



“Success for All Learners”

School District of Mystery Lake WESTWOOD ELEMENTARY SCHOOL

46 Mallard Crescent, Thompson, MB R8N 0X9
Phone 204-677-6190 Fax 204-677-3660

*Updated September 2019

Westwood School Student Handbook

Dear Parents, Guardians, Students, and Community Members,

As we begin a new school year, we encourage all members of the Westwood School community to develop in character, in order to cultivate an environment that is a “*Great Place to Grow*”. Together we can achieve amazing things!

We wish all members of the Westwood School Community a wonderful 2019-20 school year.

Best Wishes,

Westwood School Staff

Westwood School Mission

Our mission: To provide diverse learning experiences in a safe and positive environment while acknowledging the uniqueness of each student.

Westwood School Staff

Click on the link to view our school staff directory on the Westwood School website.

<http://wws.mysterynet.mb.ca/view.php?action=staff-directory&header=Staff%20Directory>

Student Daily Schedules

Kindergarten to Grade 6	Junior High
8:50-9:00 Students enter through their assigned doors.	
9:00-9:40 Period 1	9:00-9:45 Period 1
9:40-10:20 Period 2	9:45-10:30 Period 2
10:20-10:35 Recess	10:30-10:35 Locker Break
10:35-11:20 Period 3	10:35-11:15 Period 3
11:20-12:00 Period 4	11:15-12:00 Period 4
12:00-12:55 Noon hour	
12:55-1:00 Students enter through their assigned doors.	
1:00-1:45 Period 5	1:00-1:50 Period 5
1:45-2:30 Period 6	1:50-2:30 Period 6
2:30-2:45 Recess	2:30-3:30 Period 7
2:45-3:30 Period 7	

Entry and Exit Points

Students are expected to enter and exit from the following doors:

Kindergarten to Grade 3 – Doors at the back of the school, close to the Pintail sidewalk.

Grade 4 to 6 – Front doors

Grade 7 and 8 – Junior High doors at the back of the school, beside the K-3 doors.

Students returning from band or arriving late may enter through the front door.

Student Expectations at Westwood

- Students are expected to enter and leave the building in an orderly manner. Students may enter the building when the bell rings, or when the sign, indicating that early entry is permitted, has been posted. The early entry sign is posted during severe weather such as temperatures below minus 30, stormy winter weather, and rain.
- Students are expected to remove outdoor footwear upon entering the building. They are to wear indoor footwear at all times, while in the building.
- Once arriving at their classrooms/lockers, students are expected to remove their hats, caps, toques, hoodies and coats. The expectation is that no caps or hats will be worn, with the exception of entering or exiting the building.
- Students are expected to leave jackets/coats on the coat hooks provided, or in their lockers.
- Students are expected to be respectful to each other, in the way they act and speak. They are expected to refrain from all forms of violent activity and harassment, including fighting, intimidation, kicking, pushing, play fighting or cyber-bullying.
- Students are expected to be respectful of all adults in the school and to carry out all reasonable directives given by teachers and support personnel.
- Students are expected to comply with school and classroom rules. Students are expected to take care of property belonging to themselves, other people, or the school. Junior High students are expected to take care of the locker assigned to them over the course of the year and to keep the common locker bay area clean.
- Students are expected to attend school every day, unless prevented from doing so by illness or other acceptable reasons. A note or telephone call is required when a student has been absent.
- Students are expected to arrive at school on time, fully prepared to work. This includes having the necessary supplies.
- Students are expected to complete all assignments on time to the best of their ability and to participate in classroom activities.
- Students are expected to refrain from chewing gum and eating seeds at school.
- Smoking/vaping is banned on all School District property, at any time. Possession of tobacco/vape products will be confiscated. Use of tobacco/vape products will result in suspension.
- All tattoos/shirts involving inappropriate gang/drug/violent symbols or slogans must be covered or removed. Students may be sent home to change clothing.
- Students must wear appropriate clothing or they may be sent home to change (no spaghetti strap tops, short shorts, low riding pants, etc.)

Attendance

Attendance in school is mandatory by law and it is extremely important that your child attends school regularly. Children who do not attend regularly often fall behind in their school work and have difficulty catching up.

If a student will not be in school for whatever reason, it is the parent's responsibility to contact the school by phone 204-677-6190 or by e-mail westsec@mysterynet.mb.ca and inform the office of the reason for their child's absence.

An automated phone call will be made on the day of the absence, beginning at 9:30am and at 1:30pm, for any unexcused absence.

If attendance becomes a problem, the issue will be referred to the office. A letter will be sent to the parent stating that we have a concern with their child's attendance and if there continues to be an issue, the school will make a home visit. If there is still no improvement, the student will be referred to the counselor who may make a home visit, contact Child and Family Services, or schedule a case conference involving staff/parents/student.

Click on the links to view the School District of Mystery Lake Attendance and Truancy policies.

<http://www.mysterynet.mb.ca/documents/general/1.b.40.attendance.pdf>

<http://www.mysterynet.mb.ca/documents/general/1.b.210-truancy.pdf>

Awards

Westwood School maintains an honor roll system for junior high students with averages of eighty-percent or higher. Students in grades 4-6 will be recognized for top marks in each subject, athletic achievement, citizenship and attendance. Students in grades 1-3 may be recognized throughout the year for their special achievements.

Electronic Equipment

We encourage all students to leave their electronic equipment, including cell phones, at home. If students are bringing devices to school, it is important to know the School District of Mystery Lake Student Use of Electronic Communication Devices policy. Click on the following link to view the policy.

<http://www.mysterynet.mb.ca/documents/general/1.b.195-student-use-of-cell-phones-and-electronic-communication-devices.pdf>

Child Abuse

Teachers are obligated by law to report disclosure and/or suspected cases of child abuse to the proper authorities.

Counseling Program

Mrs. Cheryl Steeves, our counselor, works with students, parents, staff and community agencies. Feel free to contact her at 204-677-6196, if you wish to discuss counseling services for your child.

Code of Conduct

The School District of Mystery Lake has a Code of Conduct policy for staff, students, and parents that outlines definitions and expectations. Click on the link to view the Code of Conduct policy.

<http://www.mysterynet.mb.ca/documents/general/1.a.30-code-of-conduct.pdf>

Playground Supervision

Students are supervised during recess at 10:20 am and 2:30 pm. Be aware that there is no playground supervision provided prior to 8:50 am, during the lunch hour from 12:00- 12:55 pm, or after 3:30 pm.

Online Forms

Acceptable Technology Use, Photo Permission, and Field Trip forms are all online and should be reviewed yearly by the parent/guardian to update as needed. These forms can be found by logging onto the Parent Connect profile.

Report Cards

Report cards will be uploaded three times a year into your child's student profile – December, March, and June. Parents/guardians can view the report cards by logging onto Parent Connect.

Use of Office Telephone

Students may use the phone at the office when given a pass from their teacher. This phone should be used for school reasons only. A teacher will determine this before issuing a pass. Arrangements for visiting or meeting with friends are not considered proper use of the phone.

Use of Lockers – Junior High Students only

Lockers are the property of Westwood School. Lockers are assigned to students in Grade 7 and 8 at the beginning of the year. Students supply their own locks. Locks are recommended to ensure the safe keeping of school supplies. It is highly recommended that students do not share their combinations. The school does not accept any responsibility for the loss of personal property.

Students are not to store their belongings on top of the lockers. This becomes a safety issue when band instruments or other heavy objects are placed on top of the lockers.

Inspections and locker cleanup may be called for at any time. Students are expected to keep their lockers clean and tidy. Stickers or inappropriate posters/pictures are not to be put in the lockers. Students consistently violating these guidelines may have their locker privileges suspended.

From time to time, lockers may be searched and will be done in accordance with District policy. Click on the link to view the policy.

<http://www.mysterynet.mb.ca/documents/general/1.b.20.alcohol-or-drug-use.pdf>