

Welcome to Westwood School

Dear Parents, Guardians and Westwood Community,

The start of a new school year is a good time to reflect on the past year, focus on the present and set goals for the future.

As we begin this new school year we encourage all to stretch your thinking and grow in character in order to create a true community of learners. Together we can achieve wonderful things.

We wish all members of the Westwood School Community a wonderful school year.

Best Wishes,

Westwood School Staff

Westwood School Staff

Westwood Staff 2014-2015

Principal
Vice Principal
Secretary

Carla Williment
Donna Johnston
Carla Hykawy

Kindergarten

Cheryl Sorensen

1

Carole Belanger

1

Tara Ross

2

Robin Salmon

2

Judy Smart

2/3

Monique Rindall

3

Zoe Bettess

3

Sharon Wilson

4

Eric Larocque

4

Joni Janisch

5

Stefan Hudson

5

Trina Osberg

6

Carolyn Morrison

6

Debbie Oleschak

7

Wendy Mercer

7

Darlene Yuskow

8

Cora Grant

8

Vina Patel

Music (A.M.)

Myra Lowe/Carol Hyndman

Music (P.M.)

Greg Corcoran

Phys.ed

Darlene Yuskow/ Keegan Elmore

Resource (K-4)

Denise Tucker

Resource (5-8)/Basic French

Sophie Ouellet

LIII

Cindy Billiardet/Amanda Nsi

Counselor

Trish Griffin

Librarian

Pauline MacDonald-Smith

**Reading Recovery
Library Clerk
Educational Assistants**

**Trudi Ricketts
Karen Tindall**

**Wendy Birch
Stella Moose
Treena Chaboyer
Robynn Cordell
Shelly Flores
Diane Hale
Cheryl Mercier
Anna Mielczarek
Vanessa Mosiondz
Alison Shatford
Melloney Stagg**

Caretakers

**Doreen Cablik
Daksha Pandya
Ron Jennings**

Westwood School Mission

Our mission: to provide diverse learning experiences in a safe and positive environment while acknowledging the uniqueness of each student.

Kindergarten to Grade 6 Daily Schedule

8:50 – 9:00 Students enter building
9:00 – 9:40 Period 1
9:40 – 10:20 Period 2
10:20 – 10:35 Recess
10:35 – 11:20 Period 3

11:20 – 12:00 Period 4
12:00 – 12:55 Noon Break
12:55 – 1:00 Students enter building
1:00 – 1:45 Period 5
1:45 – 2:30 Period 6
2:30 – 2:45 Recess
2:45 – 3:30 Period 7

Junior High Daily Schedule

8:50 – 9:00 Students enter building
9:00 – 9:45 Period 1 (homeroom)
9:45 – 10:30 Period 2
10:30 – 11:15 Period 3
11:15 – 12:00 Period 4
12:00 – 12:55 Noon Break
12:55 – 1:00 Students enter building
1:00 – 1:45 Period 5
1:45 – 2:30 Period 6
2:30 – 3:20 Period 7
3:20 – 3:30 Homeroom

Student Expectations

- Students are expected to enter and leave the building in an orderly manner. Students may enter the building when the bell rings, or when the sign that early entry is permitted has been posted. The early entry sign is posted during severe weather such as temperatures below minus 30, stormy winter weather, and rain.
- Students are expected to remove outdoor footwear. They are to wear indoor footwear at all times.
- Once arriving at their classrooms/lockers, students are expected to remove their hats, caps, toques, hoodies and coats. The expectation is that no caps or hats will be worn except when entering or exiting the building.
- Students are expected to leave jackets and coats on the coat hooks provided or in their lockers.
- Students are expected to be respectful to each other in the way they act and speak. They are expected to refrain from all forms of violent activity and harassment, including fighting, intimidation, kicking, pushing, play fighting or cyber-bullying.
- Students are expected to be respectful of all adults in the school and to carry out all reasonable directives given by teachers and support personnel.
- Students are expected to comply with school and classroom rules.

- Students are expected to take care of property belonging to themselves, other people, or the school. Junior High students are expected to take care of the locker assigned to them over the course of the year and keep the common locker bay area clean.
- Students are expected to attend school every day unless prevented from doing so by illness or other acceptable reasons. A note or telephone call is required when a student has been absent.
- Students are expected to arrive at school on time, fully prepared to work. This includes having the necessary supplies.
- Students are expected to complete all assignments on time to the best of their ability and to participate in classroom activities.
- Students are expected to refrain from chewing gum and seeds at school.
- Smoking is banned on all School District property at any time.
- All tattoos/shirts involving inappropriate gang/drug/violent symbols or slogans must be covered or removed. Students may be sent home to change clothing.
- **Students must wear appropriate clothing or they will be sent home to change (no spaghetti strap tops, short shorts, low riding pants, etc.)**

Awards

Westwood School maintains an honor roll system for students with averages of eighty-five percent or higher. Additional awards are given for averages over eighty percent, top marks in each subject, athletic achievement, citizenship and attendance.

Bill 24 – Electronic Equipment

We encourage all students to leave their electronic equipment at home. The following considerations have been offered to all parents/teachers and students.

- If a student brings a cell phone to school they should store it in their school locker or book bag. Cell phones in classrooms tend to interrupt teacher instruction and student learning.
- Teachers will be allowed to carry cell phones for student medical and safety concerns. Teachers are asked to refrain from using cell phones for other purposes during the regular school day.
- Cameras and other electronic devices that are capable of taking pictures are not allowed, unless school and parent permission has been given. If a camera is used inappropriately, teachers are asked to have the student remove any pictures of our students and staff.
- All cell phones, I-Pods, MP3, game stations, and text messaging machines are to be taken from students during regular classroom time. (These items can be stored in student lockers). Teachers are asked to hold in their possession, these items and return them to the student at the end of the day. If use of electronic equipment continues, referrals will be made to the parents and administration.

- Laptops may be used in school. Students are asked to refrain from searching inappropriate Internet sites. If this occurs, students will be referred to the administration immediately. Students must also refrain from playing computer games on their laptops during school hours.
- All cyber-bullying incidents will be reported to the office. Parents and the appropriate support organizations will be notified.
- Westwood School will not be held responsible for lost/stolen/damaged electronic equipment.

Child Abuse

Teachers are obligated by law to report disclosure and/or suspected cases of child abuse to the proper authorities.

Counseling Program

Mrs. Trish Griffin, our counselor, works with students, parents, staff and community agencies. Feel free to contact her at 677-6195 if you wish to discuss counseling services for your child.

Discipline

The following list represents the sanctions which may be used as disciplinary measures. Incidents are recorded in a computer data base and sanctions generally become more severe as the number of incidents increases. Incident reports are issued by the principal or vice principal. The list is not in order of priority:

- Student conference or verbal reprimand.
- Office detention at 3:30.
- Morning detention at 8:00 a.m.
- Multiple morning or after school detentions.
- Loss of recess privileges.
- Parent meeting required prior to further attendance at school.
- Behavior management program and/or mandatory counseling.
- In-school suspension.
- Out-of-school suspension. A hearing is usually held prior to suspension if the time suspended is more than three days.
- Family Group Conferencing may be used in place of any of the sanctions, but generally it would be an alternate to long term suspensions.
- Alternates to suspensions include multiple morning detentions or other sanctions which may be deemed necessary.
- All acts of violence toward other students or staff will be considered under a policy of zero tolerance. This means that intervention will take place in some form and that violence or threats of violence will never be considered acceptable. Actual consequences will vary with the severity of the violent act.

Normally a parent meeting will be called prior to any suspension being issued. In conflicts between students, Family Group Conferencing or other mediation techniques may be applied.

Student Action Leadership Team

Westwood School offers a student leadership team with representatives from grades six, seven and eight.

The leadership team has a president, vice president, secretary, treasurer, social fundraiser director, and promotion night facilitator as executive positions as well as class representatives and a staff facilitator.

Participation gives students an opportunity to demonstrate leadership and to be a positive role model for others. Students are encouraged to become involved.

Recycling

Recycling bins are located in all classrooms and the common areas. Students are strongly encouraged to make use of this program.

Extra Curricular Activities

While the actual activities may vary somewhat from year to year, the following examples are included:

- Inter-school sports such as volleyball, basketball, slow pitch, badminton and track (Gr. 7 & 8)
- Knights of Columbus Track Meet (Gr.3 -8)
- Tabloid Sports (Gr. 3-6)
- Homework club

As well, a number of clubs are organized from time to time and students are encouraged to take part.

Major Special Events

Westwood School has a number of special events, some of which operate every second year. The list includes the Science Fair, Westwood Craft Sale, Picnic on the Playground, Thompson Festival of the Arts and Artist in the School. Students are strongly encouraged to participate in all student activities. Outstanding entries from our students have been common over the past years.

SCHOOL POLICIES AND REGULATIONS

Use of Lockers – Junior High Students only

Lockers are the property of Westwood School. Lockers are assigned to students in Grade 7 and 8 at the beginning of the year. Students supply their own locks. Locks are recommended to ensure the safe keeping of school supplies. It is highly recommended that students do not share their combinations. The school does not accept any responsibility for the loss of personal property.

Students are not to store their belongings on top of the lockers. This becomes a safety issue when band instruments or other heavy objects are placed on top of the lockers.

Inspections and locker cleanup may be called for at any time. Students are expected to keep their lockers clean and tidy. Stickers or inappropriate posters are not to be put in the lockers. Students consistently violating these guidelines may have their locker privileges suspended.

Students are expected to use only their own lockers. If they are found tampering with another student's lock, locker, or belongings from the locker, they will face consequences.

Students are not normally allowed to go to their lockers during class time.

Locker Search Policy

- When you use the school lockers, you agree to keep only your personal belongings in the locker. You also agree not to keep anyone else's belongings in your locker.
- You agree to not keep any of the following in your school locker:
 - Drugs
 - Alcohol
 - Stolen property
 - Anything that could be used as a weapon
 - Anything deemed by the school or police to be dangerous to students and/or teachers
 - Anything that is illegal to possess
- Even though students put locks on their lockers; lockers are the property of Westwood School and we have the right to open, search and inspect the school lockers without notice to you if we have reasonable grounds to believe that you have anything from the list above in your locker.
- If we search your locker and a teacher finds anything listed above in section 2, they may seize those items and use them as evidence against you for school discipline. We may give those seized items to the Royal Canadian Mounted Police (RCMP) for possible criminal investigations and charges.
- We may invite the RCMP to visit several times each year to search the locker areas and the outside of closed lockers with police dogs. These searches will

ensure that none of the items listed above in section 2 are in the school lockers at any time. If the police dogs detect any items listed above in section 2 in the locker, school authorities and/or the RCMP may open and inspect the locker.

Agendas

Students in grades 3 to 6 are required to purchase a Westwood School Agenda. They are asked to bring the agenda/planner to all classes to record homework, assignments and special events. Parents are encouraged to check student agendas and provide guidance and supervision to ensure that homework is completed.

Sometimes agendas may be used as a communication tool between the teachers and the parents.

Textbooks

Students will be responsible for textbooks they are assigned. Any books lost or defaced will be the financial responsibility of the students.

Bicycles/scooters/skateboards

Students who ride bicycles to school do so at their own risk. Bicycles and scooters must be parked in the racks and students are not to ride on the school yard.

Bill 22: Nutrition Policy

We encourage all students and parents to choose healthy food choices from the Canada Food Guide when bringing or sending food items to school. Teachers are also encouraged to offer healthy food choices when presenting food to their students.

There is a complete Westwood Nutrition Policy available upon request through the office.

Truancy/Lateness

The classroom teacher has the most immediate contact with students so it falls upon her/him to track and report initial issues regarding late and absent students. The classroom teacher is responsible for making first contact with parents and guardians when there is a concern that a particular student is late or absent too often. Should the classroom teacher exhaust everything within her/his means to help a student arrive at school and be on time without improvement, further steps must be initiated by the classroom teacher to notify the counselor and administration.

Punctuality

As stated in the section on expectations, students are expected to arrive in class on time. Excessive lates will be dealt with as a disciplinary matter. Students arriving late either in the morning or afternoon must report to the office before going to class. Students should expect sanctions for habitual tardiness.

Consequences for Lates

It is the expectation that the classroom teacher will track and administer consequences to a late student for the first six weeks of determining there is a problem. The following are suggested steps a classroom teacher may take to help correct a problem with a late student:

- Detentions/make-up time
- Phone calls home
- Meet with student to offer suggestions and develop a plan to arrive to school on time
- Encourage student/parent to purchase an alarm clock

It will be necessary for the homeroom teacher to document the steps he/she has undertaken to help the student attend school on time.

If a student continues to arrive to school late after six weeks, and after exhausting above options, the classroom teacher will make a referral to the school counselor. The counselor may embark on one or more of the following steps:

- Send a letter to the parent/guardian
- Home visit
- Schedule a case conference involving staff/parents/ student
- Contact family services
- Prepare an IBP

Attendance

Attendance in school is **mandatory** by law and it is extremely important that your child attends school regularly. Children who do not attend regularly often fall behind in their school work and have difficulty catching up.

If a student will not be in school for whatever reason, it is the parent's responsibility to contact the school by phone 677-6190 or by e-mail westsec@mysterynet.mb.ca and inform the office of the reason for their child's absence.

In regards to attendance, an automated phone call will be made on the day of the absence beginning at 9:30 and at 1:30 for any unexcused absence.

If attendance becomes a problem the issue will be referred to the office. A letter will be sent to the parent stating that we have a problem with their child's attendance and if there continues to be an issue, the school will make a home visit. If there is still no improvement, the student will be referred to the counselor who may

- make a home visit
- contact Child and family services,
- schedule a case conference involving staff/parents/student,
- prepare an IBP

If attendance continues to be a problem, another more serious letter will be sent from the school warning of possible court action.

If a child misses two weeks or more of school, child and family services will be contacted and neglect will be addressed.

Illness

Students who become ill while at school must report first to their teacher. Permission to go home will only be granted after office personnel have been able to inform a parent of the situation and receive authorization from the parent to send the child home. In the case of medical emergencies, a student may be transported to the hospital and parents asked to meet their child at the hospital. **Keep in mind that school personnel do not have authority to authorize medical treatment.**

Homework

Teachers and administration at Westwood School believe that homework is an important aspect of a student's educational experience.

Homework is important for the following reasons:

- Homework is a contributing factor to a student's mark; therefore a part of the student's overall average. A student who does not consistently complete homework will not be able to achieve an average above a B.
- Those students who consistently complete homework will experience more success than those who do not complete their homework.
- Completing homework contributes to the development of the skills of responsibility and organization in students. Meeting deadlines and time management are important skills that are useful throughout a person's life, not just at school.
- Homework forces students to take ownership of their learning.

- Junior high is seen as a training ground for further educational experiences, especially high school. As homework is an expectation of high school, it is important to prepare junior high students for this aspect of high school.

For these reasons, it is an expectation that junior high students accept homework as part of their responsibility and that homework assignments are completed on a timely and regular basis.

Academic Honesty

Students must understand that the tests/exams they complete and the assignments they submit as evidence of learning must be their own work and that cheating and plagiarism will not be tolerated.

Late Assignment Policy

It is the wish of all teachers at Westwood School that all students do their best to complete assignments by the given due dates.

Late assignment policies are left to the discretion of the classroom teacher, with the expectation that teachers will inform their students of their policies. It is the responsibility of students to be aware of each individual teacher's expectations for late assignments.

Students must understand that there will be consequences for not completing assignments that provide evidence of learning or for submitting those assignments late. If student work is still late or still missing after the teacher has made every attempt to encourage the student to complete the work the following consequences could apply:

- A mark of "incomplete"
- Detention until work is completed
- Contact with student's parent or guardian via phone call, agenda book comments, letters home, regular e-mail or a marking program called TeacherEase.

In applying consequences to late or missing work, teachers will consider the nature of the assignment, the individual circumstances of the student (especially struggling learners), and the potential impact of the consequence on subsequent learning and motivation. Whatever the consequence, students are ultimately responsible for the timely completion of their assignments and for knowing that there are consequences for failure to adhere to those parameters.

A deadline is given for assignments that need to be completed in order for teachers to assign a term mark and complete report cards. No teacher will accept any late assignment once a term report card has been given barring any exceptional circumstances that have been discussed with the teacher in advance.

Exceptions

Westwood School teachers recognize that sometimes extenuating circumstances arise and hinder students' ability to meet deadlines. At these times, alternate assignment due dates may be discussed with the teacher. Extenuating circumstances may include, but are not limited to illness and family circumstances (funerals).

Extenuating circumstances **do not include extra-curricular activities.**

Please note that teachers are more willing to be flexible in rearranging due dates if they are given notice that an assignment will be late for an acceptable reason. Students are expected to discuss the need for an extension BEFORE an assignment is to be handed in.

Field Trips

In town trips

Parents will be informed by specific letters when students will be participating in an in town excursion. All parents/guardians are required to provide a signed permission form that allows their children to participate on field trips off school property, including visits to other schools within the district. Students who do not have signed permission forms will be kept at school.

Out of Town trips

Parents will be notified of out of town trips by letter. A signed parental permission slip must be returned to the school before a student will be allowed to attend a field trip. Field trips are part of the curriculum and students are expected to attend.

Acceptable Student Dress

While the school does not have a detailed dress code, some guidelines have been put into place.

T-shirts with foul language, sexist comments, racial comments, or graphics advocating violence will not be allowed in the school.

Students are not allowed to wear bandanas.

Clothing which is too revealing is prohibited. Our rule of thumb is that the

- Bellies/mid-sections must be covered.
- We should not be able to see your underwear.
- Girl's low cut tops will not be allowed.

- Girl's shorts must be below the extended fingertips when arms are relaxed at your side. Short-shorts and short skirts are not allowed.
- **A good rule of thumb is to consider the 3B's: No bust, no bottoms, and no belly.**

Students must wear shoes at all times. Parents must provide an in-door pair of shoes for physical education and classroom use. Wear shoes is required due to the fire evacuation routines which do not allow students time to put on footwear. If a student is in sock feet for any reason and the fire alarm sounds, he or she must exit the building without footwear, regardless of temperature and weather conditions.

Lunch program

Westwood Parent Advisory Council operates a lunch program. Please contact the chairperson for information and registry. You can call the office for the chair's contact information.

Newsletters/Calendars

Newsletters are published each month on our school website @ www.mysterynet.mb.ca under Westwood School. These letters provide information on upcoming events. Information about school life at Westwood is also included. The calendars are sent home on the last day of the month **with the youngest student of each family.**

Nut Aware

Westwood School is a "Nut Aware" school. We have several students who are allergic to nuts and nut products. We ask parents to send lunches and snacks with students that do not contain nuts or nut products.

Parent Advisory Council

Westwood School has an active parent council which meets monthly. All interested parents are encouraged to get involved. Please check the monthly calendar for the meeting dates.

Visitors

All visitors, including parents and students from other schools, must report to the office. The school reserves the right to ask visitors to identify themselves. Visitors are not allowed in the hallways or classrooms without authorization from the office.

Lost and Found

Please encourage your student to make use of the lost and found. Small items such as money, jewelry, and glasses are kept in the office.

Emergency Procedures

When the **fire alarm** rings all students and staff shall leave the building in an orderly manner and await further instruction from the school administration. It is critically important that the students remain quiet while waiting outdoors so that emergency instructions can be heard. In the event of a prolonged **evacuation**, students will be taken to the Westwood Shopping Centre or the School Board Office.

Classroom teachers will discuss and practice the emergency procedures with their students.

Lockdowns – Twice a year we are required to practice a lockdown situation. Teachers will be notified in advance of the lockdowns so that they can explain to the children what will take place.

Use of Internet

Students at Westwood School can have access to the internet under the supervision of the teacher librarian and the classroom teacher. Access to the internet is intended for students to do legitimate research and class assignments. However access to questionable sites, surfing for personal enjoyment and personal e-mailing are not permitted. Parents are required to sign a "Computer & Internet Acceptable Use Form" before students will be given internet privileges.

Students are to familiarize themselves with the "Acceptable Use Document" which outlines the expectations for internet use at school. This document is posted in the classrooms and the computer lab and is available at the school office.

Students who use the computer lab and/or its equipment for inappropriate reasons will lose the privilege of using the lab.

Finally, observations have shown that many students attempt to find information on the internet which is readily available from other sources in the school library. In many cases the best research sources are still print materials or other electronic materials (e.g. CD-ROM encyclopedias) which are available to all students.

Permission to Display Photos

All students must have the photo form filled out by their guardians at the beginning of every school year.

If your child has not brought home a permission form please contact the office.

Parent Volunteers

Parents who volunteer in our school must go through a screening process. This involves filling out an application, completing a criminal record check, and completing a child abuse registry check form. These forms can be obtained through the school board office. This is in accordance with the School District of Mystery Lake policy.

Playground Supervision

Students are supervised during recess at 10:20 and 2:30. Be aware that there is no playground supervision provided prior to 8:50 am, during the lunch hour from 12:00-12:55 pm, or after 3:30 pm.

Use of Telephone

Students may use the phone at the office when given a pass from their teacher. This phone should be used for school reasons only. A teacher should determine this before issuing a pass. Arrangements for visiting or meeting with friends are not considered proper use of the phone.

Smoking

The School District of Mystery Lake has declared itself smoke free. Smoking is not allowed on any school property, including the grounds and parking lot. Students smoking on school grounds will be suspended from school for 1-5 days.

Student Led Conferences

Student Led Conferences will be held twice each school year. Students are expected to attend the conferences with their parents since attendance is taken and it is considered a school day. At the conference parents will have the opportunity to view some of their child's school work and discuss their progress with the teachers.

Report Cards

Report cards will be distributed three times a year – December, March, and June.

Opening Exercises

Opening exercises consist of starting the day with the morning announcements and the playing of "O'Canada." O'Canada will be played in English, French and Bilingually throughout the school year.

Announcements are repeated at 1:00 p.m.

Exit and Entry

Students are expected to enter and leave from the following doors:

Kindergarten to Grade 3 – doors at the back of the school close to the Pintail sidewalk.

Grade 4 to 6 – front doors

Grade 7 and 8 – Junior High doors at the back of the school beside the K-3 doors.

Students returning from band or arriving late may enter through the front door.