

Please consider joining the Parent School Council and/or becoming a volunteer within the school. We encourage and appreciate your active participation in your child's learning environment.



We wish you and your child a successful 2019-2020 school year!



ÉCOLE WESTHAVEN SCHOOL

Mission Statement

We believe all students can achieve within a safe, caring, inclusive and collaborative community.

1205 WESTHAVEN DRIVE
EDSON, ALBERTA
T7E 1S6

Phone: (780) 723-3397

Fax: (780)723-4039

<http://westhavenschool.ca>

École Westhaven School Hours
2019—2020

Doors Open—Supervision Begins	8:05
(Students stay outside until the bell rings weather permitting)	
Warning Bell	8:30
Classes Begin	8:35
Recess	10:30—10:45
Lunch Break	12:15—1:05
Recess	2:10—2:25
School Day Ends	3:15

Principal's Message

On behalf of École Westhaven staff, I take this opportunity to welcome you and your children to our school. Our greatest strengths include competent, warm and caring staff members that work at creating a positive environment for all students.

A successful educational program and environment involves four important groups working together: students, parents, community members and school staff. Our school promotes an open-door policy. We hope you will take the time to meet and get to know your child's teacher. Moreover, we encourage you to become familiar with our support services and the school itself. We invite you to join our parent/community volunteer program and assist us to ensure that all of our students achieve success.

Our dual track school offers both French Immersion and English programming to students in Pre-Kindergarten to Grade Five. We offer a wide range of programs covering the core subjects as well as other courses of interest.

Your child's education and development (socially, emotionally and physically) as a healthy, happy individual is our main concern. Our skilled personnel work with each child according to individual needs. We will continue to work with you in order to serve the best interests of all students.

Parent Council

École Westhaven Parent School Council plays an active role in the school community. The elected executive and interested parents meet once per month to discuss issues and share ideas dealing with education at our school. We encourage all parents and guardians to attend. Meetings are usually on the first Monday of the month starting at 7:00 pm until 8:00 pm, in the school library.

School Policies

École Westhaven School policies align with provincial and divisional policies and guidelines.

Volunteers

École Westhaven School supports and encourages all parents, guardians, relatives, and community members to become involved in the education of our children. Please consider this very worthwhile and rewarding experience.

Community participation and assistance with students have a positive effect on student achievement.

We welcome the opportunity to work hand in hand with École Westhaven School parents, and encourage your participation in all school events throughout the 2019-2020 school year.

Surveillance Cameras

The school has both inside and outside surveillance cameras to record activity within the building and on the school property. These recordings may be used for administration purposes, for evidence under the School Act, or as required by law enforcement personnel.

Medication

Prescription medication, to be administered at school, requires a letter of permission and instructions from the physician which must be brought to the office and administered from the office.

Student Information

Every parent has a right to all information that a school has concerning his or her child. All files and any confidential information is made available to the parent on request. No student information is released to any person or agency without written consent by the parents (except Children and Family Services).

Illness and Accidents at School

A child who is ill will not be sent home until it is determined that someone is at home to care for the child. Students will remain in the office until such confirmation, or the child feels well enough to return to the classroom.

It is important to enter work and emergency phone numbers on the registration forms and to keep them updated.

Despite all precautions, accidents may occur at school. In all instances, we try to contact parents. When a parent cannot be reached, the child will be taken by a staff member to the hospital for emergency care.

Insurance

GYPSD #77 has purchased student accident coverage for all students during school hours for school functions. Parents can purchase, on an optional basis, additional accident insurance to extend coverage to 24 hours per day from the agency listed on the application form.

École Westhaven Staff

Principal: Mrs. Stacy McGowan

Assistant Principal: Mrs. Jane Marcoff

Librarian: Mrs. Janet Murry

Secretary: Mrs. Donna Conger

Superintendent of Schools: Mrs. Carolyn Lewis

Deputy Superintendent, Learning Services:

Mrs. Karen Shipka

Edson School Board Members:

Mrs. Joan Zaporasky

Mrs. Fiona Fowler

Teaching Staff:

Mrs. Jane Marcoff

Mrs. Christine Reynolds

Ms. Brooke Sterling

Ms. Stephanie MacPhail

Ms. Sarah Stewart

Mrs. Emily Stanton

Mrs. Audra Bowman

Ms. Maude Corriveau

Mrs. Catherine Laborderie

Mrs. Marina Spreen

Ms. Barb Mazur

Mrs. Tara Moses

Mrs. Neacaille Cave

Mr. Clement Muamba

Ms. France Hamelin

Mrs. Stacy McGowan

Support Staff:

Mrs. Carole Dion

Mrs. Katherine Hicks

Mrs. Tracie Cameron

Mrs. Elizabeth Arndt

Mrs. Janet Murry

Mrs. Donna Conger

Pre-Kindergarten Staff:

Mrs. Colette Pearce

Mrs. Cassie Lengyel

École Westhaven Student Value Statements

We believe students should:

- A. Accept responsibility for their learning, decisions, and actions.
- B. Set challenging goals with teachers and parents and work hard to achieve them.
- C. Believe in themselves and take pride in their achievements.
- D. Demonstrate a desire to learn.
- E. Become actively involved in school and community activities.
- F. Conduct themselves in a way that contributes to a safe, orderly, positive school atmosphere and ensure the rights of others.
- G. Work with their teachers and parents to achieve their full potential.

Homework

Homework is given to students to provide additional practice to ensure provincial outcomes are met and to enrich classroom experiences and/or to complete assignments. The amount of homework varies with the grade level. Your classroom teacher will provide a letter regarding homework expectations. Please call your child's teacher if you have any concerns or questions.

Bus Transportation Rules

Students must be seated in their seats while the bus is in motion. Behavior must not disturb the driver in any way. Students must be respectful to the driver and other students at all times. Failure to comply with the rules may result in bus privileges being revoked. Please be aware that buses are usually full therefore parents must contact transportation and provide a note to the bus driver to have their child ride an alternate bus.



Inclement Weather

If the temperature is -20 Celsius (taking wind chill factor into account), our students do not go outside for recesses or noon hour. Students will come indoors upon arrival to school should this occur.

Agenda

The Parent School Council provides an agenda book for all École Westhaven students. The agenda is intended to help your child learn and develop valuable organizational skills. It is also an excellent communication tool between home and school. We ask that you read and sign it every day.

Emergency Drills

A variety of emergency drills will be practiced throughout the school year. This is done to prepare the students and staff in the unlikely event that an emergency should occur. The following drills will be practiced throughout the year: Fire Drills, On-Alert, Lock-Down, Stay-Put, Shelter-in-Place.

Cross Walks

For individual safety please cross only at the school cross walk areas. We also remind drivers that parking on the crosswalk area is prohibited. Thank you for helping us to keep our children safe.

Parking

You are welcome to park in the visitor area of the parking lot. There is also 15 minute drop off parking available at the front of the school. If you are dropping off your child in the parking lot, please use the loop, to prevent having to back up. This will help prevent any unfortunate accidents from occurring. Parking in bus/fire lanes between the hours of 8:00 and 3:45 are not permitted. Please do not drive through the bus lane area during bus drop off or pick up times.

Westhaven School Discipline Philosophy

École Westhaven School students, staff and parents will work as a team to provide a safe and caring school environment which is conducive to effective learning. Students will make appropriate choices in choosing and developing the skills of self management, cooperation, and respect when presented with a clearly communicated school code of conduct. Classroom rules, procedures and expectations will be communicated within each classroom. Overall school rules will be communicated in assemblies. Please refer to the student code of conduct and Value Statements in this pamphlet.

Bullying

École Westhaven School staff, students and parents work together towards eliminating any form of bullying. No student will exhibit conduct that is injurious to the physical or mental well-being of others. Bullying behavior includes repeated and systematic verbal harassment or physical threats. In the event that such an incident occurs, administration will become involved immediately and parents will be contacted. Bullying behavior can be reported to school administration. (Refer to Admin procedure 316).

Bicycles, Skateboards, Scooters, In line Skates

All bicycles are on the grounds at the owner's risk. Bicycles must be locked and not ridden during school hours.

Children should be made aware of all the proper bicycle safety rules. They must be wearing a bicycle helmet when riding. Once you enter the school yard—Walk'em, Lock'em and Leave'em. No students are allowed to loiter by the racks during school hours.

Skateboards, roller blades, "heelies", and scooters cannot be used on school property during school hours.

Creating a Positive Learning Environment







Our goal is to teach, model and promote positive values and attitudes to help our students achieve socially, emotionally and academically.

We focus on promoting good citizenship and achieving high academics. Students are rewarded with feathers from the staff whenever they are noticed doing a positive action for others or excellent academics. The feathers are put onto our positive skill building bulletin board. Every month the feathers are removed to be placed into our positive bucket for feather assembly. At our feather assembly we talk about the positive actions students are doing to get feathers as well as their high academics. Ten to twelve feathers are drawn from the bucket, these students receive an additional little reward.



Along with our focus on good citizenship and high academics we have our clearly defined student expectations in the Student Code of Conduct. All staff works to help students understand these by teaching, reviewing and correcting throughout the year. When inappropriate behaviors do occur the following behavior policy will be followed.

Mission Statement: We believe all students can achieve within a safe, caring, inclusive and collaborative community.

Big Ideas	Be Respectful	Be Caring	Be Safe	Be Responsible
Hallways And Entrances 	<ul style="list-style-type: none"> -quiet -walking -being honest -coats hung up -shoes on racks -garbage in cans -use appropriate voice -listen to adults 	<ul style="list-style-type: none"> -kind words -being a friend -politeness -helpful -keep hands to yourself -quiet 	<ul style="list-style-type: none"> -walking -looking forward -keep personal belonging where they belong -hands and feet to yourself -trying shoes -always wear shoes in class 	<ul style="list-style-type: none"> -putting away personal items
Outside 	<ul style="list-style-type: none"> -taking turns -following school rules -helping others who get hurt -coming in when bell rings -proper language -line up -wait your turn -listen to adults 	<ul style="list-style-type: none"> -include others -helping -taking turns -being a friend -proper language 	<ul style="list-style-type: none"> -hands to yourself -using playground equipment correctly -take care of equipment -space awareness -weather awareness -being honest -following rules 	<ul style="list-style-type: none"> -use garbage cans -pick up belongings -play in the proper areas
Bathroom 	<ul style="list-style-type: none"> -quiet -giving privacy -cleanliness -feet on the ground -sanitary -keep it clean 	<ul style="list-style-type: none"> -quiet -hands to yourself -keep it clean -throw paper towels in the garbage cans 	<ul style="list-style-type: none"> -feet on floor -wash hands -hands to self -cleanliness of bathroom -lights kept on -tying shoes 	<ul style="list-style-type: none"> -proper use of paper towels, water and soap
Classroom 	<ul style="list-style-type: none"> -raising hand to speak -waiting for your turn -use manners -keep hands to yourself -on task -quiet -listen to others -keep work space clean -sharing -language-with appropriate tone 	<ul style="list-style-type: none"> -cooperation -be kind -have a positive attitude -helping others -being a friend -positive attitude -quiet -listen to others 	<ul style="list-style-type: none"> -walking -hands to self -sitting properly -feet on the ground -use supplies properly -tying shoes -use materials properly -follow rules -teacher knows where you are 	<ul style="list-style-type: none"> -be on time -be prepared -return library books and homework -care for belongings -ownership -show interest in learning by listening -compliance -listen to adults
Gym 	<ul style="list-style-type: none"> -listen to others -listen to adults 	<ul style="list-style-type: none"> -encourage others -use positive words 	<ul style="list-style-type: none"> -follow rules -tying shoes 	<ul style="list-style-type: none"> -put away equipment -be a good sport
Fieldtrips 	<ul style="list-style-type: none"> -listen to guides/adults -use manners -take turns -respect environment and property 	<ul style="list-style-type: none"> -use manners -help others -be positive 	<ul style="list-style-type: none"> -stay with a chaperone -follow bus rules -follow rules of facility 	<ul style="list-style-type: none"> -be prepared and on time -care for personal belongings -clean up after yourself

Supervision

Playground supervision is provided by the staff for the fifteen minute period preceding the morning classes, for safety reasons, we ask that students arrive **no earlier than 8:15 a.m.** Bus arrivals and departures will be supervised. Bussing issues can be addressed by contacting the transportation department at 780-723-4471.

The supervision after school is to ensure that students are safely on the buses. It is expected that all town students will go directly home after school unless under the direct supervision of their parents or guardians.

Electronic Devices

Inappropriate use of personal electronic devices can interfere with an individual's right of privacy, a student's right to a safe and caring environment and the teaching and learning process. The use of such devices is not permitted within the school building during instructional time, unless requested by the teacher, or on the playground during school hours. Electronic devices must be turned off or inconspicuously stored. Expensive devices can be handed in to the office for safe storage should this be required. If a student is inappropriately using an electronic device during the school day, it will be confiscated for the remainder of the day. The second offence the electronic device will be removed and parents will be contacted. Electronic devices on fieldtrips are allowed only at the discretion of the teachers, safety of electronics cannot be assured. The school is not responsible for lost, damaged or stolen electronic devices while at school or on fieldtrips.

Lost and Found

Please mark all of your child's belongings with their name.

Items that are found without names are placed in the lost and found in the foyer. We encourage the students to not bring valuable items to school. If an item is lost or stolen we will try to locate it however the school is not responsible for the replacement of these items.

Minor Infractions:

Any inappropriate behavior that is easily corrected by a teacher or supervisor (eg. Hats or outside shoes in school, running in hallways, tardiness, interrupting the learning of others, refusing to work during class time, swearing, rough play, etc.)

Minor Consequences: The staff member will instruct the student on the appropriate behavior, expect compliance, and give a logical consequence these might be: run a lap, stand at designated spot, walk with supervisor, miss a recess, play in designated area of school grounds, complete reflection sheet. Classroom teachers might have their own management system, that they may utilize. Parents will become notified if infractions are reoccurring.

Major Infractions:

1. Physically striking someone with the intent to harm
2. Verbal abuse with the intent to harm
3. Severe defiance or non-compliance with authority
4. unlawful acts (stealing, vandalism, etc.)
5. Absent without permission (leaving class without permission, leaving school grounds)
6. Repeating Minor infractions

Major Consequences: a written reflection and action plan to correct, missed recesses, in-school suspensions or out of school suspensions (1 to 5 days). Suspensions occur the following day(s) of the infraction. Parents will be notified in the event of a major offence and final decisions regarding consequences will rest with administration.

Attendance/Absentees

School attendance, as provided by the *School Act*, is compulsory for all children between the ages of six and sixteen years. Regular attendance and being on time are two things that help your child succeed.

Absences and lateness are disruptive for students and teachers. Class routines and schedules are negatively affected which decreases learning in the classroom. Parents and guardians are encouraged to make every possible attempt to schedule appointments outside of the school day.

It is very important that the school is notified as soon as possible if a student is absent. Please call the school voice mail at your convenience (780-723-3397). Students arriving late need to check into the school office.

Teachers will notify parents of their concerns regarding numerous absences.

Students who have 10% or higher inexcusable absenteeism will be referred to administration and parents will be notified through a phone call or letter. Should inexcused attendance issues continue, the matter may be referred to the attendance officer.

Numerous late arrivals can also affect a student's academic success and will result in parents being notified of our concerns by the teacher or administration.

Operation of School Under Unusual Circumstances

If our school population needs to evacuate the building due to unforeseen circumstances, the children will be taken to the gymnasium of:

**Vanier Community Catholic School, 831-56 Street,
Telephone # 780-723-6612.**

Regular school dismissal times would be followed. Bused students would be picked up at Vanier School. All other students would be dismissed from Vanier and every effort would be made to contact parents or guardians by telephone who normally pick up children from École Westhaven School. Should this occur please remain calm and patient, your assistance in this is imperative for everyone's safety.

Lunch Break

Students remaining at school for lunch are required to stay on school grounds or must have written permission to leave school property. The lunch period is supervised. Students are expected to eat lunch in a quiet and orderly manner. Failure to do so may result in a request for parents to make other arrangements for their child. *TAGS convenience store is out of bounds for students during the school day.

Communication

A monthly newsletter informing parents of significant dates and activities taking place is on the website and will be sent home. Please also watch the school website for updates and important information. Agenda books will contain daily/weekly information. Classroom newsletters will be sent out and Sunday school news phone calls will occur.

Telephone Use

Telephones in classrooms are for emergency use only. We ask that after school play times and sleepovers be arranged at home. Interruptions, due to telephone calls to the classroom, result in decreased learning time for all students. Please note that the office phones are for school business and emergency use. Parents are encouraged to inform their children about after school plans before the children leave for school.

Learning Assessment and Reporting

Student assessment determines what a student knows and can do with regard to provincial curriculum outcomes. Reporting procedures communicate student achievement to parents or guardians.

École Westhaven School is committed to providing parents and students with clear and accurate information about student progress. Assessment is an ongoing part of the learning process. Teachers use a variety of strategies to assess student learning. École Westhaven School issues formal progress reports in November, March and June. Parent-Teacher conferences are held twice a year in the fall and spring.

You are also encouraged to talk to your child's classroom teacher regarding any questions or concerns any time throughout the year. The teacher may also call to discuss student progress outside of reporting periods.