



# Westbrook School

## Parent & Family Handbook

*2025-26*



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## 2025-26 Staff List

### Teaching Staff

- Kindergarten – Katerina Iverson
- Grade 1 – Alicia Nickel
- Grade 2 – Robyn Zboya and Nicole Birchall
- Grade 3 – Greg Fines
- Grade 4 – Jordan Erison
- Grade 5 – Jessica French
- Grade 6 – Jenni Herndier and Dani Mackenzie
- Grade 7 – Kim Bonaventura
- Grade 8 – Jen Steiner
- Learning Support Teacher – Colleen Bushrod
- Administration – Cristy Leonard (assistant principal) and Darrell Lonsberry (principal)

### Support Staff

- Admin Assistant III (School Secretary) – Linda Kowalski
- Learning Assistants – Maja Terzic, Sara Webster and Mariola Gordon
- Learning Commons Facilitator – Mariola Gordon
- Child Development Advisor – Jona Kondrat
- Technical Support – Gene Russell

### Caretaking Staff

- Head Building Operator – Archie Francisco (until end of September), then Pat Mistero
- Building Operator - Kiyomi Giesbrecht

## Introduction and Background

### History of Westbrook School

The original Westbrook school building was built in 1953 on the site of the current school. Since then, generations of families have come through our doors, contributing in many, many ways to our school and community. Our new building opened in 2020 with a greater capacity and brand-new facilities.



## Priorities & Goals

Westbrook School services approximately 190 students in a beautiful building consisting of 10 classrooms, a Learning Commons and gymnasium. In our middle school, we provide complimentary classes (Art, Music and Outdoor Ed) as well as options (Drama, French, Communications Technology & Physical Enrichment) to our grade 7/8's.

We have a tradition of strong academic programming, dedicated staff, a supportive and involved community, and an excellent extra-curricular program. Westbrook School is a child-centered school. It is our belief that every child has a right to the best education we can provide. We believe it is important to help our students maintain a positive self-image and work collaboratively to meet all students' needs.

The Westbrook experience is a unique opportunity for everyone. The benefits of a smaller size school, where student strengths and areas of growth are well known, parents and staff work closely as a team to ensure students achieve success and meet their full potential as learners academically, socially, and physically.

## Student Attendance

### The Importance of Regular Attendance

Regular attendance at school is critical to student success. Students should attend school punctually and regularly (the language from the provincial Education Act) to maximize student learning and achievement. Research has shown that an absence rate of 10% or more will begin to have negative impacts on student learning, regardless of the reason for the absence. In addition to the academic impacts, lower student attendance rates will have an impact on peer relationships and student mental wellness. When students return to school after an absence, it requires additional time and energy to learn the concepts they missed; if a student struggles with learning, this additional burden of having to get caught up on missed work can significantly impact a student's mental wellness as well as their achievement. Additionally, we often see social struggles for students with poor attendance; lack of ongoing contact and communication between peers can make it difficult to maintain positive relationships. There are many reasons to ensure that student attendance is a priority. Of course, some absences are unavoidable, and when students are sick they should not be at school. It is important to keep in mind, though, that regardless of the reason for an absence, missing school will require a student to devote additional time and mental energy to get caught up.



## Bell Times

Students are invited to enter the school when the 8:27am bell goes. Students have a few minutes to get themselves settled into their homeroom before the first instructional bell goes at 8:32am. Please note that we have early dismissal every Friday.

Monday to Thursday		Friday	
<b>8:32-8:53am</b>	Homeroom and Literacy Block	<b>8:32-8:53am</b>	Homeroom and Literacy Block
<b>8:53-9:37am</b>	Period 1	<b>8:53-9:37am</b>	Period 1
<b>9:37-10:21am</b>	Period 2	<b>9:37-10:21am</b>	Period 2
<b>10:21-10:36am</b>	Morning Recess	<b>10:21-10:36am</b>	Morning Recess
<b>10:36-11:20am</b>	Period 3	<b>10:36-11:20am</b>	Period 3
<b>11:20am-12:04pm</b>	Period 4	<b>11:20am-12:04pm</b>	Period 4
<b>12:04-12:19pm</b>	Lunch	<b>12:04-12:19pm</b>	Lunch
<b>12:19-12:47pm</b>	Lunch Recess	<b>12:19-12:37pm</b>	Lunch Recess
<b>12:47-1:31pm</b>	Period 5	<b>12:37-1:21pm</b>	Period 5
<b>1:31-2:15pm</b>	Period 6	<b>1:21-1:26pm</b>	Homeroom
<b>2:15-2:59pm</b>	Period 7		
<b>2:59-3:04pm</b>	Homeroom		

## Signing in and out

If students arrive after the 8:32am homeroom bell, they must sign in at the office. If students leave prior to the end of the day they must be signed out by a parent/guardian or someone listed as an emergency contact in PowerSchool. To reiterate, only people listed as contacts of a particular student in PowerSchool will be allowed to sign that student out. This includes after field trips and special events. Students are not permitted to sign themselves out (but can sign themselves in if they are late).

## SafeArrival App and Reporting an Absence/Late

The SafeArrival student absence reporting system reduces the time it takes to verify student attendance, making it easy for parents/guardians to report their child's absence and easy for staff to respond to unexplained student absences.

With SafeArrival, parents/guardians are asked to report their child's absence in advance using any of the 3 methods: through the SchoolMessenger App, using the SafeArrival website, or by calling a toll-free phone number (1-833-244-5565). Check the Rocky View Schools website for more information about SafeArrival and how to get signed up.



## Extended Absences (longer than 2 weeks)

If a family is planning a trip or other event that will result in a student's extended absence from school, we ask that we be notified as early as possible. It is important for families to know that, as per Rocky View School guidelines, teachers are not expected to provide programming for students who are on an extended absence, nor is the expectation that they will volunteer their time outside of instructional hours to get the student caught up on what they missed. In many cases, however, teachers post updates and work on-line (to Google Classroom, for example) that students and parents can follow.

## Contacting Your Child at School

As you can see elsewhere in this handbook, students are to leave their cell phones in their lockers or backpacks throughout the day. If parents/guardians need to contact a student we ask that they please contact our office and we will either pass along a message or get the student so they can talk on our office phone. Parents/guardians calling students on their cell phones can be disruptive and encourages students to break the rule against having their phones on their person through the day. In rare instances it may be important for a parent or guardian to be in consistent contact with their child at school (for example, a student who has been newly diagnosed with diabetes and so requires on-going support to manage their health); in those cases, we will work with the family to ensure appropriate access throughout the school day.

## Student Conduct and Expectations

### Positive Behavioural Interventions and Supports (PBIS)

PBIS is a process for creating safe and effective schools through positive connections and pro-active strategies. The process focuses on improving a school's ability to teach and support positive behaviour for all students. To start, we created a PBIS Matrix, with the support of our school students and community, which we refer to as the 'Westbrook Way' (below). Through daily student recognition and a series of classroom and whole school lessons, we ensure consistency of expectations and responses.

When problems arise, first steps include a trusted adult working with the student(s) to reflect upon the incident and how it relates to the 'Westbrook Way'. When actions progress



to physical or emotional safety concerns, school staff and administration will contact and work with the student and family.

Part of our work in recognizing positive behaviours in students is to provide a recognition certificate to every student in the school at some point in the year. A staff member will nominate a student for a recognition award and provide a written submission that will be included on the certificate itself. We read out the certificates during our morning announcements and the student also gets recognized on a bulletin board in the hallway for their excellent work. We also publish copies of the recognition certificates in the school newsletter.

Kind	Respectful	Responsible
 Use school friendly language	 Keep hands, feet, and body to self	 Move safely
 Be considerate	 Use materials and property appropriately	 Be an active learner
 Honour everyone and their ideas	 Take care of our environment	 Be prepared

## Bullying versus Conflict

Bullying is a serious issue that the school takes very seriously. While bullying is quite rare at Westbrook School, as with all schools, we are not immune to the issue. In some cases, however, what is characterized as bullying is not actually bullying and is actually interpersonal conflict between young people. The chart below provides a summary of the differences:



	<b>BULLYING</b>	<b>INTERPERSONAL CONFLICT</b>
<b>Definition</b>	Repeated, intentional harm where there is a power imbalance.	A disagreement or argument between peers with equal power.
<b>Power Imbalance</b>	Yes – one person has more power (physical, social, emotional, etc.)	No – both parties have similar power or status.
<b>Intent</b>	Intentional – meant to hurt, control, or humiliate,	Not necessarily intentional – often a misunderstanding or disagreement
<b>Repetition</b>	Occurs repeatedly over time.	Usually a one-time event but not powerless
<b>Emotional Impact</b>	Requires adult intervention and support for the target	Can often be resolved through communication, peer mediation, or compromise
<b>Examples</b>	Name-calling, exclusion, spreading rumors, physical threats or harm	Arguing over a game, misunderstanding a text, Disagreeing on compromise
<b>Response Needed</b>	Stop the bullying, support the victim, address the bully's behavior	Teach conflict resolution and communication skills

Sometimes, students and families are wary of letting the school know if there is ongoing conflict or bullying happening for fear that it will make things worse. What we know is that ongoing conflict, and certainly bullying, will not be resolved without the intervention and support of trusted adults. It is important that teachers or school administration is made aware of these instances so that we can intervene to settle the conflict or address the bullying before it escalates any further.

## Lunch Time and Microwaves

All students eat their lunch at school. Students in grades 7 and 8 have the choice to eat at tables and chairs in the middle school hallway or in their classrooms; students in grades K to 6 must eat lunch in their homeroom. We have lunch supervisors who circulate throughout the school during lunch. Students in grades 4-8 have access to microwaves. We are not able to provide access to a microwave to all students due to safety/supervision concerns and the fact that with 15-minutes to eat lunch, we don't have enough time for all students to use a microwave.



## Recess and Indoor/Outdoor Shoes

There are 2 scheduled recesses per day for all students, and teachers in younger grades often provide additional physical breaks for their students throughout the day. Students are to change into outdoor shoes when they go outside for recess. Boot racks are provided and we ask that students do their part to help maintain a clean and orderly school by changing their footwear whenever they come into the school.

Grade 8 students have the option of going outside for lunch recess, but all other students are expected to go outside for recesses. In the event of problematic weather (extreme cold, smoke, dangerous winds, etc.) we will keep students indoors for recess and open the gym to select grades when possible.

## Dress Code

At the time of publishing this workbook, we have not identified a separate, specific dress code for students. In the absence of such a code, students are still expected to follow the RVS and Alberta Education codes of conduct, and to abide by our Westbrook Way.

## Hats and Gum

In an effort to minimize the number of “rules” that we have in the school, and instead rely more on the guidance of our Westbrook Way behaviour matrix, we have eliminated a couple of rules that were previously in place, and ask that students be respectful in their demeanour even in the absence of particular rules. For example, we do not have a rule that says students can’t chew gum at school; we do, however, have the expectation that if students choose to chew gum they will do so without it being a problem and they will dispose of it in a garbage can when they’re done with it. We don’t have a rule that says students can’t wear their hats in the school, but we do ask that during assemblies they be respectful to guests and visitors who may expect them not to wear hats inside.

## Entering and Exiting the School

Students have designated doors they are to enter and exit the school by so that we can minimize the number of students using a single entrance at the same time and to help ensure we have appropriate shoe storage for all students. We have a kindergarten to grade 2 entrance (the entrance at the east end of the school – nearest the kindergarten classroom), a grade 3 and 4 entrance (the main entrance) and a middle school entrance (toward the school field on the far side of the gym). Entrances are kept on timers that are



controlled centrally. Exterior doors remain locked through the day and any visitor to the school must pass through the office before gaining entrance to any hallway or classroom.

## Lockers and Student Cubbies

Students in kindergarten to grade 4 have a cubby in their classroom where they can hang their backpacks and coats and store their belongings throughout the day. Students in grades 5 to 8 are assigned a locker and a school issued lock - students must use a school issued lock. Lockers must be kept clean and organized (not always easy to achieve, we know). Students must leave their backpacks and coats (and cell phones) in their lockers so we can avoid them becoming tripping hazards in the classrooms.

## Technology and Student-Owned Devices

Students must leave cell phones in lockers or in backpacks unless directed by the teacher or other staff member. If a parent or guardian needs to contact a student at school, we ask that they call the office and we can relay a message. If a student brings their own laptop or tablet, they can only use them at the direction of the teacher or staff member in charge. Students are to only use technology when directed by staff and will be supervised to help ensure appropriate use. The school is not responsible for student-owned devices.

Students are permitted to use their device while on the school bus to and from school each day. However, students are not permitted to use their device on the bus during a field trip unless specifically directed to do so by the teacher in charge.

If a family feels there is a medical reason for a student to have ongoing access to their device throughout the school day, that must either be identified as a strategy in the student's IPP if they have one, or parents/guardians must fill out form 148A (available on the RVS website, and requires a signature from a medical professional supporting the request). In either situation, it is ultimately up to the principal to approve the request and grant ongoing access or to deny it.

In the event that a student does not comply with RVS expectations regarding cell phones, the phone may be confiscated and returned to the student at the end of the class or the end of the day.

All students have access to school-owned laptops and iPads, once the appropriate permissions and acknowledgements have been completed (this is done during the re-registration and confirmation process that's part of SchoolEngage). Devices are only to be



used at the discretion of the teacher, must not be used during recesses or lunches unless directly supervised by a staff member, and must be returned to the charging cart when not in use. Students are not permitted to take school owned devices home.

## Home-School Communication

Parents and guardians are encouraged to reach out to teachers with questions about student learning and achievement, or about class-based events and activities. They can contact school administration with questions about the larger operation of the school. For questions about IPPs and learning accommodations parents and guardians can reach out to our learning support teacher (and the classroom teacher, of course). Oftentimes, an email is most efficient, but if the issue is of greater concern or requires more nuanced communication, a phone call after school is better. Here's a chart to refer to when not sure of who to contact.

Question or Issue	Who to Contact
Question about marks, assignments or classroom projects	Classroom teacher
IPPs or learning accommodations	Classroom teacher and our Learning Support Teacher
Attendance, PowerSchool, School Engage, School Newsletter	Main office – can email <a href="mailto:westbrook@rockyview.ab.ca">westbrook@rockyview.ab.ca</a> or call (403) 932-5443
School wide events, teachers and teaching, education plan, student conduct/bullying	School administration Note – for student conduct, it is often best to let teachers know first; if the problems continue, then school administration should be involved (or if the behaviour is particularly egregious)
Busing (if the concern is behaviour on the bus, contact school administration)	Rocky View Transportation (403) 945-4100

## PowerSchool (Student Marks and Attendance)

For information about student learning and achievement, including marks and written feedback by teachers, families should log into PowerSchool. Teachers utilize Real-Time Reporting, which means that they are updating PowerSchool with marks every 2-3 weeks for core classes, including comments on many of the assessments that get posted. It is very important that parents and guardians are regularly checking PowerSchool to help



ensure students are completing and submitting work on time and are achieving at the appropriate level.

Parents/guardians can set up an alert in PowerSchool, where they are automatically notified when particular information is posted by teachers. More information can be found on the main Rocky View Website

(<https://www.rockyview.ab.ca/schools/learning/powerschool-information/powerschool-email-notifications>).

If assistance is required in accessing PowerSchool, please contact the school office.

## Newsletter

We publish a school newsletter approximately twice per month, depending on whether there is an extended break in the month. The newsletter is the primary way we share information about school events and activities, including information from School Council and from the Friends of Westbrook Society. It is emailed out to all families, using the email addresses provided in PowerSchool. We do publish pictures of students occasionally, and we also publish the recognition awards. Prior to publishing pictures of students in the newsletter we consult the list of families who have indicated we have permission to do that. That permission is provided when parents/guardians fill out the annual re-registration through School Engage. If permission is not granted for us to publish a student's picture, we will either blur out their faces or simply won't include pictures that have that student in it.

## Student Agendas and Teacher Emails

Teachers also have their own ways of communicating with families. Many provide regular email updates, while others rely on information shared in Google Classroom and PowerSchool. For 2025-26 all students will have a paper agenda; younger grades will be taught how to use it and the homeroom teacher will use that to share information about class activities and events. Older students may be provided a little more latitude in how they organize themselves, but they will also be provided with a paper agenda. Regardless of the ways that teachers are communicating with families, if parents/guardians have questions, they are strongly encouraged to reach out to the teacher.

## Google Classroom

Many teachers utilize Google Classroom to share information, assignments and exemplars with students and to collect completed work. While parents/guardians are not provided with a log in to see the students' Google Classroom, they can access that information through their student's account. If there are any questions about the work assigned, please reach out to the teacher.



## 3-Way Conferences

Formal conferences are made available twice per year, in November and March, where parents/guardians and their students can meet with teachers to discuss student learning and progress. Typically, the 3-Way Conferences (parent/guardian-student-teacher) are opportunities to celebrate student successes and talk about goals for the rest of the school year. If there are issues or problems, they should NOT be left to be discussed until the conferences and should instead be addressed in a timely manner. The conferences are quite short (15 minutes for younger grades and 10 minutes per teacher for older grades), so any topics that require more involved conversation and dialogue should be discussed in an after-school meeting or a phone call.

## Year-End Report Cards

Report cards are issued at the end of the year in a digital format, available in PowerSchool. Teachers update PowerSchool regularly throughout the year, including marks and comments on student work, so there is no need to issue interim report cards through the year. This is one more reason why it is important for parents/guardians to reach out to teachers early with any questions about student achievement.

## Health and Safety

### Emergency Protocols

All Rocky View Schools practice a number of emergency drills each year:

- 6 evacuation drills
- 2 lockdown drills
- 1 on-alert
- 1 shelter in place

We practice the drills so that our response becomes as automatic and consistent as possible in the event of a real emergency. More information about the emergency protocols and drills can be found on the main Rocky View School website:

<https://www.rockyview.ab.ca/about-rvs/emergency-response>

## Severe Weather and School Closure

There is the possibility of school closures due to severe weather. Bus service may be cancelled if the temperature reaches -40degrees Celsius before wind chill. If buses are



cancelled prior to the start of busing that day, then typically schools are also closed. However, if busing has started for the day then schools will remain open throughout that day.

In the event of busing cancellations or school closures due to severe weather, families will be notified in a number of ways, including:

- Rocky View Transportation's Late Bus App,
- the RVS website home page or RVS' Facebook and Twitter accounts
- an email sent directly from Rocky View Schools
- major radio and television stations

If the weather is very poor and you have NOT heard that the school is closed, then assume the school is open. As always, do not leave students unattended at bus stops during very cold weather, and ensure that students are appropriately dressed in the event a bus breaks down en-route.

## Severe Allergies

We take steps to help ensure the safety of students with severe allergies, but cannot guarantee a problem or issue will never occur. Parents should ensure that the severe allergy is identified when they are completing the registration process through SchoolEngage, and should contact school administration prior to startup to discuss the nature of the allergy and potential steps we can take to help ensure the student's safety.

Since we cannot guarantee that we are an allergen-free setting, we strive to ensure that students and staff are Allergy-Aware. Specifically:

- **Aware** that nut allergies can cause serious injuries and can kill
- **Aware** that some of our students have life threatening nut allergies
- **Aware** that it is everyone's right to be safe at school
- **Aware** of the signs and of anaphylaxis, and what to do if you see it
- **Aware** that great alternatives to nuts and nut butters exist
- **Aware** of our rules:
  - foods for sharing (celebrations, etc) **among classes with students who have allergies** must be prepared in nut free facilities (sorry, that usually means no home cooking)

It is everyone's responsibility to help keep all of our students safe.



## Medication

If medication is required and assistance is needed from school personnel to administer that medication then there is a process to go through. Families must provide a form that outlines the medication, dosage, administration instructions, potential side-effects and must be signed by a physician or pharmacist, attesting that no specialized skills or training is required to administer the medication. Contact school administration if there is a need for medication support during school hours.

## Teaching and Learning

### Kindergarten

For some of our families with Kindergarten students, it is the first year that they have a child in the K-12 school system. We know that there is a lot of information that is required to help support the transition into Kindergarten, so we have a number of methods of providing that support. We host an open house in early June each year so that families can bring in their kids to see what the school is like, meet the teacher and other staff and to ask questions of school administration. During the open house we host a meeting of the parents and guardians to review some of the more important and time-sensitive information about transitioning into Kindergarten in the fall.

Once school starts in September, Kindergarten students come to school every Tuesday and Thursday, plus one Friday each month (normally the last Friday of the month). There is a lot of support on those first days of school, including our Child Development Advisor, Learning Support Teacher and school administration being present to help get the kids settled into the class. If parents/guardians have questions or concerns that additional support might be required, they should reach out to school administration the week prior to startup (or earlier, if possible) so we can develop a support plan.

### Homework

Homework is not assigned just for the sake of providing work to do at home. The staff understands that students have many other interests and activities they participate in outside of school time; we do not want to interfere with these valuable learning opportunities that families provide outside of school time. Typically, homework is assigned if the work is not completed in class or if a student has missed work due to absences. Aside from the hope that all students, particularly those in younger grades, are reading at home



every day, students should not be bringing homework from school daily. If that is the case, please contact the student's teachers to inquire about it.

## Library Books and Textbooks

Teachers use a variety of resources to support learning. Textbooks are one of the resources that teachers use, so students will not be assigned a textbook for the year in each of their core subjects. Many resources are on-line and are shared through Google Classroom. Students have regular library times when they can sign out books from our library. We always welcome student input on our collection, so if there is a book, author or series that we don't have but would be of interest for a student, they can talk to our Learning Commons Facilitator about requesting we purchase that resource.

## IPPs

Some students require particular accommodations in order to support their learning. In many cases, these students will have an Individualized Program Plan, or IPP, that includes individualized goals, outcomes and strategies to achieve those goals. An IPP requires that a student has a formal diagnosis, which can include academic, behavioural or physical conditions that require particular accommodations. Our learning support teacher manages the process of developing and maintaining an IPP, in collaboration with the classroom teachers. Parents/guardians are invited to review and provide input on the plan before it is finalized for the year at the end of September. The IPP is updated a number of times throughout the year by teachers, with a final assessment completed at the end of the year. Our older students are invited to assist in determining the strategies and short-term outcomes; all students with an IPP are encouraged to advocate for themselves and their learning.

## Field Trips

Field Trips enhance the learning experience at Westbrook School. All sites we visit must be approved by Rocky View Schools. During off-site learning, team-building and collaboration among participants is fostered and encouraged. As our students head into middle school, the trips begin to more frequently incorporate information on careers of interest, as the students/staff interact with experts in various fields. Students are strongly encouraged to attend field trips, as they often provide learning that we can't provide in a classroom at the school. If there is a financial barrier to a student attending a field trip, families can contact the principal to discuss if other arrangements can be made (for example, deferring payments, doing a payment plan, or, in some cases, waiving the fee).



Parent volunteers are key to providing off-site learning experiences. Contact the school office if volunteering for a field trip is a possible interest for you. Field Trip information and forms will be communicated to grade level families week(s) before the actual trip and parent/guardian approval must be received before students can participate in these trips. Forms and fees are provided through SchoolCash (the link is available on the school website under the “Parents” links at the top of the page).

Field trips are an extension of the school environment. While attending school sponsored trips, students act as ambassadors for Westbrook School and the community. School expectations outlined in our PBIS apply to offsite learning events.

In accordance with Rocky View policies;

- Payments of field trips are through School Cash Online.
- Signed permission forms are required for attendance.
- All Volunteers MUST have a police check and have attended the parent volunteer orientation before they can attend (see below).

## Athletics

### Extracurricular Athletics

Students in grades 6, 7 and 8 are eligible to participate in particular sports, competing against other RVS schools. It is sometimes difficult for us to put forth a team, as our student numbers are very limited. Historically, we have participated in the following:

- Cross-country running – all grades (September)
- Volleyball – grades 7 & 8 (October-November)
- Basketball – grades 7 & 8 (February-March)
- Badminton – grades 7 & 8 (March-April)
- Track and Field – grades 7 & 8 (May)

In order to participate in extracurricular athletics, students must maintain their marks and be attending school regularly. If a student misses a day of school they will NOT be permitted to participate in an extracurricular athletic competition that same day. Watch the newsletters for specific dates for events.



# Significant School Events and Volunteering

## Process to Volunteer in the School

All volunteers who will be working directly with students must have a police check, including a vulnerable sector check, on file with our school within the past 5 years. Once a clear police check/vulnerable sector check is provided, it is good for 5 years. In that instance, the volunteer must sign an annual declaration at the start of each year, stating that they have not been charged or convicted of a crime since providing the police check/vulnerable sector check. Please contact the school office prior to applying for a police check/vulnerable sector check, as we need to provide a letter from the school that gets included with the application. All volunteers are required to sign in at the office as part of our emergency management procedures.

## Major Events and Initiatives Involving Volunteers

Westbrook is so fortunate to have an incredible group of parents/guardians willing and able to volunteer their time to support the school. We have a number of major events that require volunteers to make happen, including (but not limited to):

- School Council
- Friends of Westbrook Society
- Welcome Back BBQ and Meet the Staff
- Walkathon
- Career Fairs for Grades 5-8 Students
- Christmas Concert
- School Fair

Those are just the bigger events and initiatives, but know that there are many more opportunities to be involved in the school. Parent volunteers are invited into our younger classes to help support particular learning activities (those teachers will share the request for volunteers with their parents). We also go on a number of field trips each year, with most requiring additional parent/guardian volunteers.

We host a volunteer appreciation tea each year (typically in late May) to thank all of our volunteers. Information about the tea is shared in the school newsletter.

## School Council

All parents and guardians of Westbrook students are automatically part of our School Council. At the AGM each year an executive is elected that plans and organizes the



meetings, works with administration on upcoming events and liaises with the Friends of Westbrook Society. The primary role of School Council is to advise school administration on operational matters related to the school. Prior to implementing big changes, administration will often take the proposed changes to council for feedback and questions. The importance of this role cannot be overstated – School Council is the primary means by which parents and guardians have influence over the operation of the school. Meetings happen during the early evening, approximately once per month. Information about the meetings is shared through the school newsletter.

## Other Information

### Office Hours

Our office hours are 8:15am to 4pm Monday to Thursday and 8:15am to 2pm on Fridays each operational day (including PL Days). Our office staff (aka, our one school secretary) starts back to work and opens the office about a week prior to the first day of school each year. Parents/guardians are invited to call or stop in at the office during those hours. Outside of those hours, messages can be left on our main voicemail box at (403) 932-5443 or by emailing the office at [westbrook@rockyview.ab.ca](mailto:westbrook@rockyview.ab.ca).

### Calendar

The school newsletter includes a calendar of events for the coming weeks, and some items are shared on our school website as well. At the start of the year a calendar of major events for the year is shared via the newsletter.