

Westminster Elementary

Parent Handbook

2020-21

WE ARE GUIDED BY:

Westminster School Vision Statement

The purpose of education is to provide the necessary skills to develop productive Canadian Citizens. Our vision is to increase student, parent and community engagement to promote excellence in achievement.

Westminster School Mission Statement

The mission of Westminster School is to provide excellence in student learning and personal development through quality leadership, exemplary instructional practice, and safe, caring, respectful and orderly school environments.

Westminster School Philosophy

At Westminster School we come together in a spirit of community to deepen our understanding of ourselves, others and the world. We celebrate learning and growth that comes from shared experiences and responsibilities between students, staff, parents and the community.



As a “Circle of Courage” School we embrace and practice the teachings of the Medicine Wheel by developing, promoting and teaching a healthy lifestyle. While focusing on belonging, mastery, independence and generosity we want our students to develop lifelong skills that promote physical, mental and emotional well-being. Students are recognized each month I Belong, I Give, I Try, I Choose at the Circle of Courage Assembly. Students receive a certificate and a bracelet for developing these attributes.

We feel very fortunate to come to school every day to work with fabulous children and families. Our commitment to you is to be the best we can be by providing a rich, caring learning environment.

School Motto

Work hard, play hard.

Lethbridge School District Vision Statement

“Learners are innovative thinkers who are successful, confident, respectful and caring.”

Lethbridge School District Mission Statement

The mission of Lethbridge School District No. 51 is inclusive, forward-thinking and accountable for engaging students in quality learning experiences that develop strong foundations, innovative minds and responsible citizens.

Home/School Communication

Westminster School will be using “Class DoJo” as a technological platform for home/school communication and learning. This “APP” is shared with parents at the beginning of the year and can be downloaded onto your phone or accessed via a website. It allows the school to share daily moment, class and school stories, assignments and general school information. It also has a messaging system that parents and teachers can use to communicate. Please check with your child’s teacher about getting signed up.

The school website is <http://west.lethsd.ab.ca/>. Up to date information is available.

School messenger is also another way to send home e-mails or phone messages to parents. Parents are encouraged to contact the school and talk with teachers, administrations and support services when needed.



SCHOOL STAFF AND ORGANIZATION

Administration

Westminster administration consists of a principal, Angela Wilde and a Vice Principal, Lisa Prawdzik. Currently the Vice Principal also serves as the Learning Support Teacher.

Teaching Staff

Early Education Program Manager - Lynn Wytrykusz
Kindergarten Teacher – Lynette Kostiuk
Grade 1/2 Teacher – Dan Braico
Grade 1/2 Teacher – Krystal Biesbroek
Grade 1/2 Teacher – Kali Paterson
Grade 3/4 Teacher – Alison Stewart
Grade 4/5 Teacher – Bret Jesse
Grade 4/5 Teachers – Betsy Fletcher
Literacy, ELL and Fine Arts Teacher – Cheryl McIntyre
At Home Learning Teacher – Kandis Lozano

School and Student Support

Admin Support – Kim Cameron
Learning Commons Facilitator and Admin Support Coverage – Barbara Ramp
School Counsellor – TBA
School Psychologist – Christie Archer
Speech Language Assistant – Monica Gast
Speech Language Pathologist Christy Bates
Early Education Learning Support Teacher – Nancie Nieboer
Head Caretaker – Mary Anne Potts
Assistant Caretaker – Darryl Nason

Educational Assistants Working in Team Positions (students from grade 1-5)

Tracey Pepin
Peyton Zacharias
Jo Anne Peterson
Maggie Taylor
Tyler Braun
Wendy Legge

Educational Assistants Working in Kindergarten

Michelle Danylchuk

Educational Assistants Working in Early Education Programming

Diane Romaniuk
Carrie Carrol
Deb Zeck

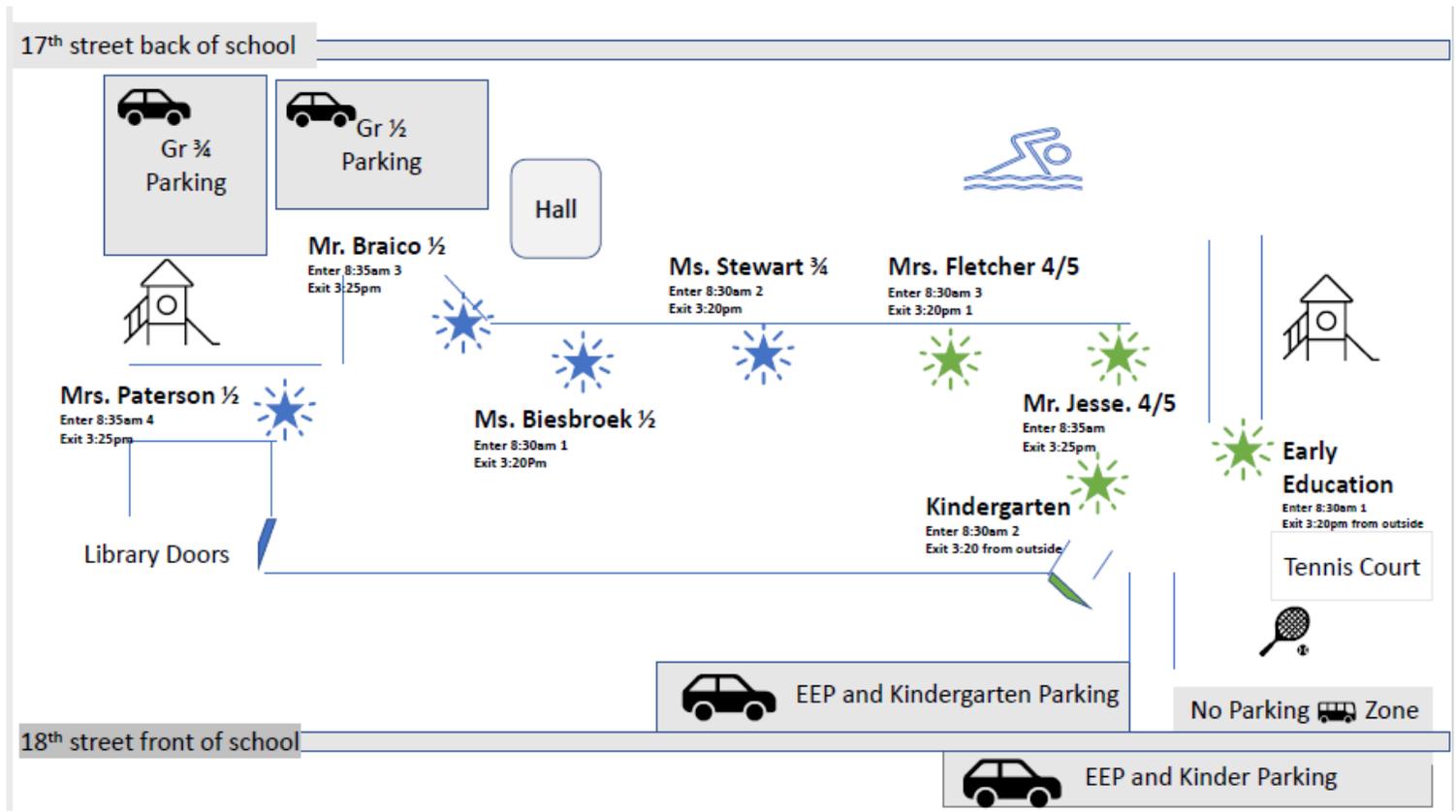
Community support personal assigned to work in schools include Public Health Nurses and School Resource Officers. A FNMI teacher named Melanie Morro will also work with our school.

The School District Behaviour Support Team is housed at Westminster School and is led by teacher Mackenzie Penner with the support of several Advanced Educational Assistant.

Parking, Pickup and Drop Off of Students

The school is currently under construction and the main door is not available for entry or exit. There are also Covid-19 rules around entering and exiting the building.

- All students and parents will meet teachers in the back school yard to drop off students in the morning and pick them up in the afternoon.
- Entry into the school in a distanced ordered fashion to allow for less gathering in the hallways and doorway sanitization.
- Parents are advised to park in the parking lots mentioned below. Most parking will be in the parking lots located off of 17th street north adjacent to the Westminster Community Hall.
- Parents can enter the building by appointment only. Please call 403 327-4169 to arrange an appointment or contact the school via e-mail, phone message or through the Class DoJo App.



Attendance

Westminster uses a program called School Messenger to track attendance. The APP is available at to download to your phone. You can use this APP to enter absences or lates. You can also call the following phone number at **1-866-879-1041** to register your student's late or absence.

Nutrition Breaks

Westminster has two nutrition breaks and two outside recess breaks during the school day. Students are asked to bring a snack each day with items that can be eaten during these two breaks. Please note that there is no refrigeration or microwaves available. Snacks that student can open and manage independently are appreciated. Outside recess breaks will be limited to 50 students or less, and 2 teachers will supervise students outside at all times.

School Day Schedule, Bell Times, and Nutrition Breaks.

2020 21 Westminster Elementary School Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30-8:40					
8:40: 9:10					
9:10 9:40					
9:40 10:10					
10:10 10:40					10:15-10:30 Recess
10:40 11:20	Recess 10:40-11:00 Nutrition <u>Break 11:00-11:20</u>				
11:20 11:50					12:00 dismissal
11:50 12:20					
12:20 12:50					
12:50 1:20					
1:20 1:55	Recess 1:20 – 1:35 Nutrition <u>Break 1:35 – 1:55</u>				
1:55 2:25					
2:25 2:55					
2:55 3:25					
3:25-3:30					

Nutrition Program

Westminster School offers a universal breakfast program to all students. This is an independently financed program that offers breakfast foods such as cereal, fruit, breakfast bars, oatmeal, yogurt, and other healthy foods to students at the beginning of each day. All protocols around food safety, hygiene and appropriate handling will be followed during the Covid-19 pandemic.

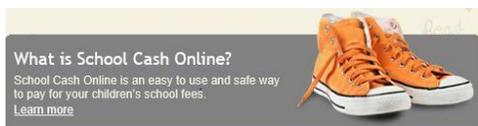
Hot Lunch

Hot lunch is available one lunchtime a month from a community restaurant. Students must pre-pay one week before hand. Hot Lunch is typically \$5.00. Parents are to pay for hot lunch through School Cash On-line.

Sunrise Rotary and A@W Restaurants offers one Hot Breakfast sandwich to all students on the first Wednesday of each month. This is a donation to our school that is greatly appreciated!



Cargill is a community partner with Westminster and offers Pancake Breakfasts to the entire school community several times/year. After Covid-19 protocols around community gatherings are lifted, we look forward to having these events again at our school. Thankyou Cargill for your continued support of our school!



Pay for School Events, Fees, and Hot Lunch On-Line

On the school web page is a link and information about paying on-line. Schools are moving to a "cashless" system soon. Create an account and pay on-line.

Learning Team Support

Westminster believes in inclusive education and works to ensure that all students are successful at school. Learning support is available through a Learning Support Teacher, Leveled Literacy Intervention, English Language Learning, and differentiated instruction within every classroom. The Allied Health Team from Alberta Health Services also offers speech language support, occupational and physical therapy when necessary. Westminster works with a School Psychologist and Learning Support Teacher to offer assessments and specific plans to help students be successful at school.

School Council

Parents and guardians are encouraged to attend all school council meetings. They are held one Tuesday a month at 6:30pm in the Library and allow an opportunity for school staff to receive input from parents on educational matters, and allow parents the opportunity to learn more about educational programming. Please consider attending! We need your voice.



Transportation

Westminster School has one school bus that operates through City of Lethbridge. Students are required to have a Bus Pass attached to their backpack. Bus route and pick up times are available on the website.

Building Security

All doors to the school will be locked this year in an effort to reduce the number of people in the building. A Doorbell will be installed at the main entrance, and the parents and the public are welcome to make an appointment to come into the school.

Innovation Fridays

Each Friday students are given an opportunity to select a 6-7-week class in an area of interest to themselves. I-Fridays run from 10:40-11:40am and usually include students from multiple grade levels. This year, I-Friday's will be within existing classroom cohorts.

Leveled Literacy Intervention

Westminster is fortunate to have a teacher designated to offer LLI to students in small groups. These groups are organized according to their F@P reading level and will be pulled out during common literacy blocks in your teaching timetable.

Important APPS For Parents



Microsoft | Microsoft 365

SchoolCashOnline

SCHOOLMESSENGER®



SCHOOL GUIDE



Accounts You Need For School

- Power School: view report cards on-line, register for school
- Microsoft Office: allows students and parents to use programs for on-line learning such as TEAMS.
- School Cash On-line: allows parents to pay for school lunches, pay Early Learning Program Fees, Pay for additional expenses like field trips
- School Messenger: Enter absences for students, check on student attendance
- School Guide: This App for your phone connects you to Westminster and school district information. It gives you access to all 4 of the other apps on your phone too.
- Class Dojo (student agenda) for classroom updates, and to connect to teacher.

A PowerPoint tutorial to sign up for these apps is available on the Westminster School website.

Covid 19 Saftey Measures for 2020-21 at Westminster Elementary School

Cohorting:

- Students will be grouped in their cohorts (a group of students that students will stay with to limit contacts). Students will work with the same group of students to enable appropriate tracing and to limit contacts during the school day.
- At recess time, there will be a smaller number of students out on the playground and in the yard.
- Students will only move outside of their primary classroom if there has been a full sanitization of the area (Learning Commons, Computer Lab, or Gymnasium).

Social Distancing:

- Student desks have been spaced throughout classrooms. Tables, rugs, classroom “nooks”, and other common gathering areas are not being used in classrooms this year. All soft furniture, fabric teaching aides, and other items that cannot be easily sanitized will not be used.
- Students will have their own bin of supplies (supplied by the school), their own water bottle (supplied by the school) and their own space to store any personal belonging (locker or coat hook).
- Staggered entry and exit times have been organized to reduce congestion in the hallways during breaks.
- Parents, volunteers, or other people beyond regular staff will enter the building only by appointment. This will limit the amount of outside contact that students will have throughout the day.
- There will be limited numbers of students in the hallways by limiting the number of students in the hallway, and by spacing lockers in the hallway.

Sanitizing:

- Each day, all classrooms will be sanitized with a virus killing solution that is misted onto all surfaces in the classroom. All common spaces will be sanitized on all surfaces between classes (Learning Commons, Computer Lab, Gymnasium). All common touch items (doorknobs, light switches, computer keyboards) will be sanitized throughout the day.
- All students will sanitize their hand coming into the school, leaving the school, and when changing classroom spaces.
- All students will sanitize hands before and after eating at school.
- Classrooms and school entrances will have hand sanitizing stations available to staff and students. Sanitizing coming in and out of the school will be mandatory.

Distancing Measures

- Every student will be given two re-usable Masks.
- Additional masks available to students are encouraged from families on the school supply list.
- Grade 4 and 5 students will be required to wear Masks at school.
- Kindergarten to Grade 3 students are encouraged to wear Masks at school.
- When students are arranged in a formally distanced configuration of 2 meters or more they could be removed for comfort. Masks will not be mandatory when outside.
- Some spaces will have plexiglass barriers.
- All staff will wear masks when with students.

Health and Contact Tracing

- All parents are asked to go through a health checklist with their children each morning. If students have any symptoms they are required to stay home and seek advice from Alberta Health Services.
- Any students who become ill at school will be isolated in a designated sick room and parents contacted to pick students up immediately
- Visitors to the school will be limited and all will be tracked through a log book.