



River West Park School

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www.pembinatrails.ca/riverwestpark

River West Park School 2023-2024 INFORMATION HANDBOOK

MISSION STATEMENT & BELIEFS

The mission of River West Park School is to provide quality education in a safe, nurturing, stimulating environment. As an inclusive school community, we promote responsibility, respect, team work and academic excellence. Our goal, in an educational partnership with parents and community, is to empower students to develop the strategies and skills necessary to become happy, productive, lifelong learners.

As a learning community, we believe:

- our primary purpose is the care and education of children.
- in promoting the social, emotional, academic and physical well-being of all members.
- in the importance of students being self-directed, motivated learners.
- that all students can experience success when provided with a variety of challenging learning opportunities.
- that students, staff and parents work best in a trusting, respectful and safe environment.
- in open, honest communication and cooperation among students, parents and staff.
- that learning is a lifelong process for all community members.

STANDARD OF BEHAVIOUR

River West Park strives to respond to the vision and purpose of the Pembina Trails School Division's Standard of Behaviour Document. As a school, we are committed to responding to the teaching and modelling directive of the Division's document. We know that telling isn't teaching and that students will occasionally make poor choices which will require adult redirection and guidance. We are committed to responding each time a behavioural situation is observed or brought to our attention. Our response will be focused on teaching, modelling appropriate behaviour and working with the student(s) to repair the situation. All responses will be age appropriate, timely, logical and based on restoring the student(s) to the community.

As a school we strive to model and encourage "Kind and Helpful" behaviour in our school community. We believe all students have the right to be physically and emotionally safe. To this end, we stress that students need to grow in their abilities to:

- be respectful of the feelings and rights of others;
- be punctual;
- be prepared and ready to work and learn.

Our student developed "**Respect Agreement**" states:

- **We Speak and Listen Respectfully**
- **We Include Others**
- **We Treat Others with Respect**

The school will be guided by the Division's Standard of Behaviour in dealing with disruptive or serious behaviour issues. Parents are advised and given fair notice that threatening behaviour will not be tolerated, and the procedures outlined in the PTSD Threat Assessment Fair Notice Brochure and Policy JICM will be followed.

HARASSMENT POLICY

Pembina Trails School Division has a Harassment Policy (GBAA-R). Since the policy is very detailed, we include the broad parameters of the policy for you. It states:

"The Pembina Trails School Division affirms its commitment to maintain a learning and working environment that is free from harassment. The principle of dignified treatment is a fundamental one and the Division does not and will not condone any improper behaviour on the part of its employees, and undermine learning, work relationships and productivity."

"Harassment is unacceptable and such behaviour toward any student or employee, as defined in the Administrative Procedures, constitutes a serious infraction which warrants disciplinary action, and may be considered grounds for suspension or dismissal."

THE SCHOOL DAY

River West Park follows the six day cycle used by all schools in the Division. The Grades 6-8 school day is as follows:

A.M.		P.M.	
8:45	Student Entrance	12.45	Student Entrance
8:55-9:00	Opening Exercises	12:50-1:30	Period 5
9:00-9:40	Period 1	1:30-2:10	Period 6
9:40-10:20	Period 2	2:10-2:15	Locker Break
10:20-10:25	Nutrition/Locker Break	2:15-2:55	Period 7
10:25-11:05	Period 3	2:55-3:35	Period 8
11:05-11:45	Period 4	3:35	Dismissal
11:45-12:45	Lunch		

Kindergarten – Grade 5 classes are scheduled for 30 minutes with recess at the following times.

Gr. 1-5 Recess 10:30 - 10:45 am 1:50 - 2:05 pm

School Calendar

An up-to-date calendar is available on the school's website:

<https://www.pembinatrails.ca/schools/riverwestpark/Calendar/Pages/default.aspx>

SCHOOL HANDBOOK AND OPERATIONAL PROCEDURES

Student Entry and Dismissal

Unless with a teacher or in activities, students enter at 8:45 a.m. and are dismissed at 3:35 p.m. No general supervision is provided prior to 8:45 a.m. for Gr. K-5, so no students should be arriving before that time. Supervision for K to 5 students in the playground and early entry into the building will only occur with inclement weather.

K - Grade 3 students enter/exit through the front doors.

Grade 4 and 5 students enter/exit through the southwest playground doors.

Grade 6 - 8 students enter/exit through the northwest playground doors.

Inclement Weather

In the event of inclement weather, (i.e. colder than a combined wind-chill and temperature of -27 degrees) students may be permitted to enter the building prior to 8:45 a.m. and 12:45 p.m. and wait in the entrance areas. As well, indoor recess and indoor lunch may be scheduled on such days.

Coats on Chairs Days

On days where the combined temperature and wind-chill are extreme, students will be asked to have their coats on their chairs, so they are easily accessible in case of an emergency evacuation.

School Attendance/Safe Arrival

Regular attendance is essential for success at school. For the student's safety, parents are asked to notify the school when a student will be absent. If the school has not been informed, parents will be contacted. If a student is to be absent for a prolonged period, such as a family vacation, the parent must inform administration of their intentions well in advance of their departure. The student must make arrangements with each of his/her teachers to complete work missed.

Late Arrivals

Punctuality is essential in developing sound academic habits. Students must get their books and supplies and proceed to their classrooms promptly upon entering the school in the morning and afternoon. Students are considered late if they are not in their homerooms at 8:55 a.m. and 12:50 p.m. Students who are late must obtain a class admission slip from the office. Late arrivals are documented and become part of the child's permanent record.

Bus and Bus Safety

At the time of departure, students will go to the bus loading areas and await the bus. When the bus has come to a full stop, the students can move in an orderly fashion to board the bus. During the first week of school, all teachers will assist in the establishment of the departure routines with their students. Twice yearly it is provincial policy to instruct students in Bus Ridership Safety. The Division arranges for transportation staff to instruct students. RWP staff assists by reviewing and reinforcing procedures before and during field trips.

Accident and Travel Insurance

It is parental responsibility to purchase accident and travel insurance for their children. At the beginning of each school year, parents are provided with a link to on-line student accident information which can be purchased. Many parents may also have Blue Cross insurance, which should be checked out regarding child benefits.

Lunch Hour Procedures

Students who stay at school over the noon hour will eat their lunch in their homerooms or designated areas. Students are expected to remain seated and with their voices at a conversational level. Students who do not consistently follow the above expectations may be asked to find alternative lunch hour

arrangements. Grades 6-8 students go outside from 11:45 - 12:15 and eat lunch from 12:20 - 12:45. Grades 1-5 students eat in their classrooms from 11:45 - 12:15 and go outside from 12:15-12:42.

Lunch Program policy and fees are distributed under separate cover. All students who stay must be registered in the Lunch Program and pay the required fees. The fees are used to pay the salaries of the lunch supervisors.

Early Dismissal

A student who wishes to leave school early must bring a note signed by a parent/guardian to his/her homeroom teacher. The note will be initialled by the homeroom teacher and then delivered by the student to the office. Every effort should be made to schedule appointments outside of school hours.

Emergency School Closing

In the event of severely inclement weather, the school may be closed. In cases such as this, announcements will be made over the radio on several stations. In case of emergency evacuation of the school building/property, students will be taken to Westgrove School or to the nearby Shoppers Drug Mart. Parents will be notified and children will only be released to a parent with identification.

Dress - Please come Dressed for School

While we recognize that clothing is an avenue for personal expression, at the same time we want to encourage our students to be respectful of the dress code and to maintain a respectful appearance. Students whose clothing is deemed by a staff member to be inappropriate, unsafe or inadequate will be respectfully and discreetly asked to change or cover their clothing.

Some specific guidelines:

- Tops that cover chest, back and midriff should be worn.
- Shorts or skirts considered a modest length may be worn.
- Health and safety regulations require the wearing of shoes in school (flip flops and bare feet are considered safety hazards).
- Clothing with inappropriate pictures, logos or slogans may not be worn.
- Hats, coats and jackets may only be worn in class with the teacher's/school's permission.

Lockers (Grades 6 - 8)

Lockers will be assigned by homeroom teachers. Each student is expected to purchase a lock and put it on their locker. The lock combination or spare key must be registered with the homeroom teacher. Lockers are to be used before 8:55 a.m., at morning break, at 12:45 p.m. and 3:35 p.m. Students may go to their lockers during the school day only with permission. While every effort will be made by the school to assist in safeguarding personal belongings, the primary responsibility rests with students and parents. All personal belongings should be clearly marked with name and room number. Students should not bring items of value to school. Assigned lockers are school property and must be opened upon request.

Patrols

Student patrols will be located at:

1. Cross walk in front of the school.
2. Stack St. and Barker Blvd. – south intersection
3. Staff Parking Lot entrance

Patrols are on duty 8:35 – 8:50 a.m., 11:40-11:55 a.m., 12:35-12:50 p.m. and 3:30-3:45 p.m. Students are expected to use the crosswalk and follow the directions of the patrols. Kindergarten patrols assist students going home at 11:45 a.m.

Bicycles, Skateboards, Roller Blades and Scooters

Bike racks are provided for students who choose to ride their bikes to school. Students should purchase a sturdy U-lock and should have a record of their bike's serial number. The school assumes no responsibility for bikes which may be damaged or stolen. Students may use skateboards, roller blades or scooters to get to school, but are not allowed to use them in the school or on school property during the school day.

i-Pods, iPads, Laptops, Cell Phones and Other Personal Electronic Devices and Games

PTSD policy JICJ governs the use of electronic communication devices and states that, “electronic devices should only be used in ways that are respectful of people and school climate.” Use by students of personal electronic devices is prohibited in instructional areas unless authorized by a teacher. Students in grade 6 to 8 may use these devices in the lunch areas before school and over lunch time. At all other times, students must keep these devices turned off and in their lockers. At no time may the camera function be used without teacher permission. ***School officials, including classroom teachers, may confiscate and search electronic communication devices if there is a suspicion that school rules or policies are being violated. Searches of electronic devices will be limited (where reasonable) to those parts of the device that contain information related to the violation of school rules or policies.*** The school will assume no responsibility in any circumstance for the loss, destruction, damage or theft of any electronic communication device or for any communication costs associated with the unauthorized use of such devices. Students and families are responsible for locating such lost or stolen items. The school division provides a public wireless network in all parts of River West Park School.

Student Use of Phone

Students may use the phone in the office if the reason for the call is acceptable to the homeroom teacher and the office staff. The phone should not be used at the end of the day to plan last minute social events.

Website and School Calendar

Most information is posted on the school's website including a digital calendar parents are able to subscribe to and have dates loaded to their personal devices. The website also includes a principal blog which is update monthly.

ACADEMIC INFORMATION

Textbooks

The school provides students with the necessary authorized books free of charge. When textbooks are issued, the student becomes responsible for them and must assume the cost if any are lost or unreasonably damaged. Books lost during the year must be paid for and a new book issued. If books are found, in acceptable condition, the fine will be returned.

Library

In order to make maximum use of the books available in the library, only two books may be signed out at one time, and for Kindergarten to Grade 1: only one at a time. Books may be signed out for one school cycle, and additional books may not be signed out until the original books are returned. All books in the Reference Section must be used in the library and may not be signed out. Students will be expected to pay for books which may be lost or damaged. Teachers will book the library for student use during class time. The library is a place for quiet reading or work. Students are expected to display appropriate behavior when working in the library.

Physical Education Classes

The following is required for grades 5-8 students: gym shorts or sweat pants, t-shirt, athletic socks and indoor non-marking running shoes. K-4 students are not required to change but do require proper footwear. If a student cannot participate in physical activities for a short period of time (less than a week), a note from a parent or guardian is required stating the reason. For longer periods of time, a note from the child's doctor may be required. Monies and other valuable items should not be left in the gym change rooms. The school does not assume responsibility for any lost money or items.

Technology

Students have access to computers in both the library and the computer lab. Each classroom now has at least one PC with internet connection and a printer. Classroom computers will be for teacher use and for student use, particularly research and word processing. Classrooms also have access to student use iPads and laptops. Each student is required to have submitted a signed Divisional Acceptable Use form in order to have access to the Division's Information Technology network and resources. Public Wireless is provided throughout the building for student use and teachers may invite students to bring and use their own devices.

Student Assessment

Students' performance is assessed on a formative and summative basis. Formative assessment is also referred to as Assessment FOR learning which provides students with feedback to enable them to improve their performance. Summative assessment is also called assessment OF learning and usually results in a decision being made on the quality of the student's performance.

Examples of Assessment FOR Learning:

- Learning outcomes or targets
- Discussing criteria
- Sharing exemplars
- Conversations/Conferencing
- Goal setting
- Peer assessment and self-assessment
- Descriptive feedback

Examples of Assessment OF Learning:

- Reflections i.e. I did well on ... I need to improve on...
- Teacher observations
- Anecdotal notes
- Rubrics/ checklists
- Continua - Portfolios
- E-portfolios
- Goal setting i.e. My academic goal is ... My behavioural goal is...
- Projects
- Quizzes and unit tests
- Year end assessments for Grades 7 & 8 students

Evaluation results provide information on a student's strengths and weaknesses and assist the staff with planning appropriate programs.

Year End Assessments

Students in Grades 7 and 8 may complete year-end assessments in June (subject dependant). These will commonly take place during the 3rd week of June.

Student Progress Reports

Students receive three written reports during the school year. Twice during the school year, an opportunity is provided for parents to schedule tri-conferences with the teachers to discuss student progress and celebrate learning. As well, some students may receive written interim reports concerning their work in a particular subject. Telephone and email contact between teacher and parent is encouraged at all times.

STUDENT SUPPORT SERVICES

The Support Team includes the Principal, Resource Teacher(s), Guidance Counsellor, Speech and Language Clinician and a School Psychologist. As the name implies, the team exists to provide support to every student in academic, social, emotional and behavioral areas.

Student Support Service Teachers provide direct service to children and serve as consultants to the staff in academic areas.

- And with individuals, small groups or class groups in areas of personal growth problems.
- In cooperation with classroom teachers, facilitating the delivery of special topics such as drug and alcohol education, personal safety, and human growth and development.

Divisional Clinicians provide students with access to a Speech and Hearing Specialist, a Psychologist, and a Social Worker. Parents are always notified when a referral is recommended.

EXTRA-CURRICULAR PROGRAM

River West Park offers its students a wide variety of activities within its extra-curricular program. There are academic, leisure and high interest activities, as well as many athletic opportunities. The staff attempts to offer a wide range of extra-curricular programs so that every student will have an opportunity to become involved in an out of class activity.

Intramural Program

Intra-mural activities are designed to give all students the opportunity to experience in-school athletic activities and to practice the skills and sportsmanship that have been learned in physical education classes. These activities are run during the noon hour on a limited basis for Grades 1-3 and more broadly for Grades 4 - 8.

Inter-School Athletic Program

River West Park may field teams in volleyball, basketball, badminton and track and field for Grades 7-8. Grades 4-8 can join the cross-country teams and participate in track and the marathon teams. The students in Grades 4-6 may also participate in a Basketball and Volleyball Club. This activity may culminate with a Divisional Friendship Tournament.

The staff and students at River West Park support the concept of inter-school sports. Sports can contribute to overall school spirit as well as skill development, sportsmanship and physical fitness of our school athletes.

SCHOOL CLUBS AND ACTIVITIES

A number of special interest and leisure activities and programs are organized each year. These are organized by staff on an "interest shown basis" and allow staff and students to share their interest areas outside of regular class instruction time.

PARENT COUNCIL

The purpose of the School Parent Council is to:

- a. provide a means of communication between home and the school: keep the community informed of school programs, policies, procedures and activities;
- b. involve parents in school activities; and,
- c. involve parents in activities that are supportive of school programs.

Parent Council approves the use of their fundraising monies to support school activities such as field trips and "Artists in the School".