

Westboro Elementary School Handbook 2024–2025



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WESTBORO ELEMENTARY

Our Motto

Believe in yourself – imagine the possibilities.

Mission Statement

To prepare our students to be positively contributing members of society when they finish school.

Belief Statement

At Westboro Elementary we:

- **believe that all children can learn in a safe, caring environment that values diversity and collaboration.**
- **engage learners; teach with compassion, model consideration and generosity of spirit, resulting in team players and confident learners.**
- **strive to have our parents/caregivers, staff and community members actively involved in our students' learning and forge strong partnerships.**

Westboro Elementary School Council and Parent Society

Elections are held in the Spring to vote in the Executive teams prior to the next school year. We encourage any parent/guardian who is interested in becoming actively involved in the Westboro Elementary School Council and Parent Society.

At Westboro Elementary School, we believe that parent/guardian involvement is a critical factor in the educational achievements of our children. Our parents/guardians are active partners in education, whether they assist in the classroom, participate in the School Council or act as an "at home" project volunteer. Parents/guardians are an integral part of the Westboro Elementary School family and are contributors to the success of the entire school community.

At Westboro Elementary School, there are two groups for parents/guardians: Westboro Elementary School Council and Parent Society. The Westboro Elementary School Council and Parent Society are legally two separate governing bodies who provide excellent support and feedback to the school. The School Council advises and provides input into school decisions and activities such as the School Education Plan, transportation issues and building community. The Westboro Elementary School Parent Society focuses on fundraising for such items as computer hardware, field trips, school presentations, art supplies and music equipment. While these two bodies are separate entities, historically the same set of elected officers run both groups and both meetings are held on the same evening. Both groups create and publish separate agendas and minutes and are governed by different regulations.

The School Council is regulated by The School Councils Regulation (113/2016). For more information, visit the Alberta Education website at: <https://www.alberta.ca/school-councils.aspx>. **The School Council Resource Guide (revised 2016) is an A-Z resource for school councils and can be found at <http://www.albertaschoolcouncils.ca/?page=SCRGuide2>.** The Westboro Elementary School's Parent Society is regulated under the Society Act and is also a registered charity governed by the Canada Revenue Agency.

Westboro Elementary School Council and Parent Society Group Executive 2024-2025:

Chair	Christan Rasmussen
Vice-Chair	Hilary Schmidt
Treasurer	

In our school, the School Council and the Parent Society typically meet on the third Wednesday of each month from 6:30 p.m. until approximately 8:00 p.m. to discuss a variety of topics and share information. For more information, please follow us on Facebook at: <https://www.facebook.com/groups/WestboroParents>

If you would like to be added to the School Council/Parent Society email distribution list email WestboroParents@gmail.com. They email copies of agendas and meeting minutes, as well as other important information from time to time. Alternatively, you can look up our information on the Westboro Elementary school website (www.westboroelementary.ca) under School Council.

Note: The School Council/Parent Society do not have access to parent/caregiver email addresses through the school due to FOIP.

School Council and Parent Society meeting dates for the 2024-2025 school year are:

- October 8, 6:30 p.m.
- November 19, 6:30 p.m.
- January 14, 6:30 p.m.
- February 11, 6:30 p.m.
- March 11, 6:30 p.m.
- April 18, 6:30 p.m.
- May 13, AGM 6:30 p.m.

Bell Schedule

Westboro Bell Schedule 2024-25

Regular Times

Warning Bell	8:29	
Period 1	8:35 - 9:07	32
Period 2	9:07 - 9:39	32
Period 3	9:39 - 10:11	32
Recess	10:11 - 10:26	17
Period 4	10:28 - 11:00	32
Period 5	11:00 - 11:32	32
Period 6	11:32 - 12:04	32
Lunch/Recess	12:04 - 12:24 - 12:54	45
Period 7	12:56 - 1:28	32
Period 8	1:28 - 2:00	32
Wellness Break	2:00 - 2:08	8
Period 9	2:08 - 2:40	32
Period 10	2:40 - 3:12	32
Instructional Minutes:		320

Early Dismissal

Warning Bell	8:29	
Period 1	8:35 - 9:01	26
Period 2	9:01 - 9:27	26
Period 3	9:27 - 9:53	26
Recess	9:55 - 10:10	15
Period 4	10:12 - 10:36	26
Period 5	10:36 - 11:02	26
Period 6	11:02 - 11:28	26
Lunch/Recess	11:28 - 11:48 - 12:18	50
Period 7	12:20 - 12:46	26
Period 8	12:46 - 1:12	26
Wellness Break	1:12 - 1:20	8
Period 9	1:20 - 1:46	26
Period 10	1:46 - 2:12	26
Instructional Minutes:		260

District Contact Information

Westboro Elementary School is proud to be a part of Elk Island Public Schools (EIPS). Please visit the EIPS website at www.eips.ca to find a host of information about our schools, programs and district initiatives.

To contact **Central Office**, please call: 780-464-3477.

For questions about **Student Transportation**, please call: 780-417-8151.

Our Community & Facility

Westboro Elementary was built in 1970 and is located in an established neighbourhood in the southwest section of Sherwood Park. Westboro Elementary is a well-maintained facility with Smartboard technology, FM system equipped classrooms, portable computer labs, a fully outfitted music room, a large gymnasium, and an extensive library. There are computers in the library dedicated to our Accelerated Reading (AR) Program for our Gr 4-6 students and also used for student research. The library technician's time is used to enhance the overall appearance and operations of our library as well as technology needs in the classroom.

Enrolment

For the 2024 - 25 school year Westboro Elementary School has a population of approximately 243 students and 33 certificated and classified staff. As a community school, most students reside in the Westboro area and some are also bussed in from the Village on the Lake area. We are also excited to start welcoming families from our Cambrian Crossing neighbourhood.

Programming

Westboro Elementary School provides all the elements for students to have an engaging and positive educational experience. The varied needs of all our students are met in a variety of ways through differentiation, Individualized Program Plans as required and excellent classroom instruction. Westboro Elementary School is also proud to be the host school for two system programs; the PLACE program is designed to meet the needs of students with moderate cognitive disabilities and significant delays in all areas of development. The STEPS program is for students with severe cognitive disabilities and significant delays in all areas of development.

Students in Grades 4-6 receive French instruction through the French as a Second Language (FSL) program.

Social, emotional, and academic needs of students are met through the services of a part time counsellor. Westboro Elementary School also works with our community to meet the needs of our students accessing service and support from Family Community Services and Alberta Health.

Character education and global citizenship are two focal points at Westboro Elementary School. Our character education program consists of student recognition and encouraging daily choices that highlight positive and effective character traits.

Before/After School Child Care and Preschool Programs

Quality before and after school care is offered at Westboro Elementary School through the *Friends Club Out-of-School Care* program. They offer breakfast and afternoon snacks, gym sports, outdoor play, homework club, computers, fun projects, field trips, arts, crafts and games. There are full-time and daytime spots for Kindergarten to Grade Six students. A pre-school program is also offered. For more information, please contact Kasia Spanialska at 780-707-4481 or kspa@shaw.ca to register.

Communication Protocol

Elk Island Public Schools (EIPS) has developed a Communication Protocol for schools to provide a framework for communication between schools and our families. The purpose of this document is to guide, manage, and improve school-home communication by offering a standard format, structure, and sequence for regular, ongoing communication.

This document outlines how EIPS' schools use a variety of communication formats, such as face-to-face meetings, email, School Messenger, and social media. It also provides a process for parents/guardians to use if they need to bring forward a question or concern. We encourage families to review this information, so they know what to expect and what we expect of families.

Use of social media in any form should also be carefully considered. Respectful, appropriate communication is expected at all times. Please be aware of these expectations when posting to Facebook, 'X' or any other platform.

As communication changes, this document may also evolve. We will work to keep parents/caregivers informed should any processes change.

Communication at Westboro Elementary

Because of the importance of home and school communication, we have many systems in place to help ensure this. Good communication makes for a happy school community!

Another important source of information is our weekly newsletter and school calendar. **These are sent out electronically every Sunday.** These will also be available on our website.

Our website, www.westboroelementary.ca, is also full of information and easy to access. Calendars, special events, past newsletters and forms are available here. If you cannot find or access something, please let us know.

E-mail with our staff is also easy. All addresses use the first name, separated by a period, followed by the last name. All letters of the name are written in lower case letters. The name is then followed by: @eips.ca. For example: joe.smith@eips.ca.

Classroom teachers will communicate on a regular basis to let you know what is happening in the classroom and to help you in your planning. (This may take the form of email updates, Brightspace, or classroom newsletters.)

Student / Parent / Teacher Conferences

Conferences are conducted twice a year in the fall and spring. Dates are available on the school website: www.westboroelementary.ca. These conferences allow for further communication of student progress and conversation allowing the home-school team to collaborate to support student success.

Communicating Student Learning

Report cards are prepared and sent home in November, March and June to report on student progress for all students in grades 1 – 6.

E.C.S. (Early Childhood Services)

These students will receive a formal report three times a year as well.

Finally, and most importantly, please feel free to contact your child's teacher if you have any questions or concerns. You can use email or call the school at 780-467-7751 to leave a voice message. Your child's teacher should always be your first source of information.

Bullying will not be tolerated at Westboro Elementary!

What Bullying Is ... and Isn't

What is Bullying?

According to the Alberta Education website (<http://education.alberta.ca/teachers/safeschools/bullying-prevention.aspx>), bullying is a conscious, willful, deliberate, repeated and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. It can be verbal, social, physical or [cyberbullying](#). It can occur within a [peer group](#) or between groups. It can occur at school and in [sports](#).

The four most common types of bullying are:

Verbal Bullying—name calling, sarcasm, teasing, spreading rumours, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.

Social Bullying—mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.

Physical Bullying—hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.

Cyberbullying—using the internet or text messaging to intimidate, put down or spread rumours about someone.

Please note: in order for us to respond to an incident of bullying, it must be reported to us in a timely manner. If we are not aware of the problem, it cannot be dealt with proactively.

Taken from the EIPS Policy 19: WELCOMING, CARING, RESPECTFUL, AND SAFE LEARNING AND WORKING ENVIRONMENTS

Bullying

means repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation.

Promoting a Bully-Free Environment

In order to continue to promote a bully-free environment at Westboro Elementary a number of initiatives have been put into place:

- Participation by grade 6s in the D.A.R.E. program.

- School presentations and activities organized for students with an anti-bullying theme.
- Classroom presentations of rules for anti-bullying behaviour in each classroom.
- Implementation of a school-wide Character Education program.
- Review of appropriate steps students should take when confronted with bullying.
- Development of a classroom code of conduct.
- Development of programs for teaching social skills and friendship skills by the counsellor.
- Recognize and praise positive behaviours of students towards one another.
- Modelling of positive, respectful, and supportive behaviour.
- Quick response to reports of incidents and follow-up with involved students.
- Implementation of activities for the Anti-Bullying week in November.

Helping Victims of Bullying

We will listen to the child and let them know we are taking the issue seriously. We will deal with the bully according to the discipline cycle, as appropriate. We shall make sure that the child knows what to do to avoid retaliation. We will work on social skills with the children if they are often marked out as victims. This might include teaching children how to:

- Predict how peers will react to their behaviour.
- Read body language.
- Recognize when they are in trouble socially.
- Support others.
- Develop a positive relationship.
- Identify how others see them.
- Greet people appropriately.

Bus Safety and Transportation Rules and Procedures

For a complete review of all behaviour expectations and discipline procedures on buses, please visit eips.ca. Generally speaking, students are expected to:

- Sit in an assigned seat and remain seated while the bus is en route, using quiet conversation.
- Keep all objects and parts of the body inside the bus.
- Refrain from eating or drinking.
- Use only electronic games or musical devices which do not emit noise.
- Scan their bus pass each time they board or depart the bus.

Elk Island Public Schools will hold an annual in-service for Bus Operators to assist in dealing with student behaviour, safety, and medical concerns. Also, an emergency bus evacuation drill will be reviewed at least one time during the school year.

Lunch Hour Expectations

When students are at school for lunch they are supervised while they eat in their classrooms. During this time, the following rules are shared by all students:

- Students are to remain seated in their desks and talk quietly with polite table manners.
- Students are also expected to clean up after themselves and dispose of garbage before classes begin - this includes desk top cleaning and floor sweeping as required.
- Students are not allowed to share food, given the possible allergies that may be present in the classroom.
- Students are expected to follow the directions of the noon-hour supervisors at all times.

Please note: While a lunch supervisor may provide encouragement to a student to eat, it is still the student's responsibility to ensure that he or she is eating their lunch.

Consequences may include the following:

1. Warning
2. May be asked to eat lunch in a designated spot
3. Sent to the office
4. Suspended privileges

Nut Aware

We have several students who are severely allergic to peanuts and/or nuts. These allergies can be severe enough to cause anaphylactic shock and exposure to residue is a problem. We request that peanut/nut products not be sent in anyone's lunch. If your child suffers from a severe allergy, please ensure that you have shared this information with the school office and that Epi-pens, inhalers or antihistamines are available for treatment if required. All medication needs to be in its original packaging with a legible prescription label. **We thank you for your cooperation and diligence in sending nut aware lunch and snack products with your child to ensure everyone's safety!**

Emergency Procedures

Several practice drills are held throughout the year to prepare students for internal and external emergencies. Detailed information about these drills can be found at eips.ca, as well as on our own [school website](#).

Cold Weather

Students are encouraged to come prepared for playing outside in every season and weather condition including rain, snow, sun or cold! During colder winter days, please make sure students are dressed appropriately with hats, mitts, boots and snow pants. Given the fluctuating temperatures inside our school, having additional clothing such as hoodies or sweaters is always a proactive move in keeping students comfortable throughout the day.

Indoor Recesses

Students will be enjoying the great outdoors unless it is approximately -22 degrees Celsius or colder, considering the wind chill. During inside recesses, students may have a short washroom break if required. They are then expected to remain in their homerooms where they may engage in quiet activities, games and conversation.

Recycling

We encourage students to bring their juice boxes and other recyclables home for recycling.

Attendance and Late Arrivals

Continuous attendance, by all students, maximizes their learning. When students miss school, they miss learning! Likewise, continuous late arrival at school also causes a student to miss learning. If it is unavoidable that a student misses some classes during the school day, please let us know by calling the office at 780-467-7751.

If you are planning to be away for an extended period of time, let your teacher and the school office know as early as possible.

Please note that if a child is to be released from school at a time other than the regular dismissal time, a signed note from the parent/caregiver must be sent to the teacher and/or the school office. Parents/guardians picking up their child before the end of the school day are to phone the office and we will sign the child out. Thank you for continuing to make Westboro a safe place!

Extended Student Vacation Absences

In accordance with Elk Island Public Schools' practices, teachers are not required to prepare work in advance for student holiday absences.

Student Use of Cell Phones

Student use of cell phones is strictly forbidden.

Personal Communication Devices

As per EIPS *Policy 24, Personal Communication Devices*:

- **Students in kindergarten to Grade 6:** No access to cellphones or personal devices during the school day, including during breaks and the lunch hour—the only exception, students with a diagnosed medical condition or an identified inclusive educational need.
- Students are strongly encouraged to NOT bring any devices to school. If a student does, the device must stay in his/her backpack.
- Students caught using any devices will be told to bring it down to the office and they can pick the device up at the end of the school day.

Student Dress Code

Students are expected to dress in a neat and appropriate manner both for school and weather conditions.

We ask students to wear proper footwear at all times in order to promote good hygiene and to be prepared in case of any emergency drills. Please provide both indoor and outdoor footwear and try to look for running shoes that have white or light soles that do not mark our gym floor.

To assist our custodians, remember to make sure that you remove outdoor shoes or boots when coming into our school.

Personal Property and Lost and Found

Be aware that items can occasionally go missing in a school community. To this end, please try to refrain from bringing expensive equipment such as iPads or cell phones to school.

Each year many items of clothing and shoes remain unclaimed in the “Lost and Found” so we encourage you to put your students name on all items so anything that is lost can be returned to the owner.

Items that are not returned to the owner will be donated to a charitable organization three times throughout the year. Prior to being donated, these items will be put out during times families are in the school, such as our conference nights, so families can look through the lost items.

Our Parent Society also offers a fundraiser through Mabels Labels that could help you with easily labelling these items.

Parking, Pick-up and Drop-off

Parking and student pick-up / drop-off is an ongoing concern for our school community.

Thank you to the many parents/caregivers who continue to respect the rules around drop off and pick up for our students at Westboro Elementary School!! Please note that the west end of our bus lane is for handicapped parking only. Also, we have posted signs around entrances and exits regarding areas for stopping. Please respect these signs. Parking in these areas can inhibit vision, making our students and other vehicles hard to see and potentially causing accidents and injury.

Did you know that...?

...It is illegal to park within 5 m of an entrance, driveway or crosswalk?

...The speed limit in specifically marked school zones is 30 km/h. A school zone is in effect on school days from 7:30 a.m. to 4:30 p.m.?

...The fine for failing to yield to a pedestrian in a crosswalk or passing a vehicle stopped at a crosswalk is \$575?

...The fine for stopping in a zone marked as busing, handicapped or no stopping is \$275?

At Westboro Elementary we are fortunate to have great neighbors who allow us to access their parking lot to expand the available parking for our parents and visitors. These businesses have kindly requested that our parents **do NOT park in any of the stalls** along the front of this lot, facing the businesses themselves, as this can detract from business and impede employees from arriving for work.

Thank you for all you do to help keep our children and entire school community safe!

Illnesses and Accidents

If a child becomes ill at school, the parents/guardians will be contacted to take the child home. If the parents/guardians are unavailable, the school will phone the emergency contact person. If the illness appears to be severe, the principal or designate will decide as to whether professional medical attention is required.

Accidents are to be reported to the office. In most instances, the office staff can handle these situations. If the incident is serious, parents/guardians are notified. If the school is unable to make contact, the child will be taken to the appropriate emergency facility (hospital/clinic), as required.

Administration of Medicine to Students

If a student needs a prescribed medicine administered during the school day, the parent/guardian must complete a personal medication form (available from the office or through our [school website](#)) requesting such service and giving full instructions on the procedure to be. Students are not to self-administer prescription medication at school due to the possible dangers it poses to other students.

Counselling Services

Counselling services are available at the school and are designed to meet the general needs of students. This is not intended to be ongoing therapeutic counselling but as a general support to students and families. Parents/guardians and teachers may make referrals to the counsellor who can then follow up with appropriate supports for students. This may take the form of a checklist, IPP, assessment or other interventions and/or accommodations. Students may also make self-referrals for personal counselling. The counsellor may refer to other agencies and acts as a liaison to these agencies. Consultation with the school staff and with parents/guardians is an important part of this program.

School Cancellations/Closures

Elk Island Public Schools Suspension of Bus Service Due to Inclement Weather Bulletin

For the complete administrative procedure, please visit:

<http://www.eips.ca/>

Elk Island Public Schools (EIPS) is responsible for ensuring that each of its students is provided with an education program consistent with the requirements of the school; therefore, schools shall remain open to students during the times and dates established in school calendar(s). The Division may, however, temporarily suspend school bus services and close a school building if the health and safety of students and staff is endangered.

Procedures

1. School bus service may be suspended by the Superintendent, in consultation with the Director, Student Transportation, when at 5:00 a.m., Environment Canada reports a temperature of -40 degrees Celsius, including wind chill factor, in one or more region.
2. School bus services may also be suspended or delayed by the Superintendent, in consultation with the Director, Student Transportation, due to adverse weather or road conditions.
3. The Director, Student Transportation shall take into account the Alberta Motor Association and/or weather office when making a recommendation to the Superintendent regarding the suspension of school bus services.
4. Suspension of school bus services may be limited to a specific region of EIPS.
5. Suspension of school bus services may be done on a route-by-route basis.
6. The Superintendent, in consultation with the Director, Student Transportation, shall make a decision regarding school bus suspension by 5:30 a.m. (or the previous night if conditions make it obvious that service will be suspended the following day).
7. When school bus services are suspended by the Superintendent, schools shall remain open to students.
8. If unsafe road conditions occur, the Director, Student Transportation, in consultation with the bus operator, has the discretionary power to decide not to operate or to abandon completion of the morning route by returning students to their homes. Student Transportation staff must ensure students have adequate access to residences.
9. When weather or road conditions deteriorate during the day, the Director, Student Transportation may authorize individual or all buses to leave school prior to regular dismissal time.
10. Should weather conditions be extreme or deteriorate during the day in a particular region/area, the Principal, in consultation with the Superintendent, may close the school to all students and staff.
11. The Principal, staff and school bus operators shall take steps to ensure students arrive home safely when they are dismissed earlier. This includes attempts to contact parents/guardians/emergency contacts to ensure students have adequate access to residences. In remote areas, where parents cannot be contacted, students shall be kept at the school.
12. Bus operators are to hold themselves in readiness for service in cases of pending extreme conditions.
13. Parents/guardians and school bus operators shall be advised annually of the procedures used for the suspension of school bus service.

Communication

14. Student Transportation staff shall contact all parents/guardians, Principals and bus contractors by automated phone message to announce any suspension of bus service.
15. Student Transportation staff shall update the bus status notice on all school and division websites.
16. Communication Services shall advise the media of the Superintendent's decision.

17. Communication Services shall notify the subfinder secretary to advise all assigned substitutes of any school closure.
18. Communication Services shall compose an appropriate taped message for the Central switchboard, Community Hotline (780-417-8122), Inclement Weather Staff line (780-417-8158), and the EIPS website.
19. All such messages will be posted by 6:30 a.m.

Students

20. For the safety of students, it is the responsibility of parents/guardians to ensure:
 - their children are suitably dressed for weather conditions
 - arrangements have been made for alternate shelter for their child if no one is home.
 - on days when school bus services are suspended due to inclement weather or hazardous road conditions, parents/guardians who have brought their children to school will be responsible for picking up their children.