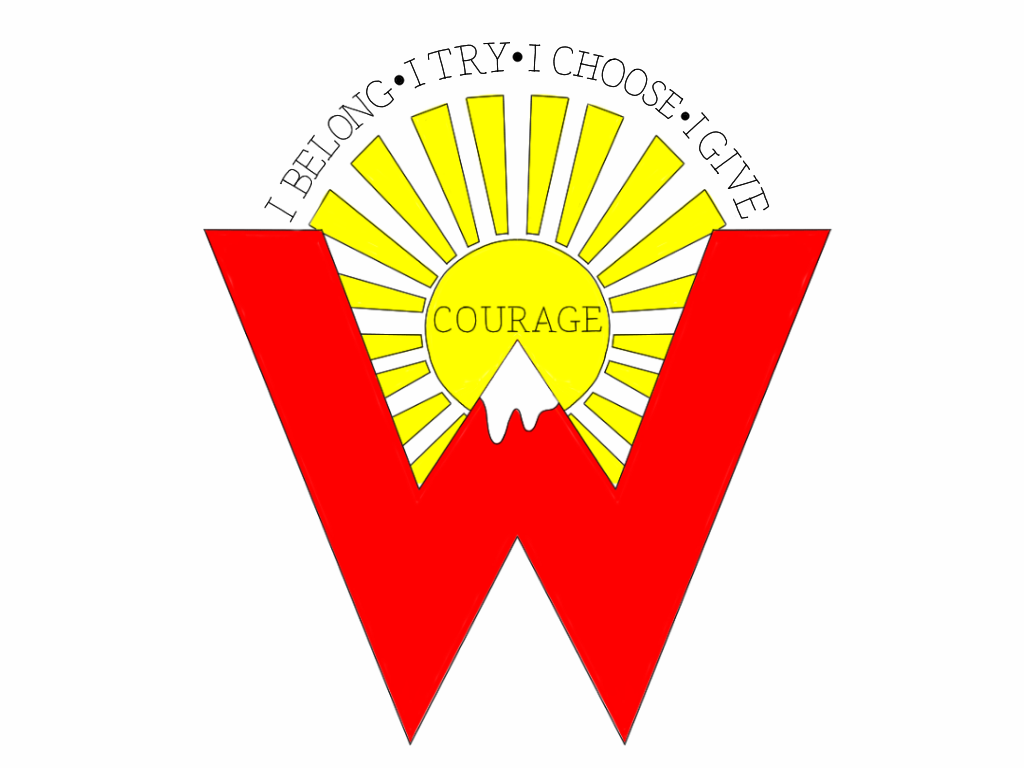
2022 /23

Westminster School

Lethbridge School District No. 51

2022 /23

Westminster Elementary School Handbook for Parents and Staff



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**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 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, Jeni Halowski and a Vice Principal, Lisa Prawdzik. Currently the Vice Principal also serves as the Learning Support Teacher.

### Teaching Staff

Early Education Program Manager – Sarah Harker

Kindergarten Teacher – Lynette Kostiuk

Grade 1/2 Teacher – Timythi Ober

Grade 1/2Teacher – Krystal Biesbroek Grade 1/2 Teacher – Kali Paterson Grade 3/4 Teacher – Alison Stewart

Grade ¾ 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 – Brittany Elliot

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 McGuiness

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

Tracey Pepin

Diane Romaniuk

Jo Anne Peterson

Tyler Braun

Wendy Legge

Erin Davis

**Educational Assistants Working in Kindergarten**

Michelle Danylchuk

Maggie Taylor

**Educational Assistants Working in Early Education Programming**

Carrie Carrol

Cheryl DeBoer

Lou Smith

Jacqueline Wiebe

**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 support of: Nicole Briscoe, Tracy Hoyt, Erin Vogel

# Parking, Pickup and Drop Off of Students

# All students and parents meet teachers in the back school yard to drop off students in the morning and pick them up in the afternoon.

# 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 ringing the doorbell at the front of the school.

# Bell Times

# Monday to Thursday Friday and Half Day

# 8:42 start of day 8:42 start of day

# 3:45 end of day Monday to Thursday 12:37 end of day

### Attendance

Westminster uses a program called School Messanger 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 are followed.

**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!

**A picture containing sitting, drawing

Description automatically generatedTransportation**

School Busses are operated by Southland transportation.

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

Prawdzik, the Assistant Principal will be monitoring transportantion. Please call her at the school if you have specific questions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 8:42-8:55  13m | 8:42 bell |  |  |  |  |
| 8:55-9:25  30m |  |  |  |  |  |
| 9:25-9:55  30m |  |  |  |  |  |
| 9:55  10:25  30m |  |  |  |  |  |
| 10:25  10:55  30m |  |  |  |  |  |
| 10:55  11:35  40m | 10:55-11:13am bell 2m transition 11:15 – 11:33 bell 2m transition | | | | 10:55 – 11:15 break outside  11:15 -11:30 food |
| 11:35  12:05  30m |  |  |  |  |  |
| 12:05  12:35  30m |  |  |  |  | 12:37 pm  Dismissal  Fridays |
| 12:35  1:05  30m |  |  |  |  |
| 111 |  |  |  |  |
| 1:05  1:35  30m |  |  |  |  |
| 1:35  2:15  40m | 1:35 -1:53bell 2m transition 1:55 – 2:13bell 2m transition | | | |
| 2:15  2:45  30m |  |  |  |  |
| 2:45  3:15  30m |  |  |  |  |
| 3:15  3:45  30m | **3:45bell** |  |  |  |
|  | **Instructional Time**  **343m/day Mon – Thurs 210m/day Fridays**  **146 days M-Thurs x 343m=48618/60m = 834.6 hours**  **33 Fridays + 1 half day 34x210=7140/60=119 hours 953.6 hours** | | | |

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Cargill is a community partner with Westminster and offers Pancake Breakfasts to the entire school community several times/year. 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 Wednesday a month at 6:30pm at the school and allow an opportunity for parents to learn more about the educational programming happening at the school. 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.

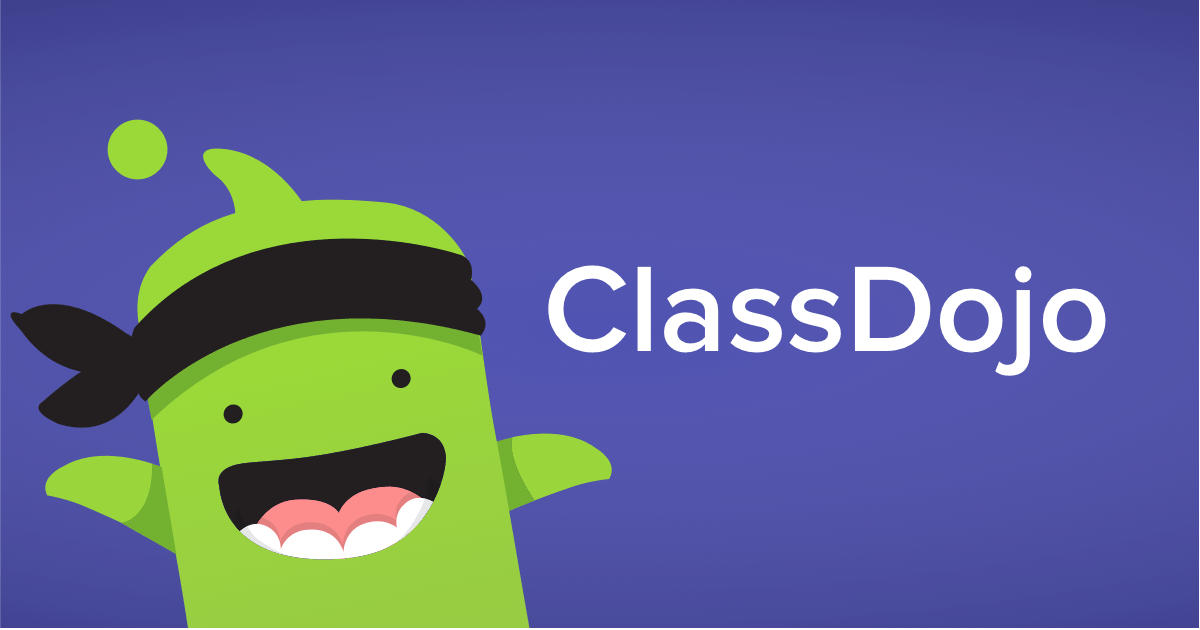
Open Houses and community events will be scheduled many times throughout the year when parents can come into the building during these hosted events.

**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.

**Get the Class Dojo App**

Class Dojo and your registered e-mail account will be used for communication between home and school. Teachers will get you signed up for Class Dojo when you start school.

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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](http://www.lethsd.ab.ca)

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