

2021 /22

Westminster Elementary School Handbook for Parents and Staff



Angela Wilde

Lethbridge School District No. 51

2021 /22

Westminster Handbook

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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 quality learning experiences that develop strong foundations, innovative minds and responsible



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 – Timythy Ober
Grade 1/2 Teacher – Krystal Biesbroek
Grade 1/2 Teacher – Kali Paterson
Grade 3/4 Teacher – Alison Stewart
Grade 3/4 Teacher – Bret Jesse
Grade 4/5 Teacher – Dan Braico
Grade 4/5 Teachers – Betsy Fletcher
Literacy, ELL and Fine Arts Teacher – Cheryl McIntyre

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 Norbert
Speech Language Pathologist – Christy Bates
Early Education Learning Support Teacher – Nancie Nieboer
Head Caretaker – Mary Anne Potts
Assistant Caretaker – Brooke McGuinness

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

Tracey Pepin
Diane Romaniuk
Jo Anne Peterson
Maggie Taylor
Tyler Braun
Wendy Legge
Erin Davis

Educational Assistants Working in Kindergarten

Michelle Danylchuk

Educational Assistants Working in Early Education Programming

Carrie Carrol
Kat Fletcher
Jacqueline Wiebe

Community support personnel 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 Assistants: Nicole Briscoe, Tammy,

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 are welcome to enter the building by appointment, or by ringing the doorbell at the front of the school. Please call 403 327-4169 to arrange an appointment or contact the school via e-mail, phone message or through the Class DoJo App.

Bell Times

Monday to Thursday

8:05 start of day

3:05 end of day Monday to Thursday

Friday and Half Day

8:05 start of day

12:00 noon end of day Friday

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.

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!

School Day Schedule, Bell Times, and Nutrition Breaks 2021 and 2022 Daily Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:05-8:35					
8:35 9:05					
9:05 9:35					
9:35 10:05					
10:05 10:45	<i>Recess 10:05-10:23</i> Nutrition (2 min transition)		<i>Nutrition Break 10:25 – 10:43</i> Recess (2 min transition)		<i>10:05 – 10:20</i>
10:45 11:15					
11:15 11:45					<i>12:00 noon dismissal on Fridays</i>
11:45 12:15					
12:15 12:45					
12:45 1:25	<i>Recess 12:45 – 1:03</i> Nutrition (2 min transition)		<i>Nutrition Break 1:05 – 1:23</i> Recess (2 min transition)		
1:25 1:55					
1:55 2:25					
2:25 3:05					



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!

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.

Building Security

In order to keep all students safe, and to monitor who is in the building at all times, doors to the school will be locked. A doorbell has been installed at the main entrance, and parents and the public are welcome to make an appointment to come into the school, or to ring the doorbell to attend to school business. Please make an appointment or ring the doorbell to talk with people in the school. Open Houses and community events will be scheduled many times throughout the year when parents can come into the building during these hosted events.

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..

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.

Important APPs and Digital Accounts For Parents



Microsoft | Microsoft 365



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.



Transportation

School Busses are operated by Southland transportation.

Bus routes, pick up and drop off locations can be found on the school webpage.

Please note that all students must wear a mask on the school bus, and must sit in cohorted family groups on the bus. Lisa Prawdzik, the Assistant Principal will be monitoring transportation. Please call her at the school if you have specific questions.



Westminster Code of Conduct

At Westminster we practice the dimensions of the “Circle of Courage”. Students belong to our Westminster community of learners; they are encouraged to be generous and kind; to try new things and develop mastery of skills; and to become confident and independent citizens.

All students “Belong” at Westminster School. Parents and staff work with the school to create a positive, friendly learning environment: When unexpected behaviours hurt others or damage property the following will occur:

- Space to calm the situation. Understanding the circumstances and problem solving the root causes of the issue will be the main focus of school interventions. Teachers, administrators and staff will talk with students involved, and if the situation determines, with parents. All voices are important.
- Next steps may include; looking at scheduling changes (alternate recesses), increasing supervision during transitions, in the classroom, or in the school; and/or offering in-school support through counselling, or Making Connections programs. Community support may be offered through the School Resource Officer, and referral to other community agencies.
- In serious situations where others people are at risk, the school division Violence, Threat and Risk Assessment protocol (VTRA) will be followed.
- Suspension from school is possible, but as a last resort. Policies around suspension are available at <https://www.lethsd.ab.ca/download/187459>

All students will “Try” their best to:

- attend school regularly, arrive on time, and engage in learning activities.
- respect the school building and surrounding community.
- show respect to other staff and students.

All students, parents and staff “Choose” to:

- believe that people are trying their best in their particular circumstances.
- focus on problem solving situations.
- see mistakes and misjudgments as opportunities to learn new skills.

All students, parents and staff “Give”:

- their talents to help others learn.
- their time to listen to others and participate in the community.
- their smiles and good will.

Policy 502.1 “Code of Conduct” of the Lethbridge School Division, outlines the definitions of acceptable and non acceptable behaviours. Please reference this policy for full definitions and details of the policy.

<https://www.lethsd.ab.ca/download/187425>

Fair Notice of Violence Threat Risk Assessment (VTRA)

Lethbridge School Division believes in creating safe and caring environments for students and staff. Any incident where a student engages in behaviour which threatens or appears to threaten the safety of others is investigated. Administrators implement a Risk Assessment for behaviours that are worrisome including writing or drawings with violent themes; references to, or involvement in violent activity at, or related to, school; or an increased interest in activities that are deemed as dangerous to the safety of others. A Threat Assessment is implemented when a student threatens to kill or injure others, brings a weapon to school or makes direct verbal or written violent threats to others. The Violence Threat Risk Assessment regulations are outlined in Division Policy 502.1 at www.lethsd.ab.ca

Covid 19 Saftey Measures for 2021-22 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 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
- 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 by ringing the front door. All entrances into the building will be monitored. Visitors are welcome, will be announced at the door, sanitize, and sign in at the signin Kiosk in the front entrance.
- 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.
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Distancing Measures

- Students are asked to wear masks in common public areas in the building including hallways. Students are encouraged to wear masks in the classroom if they choose, but in the classroom it is not a requirement.
- All staff will wear masks in common public areas of the school.
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Health Monitoring

- 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 until symptoms subside or to 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