



Handbook

2025-2026

Welcome to Westdale School!

Westdale School

Welcome to Westdale School! As a staff, it is important to us that we continue to build strong, supportive relationships with families to best support our students' growth and learning. Westdale school is a community of learners which includes students, teachers, families, and support staff who grow and discover together.

School Information and Hours

School Phone: 204-895-8205

Email: westdale@pembinatrails.ca

Student Entry:	8:40 am
Nutrition Break:	10:50 -11:00 am
Lunch:	12:20 -1:20 pm
Dismissal:	3:30 pm

Student Entry and Exit Doors

Students will wait outside of the school building. They will be welcomed by the bell at 8:40am through their respective doors and will be expected to leave the building by 3:40pm, unless involved in extra-curricular activities. An exception to this rule will apply during extreme weather conditions, in which case students will be permitted early access starting at 8:30am (see page 5 for extreme weather information).

Entrance and exit will be as follows:

Grade 6: East doors by the office

Grade 7: South doors by the field

Grade 8: West doors by the basketball courts

Communicating mid-day Emergencies, and Early Departures

In the event of a family emergency, illness, or necessity for your student to depart from school early, please call the school office. It is important for the office to be aware of these situations in order to properly and safely support your student until their departure. Students needing to phone home must use the office phone as the provincial mandate states that Kindergarten to grade 8 students are not permitted to use personal electronic devices on school property.

Office Hours

Office hours are 8:00 am – 4:00pm. An answering machine is available to record calls beyond these times. Please note that the front doors of the school are locked at all times. If entering the school, please buzz the office and they will let you in.

Visitors

We ask that all visitors report to the office upon entering the school. Visitors are required to sign in at the office and will receive a **Westdale Visitor** tag which is required to be worn while at the school.

Attendance

We operate an automated call back system called SafeArrive to ensure the safety of our students. Please report any absences on Edsby, or by emailing the school at westdale@pembinatrails.ca. You can also leave a message on the attendance line at (204) 895-8205 option 2 before classes begin in the morning or afternoon to inform us if your child will be absent.

Please note that it is important that students arrive as close to the bell as possible as there is no supervision outside the school in the morning.

Students are asked to report to the office when arriving late and families should report to the school office when picking up their child during regular school hours. Please contact the office prior to pick up, so we can make sure that your child is ready and waiting for you. When someone other than a parent/guardian is picking up a child, we ask to be informed prior to the pick-up, and photo ID will be required.

We appreciate families ensuring that students attend school regularly except in cases where illness or other similar cause makes absence unavoidable. Students arriving “on time” is important as valuable learning is lost with repetitive tardiness.

Communication with Families

The primary mode of communication with our community is through electronic means (email). Please ensure we have your correct email address. All Field Trip permission forms are shared with families through Permission Click, a service which allows families to provide the school with electronic permission for their child to participate in field trips and special activities. Westdale School also uses this service for the collection of school, lunch and art fees.

The Westdale School webpage provides families and our community with detailed information regarding our school.

Teachers will also be using Edsby to communicate with families and students, as well for assigning homework. Families are encouraged to check Edsby frequently for a good ongoing understanding of how your child is managing their time. For families new to Westdale, we will send out Edsby registration reminders in August.

Email Address Changes

The majority of school information is communicated through email. Please be sure to notify the office of any changes to your email address to ensure that important school information is communicated to you in a timely fashion. Please be sure to include westdale@pembinatrails.ca as a “safe” or “known” email address with your email provider.

Cellphones, Earbuds and Electronic Devices

As Westdale is a grade six to eight school, students are subject to the provincial ban on using personal electronic devices on school property, inclusive of breaks and lunch. Any communications with home regarding illness or emergencies should come through the office so we can be aware of any situation and ensure your child is safe at all times.

Should students be found using personal electronic devices on school property:

- First offence: student device will be confiscated and held by the office until the end of the school day.
- Second offence: student device will be confiscated and held by the office until a guardian collects it from the school.
- Third offence: student device will be turned into the office daily for a period of two weeks.
- Fourth offence: student device will be turned into the office daily for the remainder of the academic year.

Reporting Student Progress

In September, our teachers spend time getting to know their students as learners. This time helps teachers make clear decisions about how best to support growth and success. This time culminates in two Strong Beginning days on September 18-19, 2025. Students will attend a one-hour appointment with their classroom teacher who continues to get to know students as learners through formal and informal assessments in the areas of Literacy, Numeracy and Learning Behaviors.

During the school year, there are several tri-conference times scheduled for the evenings of October 28, 2025, November 6, 2025, February 25, 2026, and March 5, 2026. This is an opportunity for families, students, and teachers to meet, set goals and discuss learning plans. Families are encouraged to sign up for these meetings through Edsby. The relationship with the family is key to a strong learning partnership.

Formal report cards are distributed in December, March and June, and are accessed online. Families are encouraged to communicate directly with their child's teacher regarding any questions, concerns and/or suggestions to support their child's academic, social/emotional and behavioral growth.

Families can see the report card electronically, and schedule appointments for Strong Beginnings and Tri-Conferences through Edsby. Please contact the office if you have any questions.

Student Drop Off/Pick Up and Parking Safety

The parking lot is reserved for staff use only. We ask that you do not drive into the parking lot to drop off or pick up your child at the beginning and end of the day. Student drop off and pick up is available on the west side of Cullen Dr., and south side of Betsworth Ave.

It is helpful to arrange a pre-determined drop off/pick up spot with your child/ren on one of the above streets to limit traffic congestion on either street.

Thank you in advance for your collaboration in keeping our students safe!

Storm Days and Extreme Weather Conditions

On extreme cold and rainy days, we ask families to ensure that their child is appropriately dressed according to daily forecasts. Even if students get rides to and from school, there is always a possibility that we would need to evacuate the school.

When the temperature including wind chill drops below -27 degrees Celsius, lunch recess will be held indoors. Weather readings used by Westdale School are obtained by Environment Canada (The Forks).

If the AQHI forecasted by Environment Canada at 6:30am is High (7-10), all full-day outdoor field trips will be cancelled or postponed, depending on the location. If the AQHI forecasted by Environment Canada at 6:30am is Very High (10+), all outdoor-related activities and extra-curricular events will be cancelled for the entire school day. A Division-wide Messenger email will be sent to all families and staff informing them of this decision. Pembina Trails Air Quality Recommendations will apply. The Division will place an air quality alert banner at the top of all school division websites.

School Bus Transportation

Families with students who are eligible for transportation can register online on the Pembina Trails website. All follow ups are to be done directly with the Transportation Department. Contact information is available at www.pembinatrails.ca under the Transportation tab.

School bus transportation may be cancelled due to inclement weather even though schools may still be in session. Bus cancellation decisions are made by the Superintendents of Metro School Divisions in the city. Families regarding potential bus cancellations during times of inclement weather through the MyRide app. Decisions are usually made by 7:00 AM.

Bicycle/Scooter/Skateboard Safety

- Please encourage your child to wear bicycle helmets at all times when riding.
- Students are to walk their bicycles/scooters/skateboards when on school grounds.
- Students are encouraged to lock their bike with a sturdy lock. The school assumes no responsibility for lost, stolen, or damaged items.
- Students may store scooters and skateboards in the bin near the main entrance stairwell. This is not a secure bin. The school assumes no responsibility for lost, stolen, or damaged items.

Extra-Curricular Activities

Thanks to the dedication of our staff, Westdale School offers a full complement of extra-curricular activities before, after, and/or during the lunch recess. Some of these may include: running club, volleyball, basketball, cross country running track and field, and more. Information regarding these activities will be sent home via e-mail or Permission Click. We are also able to host a variety of clubs for our students such as GSA, beading, art, sewing, D&D, homework club etc. throughout the year.

Lunch Program

We offer the service of a Lunch Program operated by school administration. Application information, program expectations, and cost of this service will be sent out in a Permission Click at the beginning of the year. Students eat lunch in the courtyard under the supervision of the Lunch Program Supervisors from 12:20 pm – 12:50 pm and from 12:50 pm – 1:20 pm students go outside to enjoy 30 minutes of supervised play. If program expectations are not followed, the school reserves the right revoke lunch program participation.

A canteen is available for smaller items for purchase between 12:20pm-12:50pm. The canteen only accepts cash and items are on an “as available” basis

Lunch Program Expectations

- Bring your own food and utensils; no microwaves are available
- Listen to the supervising adults
- Sit while eating and during the seated time
- Talk quietly to the person next to or near you; no yelling across the room
- Get permission from the lunch supervisors before leaving the space
- Remain in the lunch area until instructed to leave
- Clean up after yourself
- Go outside or to a club during the second half of lunch
- Follow these expectations or stop participating in the lunch program (i.e.: go home for lunch)

During the second half of lunch, all students are expected to go outside. We offer many clubs throughout the year, but they often fill up. Your student can expect to be outside for the second half of lunch for most days of the year.

Students in grade 6 in the lunch program must remain on school grounds for the duration of the lunch hour. Students in grade 7 and 8 are encouraged to remain on campus, however may chose to leave campus. Lunch supervisors are not monitoring which of the 7's and 8's leave campus.

Lost and Found

Students are discouraged from bringing valuables to school. Lost items are placed in the Lost and Found near the office. Students and families are encouraged to check frequently for missing items. Items will be bagged up regularly and donated to charity.

Medication

If your child requires regular medication during the school day it will be administered through the office following the completion of a divisional form, complete with staff/guardian signatures. All medication must remain in the original prescription container.

School Safety

Westdale School has established an Emergency Response Plan which aims to protect the health and safety of all students and staff. This includes the following safety plans: Fire, Lockdown, Emergency Evacuation and Natural Disaster. In case of an emergency all students will be evacuated to Beaverlodge. In the event of an emergency evacuation families would be contacted directly.

