

HANDBOOK

2020- 2021



**A school community where students, staff,
and parents have unique gifts and abilities.**

**L. T. Westlake Fine Arts
Elementary School
Taber, Alberta**

CONTACT INFORMATION

Principal	Rebecca Edwards	rebecca.nelson-fitzpatrick@horizon.ab.ca
Secretary	Cheryl Carlin	cheryl.carlin@horizon.ab.ca
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L.T. Westlake Fine Arts Elementary School **Mission Statement**

L.T. Westlake School community, students, staff and parents have unique gifts and abilities. It is our privilege to find out what these are . . . explore them . . . develop them . . . share them . . . and celebrate them!

Goals

To focus education on what students of all abilities need to learn: meeting individual needs while maintaining high expectations through clear communication.

- To encourage parents to be part of the school community.
- To promote a team approach of services for children with Special Needs within an inclusive classroom.
- All staff are motivated, enthusiastic and are given the opportunity to experience continued professional growth.
- To foster positive, lifelong, healthy attitudes towards mental and physical well-being.
- To develop tolerance and empathy thorough global and multicultural perspectives.

Division Office Staff

Blair Lowry	LTW's Board of Trustee	403-223-1404
Wilco Tymensen	Superintendent of Schools	403-223-3547 Ext. 130
Robbie Charlebois	Assistant Superintendent Of Programs and Human Services	Ext. 122
Terri-Lynn Duncan	Assistant Superintendent of Learning Services	Ext. 134
Tenille Miller	Transportation Coordinator	Ext. 126
Andra Johnson	Early Learning Consultant	Ext. 132

Mission Statement

Horizon is a 21st century inclusive learning community that engages and empowers all learners for success

Statement of Values

We Value...

- Safe, caring and inclusive learning environments
- Student centered decision-making
- Purposeful collaboration and partnerships
- Quality staff and programs throughout our rural schools
- Commitment
- Accountability, sustainability and fiscal responsibility
- Ethical, transparent practices

Beliefs

We believe in and support....

Foundations of Learning:

- Parent and Community Engagement
- Governance
- Leadership
- Professional learning
- Research and evidence

Essential Learning Conditions:

- Effective teaching
- Effective learning environments
- Effective supports and services
- Inclusive education
- Passionately engaged learners

Vision

Following is a brief description of the fundamental characteristics of education in which Team Horizon is committed to achieving:

- Students who are prepared for the future
- Students who are creative problem solvers and critical thinkers
- Students who have confidence in themselves and others
- Meeting the needs of all students
- Frequent and meaningful, communication among all partners.
- Highly caring, competent, and enthusiastic people
- A safe and secure environment for all
- An openness to innovative approaches and ideas
- Accountability and effective resource management

Principal's Message

Greetings! Welcome to L. T. Westlake Fine Arts Elementary School. Please take the time to read through our school handbook. It communicates important information about our school and our school policies. We appreciate any feedback you may have in this regard. Have an excellent year and we truly look forward to working with you in providing the very best for your child!

L. T. Westlake Fine Arts Staffing

Rebecca Edwards	Principal/ Gr.4 (PE) & Gr.5 (Math and options)	403-223-2487
Mandy Simmons	Assistant Principal / LST / Grade 4 (science and social) & 5	
Sharon Layton	Early Learning	
Carolyn Shaw	Kindergarten / Music	
Rose Gerlock	Grade 1	
Marita Skelly	Grade 2/3	
Elaine Urano	Grade 4 LA and Math and Grade 2/3	
Sharon Layton	Librarian, Speech and Early Learning	
Susan Krchnak	Education Assistant	
Ashlynn Arnold	Education Assistant	
Denise Cook	Education Assistant	
Mary Fehr	Custodian	
Cheryl Carlin	Secretary	
Hollie Kimmins	Family School Liaison Councilor	403-308-1851
Collin Larsen	Family Connections	403-892-2266
Chris Nguyen	School Resource Office	

SCHOOL FEES 2020 - 2021 On Hold Due to COVID 19

Below are the school fees for L.T. Westlake Fine Arts Elementary School. As per Bill 1, these fees are only for non-instructional items. The prices listed are used to cover the cost of admission or assist with the cost of transportation to a particular field trip. Please note that the school is more than willing to work out payment plans to ease the pressure of additional expenses. Westlake is committed to ensure no student is left behind. School fees may be paid at the office or on line through School Cash Online. <https://horizond.schoolcashionline.com> the School Cash Online page. .

Activity Fees

Year End Field Trips (All Grades)	\$ 16.00
Gymnastics (All Grade)	\$ 11.00
Curling (Grade 4 & 5)	\$ 11.00
CTF (Career & Technology Foundations) (Grade 5)	\$ 16.00

Non-Curricular Goods and Services

Agenda Books (Grade 3-5)	\$ 9.00
Recorder for music class (Grades 2-5)	\$ 14.00

FINE ARTS

Note due to the COVID 19 pandemic many of the below opportunities are on hold.

L.T. Westlake Fine Arts Elementary School is committed to providing quality fine arts opportunities to its students. The school strives to expose students to a plethora of external and internal fine arts opportunities. Our teachers strive to provide quality music, art and drama instruction. If there is something you would like to see at the school, please email your ideas to Mrs. Edwards (rebecca.nelson-fitzpatrick@horizon.ab.ca)

Over the course of the 2020 – 2021 school year, students will have access to the following fine arts opportunities:

- Guitar Club for grade 3-5
- French Club for grade 1-5
- Cooking Club for grade 1-5
- Choir for grade 3-5
- Orff Instruments Club
- Exploration Block (all grades)
- Weekly fine arts CTF (Career & Technology Foundations) for students in grade 5
- All students will participate in special fine arts activities throughout the year (i.e. New West Theatre productions and artists in residencies)

PRINCIPAL RESPONSIBILITIES

The School Act states that the principal of a school must:

- Provide instructional leadership in the school
- Ensure that the instruction provided by teachers employed in the school is consistent with the courses of study and education programs prescribed, approved or authorized
- Evaluate or provide for the evaluation of programs offered in the school
- Direct the management of the school
- Maintain order and discipline in the school and on the school grounds and during activities sponsored or approved by the board
- Promote cooperation between the school and the community that it serves
- Supervise the evaluation and advancement of students
- Evaluate or provide for the evaluation of the teachers employed in the school
- Subject to any applicable collective agreement and the principal's contract of employment carry out those duties that are assigned to the principal by the board

TEACHER RESPONSIBILITIES

The School Act states that a teacher while providing instruction or supervision must:

- Provide instruction competently to students
- Teach the courses of study and education programs that are prescribed, approved or authorized
- Promote goals and standards applicable to the provision of education
- Encourage and foster learning in students
- Regularly evaluate students and periodically report the results of the evaluation to the students, the students' parents and the board
- Maintain, under the direction of the principal, order and discipline among the students while they are in school or on the school grounds and while they are attending or participating in activities sponsored or approved by the board
- Subject to any applicable collective agreement and the teacher's contract of employment, carry out those duties that are assigned to the teacher by the principal or the board

STUDENT RESPONSIBILITIES

The School Act states that a student shall conduct himself/herself so as to reasonably comply with the following code of conduct

- Be diligent in pursuing his/her studies
- Attend school regularly and punctually
- Cooperate fully with everyone authorized by the board to provide education programs and other series
- Comply with the rules of the school
- Account to his/her teacher for his/her conduct
- Respect the right of others

Supervision Guidelines

Morning: (8:15 - 8:32)

1. Town students should not arrive at school before 8:15 a.m. when adult supervision will be provided.
2. Students are to place their books, lunches, etc. on the shelf and then dismiss themselves outdoors.
3. During inclement weather (IN DAYS) students should find suitable activities in their classroom.

Recess: (10:15 - 10:30)

1. Students will be allowed the first five minutes to visit the bathroom and then dismiss themselves outdoors.
2. During inclement weather (IN DAYS) students will be allowed to go to the gym or remain in the classroom as long as they are engaged in suitable activities.

Noon: (12:01 – 12:38)

1. Students eat their lunch in their classroom. (12:01 – 12:15)
2. After the students are dismissed they will have five minutes to visit the bathroom and then dismiss themselves outdoors. (12:15 – 12:38)
3. During inclement weather (IN DAYS) students will be allowed to go to the gym or remain in their classroom as long as they are engaged in suitable activities.

**Students who bring lunch to school are not to leave the school grounds without permission

Dismissal: (3:13 Monday – Thursday / 12:01 Friday)

1. Students should be dismissed after the classroom meets an acceptable standard.
2. Students are to go directly home after school is dismissed.
3. Students involved in after school activities are the responsibility of the teacher supervising the activity.

Parent/Teacher Interviews

Each reporting period is followed by parent/teacher conferences. After the first report card all parents are scheduled for a fifteen-minute conference (one school day) at which time teachers will inform you of your child's progress. Every January Westlake will host a Celebration of Learning Evening. This event is designed for students to show their parents what they have been learning and for parents to report on how students are progressing. After the second report card, there are teacher selected conferences (parents may also request a conference). The final report is sent home on the last student day of the school year and is not followed by conferences. You are more than welcome to request a conference with either the school principal or the classroom teacher at any time other than the regular scheduled conferences. We would request however, that you contact the school office to make an appointment which can be held during the teachers' non-instructional time.

Dispensing of Medication

1. Any parent desiring that specific prescription drugs be administered or students supervised while self-administering the drugs shall complete the appropriate information sheet at the school.
2. The principal will be responsible for the safe storage of any drugs left at the school.
3. The school will not supply to students any non-prescription drugs such as aspirin or Tylenol.

Gum Chewing Policy

The major problem associated with this activity is the disposing of the substance. Since we wish to maintain clean furniture, waste paper baskets, equipment and grounds, students are asked to **refrain from chewing gum** anywhere on the school grounds and in the school building during the school day.

Lunch Policy

Students who are not bussed to school, live within reasonable walking distance. These individuals can feel free to return home for the lunch period. Please keep in mind that our lunch period is only 38 minutes in length and may not be sufficient time to return for classes as 12:38. Students are therefore welcomed to stay at school for lunch.

Nut Allergy Aware

Westlake is a nut allergy aware school. Therefore we strive to ensure that there are no nuts or peanut products in the school. We kindly request that students, parents, and visitors refrain from bringing any nut or peanut products in the school to ensure that the school can be enjoyed by all.

Attendance Policy

Regular and prompt attendance is important for all students. We urge you to ensure that your child is only absent when necessary, and that they develop habits of being punctual. Considering the age of the students attending L.T. Westlake Fine Arts Elementary School, we encourage you to telephone the school to inform us on the status of your child(ren) if they will be absent. (Students who are absent may be required to spend extra time in “catching up” on missed assignments.)

Emergency School Closure

Normally, schools will remain open through the course of the school year. However, when severe weather conditions or other emergencies occur where the safety of the student may be jeopardized, schools may be closed. School closures will be posted on the Horizon School Division Webpage at www.horizon.ab.ca and notified via school messenger and Facebook. If possible this should be the first place parents check for school closures. Any closure of school(s) or canceling of bus routes will also be announced on the following radio stations: Rock 106.7 FM, The RIVER 107.7 FM, B93.3 FM, Country 95.5 FM, CKVN 98.1 FM and CJOC 94.1 FM before 7:00 a.m. Individual parents may decide to keep their children home if weather conditions necessitate that decision in their view.

Student Illness/Accident Insurance

If a student is ill or injured, any necessary basic first aid will be administered at school. Parents will be advised immediately to pick their child up. If parents cannot be contacted the individual will be accommodated in the first aid room at the school or will be taken directly to the clinic or the hospital.

Appropriate Dress

Students are required to wear clothing that is appropriate for a school environment. This includes not allowing the students to wear any items that have offensive or suggestive slogans on them. They are also not allowed to wear their baseball caps in the school. All shirts must cover the midsection completely front and back.

Student Caretaking Responsibilities

Students are requested to assist in keeping the school neat and tidy. Students will adhere to the following responsibilities:

Students must realize their obligations in regard to the care of public and private property.

Students are expected to keep their desks and hallway area neat and clean.

Students must clean their shoes and remove their boots before entering the building.

Students should respect the wishes of the caretaker and do everything in their power to make his/her work easier.

Defacing or damaging of school property by students will not be tolerated.

Students are not to loiter in the halls, bathrooms and entrance ways after dismissal.

Field Trips

Not all learning takes place within the classroom. Students are taken outside of the school, both walking and on bus trips. Teachers will notify parents of any field trip which requires students to be transported by bus from the school. For insurance reasons, preschool children are not allowed to accompany parents on field trips that require the use of a bus.

School Advisory Council

The L.T. Westlake Fine Arts Elementary School Advisory Council's mandate is to work toward ensuring the best possible education for all students within our school. The School Advisory Council provides a **structure** in which parents, principal and staff can talk about education in our community. The School Advisory Council is also a **vehicle** by which everyone in the school community has a voice in education issues and individual opinions are encouraged and valued.

Parent Visitation in Classrooms

Parents are welcome to visit our school and classrooms at any time but they must check in at the office and make prior arrangements with the classroom teacher. To provide optimum safety for our students, it is very important that these guidelines are followed.

Telephone Calls

Parents telephoning the school to leave a message with their child(ren) will have it delivered at an appropriate time. Students will be called to the phone under parent(s) request. Student telephone calls will be permitted but only under an emergency situation and after permission has been received from office personnel.

Damage to School Property

Students are held responsible for unnecessary damage to school property including any pieces of technology or textbooks. Parents will be required to pay for repairs or replacement as necessary. Minor offences such as writing on walls and desks will be dealt with by school personnel.

Student Conduct

L.T. Westlake Fine Arts Elementary School is committed in providing students with clear expectations regarding behavior. We thoroughly strive in providing character education and instilling empathy, dignity, and respect. L.T. Westlake Fine Arts Elementary students are expected to treat each other with kindness and respect to ensure a positive learning environment for all. As stated in Horizon's Student Conduct Policy "Students will not discriminate, which is defined as the negative differential treatment of a person or group on the basis of the prohibited ground of discrimination set out in the Canadian and Alberta Human Rights Act; mainly, race, religious beliefs, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

L.T. Westlake has zero tolerance for physical violence. Any student who hits, kicks, punches, or is otherwise physically violent to anyone in the school will be punished accordingly. In most first instances where a student is physically violent, they will lose a recess. Multiple offences will result in increased severity of consequences. Parents will be notified if their child is physically violent.

L.T. Westlake also has a zero tolerance policy for inappropriate language. Any language that is considered derogatory, discriminatory or offensive will not be tolerated. The following procedures will be followed if a student uses any language that is deemed offensive.

1. Student will be sent to the principal's office to discuss the word(s) that was used and the incident that led up to the usage of the word. If this is the first offense, the student will be given a warning and lose a privilege or be ask to complete a specific task (i.e pick up garbage at recess).
2. If there is a second offense of inappropriate language, the student will lose more privileges for a day or be asked to complete some work during all recesses. The student's parents will be contacted and the student will be asked to repeat the word(s) that they used at school.
3. If there is a third offense of inappropriate language, the student will have an in school suspension.

Please note: the above procedure may change based on the age, cognitive development of a student and the exact word(s) used.

L.T. Westlake is focused on being a bully-free school. In accordance with the Horizon School Division's Welcoming, Caring, Respectful, and Safe Learning Environment policy, bullying is defined as repeated and hostile or demeaning behavior by an individual where the behavior is intended by the individual to cause harm, fear or distress to another individual in the school, community, including psychological harm or harm to the individual's reputation. Bullying tends to be subtle and consists of an accumulation of many small incidents, each of which, when taken in isolation and out of context, seem trivial. Bullying may include: **Verbal Bullying**—name calling, sarcasm, teasing, spreading rumors, threats, discriminatory references, unwanted comments.

Social Bullying—hitting, poking, pinching, chasing, shoving, coercing, destroying rumors about someone.

Cyber Bullying—using the internet or text messaging to intimidate, threaten, put down or spread rumors about someone.

We encourage everyone to ensure the Westlake is a bully-free school by reporting it to a trusted adult in the school. Once bullying is reported, the principal will launch a thorough investigation. The findings of the investigation will be documented and will determine what future steps need to be taken.

Fire Drill Guidelines

1. Six fire drills will be held each school year, so that students will be prepared for an emergency.
2. Classes will leave rooms in single file and will maintain single file in the hallways until they have reached their designation (30 meters from the building).
3. Teachers will follow the class after closing all windows, doors, and turning off the lights.
4. If the class is not in its regular classroom or homeroom, the students should leave by the nearest exit and file single file to their designation.
5. Students in hallways, washrooms and library should leave by the nearest exit and locate homeroom class.
6. After leaving the building, the teacher will call the roll. If there are any students unaccounted for, notify the principal immediately.
7. Following the drill, the bell will ring to indicate the end of the drill. Students and teachers will return to their classrooms.

Lock Down Drill

Safety is of the utmost concern in the school setting. The Crisis Response Plan is developed to help students and staff in the event of an emergency. The plan responds to three main areas:

1. Evacuation from the school
2. Evacuation from the playground
3. Classroom lockdown

Two lock down drills will be held each school year.

School Evacuation Plan

If emergency circumstances require that the school be evacuated immediately, students will walk or be transported by staff vehicles to St. Theodore Church at the corner of 44 Ave and 52 St. Taber, Alberta. The principal or secretary will phone the church contact personnel to inform them that we are on our way.

Once at St. Theodore Church, parents will be asked to pick up their child(ren) via school messenger.

The Principal will phone the Superintendent (223-3547) to inform him/her of the situation.