



Westview Public School

Learn Together Lead Forever

Student Handbook

2025-2026

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.



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 right to be treated with respect and dignity in an environment that is safe and secure. Students have a responsibility to come to school prepared to learn and contribute to a mutually respectful atmosphere. Courteous behaviour, a willingness to learn, and respect for the rights of others are among the most important student responsibilities.

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

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

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@fmpsd.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 the school has 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
Grade 1	East Entrance - Signal Road
Grades 2, 3G	West Entrance - facing Westwood High School
Grades 3S, 4	South Entrance - facing parking lot
Grades 5, 6	West Entrance - facing playground

Policies and Procedures

Arrival at School

We encourage children to arrive at school after 7:45 a.m. when outdoor supervision begins. If there are poor weather conditions in the morning, the entrance doors will be unlocked at 7:45 a.m. and students will be supervised indoors while they wait for the first bell at 8:00 a.m. **Students arriving late must enter the school through the front door**, report to the office and receive a "Welcome stick" before proceeding 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

Outside shoes are to be removed when students enter the school. All students are required to have inside shoes (with non-marking soles) while inside the school. Open toed sandals are a safety hazard.

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, or blocking other cars by double parking.

Cold Weather and Poor Air Quality Policy

Students will come to school dressed appropriately for the weather, especially in winter. On days when the windchill temperature is at or below -24 °C, the “*Weather Network - Thickwood Heights*” 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.

When air quality conditions are poor, students will likewise be supervised indoors before the morning bell and at recess breaks. All learning activities will be conducted indoors. We will consult the [Air Quality Monitoring in Government of Canada website](#), which provides guidance on air quality and [activity levels](#).

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

Student Belongings

Personal student belongings (toys, fidgets, sports equipment, Pokemon cards, etc.) are not allowed at school. Exceptions may be made for special “spirit days” where students are encouraged to bring a stuffed toy, blanket, or other items.

Westview School is not responsible for lost student belongings, however, an effort will be made to assist in locating them.

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, and a policy re: [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 only by the teacher, and for the purpose of supporting teacher 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 through their assigned doors. Those students participating in after-school activities should take their belongings to their activity to be dismissed from there.

Westview School staff will supervise children until 2:55 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 use the following protocol:

1. Contact the classroom teacher. The vast majority of parent concerns can be addressed by maintaining close communication with your child's teacher throughout the school year.
2. Assistance of a school administrator may be requested should parents feel that their child's teacher has not adequately addressed their concerns.
3. Assistance of division office staff may be requested should parents feel that the school principal has not adequately addressed their concerns.

Parents/guardians, as outlined in the Education Act (referenced below), must contribute to maintenance of a positive and respectful relationship with school staff. **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 from 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.

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 displays signs of illness at home, it is in their best interests, and those of their schoolmates, that they take time to recover at home. If a child becomes ill while 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 in advance. A doctor's signature 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 necessary 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 immediately report to the school office. To maintain a safe and secure environment, all other exterior doors remain locked during the school day.

Volunteers

To ensure the safety of our students all school volunteers are required to provide a completed Criminal Record Check. The RCMP will waive fees if a letter from the school is provided at the time of application. Please contact the school office to indicate you would like to have a cover letter prepared. You may pick it up at the school office or it can be sent home with your child. New Criminal Record Checks must be submitted every five years.

Learn more about FMPSD Volunteer Registration Form
<https://www.fmpsdschools.ca/board/procedures/5162>

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, and is designed to be integrated into a school's core curriculum and everyday language. The [Leader in Me program](#) is based on the work of Stephen Covey and the [7 Habits of Highly Effective People](#). In the school setting, it aims to teach students the attitudes and behaviours that will help them to succeed at school and beyond. We strive to give students opportunities to practice leadership. This [parent guide](#) has information on how you can reinforce their learning at home.

- 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 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 accept lunch deliveries to the school through services such as "Skip the Dishes".

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 apply Stephen Covey's 7 Habits of Successful People:

- They are **proactive** in making positive choices
- They **begin with the end in mind** by using their agenda, completing their work, and handing in assignments.
- They **put first things first** by being on time for school, coming prepared for class, and doing their best.
- They **think win-win** by being respectful and supportive of all people in the school community.
- They are active listeners who **seek first to understand and then to be understood**.
- They **synergize** by positively working with others.
- They **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 behaviours and make some type of restitution for their actions where appropriate. 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 digitally in January and June of each year. A hardcopy can be provided upon request. Parent Teacher Interviews will be scheduled part way through each term to provide suggestions for improvement before report cards are issued. Please keep in touch with your child's teacher on a regular basis via email, 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>