



# Westview Public School

**Learn Together Lead Forever**

## Student Handbook

2023-2024

**Principal: Waleed Najmeddine**  
**Vice principal: James Sedgwick**

407 Wolverine Drive  
Fort McMurray, Alberta  
T9H 4S6

Telephone: (780) 791-3121



## **We are part of the Fort McMurray Public School Division (FMPSD)**

Fort McMurray Public School Division is home to 16 schools. We offer a variety of programming for our youngest three-year-old Early Childhood Development Program students to our graduating Grade 12 students.

### **FMPSD Mission Statement**

The Fort McMurray Public School Division is a learning community dedicated to educating all students for personal excellence.

### **FMPSD Goals**

Alberta Education has identified four goals for School Boards to focus on:

1. High-Quality Learning Opportunities for All
  - 1.1 Schools provide a safe and caring environment.
  - 1.2 The education system meets the needs of all K-12 students, society, and the economy.
  - 1.3 Children and youth at risk have their needs addressed through effective programs and supports.
  - 1.4 Students complete programs so that they are ready to attend post-secondary institutions and/or contribute as members of society and the economy.
2. Excellence in Student Learning Outcomes
  - 2.1 Students demonstrate high standards in learner outcomes
  - 2.2 Students are well prepared for lifelong learning.
  - 2.3 Students are well prepared for employment.
  - 2.4 Students model the characteristics of active citizenship.
3. First Nations, Métis, and Inuit Students
  - 3.1 First Nations, Métis, and Inuit students are well prepared for citizenship, the workplace, and post-secondary education and training.
  - 3.2 Key learning outcomes for First Nations, Métis, and Inuit students to improve.
4. Highly Responsive and Responsible Jurisdiction
  - 4.1 The education system at all levels demonstrates effective working relationships.
  - 4.2 The education system at all levels demonstrates leadership and continuous improvement

### **Treaty Eight Land Acknowledgement**

Fort McMurray Public School Division acknowledges that we are on Treaty 8 Territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Dēnēsulinē, and Métis. We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries. We are dedicated to honouring the intent and spirit of Treaty 8.

## **Westview School Mission, Belief, and Vision Statement**

### **Mission Statement**

Westview School is a learning community that takes pride in promoting high-quality education and healthy living. We foster a diverse, respectful learning environment through leadership and cooperation. We celebrate each other's unique contributions.

### **Vision Statement**

Learn Together, Lead Forever

### **Belief Statement**

Student success in learning is a priority at Westview. We believe that learning is an active process where each experience becomes a stepping-stone for higher levels of understanding, achievement, and success. In strong partnerships with parents, students are provided with the support necessary to maximise their potential by learning through differentiated programming and developing habits and behaviours necessary for success.

At Westview, we believe

- That children learn best when they receive the support necessary from home and school.
- That all children can reach their learning potential when we align their paradigms with habits of effectiveness.
- In rigorous academic programming that accommodates individual differences and promotes student success.
- In empowering students to be self-aware and taking responsibility for their learning.

### **Rights and Responsibilities**

Each school year provides us another opportunity to work together to ensure all students achieve success. We believe a collaborative partnership among students, staff, and parents maximises student learning.

Students have a responsibility to come to school prepared to learn and contribute to a mutually respectful atmosphere. Students have a right to be treated with respect and dignity in an environment that is safe and secure.

Westview staff have a responsibility to provide the best possible education. Westview staff have a right to anticipate cooperation and a respectful learning environment in order to achieve this goal.

Parents have a responsibility to be active supporters and participants in their children's educational experiences at Westview Public School. Parents have a right

to clear communication about their child's progress.

Students of Westview School need to understand the necessary responsibilities for meeting the high standards of conduct of the school. What you do and how you act reflects on your school and your family. Courteous behaviour, a willingness to learn, and respect for the rights of others are among the most important student responsibilities.

If you have questions or concerns, seek explanations, advice, and help from your teachers, counsellor, and administrators. We look forward to working with you.



**2023-2024**  
**DIVISION CALENDAR**

231 Hardin Street,  
Fort McMurray, AB T9H 2G2  
PH: 780-799-7900

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
					3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2024						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2024						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

KEY	
	Important Day-Students
	PLF Staff Only
	Important Day - Staff
	School Break All
	PD Day - Staff Only
	Stat Holiday - All

  

NOTES	

  

Semester 1	
Operational Days:	100
Instructional Days:	87
Semester 2	
Operational Days:	94
Instructional Days:	85
<b>Total Operational:</b>	<b>194</b>
<b>Total Instructional:</b>	<b>172</b>

<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>
7 Heritage Day Stat Holiday	1 PLF #1 Staff Only (No school for students)	6 Day in Lieu (No school)	3 PLF #4 Staff Only (No school for students)
16 Schools open for registration	4 Labour Day Stat Holiday (No school)	9 Thanksgiving Stat Holiday (No school)	10 Day in Lieu of Remembrance Day (No school)
17 First day for Administrators	15 PLF #2 Staff Only (No school for students)	20 PLF #3 Staff Only (No school for students)	11 Remembrance Day Stat Holiday
22 First day for Teachers	29 Day in Lieu of National Day of Truth and Reconciliation	27 Institute Day (No school for students)	24 PLF #5 Staff Only (No school for students)
24 First day, School-Based CUPE	30 Stat Holiday National Day of Truth & Reconciliation		
28 First day for Students			

  

<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>
1 PLF #6 Staff Only (No school for students)	2 New Years Day Stat Holiday	2 PD Day (No school)	1 Teachers' Convention (No school for students)
15 PLF #7 Staff Only (No school for students)	2-5 Christmas Break (No school)	16 PLF #9 Staff Only (No school for students)	15 PLF #10 Staff Only (No school for students)
22 Non-operational (No school)	26 PLF #8 Staff Only (No school for students)	19 Family Day Stat Holiday	29 Good Friday Stat Holiday (No school)
25 Christmas Stat Holiday (No school)	31 Semester 2 Begins	26-1 Teachers' Convention (No school)	
26 Day in Lieu Stat Holiday (No school)		29 Teachers' Convention (ATA Staff Only)	
27-29 Christmas Break (No school)			

  

<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
1 Easter Monday Day in Lieu (No school)	3 PLF #12 Staff Only (No school for students)	7 PLF #13 Staff Only (No school for students)	1 Canada Day Stat Holiday
12 PLF #11 Staff Only (No school for students)	17 PTI Day in Lieu (No school)	26 Last Day Students	
15-19 Spring Break (No school)	20 Victoria Day Stat Holiday (No school)	27 Last Day Staff	



## GENERAL INFORMATION

### School Hours

**Office hours** **7:30 a.m. - 3:30 p.m.**

### Kindergarten and Early Childhood Development Program (ECDP):

Morning session 8:05 a.m. - 10:52 a.m.  
 Afternoon session 11:53 a.m - 2:40 p.m.

Supervision	7:45 - 8:00 a.m.
First Bell	8:00 a.m.
Classes begin	8:05 a.m.
<b>Morning recess</b>	<b>10:05 - 10:20 a.m.</b>
<b>Lunch recess</b>	<b>11:39 a.m. - 12:02 p.m.</b>
<b>Lunch</b>	<b>12:02 - 12:25 p.m.</b>
Dismissal	2:40 p.m.
Supervision	2:40 - 2:55 p.m.

### **Attendance**

Regular and punctual attendance is critical for academic success. The Alberta Education Act states that all children aged 6 to 16 are required to attend school. **If a student will be absent for any reason, parents are asked to contact the school office in advance.** After hours, parents may **leave a voicemail message at our main office number** (780) 791-3121 or e-mail [wvabsences@fmprsd.ab.ca](mailto:wvabsences@fmprsd.ab.ca) to report your child's absence.

When students are absent from school and a message has not been received from parents in advance, the following procedures will occur:

- Parents will be contacted to confirm that their child is at home. **Please ensure that we have accurate contact information. If personal contact cannot be made, a voicemail message will be left.**
- Classroom teachers advise the principal if poor attendance becomes an issue affecting the student's academic success. The principal may contact parents to discuss the concern.
- If attendance continues to be a concern, the principal may arrange a conference with parents and the student to discuss concerns and possible solutions.
- If this does not resolve the issue, the principal may contact the Alberta Attendance Board to report the problem.

Designated entrances for students:

ECDP	Main Entrance
Kindergarten	Main Entrance
Grades 1	East Entrance - Signal Road
Grades 2, 2/3	West Entrance - Tarmac Doors
Grades 3, 4	South Portable Entrance - Parking Lot
Grades 4/5, 5, 6	West Portable Entrance - Rear Playground

## **Policies and Procedures**

### **Arrival at School**

We encourage children to arrive at school after 7:45 a.m. when outdoor supervision begins. The doors will be unlocked at 7:50 a.m. If a student is late they will need to enter the school through the front door, go to the office and receive a late stick and then proceed to class.

### **Bicycles, Skateboards, and Scooters**

During school hours students are requested to walk their bikes and scooters and carry their skateboards while on school property. Bikes must be locked in the bike racks provided. Scooters and skateboards must be kept inside lockers or other designated areas. Students are expected to wear helmets. Students are not allowed to ride skateboards or scooters during the morning or lunch recess break.

*Please note: the school will not assume any responsibility for lost or stolen belongings.*

### **Entering the School**

Hats and outside shoes are to be removed when students enter the school. Students are required to have inside shoes (with non-marking soles) while inside the school. Hats are not permitted to be worn during instructional hours.

### **Leaving School Grounds (Closed Campus)**

Westview School is a closed campus. This means that students are not allowed to leave school grounds during the day unless they have been signed out by a guardian at the main office and are leaving with that guardian.

### **Transportation and Parking**

Please note that there is limited parking at our school grounds. Please refrain from driving through or parking in our bus loop.

### **Cold Weather Policy**

Students will come to school dressed appropriately for the weather, especially in winter. On days when the windchill temperature is below -24°C, the “Weather Network” application will be used as a reference. During indoor recess, students are expected to engage in quiet activities in their classroom. For everyone's safety students are expected to avoid throwing snowballs.

Learn more about going to school in inclement weather at <https://www.fmpsdschools.ca/board/procedures/4912>

### **Use of Technology**

FMPSD and Westview School believe that appropriate use of technology in our classrooms can significantly enhance learning outcomes. To make sure this technology is reliable and used responsibly, FMPSD has outlined an acceptable use policy that applies to the use of electronic devices that are the property of the division, or privately owned devices used on division premises during school hours and/or during school-sponsored activities.

The use of electronic devices in the classroom will be determined by the teacher, and for the purpose of supporting planned learning activities.

Learn more about acceptable use of technology at <https://www.fmpsdschools.ca/board/procedures/4915>

### **Students After School**

Students are expected to exit out their assigned doors. Those students participating in after-school activities should take their belongings to their activity to be dismissed from there.

There is no outdoor supervision after 3:00 p.m. All students not participating in school-sponsored after-school activities are expected to leave school grounds to go home or to their caregiver at dismissal. Students may remain on the playground after supervision has ended if consent has been granted by a parent or guardian.

### **Grievances**

Should you or your child have a classroom related concern, you are encouraged to reach out to the classroom teacher as the first point of contact. Assistance of a school administrator may be requested should parents feel that the staff member has not adequately addressed the matter.

It is incumbent upon parents, as outlined in the Education Act (referenced below), to contribute to positive and respectful relationships with school personnel. Therefore, parents are expected to contact the school to address concerns. Please avoid posting grievances and negative comments about the school or staff on social media.

Section 32 of the Education Act states that parents have the responsibility to

- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful, and safe learning environment,*
- (e) cooperate and collaborate with school staff to support the delivery of supports and services to the child,*
- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and*
- (g) engage in the child's school community. You may access the Education Act for further reference here:*

You may access the Education Act for further reference here:

<https://kings-printer.alberta.ca/documents/Acts/e00p3.pdf>

### **Emergency Plans**

In the event of an emergency or other unusual circumstances, parents may be contacted using SchoolMessenger, an emergency message system.

Westview's Emergency Plans are reviewed and updated annually. Copies of these plans are available in the office. Although our staff will be preparing students for fire and lockdown drills, some students can become upset by this experience. If you anticipate that your child will need additional support please contact your child's teacher so that we may work together to prepare them. If you have any questions about these drills please do not hesitate to contact the school office.

### **School Fees**

School fees at Westview School are used to support teacher-directed activities and the acquisition of learning materials for their classrooms. School fees will be charged in accordance with board policy.

### **School Agendas**

All students from grades 1 to 6 are provided a free school agenda booklet. This is an excellent form of communication between the school and home. A replacement cost may be levied if an agenda booklet is lost.

### **Textbooks**

Textbooks are supplied at no charge however students are expected to take care of their assigned textbook. Students in grades four to six sign textbooks out of the library. Parents will be billed for lost or damaged textbooks.

### **Library Use**

Students will have access to the school library and are permitted to check out two books during their library block. Students are responsible for returning library books in a timely manner. They will not be allowed to check out more library books until all past library books have been returned. If books are lost or damaged students are expected to pay to replace the books.

### **Injury and Illness**

If a child is ill it is in their and schoolmates' best interest that they take time to recover at home. If a child becomes ill at school, parents will be called and requested to take their child home.

In the case of an injury on school grounds, the child will be brought to the office where minor injuries will be treated. More serious injuries will result in a parent phone call. It is imperative that we also have an emergency number. If we cannot reach parents there may be times when a child may need to be taken to the hospital. Should an ambulance need to be called the school division has insurance that will

cover the cost.

Learn more about FMPSD's Illness/Injury Policy here:

<https://www.fmpsdschools.ca/board/procedures/5028>

## **Medications**

FMPSD policies regarding the administration of medication to students requires that all parents/guardians submit documentation to the school office. Signature from a family doctor must be included prior to requesting that the school store or administer medications for students.

Learn more about FMPSD's Medication policy here:

<https://www.fmpsdschools.ca/board/procedures/5029>

Any student with **life-threatening medical conditions** (for example: severe allergies epilepsy asthma or diabetes) will require a Medical Response Plan. The Medical Response Plan must be signed annually by the parent/guardian and the family's medical doctor. It is the parent's responsibility to advise the school of the medical condition and provide the school with any equipment and life-saving devices.

Learn more about FMPSD's Life-Threatening Medical Conditions policy here:

<https://www.fmpsdschools.ca/board/procedures/5033>

## **Peanut and Nut Aware School**

We have several students and staff who have severe allergies to peanuts and/or tree nuts in our school. Please refrain from sending food that contains any peanuts or tree nuts (for example: peanut butter or Nutella sandwiches).

## **Visitors**

Visitors of all ages need to enter through the front doors and report to the school office. To maintain a safe and secure environment we lock all other outside doors during the school day.

## **Volunteers**

To ensure the safety of our students all school volunteers are required to provide a completed Criminal Record Check. In order for our parents to receive a Criminal Record Check a cover letter is required. Please contact the office to indicate you would like to have a cover letter prepared. When it is complete we will call you to pick it up or send it home in your child's agenda. New Criminal Record Checks must be submitted every five years.

<https://www.fmpsdschools.ca/board/procedures/5163>

## **Leader in Me Program**

Leader in Me® is a school-wide leadership development process for both students

and staff members based on The Seven Habits of Highly Effective People®. It integrates Timeless leadership principles into school culture, driving transformational results. The Leader in Me® is designed to be integrated into a school's core curriculum and everyday language. It becomes part of the culture, gaining momentum and producing improved results year after year, benefiting schools and students in the following ways:

- Help students to gain the skills and self-confidence to succeed as leaders
- improves academic achievement
- decreases discipline referrals
- raises levels of accountability and engagement among both parents and staff

## **Diversity and GSA**

Our school teaches our students that diversity is a strength. Regardless of colour, gender, age, race, religion, or sexuality, all students are taught to be respectful and to celebrate each other's differences.

## **APPLE® School**

Westview partners with APPLE Schools to create a sustainable healthy school community. APPLE Schools is an innovative school-focused health promotion initiative proven to make a difference in schools. It impacts the lives of more than 20,000 students annually in schools across Western Canada by improving their healthy eating, physical activity, and mental health habits. Visit [appleschools.ca](http://appleschools.ca) to learn more.

In keeping with [FMPSD policy on Health Promoting School Environment](#) (AP 164), school staff will not distribute candy/treats (birthdays, Halloween, Valentines, etc) to students on parents' behalf.

## **Lunch program expectations**

Please provide your child with a morning snack as well as a lunch that does not require microwaving or hot water.

Parents who wish to drop off lunches for their child during the school day are asked to do so prior to 12:00 p.m. The office will call these students to the office to pick up their lunch. Office staff will not manage lunch deliveries to the school building (Skip the Dishes, restaurants, etc.).

## **Homework Policy**

Homework is intended to reinforce curriculum concepts learned at school. Occasionally homework may be sent home with these criteria in mind:

- Work a student did not complete at school
- A special project requiring more time
- Preparation for assessment tasks (quizzes, unit tests, etc.)

## **Westview School Student Code of Conduct**

Westview Warriors:

- are **proactive** in making positive choices
- **begin with the end in mind** by using their agenda, completing their work, and handing in assignments.
- **put first things first** by being on time for school, coming prepared for class, and doing their best.
- **think win-win** by being respectful and supportive of all people in the school community.
- are active listeners who **seek first to understand and then to be understood.**
- **synergize** by positively working with others.
- **sharpen the saw** by making healthy lifestyle choices.

## Behaviour Plan

Westview Public School is committed to providing each student and staff member with a welcoming, respectful, caring, and safe environment. We expect all staff and students to act in socially responsible and respectful ways so that teaching and learning can occur.

You may wish to review Fort McMurray Public Schools policies and administrative procedures about

- Safe, Caring, and Respectful Learning Environments available at: <https://www.fmpsdschools.ca/board/policies/562>
- Student's Rights and Responsibilities available at: <https://www.fmpsdschools.ca/board/procedures/5049> and <https://www.fmpsdschools.ca/board/procedures/5050>

In cases where a student's behaviour does not follow expected behaviour at school, the following measures will take place to ensure that all students are successful while at Westview Public School:

- Minor infractions (such as inappropriate language, minor hands-on interactions with other students, etc.) will be addressed first by the classroom teacher.
- A repeat of the above incidents will be communicated to the parent by the classroom teacher.
- Further incidents may result in a referral to the administrative and/or resource team.
- Serious infractions (such as threats, intentional damage to school property or physical fights, etc.) will result in an office referral and parents/guardians will be contacted promptly.

## Restorative Practices

All students have the ability to conduct themselves appropriately and meet reasonable behaviour expectations. Westview School prioritises the inclusion of students even when misbehaving, so restorative practices will be used in situations where inappropriate behaviour is occurring.

Students may be required to face those directly affected by their negative behaviours and make some type of restitution for their actions. The intention is to show students the real impacts their behaviour has on others, and provides an opportunity to make up for their mistakes in ways that are acceptable to those who have been wronged.

### **Report Cards**

Report cards will be issued in November, March, and June of each year. Parent Teacher Interviews will be scheduled part way through each term to provide suggestions for improvement before report cards are issued. Please make use of the student agenda to track your child's progress and contact the teacher on a regular basis. Please email the teacher directly, or call the school to make arrangements for a call-back.

### **Field Trips**

Parent volunteers are often needed and required to assist on field trips. We regret that we cannot accommodate siblings due to division insurance policy limitations.

In keeping with our school policies regarding safety for all members of the school community, visitors and volunteers are asked to sign in at the school office and wear a visitor badge for the duration of their visit. A criminal record check and volunteer form need to be completed prior to assisting on a field trip.

<https://www.fmpsdschools.ca/board/procedures/5163>