



Westpark Elementary School

2021-2022

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Mission Statement

The mission of Westpark Elementary School is to provide a safe and caring community climate which facilitates the personal, academic, spiritual and physical development of the student as life-long learners. The school is dedicated to bringing all students to their individual levels of excellence by providing them with best teaching practices, experiences and role models.

Our ultimate purpose is to help the student become a productive member of a global community who is ready for challenges and to assume responsibility in a rapidly changing world.

Curriculum Night / Meet the Teacher

Meet the teacher evening, to be held on **Wednesday, September 1st, 2021 (K and Gr. 1-2) & Thursday, September 2nd, 2021 (Gr. 3-6)**, is not to be missed. Classroom/grade level routines and teacher expectations are explained and form the basis for common understandings during the year. To accommodate our large student/parent population, Westpark offers two individual Curriculum Nights split by junior/senior grade levels. We traditionally hold the Annual General Assembly of the Westpark Governing Board on the first Curriculum Night evening – *Thursday, September 2nd, 2021* – details to come via email/website.

Daily Schedule & Important Dates

The daily schedule is posted on the homepage of our school website. Please refer to the school calendar ([monthly calendar](#) or [school year](#) at a glance) posted on our [school website](#).

Consumable Fees / Lunch Program Fees

Consumable Fees (School Fees) are collected for each child at the beginning of the school year. These fees cover the cost of consumable items such as paper for worksheets, workbooks, online student site licenses, and the student agenda. An itemized breakdown of your child's Consumable Fees will be sent to each family within the first few weeks of the school year. A supervised lunch program is available to all Westpark students at a cost of **\$405.00** per child per year (equivalent to \$2.25 per school day). Students registered in our Daycare Program do not pay for Lunch Program Fees as they are included in the cost of the Daycare Program. Please write your child's name and grade on the front of the cheque, made payable to **Westpark Elementary School**.

Online payment options are available for lunch/daycare fees only.

Supply Lists

Supply Lists are posted on our school website ([CLICK HERE](#)) each year and are the items that are recommended to be brought to class on the first day of school. These items will be used throughout the school year in support of the activities and lessons done in the classroom.

Attendance and Lateness

Students should be arriving at school **for 7:50am**. It is disruptive to classmates and teachers when students arrive late and miss the beginning of class. **Classes begin at 8:00am**. Chronic late arrivals can impede schoolwork and may result in the student being expected to make up the work during recess or lunch. We need to work together to ensure that our students arrive on time and are ready to learn. Punctuality sends a positive message. Please help your child begin each day on the right foot and allow them to enter the schoolyard before the 8:00am bell.

Please be advised that if you choose to take an extended holiday, teachers will not prepare homework for your child. We strongly recommend you do not take extended holiday time as your child will lose valuable time working in class. The school website will have several dates of set examination periods.

Early Dismissal / Absences

Children may be dismissed early (before 2:00pm) when *an email before 8:00am from a parent* is sent to the office and teachers. A child's record of attendance is a legal document and the school must have a record of parental permission of an early dismissal. Be sure to also inform the school office and your child's teacher first thing in the morning, by email/phone, when your child is absent due to illness or an appointment. Please include all teachers/office staff on such emails/notes.

Supervision of Students

Supervision is provided from **7:50am to 8:00am** when students enter the schoolyard upon morning arrival and at **2:30pm to 2:40pm** during the boarding of school buses and dismissal. Parents are asked to respect the supervision times listed above to ensure everyone's safety. Students are supervised during the lunch hour by our lunch supervisors and should be dressed appropriately for outdoor recess and lunch, especially during the colder months of the year.

Emergency Contact

In the event of a students' illness or emergency at the school which requires us to contact parents, it is essential that we have *home, cell and work telephone numbers*, and the name and telephone number of a close-by neighbour or relative who is at home and would be willing to take care of your child. If any information on your emergency contact form should change during the school year, please contact the school office immediately to update your child's student record.

Student Dress Code

Westpark Elementary School has a student dress code. Students are expected to come to school clean and dressed in their school uniform. Clothing with logos, pants with stripes, tabs, snaps or cargo style pants, short shorts, halter tops, spaghetti straps and platform shoes may not be worn. Tops must cover the midriff and pants must not be rolled down. Westpark logos are always permitted.

Our student dress code aims to create a unified sense of pride and cohesiveness within our student body. During a school year, we offer several opportunities where students can 'Dress Down' and come to school without their uniform. These days will be shared with our parent body as they come up during a school year.

- **TOPS:** - plain white dress shirt or blouse
 - plain white or navy t-shirt or polo (short-sleeved or long-sleeved)
 - plain white or navy turtleneck or mock turtleneck
 - any Westpark or Westpark Sharks clothing
 - navy sweater or red sweatshirt (with or without Westpark logo)
 - navy or red cardigan and the 2020-21 "tie-dyed" H&S special sweatshirt
- **BOTTOMS:** - plain navy pants or navy shorts
 - plain navy tunic, navy skirt or navy tights
 - navy, white or red socks/leotards
 - navy or white leggings under a skirt or tunic

In supporting the school's dress code, parents are responsible for:

- Furnishing students with clean, appropriate clothing, including 2 pairs of shoes.
- Supervising what students wear to school and making sure it is in line with our dress code and weather conditions.
- **Labeling** all clothing.

School Cancellations

If schools must be closed, the school board information director directly notifies the following radio stations: CJAD 800, CJFM95.9, CHOM FM 97.7, and CBC1 88.5 FM. You may also receive a message from our automated voice/email system. The LBPSB website also posts notices of all school closures on their homepage (www.lbpsb.qc.ca). When possible, the school team will endeavour to share all information about school closure/cancellations on the schools' website.

School Bus Transportation

Students who live within the set LBPSB transportation zones for Westpark Elementary are eligible for school bus services. Please [Click here for more information on the LBPSB's transportation services](#). The following school bus safety guidelines have been set:

- Always be at the bus stop 10 minutes early.
- Carry your bus pass at all times.
- Find your assigned seat quickly, without pushing other students.
- Keep the aisle clear. Remain seated, talk quietly. No eating, drinking on the bus.
- Behave respectfully at all times.
- Always listen to the bus driver's instructions.
- Keep your head and arms inside the school bus.
- Kindergarten/Grade 1 students **MUST** be met by a parent/guardian at the drop-off.

Each bus driver carries a book of reports which are to be completed following an infraction. Several warnings will be given before issuing a report. Multiple infractions may lead to suspension or removal of busing privileges. Early dismissals require a note and students to be picked up at the school office **before 2pm**. Students are only permitted on their assigned bus. They may get off at another stop with a written permission note from the parent/guardian co-signed by the school administration. Only students registered for busing are permitted to ride on a bus.

School Bus Behaviour

Each student is responsible for their behaviour on the bus. They are expected to sit down and stay seated for the entire time that they are on the bus. Each student will keep their school bag on their lap or on the floor. For everyone's safety, students cannot make any form of noise that is disruptive and could cause a distraction to the driver.

Students may be assigned a seat by the driver or school administration. Students riding the bus will sit in the assigned seat without argument. Riding the bus is a privilege. Appropriate behaviour is always expected. In the event of misbehaviour the following may occur:

- **1st offence:** verbal warning. Parents are notified.
- **2nd offence:** letter of warning. Must be signed by parents or will be emailed by office.
- **3rd offence:** suspension from bus. 3-5 days depending on severity of offence.

If misbehaviour continues, then suspension from the bus can be extended up to and including the balance of the year, depending on the gravity of the offence.

Important Information for Kindergarten / Grade 1 Parents

It is expected that parents assume the responsibility of supervising Kindergarten / Grade 1 students as soon as they get off the bus. The drivers will not drop off any Kindergarten / Grade 1 students if no one is there to meet them and they are required to return students to school. K / Gr. 1 **must** also have their purple bus tag displayed on their school bags.

Transportation by Parents

The safety of our students is one of our greatest concerns at Westpark Elementary. To facilitate our supervision, we thank parents for not entering the school yard. Students should arrive at school for **7:50am**, while there is outdoor and hallway supervision in place until the start of school.

Please review the following safety rules with your children:

- Don't walk or run between parked cars, look both ways before crossing the street.
- Always cross at intersections or at the painted crosswalk.
- Always exit your carpool on the sidewalk, not into the street.
- Parents/drivers must remain in their cars if they are using the DROP ZONE (Howard).

Howard Street – DROP ZONE Area

Children may be dropped off on Howard Street. Please drop your children off at the curb and leave as soon as they are out of the car (no stopping zone). Cars may not be left unattended. Children should enter the school yard through the "Annex Gate" (grades 1-2 school doors).

Westpark Street – TWO GATES for Entry

Kindergarten students **ONLY** are to use the "K Gate" (North gate). Grades 1-6 students may be dropped off on Westpark Boulevard at the "Main Gate" (South gate). Please drop your children off at the curb and leave as soon as they are out of the car (please be mindful of the municipal parking regulations as both our local police and public security regularly give tickets). Children should enter the school yard and walk directly to their grade-level school doors.

Parking Lot

The front spots before the STAFF PARKING fence are for visitors and parents. Please ensure that you walk your children safely through this area. Be cautious at all times. The main STAFF PARKING LOT is for **staff only**. The STAFF PARKING LOT is NOT for visitors or parents between 7:00am-4:30pm – there are very limited spaces for over 100 staff members who must be in the building to attend to our students and their various professional responsibilities.

Westpark Bus Zone

This area is reserved for **busses only** and is *not to be used* by cars during arrival and dismissal.

Bikes / Skateboards

There is a bike rack located in the main school yard. Bikes should be locked at all times as the school cannot assume responsibility for damaged or stolen items. All students who ride a bike or use a skateboard **MUST** wear a helmet. Students **MUST** walk their bike to the bike rack once they enter the school yard. Students **MUST** walk with their skateboards through the school yard. Skateboards may be left at the school office or be placed at the students' hook at their classroom.

School Snacks at Recess

In order to promote healthy eating, and in keeping with our school board's philosophy within the [LBPSB Nutrition Policy](#), we encourage our students to bring a healthy snack each day for the morning recess. Students all have time to have a morning snack, details may be discussed at the Curriculum Night/Meet the Teacher evening in September.

Cell Phones, Cameras & Tech Devices

Cell phones are not allowed in school. Students who bring a cell phone (as a safety device for walking to and from school) must keep it in their school bag or leave it with their teacher/school office each day. Cameras and tech devices from home are not part of the supplies required at school. To eliminate damage, theft and the privacy of others, such devices are to be left at home. If such a device is discovered, it will be brought to the office for parents to retrieve it.

Student Health

The CSSS de l'Ouest de l'Île assigns a community health nurse to Westpark Elementary. When the nurse is at school, her role is to work in collaboration with the school personnel to promote, maintain and protect the health of the Westpark students and community members.

Medication: You must fill out a medical form for all medication which must be supervised by a staff member at the school. Under no circumstances will the school administer any prescription medication or non-prescription medication without the parent's written permission. The drug must be sent to school in its original container and come directly to the office. Please do not put medication in your child's lunch box.

First Aid Policy: The LBPSB is responsible for the well being of students during school-organized activities. In the case of an accident or sudden illness, parents will be notified as soon as possible. Should immediate hospital treatment be necessary, and the parents are unable to pick up the child, the school will arrange for the transportation and supervision of the child at the parents' expense. At no time will the child be left without supervision.

Allergies: Parents are required to inform the school if the child suffers from an allergy. If the child requires an EpiPen, the parent must supply one to be left at the school. Students with severe allergies should also always carry an EpiPen on their body. Parents must provide the child's Medicare number and the name of a person to call in an emergency. In the unlikely case of an emergency, the school will call an ambulance and contact the parents immediately.

Sunscreen: Several sunscreens have active ingredients that may be allergens to some students. The application of sunscreen during the warm weather months should be done at home, prior to the school day. Students are expected to apply their own sunscreen. It is expected that students bring and wear sunscreen during the spring, summer to avoid sunburn.

Head Lice: Our entire Westpark Elementary School community is here to work together and support students and parents in addressing all lice issues. Many families have experience in identifying and eliminating this unfortunate nuisance. Please do not be embarrassed, about 3% of school children aged 3-11 across North America are affected by lice. While the experience will no doubt be overwhelming, following appropriate procedures will greatly reduce the likelihood of ongoing issues.

- When we all return to school after a break, this is the time to check your child's hair and scalp for lice, especially if they have attended camp or was away for a holiday break.
- Head lice appear in the school from time to time and the excellent cooperation we receive from all parents during a lice alert successfully limits the infestation. We endeavour to do all that we can as a school community to control any lice outbreak.

Prevention of Head Lice. Regular combing, specifically with a metal fine-toothed comb, can help in the early detection of head lice. The use of an efficient 'detector' comb, which can also remove lice, can help in minimizing the probability of head lice infestation.

How are lice transmitted? Lice are transmitted indirectly through clothing or through direct contact with an infected person. Children are asked to place their hats and scarves inside their coat sleeves as well as never to pile up their clothing together with that of other children's. Those with long hair are asked to keep it tied. Hairbrushes or combs should never be shared.

What should I do if my child has lice? Inform the school office so that steps may be taken to avoid a serious school problem.

Use of Agenda

Kindergarteners use a simplified “pocket folder” in lieu of an agenda. Westpark students in our older grades may use an agenda to organize their work and/or allow for parent-teacher communications. Teachers will discuss any ‘agenda use’ during the Curriculum Night sessions. In an effort to reduce consumables and paper products, classes may use websites as well.

Homework

Students are responsible for copying down homework each day. An agenda may be used, classes may use a website or a third-party site to inform student/parents of assigned work. If a student does not assume responsibility for their homework, they will be expected to complete the work during recess or lunch at their teacher’s discretion. Some teachers may use online platforms (Google Classroom, SeeSaw, etc.), to be discussed during the Curriculum Night.

The Purpose of Homework

- To practice and reinforce new concepts or those not yet integrated. Daily reading is essential in both languages to ensure reading fluency.
- To complete work that has not been finished in class when deemed necessary by the teacher.
- To help develop study skills, manage time, gain independence, and prepare for high school.
- To allow parents to see what their children are learning in school.

The amount of time that a student spends on homework varies depending on the child’s grade and ability level. The expectation is that homework becomes a regular and natural part of the student’s routine. The time and independence level should increase as the student matures. Westpark Elementary has an information page on the school website, please [CLICK HERE](#).

Field Trips

Field trips are considered part of the curriculum and it is expected that students attend all field trips or spend the day in school in another class. The only exception might occur if the student’s behaviour is such that there is a real concern on the part of school personnel about safety issues. The administration has both the right and responsibility to make that decision in conjunction with the student’s teacher. ALL volunteers supporting a school field trip must adhere to the procedures set forth in the section on the next page called “*Visiting the School / Volunteering*”.

Tell Them From Me Survey (TTFM)

Westpark Elementary participates in an online survey of our grades 4, 5 & 6 students annually in the spring in order to gauge their perspective and point of view on their school experience. Data collected is used to support our Educational Project and affords the school team a better understanding of how students view their school experience. While all students participate, no personal information is gathered, and they do not have to answer every question in the survey.

Governing Board

The Westpark Elementary Governing Board plays an integral role in our school. Parents are encouraged to sit on this important school committee, which is also made up of staff and community representatives. The administration also plays a role in the Governing Board but does not vote. The election of the chairperson and new members will take place before September 30th of each new school year. Meetings are held once a month in the evening. We expect to hold the AGA of our Governing Board during our Curriculum Night/Meet the Teacher each school year.

Home & School Association

The Westpark Home & School Association is an enthusiastic group of parent volunteers that meet once a month during the school year. By working with the administration and staff to fundraise and organize events, this committee enriches the overall experiences of Westpark students. For more information, please refer to our school website or simply join us at our monthly meetings. Everyone is welcome – a great way to get involved in your child's elementary school years!

Get Involved!

Parental involvement in a child's elementary years helps to foster long-lasting, positive feelings about school. We need all of you to help enrich so many amazing school experiences - from field trips to reading groups, library support and committees throughout the school year. If you have time, please make sure to read the paragraph below, or call the school, and **get involved!**

Visiting the School / Volunteering

When parents visit the school, they must report to the main office upon arrival to sign in, and again on departure to sign out. When coming into the school to volunteer, please remember to wear one of our 'Volunteer Tags', available at the office where you sign in. All parents/guardians wishing to volunteer in school or support field trips are required to have a police background check performed by our school board. It is **mandatory** for volunteers to attend any sessions offered by the administration or staff regarding procedures for volunteering and school safety guidelines (in classrooms, library, during lunches, etc.). For more information, simply call the school office. If you wish to discuss concerns about your child, please call the school to make an appointment.



Respect

Respect, everyone deserves it. School is a place of courtesy and respect for students, employees and visitors. Intimidation, offensive language or any threats of violence will not be tolerated.

Act of Violence

Refers to any intentional demonstration of verbal, written, physical, psychological, or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

Anti-Racism

The Westpark Elementary School community is an inclusive environment. Our community is made up of people from all races, religions, and backgrounds. We have a zero-tolerance attitude towards racism and or discrimination in all its forms.

Bullying/Cyber-Bullying

Any repeated direct or indirect behaviour, comment, act, or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes. Please refer to Westpark's Anti-Bullying and Anti-Violence Plan.

Health and Safety

In light of the Covid-19 global pandemic, we feel it is our responsibility to outline that all students, employees and visitors adhere to the health and safety guidelines put forward by the LBPSB, and Quebec public health authority.

The Westpark Elementary Code of Conduct refers to the LBPSB's [Policy on Safe and Caring Schools](#) in shaping the behavioural expectations of students in school. In order to support a safe and caring school environment, the school/centre will not tolerate behaviours that:

- interfere with the learning of others, including their emotional well-being;
- create unsafe environment;
- causes distress.

*Examples of **Minor Infractions** may include:*

Late for school/class, ignoring the bell, littering, inappropriate dress, a bus report, throwing objects, neglecting to show appropriate hallway/assembly behaviour, name calling, inappropriate language, wearing hats or sweatshirt hoods in the school.

Consequences for Minor Infractions, as determined by the school staff, may include:

CARING BEHAVIOURS such as a written (or picture) reflection about the incident, note of apology/spoken apology, teaching opportunity (student prepares lesson for younger students), community service.

Verbal reminder, student removed from situation, recess or lunch hour detention, teacher note in agenda/email sent home, student phones home and explains incident, parent called.

Examples of Major Infractions which may include:

Leaving school boundaries, swearing, disrespectful behaviour, repetitive minor infractions, vandalism, threats, physicality that causes harm to others (including spitting and biting), fighting, harassment, theft, any form of bullying, anything that compromises the safety of self and/or others.

Consequences for Major Infractions, as determined by school staff and administration, may include:

Service project, detentions at recess, lunchtime recess or after school, loss of privileges, parents informed by phone/email or letter, child phones home, removal from classroom, in-school suspension, out of school suspension, modified school schedule, documentation in cumulative file, community service police officer involvement.

Procedures for addressing Bullying Behaviour:

- 1st Incident:** The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident and review the discipline policy. Consequences are determined, the homeroom teacher is advised. Incident is documented. A report goes to the principal. Parents will be informed if the incident is deemed to be an act of bullying or violence.
- 2nd Incident:** Repeat of step 1. Parents are contacted and informed of the behaviour and the consequences. Both student and parents are made aware of the next step (outlined in **3rd Incident**). Incident is documented. Additional measures will be applied to address the concern.
- 3rd Incident:** A meeting with the parents, student, teacher and administrator to discuss consequences. Outside resources for the family is now required. Incident is documented. Additional consequences will be put into place to remove student from opportunities to continue bullying behaviour.
- 4th Incident:** Parents, administrator, teacher and School Board personnel will be meeting to discuss further outside resources for the family. Consequences will remain in effect until outside resources are put in place. Student may be removed from the school.



Westpark

Elementary School

Technology – Digital Rights and Responsibilities

Acceptable Use:

Users must accept the Digital Rights and Responsibilities of Use as stipulated in Addendum B on the Technology Permission Form (distributed during the first week of school in the IMPORTANT SCHOOL FORMS package). The administration may revoke or suspend specific user access should a user not comply. The Technology Permission Form will be kept on file.

At Westpark Elementary, the following rules have been developed in order to ensure student and adult safety and security while using the Internet.

- I will not give out any form of personal information such as my name, address, telephone number the same for any classmates, or the location of the school without permission from my teacher or parents.
- I will never send anyone a picture of myself or a message without my teacher's permission.
- I understand that I may only visit sites that have been approved by my teacher. If I should encounter any information or visual representation that makes me uncomfortable I will tell my teacher immediately.

Digital Rights and Responsibilities

Digital citizenship involves understanding the social, ethical and legal issues relating to all aspects of technology, in order to use it appropriately and effectively. There are rights and responsibilities that go hand in hand with being a good digital citizen. The rights and responsibilities listed below apply to all users of the Lester B. Pearson School Board network.

I have the **RIGHT** to:

- learn and work in a safe, appropriate, and secure environment free from harassment
- use the school board network for educational purposes
- be respected as an individual
- express opinions, ideas and feelings, while keeping in mind the rights of others
- have my digital identity protected from unauthorized use
- have managed access to the internet
- report any action interfering with a safe learning environment to the appropriate authority

I have the **RESPONSIBILITY** to:

- contribute to a positive culture of learning
- use school/centre space and equipment, as well as personal devices, in an appropriate, responsible and respectful way
- respect others and their right to privacy
- practice safe, appropriate and legal and responsible use of information and technology
- protect my personal information and that of others
- engage in technology use for educational purposes and respect for educational value

I have discussed these rules with my parents and have their permission to use the Internet and all of the technological devices at Westpark Elementary School.