

**WESTMOUNT ELEMENTARY
SCHOOL
Student Handbook
2021-22**



**1100 Currie Crescent
Moose Jaw, Saskatchewan S6H 5M8
Phone: 306-694-5999
Fax: 306-692-4990**

School Times: 9:05 a.m. – 11:55 p.m. and 12:40 p.m. – 3:30 p.m.

**Website: www.prairiesouth.ca/westmount
Facebook: Westmount Elementary School
Instagram: school.westmount
Twitter: @WestmountSchool**

DIVISION FOUNDATIONAL STATEMENTS

Mission and Vision

Westmount School is a diverse and inclusive learning environment where everyone belongs. We believe all students can and will learn to their fullest potential through high quality teaching, assessment and trauma informed practices.

Core Values

1. Development of the Whole Child

At school students:

- learn how to learn;
- achieve at their highest levels;
- contribute to their school community; and
- participate in the communities at large.

2. Community Involvement & Engagement

Community involvement is important because:

- our schools connect people with learning and community;
- public participation helps us make better decisions; and
- diverse perspectives create a better understanding of need.

3. Division Transparency

We build trust and credibility with our community members by:

- sharing information that improves the public's understanding of our decisions and policies;
- showing how we spend our monies to deliver services; and \
- maintaining the code of ethics established by the Board.

4. A Collective Common Sense Approach

Our decisions and policies reflect the needs of our communities and are based on:

- careful research;
- accurate data; and
- informed judgment.

Important Adults at Our School

Teaching Staff:

Mrs. Trish Alexander -	Principal
Mr. Angus McIntosh -	Vice-Principal
Mrs. Shaunna Taylor-	Student Support Teacher
Mrs. Kim Alexanderson -	Student Support Teacher
Mrs. Pam Elliott	Student - Support Teacher
Mrs. Jennifer Mitchell -	Student Support Teacher
Mrs. Laura Simpson -	Student Support Teacher
Mrs. Amanda Harper -	Pre-Kindergarten
Mrs. Erika Topp -	Kindergarten
Ms. Caitlyn Friess -	Grade 1
Ms. Brianne Mathieson -	Grade 1
Ms. Rina Schmidt -	Grade 2
Mrs. Rae Singleton -	Grade 2/3
Mrs. Christine Hirtle-Gluck -	Grade 3
Ms. Jody Brown -	Grade 4
Mrs. Shameem - Arndt	Grade 4/5
Mrs. Debbie Taylor-French -	Grade 5
Mrs. Nicole Krosse -	Grade 6/7
Mr. Todd Boyle -	Grade 6
Mrs. Karen Gray -	Grade 7/8
Mr. Shane Krukoff -	Grade 7/8
Mr. Michael Hunt -	Physical Education
Mrs. Carley Adams -	Band, Music
Mrs. Patty Veroba-	Literacy Support

Support Staff:

Mrs. Patricia Acker -	Administrative Assistant
Mrs. Vanessa Morhart -	Educational Assistant
Mrs. Terrie Ahadi -	Educational Assistant
Mrs. Marlain Watson -	Educational Assistant
Mrs. DawnAnne Darroch -	Educational Assistant
Mrs. Shaunna Miller -	Educational Assistant
Mrs. Debbie Rawlyk -	Educational Assistant
Ms. Kaitlyn Hofer -	Educational Assistant
Mrs. Ronna Antonio -	Educational Assistant
Mrs. Noreen Fitzgerald-	Educational Assistant
Mrs. Stephanie Funke-	Educational Assistant
Mrs. Tracy Dombowsky -	Speech Language Pathologist
Mrs. Sandra Flegel -	Library Associate
Mr. Gary Smith -	Head Facility Operator

Attendance Matters

DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

(attendanceworks.org)

Absences and Lates

Parents are asked to phone the school secretary if their child is going to be absent or late. We are concerned about student safety; therefore, your co-operation with this request is greatly appreciated. If a student is absent from school and we have not received a phone call, we will attempt to contact the parent.

You can also email Westmount School when your child will be away.

Please send your message to attendance.westmount@prairiesouth.ca.

Don't forget to include your child's first and last name, their homeroom teacher and the reason for their absence.

Before and After School Supervision

The Prairie South School Division offers a special program at Westmount School. Supervision of students will start inside the school at 7:30 a.m. for parents needing to drop students off before heading to work. Parents will also have the option of having children remain at the school until 4:30 p.m. with supervision to accommodate work schedules that have parents needing supervision after school.

- Parents must make arrangements ahead of time with the office to utilize these programs (form to be completed)
- This is **NOT** a breakfast program. Students must be fed before coming to school.
- It is vitally important that an emergency contact can be reached during these hours.
- Student behaviour is expected to be exemplary.
- This program is to accommodate work schedules.
- Start and end times are firm and must be adhered to.

Bell Times

8:45	students may enter school
9:00	Warning Bell
9:05	Morning classes begin
10:35 – 10:50	Morning Recess (grades K-4/5)
10:55- 11:10	Morning Recess (grades 5-8)
11:55 – 12:15	Grades K-4 (eating) Grades 5-8 (outside recess)
12:15	warning bell
12:20- 12:40	Grades K-4 (recess) Grades 5-8 (eating)
12:40	Afternoon classes begin
1:40- 1:55	Afternoon Recess (grades K-4)
2:10 – 2:25	Afternoon Recess (grades 4/5-8)
3:30	Dismissal

Bus Transportation

Pre-Kindergarten students attending the morning program will be bussed TO SCHOOL ONLY. Parents are to pick them up at noon.

Pre-Kindergarten students attending the afternoon program will be bussed FROM school only. Parents are to drop them off at school.

Kindergarten to Grade 8 students who live west of 15th Avenue are provided bus transportation. Please contact the school for more information or call the Transportation Department at 694-7558. Students who behave in an inappropriate or unsafe manner may have bus privileges removed.

Cell / Smart Phones

Cell phones and personal devices are not to be used during instruction time unless permission is given by the teacher. They can be viewed as an excellent learning tool in many cases. They are the responsibility of the student and should be kept safe. They are never to be used at school assemblies, special events or student breaks. If a student is found with a cell phone without permission of an adult, the phone will be taken to the office and the

parent/guardian will be required to pick it up at the office at their earliest convenience.

Cold Weather Procedures

During our winter season we will follow these cold weather procedures for Westmount School. Student and staff safety are a priority. Here are some important things to remember:

- **Please ensure your child is dressed appropriately for the weather.** Mitts, toques, scarves, boots, and winter coats are important to help reduce the risk of frostbite.
- **Please have your child arrive at school as close to bell time as possible.** This will reduce the time they are exposed to the cold weather.
- If the temperature is extremely cold due to the wind chill, the student entry doors will be unlocked and students will be allowed into the school but are expected to remain near their entry.
- If the temperature is extremely cold due to the wind chill, students will remain inside for some or all of the recesses. Those staying for lunch will also remain inside after they have eaten.
- All doors will be open for students at 8:45am.
- The doors will be locked at 4:30 P.M.

For information regarding weather conditions and bus information please visit our school website links at:

- Environment Canada:
http://weather.gc.ca/city/pages/sk-24_metric_e.html
- PSSD Transportation Information:
<http://www.prairiesouth.ca/transportation/>
- Westmount School:
<http://www.prairiesouth.ca/westmount/>

Discipline at Westmount School

At Westmount we follow the Prairie South School Division's beliefs about discipline. We strive to create safe, positive, and caring environments for all students, employees, and visitors.

School Rules:

1. Keep your hands and feet to yourself.
2. Co-operate with others.
3. Respect others and their property.
4. What's on the ground stays on the ground.
5. No put downs.

Expectations:

It is important students understand the responsibilities for which they are accountable. Students are expected to be on time, do one's work well, and make no one's life unpleasant. All rules and consequences at Westmount School are in accordance with the Saskatchewan Education Act and Policies of the Prairie South School Division Board of Education.

Disciplinary measures are corrective and supportive and may include:

1. Reminders
2. Do - Over
3. Time Outs
4. Detention or Tutorial
5. Extra practice of appropriate behaviors
6. Removal of privileges for safety measures
7. Clean up duties
8. Restitution
9. School alternative placement
10. Suspension

Students' Rights and Responsibilities:

1. Students have the right to learn in an environment that is safe.
2. Students have the responsibility to listen, follow directions, and put effort into their class work.
3. Students have the right to be respected at school.
4. Students have the responsibility to follow the general guidelines and rules of the classroom and school.

5. Students have the responsibility to respect the rights, dignity, and personal space of other people in the building.

Dress Code

Modesty and respectful appearance are important at Westmount School. The school retains the right to determine a standard of decency and to ask a student to change into appropriate clothing. We would like to remind parents to please make sure that your child not come to school dressed in muscle shirts, short shorts/skirts, inappropriate pictures/ slogans, short/tube or halter tops...underwear should not be visible. This type of dress is inconsistent with our dress code and unacceptable in our school environment. As a sign of respect, and for safety purposes, students are asked to remove hats, toques, bandanas, and hoods when they enter the school. Thank you for your cooperation.

Footwear

Each student is required to have a pair of gym shoes that he or she can leave at school. These will be used for gym and for wearing inside the school. Students will be required to remove outdoor footwear and wear their indoor shoes. This will help keep our school clean and will ensure students have something on their feet in case the school needs to be evacuated.

Fundraisers

During the school year, our School Community Council may approve and organize several fundraising projects. Some will be on a larger scale, while others are quite small. *All money raised will be put back into the school to benefit the students.* If you have any ideas, please forward them to any members of our SCC so we can add them to the list.

Kindergarten Enrollment

Any child five years of age by December 31st is eligible to attend Kindergarten. The child should be registered in the spring for enrollment in August. Birth certificates and

Saskatchewan Health cards must be shown at the time of registration.

Lost and Found

A lost and found box is located in the upstairs hallway. Students are encouraged to place found articles in this location and, likewise, students who have lost an article are advised to look in the lost and found box. Periodically throughout the year unclaimed items are packaged and given to one of the agencies who distribute clothing and toys to those in need.

Parent Chaperones and Volunteers

Volunteers are valuable to the school program. If you are interested in volunteering or becoming part of the School Community Council please contact the school office. The Prairie South School Division policy requires that all chaperones and volunteers have a current (within one year) criminal record check. When applying for a criminal record check, you must have a letter from the organization. Please stop by the school office for a letter! We recommend that parents obtain a criminal record check as soon as possible so that you don't miss out on any field trips or other opportunities.

Lunch

Lunch supervision is provided **FOR THOSE STUDENTS THAT RIDE THE BUS TO SCHOOL**. All other students are expected to go home for lunch. However, if there are special circumstances that require a non-bus student to stay for lunch, you can contact the school to get permission. However, we do encourage students who reside near the school to go home for lunch whenever possible.

Lunch supervision will be offered daily from 11:55 to 12:40 p.m. From 11:55 to 12:20 all grade K-4 students will eat lunch in their homeroom while grades 5-8 will have recess. At 12:20 p.m. K-4 students will go outside, while grades 5-8 eat inside with their peers.

Please note that eating lunch at school is a privilege that carries with it the responsibility to behave in an appropriate manner during the lunch break. Students who stay for lunch will be given a list of specific lunch room expectations. Students who do not follow these expectations may be removed from the lunch program for a certain period of time or indefinitely.

Attendance is taken daily to ensure the safety of ALL students. Therefore, **it is imperative that the school office is notified if your child will not be staying for lunch.**

Students who regularly stay during the noon period are NOT allowed to leave the school to go to the store to get lunch.

Nutrition

Westmount School prides itself in promoting healthy food choices to our students. Concessions for various events often offer a wide variety of healthy choices for the participants. We would encourage all students to make healthy choices each day. Food items such as pop, candy, and potato chips, are discouraged at school. **Slurpees, energy drinks and sunflower seeds are not permitted at school.**

Nut Free Zone

We are requesting your assistance in making our school a “**NUT FREE ZONE**”. We have students attending our school with life threatening allergies to nuts of all sorts and any residue from products made from nuts.

Parent/Guardians please do not send your child with snacks or lunches containing any form of nuts. Thank you for your continued support in helping us make our school a healthy, safe place for all.

Physical Education

All students participate in regular Physical Education classes unless they are excused by a Doctor's Certificate.

Grades 7-8 students are expected to change into appropriate gym apparel. Jewelry of any kind is not allowed.

During the year, various clubs and activities are offered to students. These programs are geared to promote student participation and foster school spirit. Since these activities are supervised by staff on a voluntary basis, they may vary from year to year. Extracurricular activities involve a lot of extra time and effort and students are expected to meet all school expectations, especially as related to attendance, attitude and academics.

Replica Weapons

Please be advised that replica weapons are not allowed on school property. Many toy replicas look real and could be perceived as threatening. Please do not allow your child to bring such items to school. This request is in accordance with School Board Policy. Violation of this policy could result in discipline measures being taken by the school administration, depending on the circumstances involved.

Reporting to Parents

Reporting student progress to parents and guardians is a practice essential to the education of every student.

- Teachers will report student progress to parents or guardians by means of Student Led Conferences, online report cards, and personal contact. Modern information technology may also be used to assist the communicative processes regarding student progress between students, parents or guardians and teachers.
- Student Led Conferences are scheduled twice each year. Students are encouraged to lead these conferences.
- Parents will be provided with access information needed to review their child's progress within the chosen software program. A written progress report may be available to parents upon request.

School Cash

The school will not be accepting cash for hot lunches, athletic fees, school clothing, etc.

School Cash Online provides you with the convenience of paying online for school items such as trips, club/athletic fees, hot lunches and spirit wear. We really want to save you time when paying for school expenses, so we can't wait for you to take advantage of this opportunity. *School Cash Online* is a great way to pay without the need for cash or checks! *School Cash Online* now accepts credit cards!

If you haven't already, please follow the link

<https://prairiesouth.schoolcashionline.com> to register online (it takes less than 5 minutes!). Once you have registered your child, you will be able to see when they have a new item posted online for purchase. You also have the option to be notified whenever your child has a new school expense due, so you don't have to worry about missing the deadline.

School Community Council

Our School Community Council supports students learning and organizes initiatives. Monthly meeting times are advertised in the school newsletter. All parents and community members are welcome to attend council meetings. Your ideas, suggestions and time are valued and appreciated.

School Community Council Members:

Megan Fortin -	Chair
	Vice Chair
Erika Topp -	Secretary
Jess Zoerb -	Treasurer
DawnAnne Darroch	Member at Large
Suzanne	Member at Large
-	Member at Large
Trish Alexander -	Principal
Angus McIntosh -	Vice-Principal

School Newsletter

We publish a school newsletter twice per month. We try to provide information necessary for the month in advance. If you have comments or suggestions regarding our newsletter please forward them to the school office.

The newsletter is posted on our school website at:

<http://www.prairiesouth.ca/westmount/>

Skateboards, Roller blades, Heelies, Scooters, Hoverboards

Students are allowed to bring skateboards, long boards, roller blades, heelies, scooters and hoverboards to school provided they are properly stored and not used on the school grounds. Proper storage of these items will be in a back pack or locker. As with bicycles, we cannot assume responsibility for student or equipment safety. We strongly encourage the use of **helmets and other protective gear** while using this type of equipment. Heely Shoes are not permitted inside the school as the wheels damage the wax finish on the floors.

Valuables at School

Students are discouraged from bringing valuable items or money to school. Students who choose to do so are responsible for their belongings. In the rare event your child needs to bring money to school he/she should turn the money into the office or homeroom teacher.

Yard Supervision

We encourage parents to keep their children home until close to bell time (8:45 a.m.). The yards are supervised at for both recesses and again in the PM prior to entry time after lunch. There is no supervision earlier than 8:45 in the morning. Students are expected to follow school rules when on school grounds. Students are required to respond to and respect the yard supervisors at all times. Once students arrive at school they are expected to remain at school until bell time.

Traffic

To keep our crescent safe, we ask parents, motorists, students and teachers to co-operate with the following rules and procedures:

1. Students are not permitted to walk in the back alley south of the school.
2. The staff parking lot is out of bounds to students and parents. Please refrain from using the parking lot as a pick-up or drop – off location.
3. Students must cross streets at crosswalks.
4. Do not pick up, drop off or park in the “No Stopping Zone” west of the school on Currie Crescent.
5. Do not park in the handicap zone in front of the school (unless you are legally permitted to do so) or in the alley where the bus picks up and drops off students.
6. Students must walk their bikes in the school yard and park them in the bike lot. All bikes should be locked as the school is not responsible for lost or stolen bikes. Students not following these procedures will be asked to leave their bikes at home.
7. Students are asked to use their assigned doors to gain entry to the school as well as exiting the school.