students are not

to self-administer prescription medication at school due to the possible dangers it poses to other students.

Field Trips

Students will have an opportunity to extend and enrich their studies by participating in field trips. Permission and information outlining specific details will be sent home well in advance of each trip. In most instances, costs for these trips are included in your child's school fees at the beginning of the year. The Grade 6 YoWoChAs field trip, swimming, and the Grade 5/6 ski trip may be exceptions to this rule. If your child will not be participating in a trip, please notify the teacher on the form. Payment is required in order for your child to participate in these extr-curricular activities. Transportation is generally by bus, although on occasion students may walk to a close site. When it is deemed necessary to use private vehicles, the following conditions shall apply:

- a) The driver must carry at least two million dollars Third Party Auto Liability coverage. Forms are to be completed prior to driving students and are available at the office.
- b) Parents must be informed of the mode of transportation to be used for the field trip. A signed statement by the parent acknowledging the type of transportation and the name of the parent(s) driving must be returned to the teacher prior to the field trip giving informed consent for your child's transportation.

Counselling Services

Counselling services are available at the school and are designed to meet the needs of all students. Parents and teachers may make referrals to the counsellor who can then follow up with appropriate supports for students. This may take the form of a checklist, ISP, assessment or other interventions and/or accommodations. Students may also make self-referrals for personal counselling. The counsellor may refer to other agencies and acts as a liaison to these agencies. Consultation with the school staff and with parents is an important part of this program.

Capital Health

Capital Health works together with schools and community agencies to provide a range of coordinated community health and support services for school-age children and their families. Our common goal is to build on the health and education potential of students by providing nursing, occupational therapy, audiology, speech-language and dental services in schools. Audiology services are also provided through the Health Centre. If you have any concerns about your child's health, please talk to a nurse at **Strathcona County Health Centre**, phone 780-467-5571.

Speech, Language & Hearing Services

Speech and language assessments, hearing screenings and intervention services are provided by Speech-Language Pathologists in the schools or at the local Health Unit office for pre-schoolers. Referrals can be made through the teacher or directly by the family by contacting the school Speech-Language Pathologist. (*NOTE: Parent/guardian consent will be required before your child can receive services.*)

If you have any questions, please contact the Health Unit Office.

School Cancellations/Closures

Elk Island Public Schools

Suspension of Bus Service Due to Inclement Weather Bulletin

For the complete administrative procedure, please visit:

<http://www.eips.ca/>

Elk Island Public Schools (EIPS) is responsible for ensuring that each of its students is provided with an education program consistent with the requirements of the School; therefore, schools shall remain open to students during the times and dates established in school calendar(s). The Division may, however, temporarily suspend school bus services and close a school building if the health and safety of students and staff is endangered.

Procedures

1. School bus service may be suspended by the Superintendent, in consultation with the Director, Student Transportation, when at 5:00 a.m., Environment Canada reports a temperature of -40 degrees Celcius, including wind chill factor, in one or more region.
2. School bus services may also be suspended or delayed by the Superintendent, in consultation with the Director, Student Transportation, due to adverse weather or road conditions.
3. The Director, Student Transportation shall take into account the Alberta Motor Association and/or weather office when making a recommendation to the Superintendent regarding the suspension of school bus services.
4. Suspension of school bus services may be limited to a specific region of EIPS.
5. Suspension of school bus services may be done on a route-by-route basis.
6. The Superintendent, in consultation with the Director, Student Transportation, shall make a decision regarding school bus suspension by 5:30 a.m. (or the previous night if conditions make it obvious that service will be suspended the following day).
7. When school bus services are suspended by the Superintendent, schools shall remain open to students.
8. If unsafe road conditions occur, the Director, Student Transportation, in consultation with the bus operator, has the discretionary power to decide not to operate or to abandon completion of the morning route by returning students to their homes. Student Transportation staff must ensure students have adequate access to residences.
9. When weather or road conditions deteriorate during the day, the Director, Student Transportation may authorize individual or all buses to leave school prior to regular dismissal time.
10. Should weather conditions be extreme or deteriorate during the day in a particular region/area, the Principal, in consultation with the Superintendent, may close the school to all students and staff.
11. The Principal, staff and school bus operators shall take steps to ensure students arrive home safely when they are dismissed earlier. This

includes attempts to contact parents/guardians/emergency contacts to ensure students have adequate access to residences. In remote areas, where parents cannot be contacted, students shall be kept at the school.

12. Bus operators are to hold themselves in readiness for service in cases of pending extreme conditions.
13. Parents and school bus operators shall be advised annually of the procedures used for the suspension of school bus service.

Communication

14. Student Transportation staff shall contact all parents, Principals and bus contractors by automated phone message to announce any suspension of bus service.
15. Student Transportation staff shall update the bus status notice on all school and division websites.
16. Communication Services shall advise the media of the Superintendent's decision.
17. Communication Services shall notify the subfinder secretary to advise all assigned substitutes of any school closure.
18. Communication Services shall compose an appropriate taped message for the Central switchboard, Community Hotline (780-417-8122), Inclement Weather Staff line (780-417-8158), StaffConnect, and the EIPS website.
19. All such messages will be posted by 6:30 a.m.

Students

20. For the safety of students, it is the responsibility of parents to ensure:
 - their children are suitably dressed for weather conditions
 - arrangements have been made for alternate shelter for their child if no one is home.
 - On days when school bus services are suspended due to inclement weather or hazardous road conditions, parents who have brought their children to school will be responsible for picking up their children.

Personal Electronic Device Policy

1. Student use of personal electronic devices at lunch and recess is not allowed.
2. Students are allowed to have personal electronic devices with them in school, but they need to be kept out of sight (in a pocket, backpack, etc.).
3. Students are allowed to use personal electronic devices during indoor recess to view school-appropriate content.
4. Students can use personal electronic devices in the classroom when the classroom teacher says it's ok.
5. Students with devices that have cameras and/or video cameras should not use them to take photos or video of other students or staff during school hours or during school activities. Also, students should not post school photos or videos online or to social media.
6. When a personally owned electronic device is brought to school, students and their families accept that school authorities may inspect the device and what's on it to ensure that EIPS policies and guidelines, including the Student Acceptable Use of Technology Agreement are followed.
7. When a student brings a personally owned electronic device to school, students and their families accept that the student is responsible for the device and its care, and agree that the school is not responsible for damage, loss or theft of the device.