

# **Westfield Parent Handbook**



Westfield Elementary School  
147 Nerepis Road  
Grand Bay-Westfield, NB  
E5K 2Z4

Phone: (506)757-2020



## **Mission Statement**

*Together We Learn  
Ensemble, Nous Apprenons*

### **At Westfield School, WE believe:**

- Learning is maximized when students (and teachers) are given choice, freedom and the opportunity to make mistakes and learn from them.
- All students can learn and succeed, just maybe not on the same day in the same way. Strive for progress, not perfection.
- No significant learning occurs without a significant relationship.
- When schools, families and community groups work together to support learning, children tend to do better in school and like school more.

## School Hours

8:05	Early Supervision begins
8:45	O Canada and Announcements
10:015-10:30	Recess
12:05-12:30	k-2 Lunch in classrooms 3-5 outside
12:30-12:55	3-5 lunch in classrooms k-2 outside
1:00	Afternoon classes begin
2:10	K-2 dismissal
3:10	3-5 dismissal



## Transportation

### Bus students



Students who travel on a school bus must behave in a manner that does not compromise the safety of any occupant of the bus or cause damage to the bus. Students are expected to:

- Respect each other
- Stay in their seat
- Keep their hands to themselves
- Keep their voices down

Students whose behaviour could endanger the safety of any occupant of the bus or cause damage to the bus will lose the privilege of traveling on the bus.

ASD-S Transportation Dept. states, "For safety reasons, PLEASE do not send requests to the school asking for your child to go on a different bus after school UNLESS it is an emergency or for an extended period of time." We CANNOT allow a child to go on a different bus because they want to go to a friend's house after school.

Parents/Guardians may request to have their child/children delivered to an alternate address. Students MAY be permitted to travel to an alternate address providing all of the following conditions are met:

- a "Request for Alternate Transportation" form, with parent/guardian's signature is submitted to and approved by the school; and
- the service requested is to be applied everyday to the same location (e.g. every afternoon to a babysitter); and
- the request can be accommodated by an existing route and stop; and
- the school bus has space for extra passengers.

### **Other Things to Note**

- **Bus Zone/ Drop Off and Pick Up**  
Buses pick up and drop off students in the front of the school. Parents are to drop off and pick up students at the side of the school in the designated area. Please do not park your vehicle in front of the school should you have to enter the building.
- **School Visitors:** ASD-S and Westfield School policy dictates that all visitors sign in and report to the office to identify themselves to school personnel.
- **Changes in after-school routines:** Occasionally a child's after school routine may change. Any changes to your child's dismissal routine (ie. A relative or friend picking up your child), should be indicated to the teacher in writing. This lets the teacher know whom the child can leave with.
- If you are picking your child up after school, please wait for him or her in the front hall.

## Absences

As stated in the Education Act, all students are expected to attend school on a daily basis. Occasionally, absences are necessary due to illness or appointments. If/when this occurs, parents are asked to send in a written excuse to the classroom teacher informing them of the absence (if planned) or reason for absence.

Another option is to use the "Safe Arrival" System.

1. Interactive Toll-Free Phone : Call 1-833-219-9065. Follow instructions to report an absence.
2. School Messenger App : Download the School Messenger App to your phone  
Tap sign up to create your account. Provide the email address you have on record with your child's school.  
Select Attendance from the menu and then select Report and Absence
3. Website: <https://go.schoolmessenger.ca>

Absences can be reported in advance 24 hours a day and 7 days a week.

Please have your child here no earlier than 8:05 and no later than 8:45 if dropping them off. Please remember though that instruction starts at that time and it would be advised that they arrive between 8:30-8:45 to get settled and ready for the day.

Attempt to schedule your child's appointments outside of instruction time when possible. In the event that you must pick your child up at school during regular hours, please notify the teacher by sending a note and upon arrival, go to the school office to wait for your child. The administrative assistant will have your child sent to the front hall for you.

### **Appropriate Dress**

When at school, students are expected to dress in a manner that is clean, neat, modest, and appropriate. The dress code is as follows:

\*Shorts, skirts, and dresses must come to mid-thigh.

\*Shirts must cover shoulders and stomach.

\*Clothing with offensive slogans are deemed to be inappropriate

\*All hats, caps, toques, and hoods are to be removed upon entering the building.

### **Health**

#### **Communicable Diseases and Head Lice**

When your child enters the school system, he/she will have a much wider circle of friends, and, as a consequence, will be exposed to more communicable diseases such as colds, influenza, conjunctivitis (pink eye), mumps, etc. If your child experiences any of these, please contact the school so that we may monitor the situation.

School age children may sometimes come in contact with head lice and we ask that you check your child's head regularly and should head lice be detected, please contact the school. As well, you may choose to contact your local pharmacist for advice.

#### **Medications**

Occasionally a child must take medication at school. Policy 704 states that prescription drugs may be administered by staff members upon a signed written request from the parent or guardian. Forms are available at the office.

#### **Allergen-Free Environment**

Classrooms at Westfield School are PEANUT ALLERGY SENSITIVE classrooms. We ask that you do not send any food product that may contain nuts. Please check labels. Also, we ask that students, staff and parents avoid wearing scented products, deodorants, body sprays and hair sprays.

### **Food**

### **Breakfast Program**

Westfield School offers a breakfast for students. It is available between 8:05 and 8:30. This initiative is not meant to replace the parental responsibility for feeding children, but for a variety of reasons many children come to school without breakfast. It may be that they got up too late, or that they just didn't feel like eating. Whatever the reason, we want students to feel that they can come and have something to eat before starting the school day. We include such things as cereal, yogurt, toast, and occasionally items such as pancakes or French Toast.

### **Hot Lunch**

The Home and School Association offers a hot lunch program. Information is sent home at the beginning of the school year and it will also be available on our school website. Milk is also sold.

## **Safety**

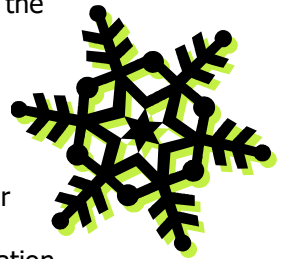
### **Emergency Numbers**

When a child is hurt at school or becomes sick, our first step is to call the parents. Sometimes, however, the parent can not be reached by phone. The school requires that you provide an alternate phone number for such an emergency. When considering who to specify as an emergency contact person, please choose someone who is generally home during the school day and available to pick up the child from school. PLEASE ensure that the phone number is a working number and the contact person is aware they have been identified by you as an emergency contact. If the number changes during the school year, please contact the school office.

### **School Closure / Inclement Weather District SNOWLINE 643-7669**

On most days, students are expected to be outside during recess and lunch. Please dress your children according to the weather.

Occasionally, the school must close unexpectedly during the day, perhaps due to a storm, water problem or power outage. We do our best to make parents aware of early closures through radio announcements. In the event of an early closure, it is essential that we have emergency closure information on file at the school so we are able to contact the appropriate person and send your child to a place where there will be someone to care for them. As well, your child should be aware of these emergency plans. We also ask that you monitor the weather situation in the morning in anticipation of a possible closure due to deteriorating conditions.



### **Change of Address / Phone Numbers**

Please advise the office immediately if you have a change of address, change of phone number or your child has a change in living arrangements. It is important that the school keep all information relative to students up to date.



### **Lost and Found**

Elementary students tend to lose their belongings at school. Because many children have similar items, children can sometimes have difficulty identifying their own. Our Lost and Found area, which is in the hallway by the gymnasium, is often left with many unclaimed articles. If you label all of your child's belongings, perhaps we can keep these losses to a minimum. We ask you to periodically check our Lost and Found area.

## **Home School Connections**

**Communication** -It is understood that the majority of a child's learning takes place in the home, particularly during the formative years. It is also recognized that a good working relationship between the home and school can greatly benefit the child. The staff at Loch Lomond School want to encourage this type of relationship through communication in the form of newsletters, notes, and phone calls when needed. We also recognize that there may be a need for parents to meet personally with a teacher, and we encourage this. If a meeting needs to be scheduled, please contact the teacher to set up a time.

**Parent School Support Committee** - This is a support committee comprised of parents, community, teachers, Home and School, District Education Council, and the school Principal. Meetings are open to the public and the dates, times, locations and agenda are jointly prepared by the PSSC Chair and the Principal.

**Home and School Association –** Westfield School has an active Home and School Association. If you are interested in attending the meetings, please check the monthly newsletter for dates and times.

**Parent Volunteers -** The staff and students always benefit from the services of parent and community volunteers. Several parents come to the school on a regular basis, and their support is greatly appreciated. The school needs volunteers to ensure the continued success of programs and events such as fundraising, field trips, Fun Day, library, athletics, and other various classroom activities. Volunteers can read to children and listen to children read. Parents who enjoy art activities and music are welcome to share their talents with us. People who don't feel comfortable in the classroom can help out in other ways. Please discuss volunteering with your child's teacher, the school, or your Home and School Association.

Provincial policy requires that all volunteers in the public school system must have knowledge of Policy 701 (the Policy for Protection of Students) and present a validation form as well as a current police record check prior to volunteering at school.

Parents who will be driving children to extracurricular events need to have \$2,000,000.00 liability insurance, a criminal record check and a note from the parent of the child you are transporting. These forms are available at the office.

**Homework -** Homework provides students the opportunity to practice the skills they have learned at school. Parents can help by ensuring that students have a quiet work area. Bring homework supplies to the work place and plan a homework time. If you are finding homework challenging for your child, please do not hesitate to contact your child's teacher.

## Positive Learning Environment



The Positive Learning Environment Policy is a provincial document that was adopted in April, 1999. It calls upon all schools in the province of New Brunswick to implement guidelines and practices that will promote and support a safe, positive educational setting. All students and staff have the right to learn and teach, in a safe, orderly, productive and harassment-free environment without being disrupted by others.

## School Rules

All students are expected to follow school rules governing classroom, hallway, restroom, playground and school bus behaviour. Classroom rules vary from teacher to teacher, but ultimately, classroom rules are designed to maintain an orderly classroom which promotes work completion, concentration and learning. To maintain a safe and healthy atmosphere for everyone, students are expected to follow the rules set by the school at all times.

- If you are in the building during the playing of O Canada, we ask that you please stand and model appropriate behaviour for our students.

## Playground/Outside Play

When children use the playground and field during supervised times, the following rules are in effect:

- Respect area boundaries designated by the school.
- Do not act in a physically aggressive manner (fighting, pushing, play fighting, roughhousing)
- Use the playground equipment safely
  - Do not climb up the slides
  - Take turns on the equipment
  - Use appropriate language



### **Personal items**

We ask that personal electronics such as cell-phones, IPODs, MP3 players or electronic games remain at home. We do not have lockers and things can go missing or get broken quite easily.

Occasionally, teachers may request students bring to school a toy, book or a personal item pertaining to a school activity. Otherwise, please do not permit your child to bring toys or other valuables to school. Children who lose a favourite toy can become very upset. Sometimes a child lends a new toy to a friend and the toy becomes lost or damaged. Toys and valuable items are best left at home.

### **Emergency Evacuation Procedure**

In accordance with the Superintendency Emergency Preparedness Plan, we would like you to be aware that every possible precaution is being taken to ensure the safety of your child. We are cooperating with local authorities, Anglophone South School District and the Emergency Measures Organization in this activity.

Our school has prepared an Emergency Response Plan that is designed to safeguard your child against emergencies and disasters. The program includes an emergency plan that provides for dispersal of pupils to their homes when circumstances dictate or for their retention at school, or evacuation to an alternate shelter when the situation warrants such action.

If emergency warning time is sufficient, children will be sent home. In the case of some emergencies, it would be best if we retained the children and sealed the building to ensure the safety of the children. If, on the other hand, we have to evacuate the building, then we would go to either Westfield United Church or River Valley Middle School. We have the permission of to use the facilities.

It is very important that we have access to our telephone lines in order to communicate with emergency services. This would be difficult if many parents were calling into the school. We will convey all necessary information to you by Talk Mail, Twitter (which is on the website too) and through the local radio stations. Also, we would need to keep the driveway in front of the school free for emergency vehicles and for school buses.

The police and officials would set up a parent information site: **River Valley Arena**

It is our sincere hope that a disaster will never occur; however, the implementation of the emergency response plan will ensure the health and safety of your child under all anticipated emergency conditions. Every staff member and PSSC member has a copy of the Emergency Plan and there is a copy at the school office. There is also a copy on file at District office, River Valley Middle School, Mayor Losier's office – Grand Bay-Westfield, RCMP and Fire Chief of Grand Bay-Westfield.

### **Contact Information**

If you require time to speak with your child's teacher, please send a note to the teacher, call after classes end for the day or ask to schedule an appointment after school.

Please check out our new website which will be updated often.

A monthly newsletter goes home, notifying you of upcoming events and activities at the school will be available. Weekly voice mails are sent as well as information put on our website.

<https://secure1.nbed.nb.ca/sites/district8/schools/westfield/Pages/default.aspx>

Follow us on TWITTER : @westfield\_elem

