

## Helpful Information

---

### **Things To Know About West St. Paul School**

---

At West St. Paul School, we aspire to create a safe and welcoming school community. We work at creating a school culture based upon the following rules/beliefs:

**Take care of yourself.**

**Take care of each other.**

**Take care of this place.**

These statements greet you in the front foyer of the building, accompanied by an art installation entitled, “Children hold the future in their hands.” Taking care of this place—alludes to the world at large, acknowledging the importance of nurturing environmental citizenship and social justice.

At West St. Paul School, we also work intentionally towards alignment with the Seven Oaks School Division Mission Statement.

**The Seven Oaks School Division is a  
Community of Learners,  
every one of whom shares the responsibility  
to assist children in acquiring an  
education which will enable them to lead  
fulfilling lives within the world as  
moral people and contributing  
members of society.**

## ***What are the times for the School day?***

---

<i>Class Time:</i>	<i>8:00 a.m. - 2:30 p.m.</i>
<i>Early Years Nutrition/Activity Break:</i>	<i>9:35 a.m. - 10:15 a.m.</i>
<i>Middle Years Nutrition/Activity Break:</i>	<i>9:50 a.m. - 10:15 a.m.</i>
<i>Lunch Break:</i>	<i>11:55 a.m. - 12:45 p.m.</i>

***Note: During the winter months, we use a wind chill of -27 degrees Celsius to have indoor recesses, based on Environment Canada's reading at The Forks.***

***In the mornings, adult supervision begins at 7:40 a.m.***

***We are a fish and nut aware school. Do NOT send fish products or nuts of any kind, peanut butter or any product that may contain nuts in a child's lunch or snack.***

## ***How can I track important dates for each month and the year?***

---

*The school will send out important reminders periodically throughout the school year via email. Please be sure you are receiving school emails.*

## ***Communication***

---

*At West St. Paul School, we encourage community input and ongoing communication. Teachers do everything possible to make the classroom a welcoming and safe place. If you are concerned or are wondering about something, please feel free to call or e-mail the teacher. Many teachers have important dates, classroom events and homework assignments available on their websites. Every teacher wants each parent feeling informed and valued as a part of the school community.*

***Please contact the teacher first***, however, the Principal and Vice Principal are available if you want to speak with them as well.

*All questions, concerns and compliments are welcome!*

*Orientation days take place on the first two school days in September. Two sets of Parent-Teacher-Student Interviews are more formal avenues in place to strengthen lines of communication regarding classroom expectations and student learning. Teachers are available throughout the school year via a phone call and/or e-mail to communicate with you in regards to your child.*

## ***Attendance Is Important***

---

*Attendance is the key to success. West St. Paul School utilizes a Call Back System, whereby parents will be contacted when unreported absences arise. Please call the school (204-339-1964) if your child is not going to be at school. An answering machine is available (24 hours) to facilitate this process.*

*If your child is sick, please keep them at home so the illness is not spread throughout the school. Children at school should be healthy enough to participate in all school activities.*

*If you are taking your child to an appointment, please notify the office and sign out on the sheet provided in the front office.*

## ***Transportation***

---

*Seven Oaks Transportation policies and procedures states that “students will be picked up and dropped off at designated stops each day. Alternate pick-up or drop-off points are not permitted.” Students are asked to be at their designated stop 5 minutes prior to pick-up time.*

*Please inform Transportation (204-338-7051), if your child is not going to be taking the bus.*

*During the winter months, buses will not run when the temperature reaches -45 (with wind chill) degrees Celsius, based on Environment Canada's reading at The Forks. This decision is made at 6:00 a.m. and notice is made available on CJOB. When buses are cancelled, they are cancelled for the duration of the day.*

*A link exists on the West St. Paul School website that will link you to more information regarding transportation.*

## ***Late Bus Information***

---

*Late buses are available for students attending organized after school activities.*

*Late buses are not automatically available. They are booked by teachers on a need basis and in connection with a particular after school activity.*

## ***Picking Up/Dropping Off***

---

*Any students not requiring bus transportation can be picked up/dropped off at the south end of the school building between the gym and fence. **It is imperative** that vehicles stay away from the bussing lane to ensure the safety of all. Visitor parking spots have been allocated facing the south fence (alongside the field) where there are no numbers on the fence. The front hardtop facing the school is to be kept clear of vehicles (except for school busses) at all times. Parking along the east fence (facing Main Street) is reserved for staff.*

*Students arriving at school late must check in at the office before proceeding to their classroom. Also, students who are leaving school before the end of the day are required to be signed out, at the office, by the adult with them.*

Parents who are waiting in the school to pick up their child are invited to remain in the front foyer of the school. Students can meet their families there once the dismissal bell has rung.

## **Crisis Response**

---

A small group of staff members comprise our West St. Paul Crisis Response Team. Each year they update and inform staff of a variety of safety plans related to emergencies (i.e. fire, intruder etc.) Drills are practised to prepare for the unlikely event of such an emergency.

If there is a need to evacuate during school hours, an alternate location is chosen at the beginning of the year. Elementary students would evacuate to the West St. Paul Curling Club. Middle Years students would evacuate to Middlechurch Home.

Each teacher is in possession of a handbook outlining emergency procedures.

Some students have life threatening allergies in particular to nuts and fish. In an effort to take care of all students, we ask you to **refrain from sending any foods containing nuts or fish to school with your children.** We can provide you with an alternative list of snacks upon your request. Even the residue from nuts can be life threatening if left on a doorknob or desktop and touched by one who is allergic.

If your child needs to take medicine of any kind, forms are available in the front office that will need to be filled out and signed by you. All medications are distributed by administrators or designates.

## **Emergency Procedures**

---

If your child should become ill at school or be injured during the school day, the school will make every attempt to notify you. Please ensure that we have a current work and emergency number for you and update this at the office or on

*Parent Connect when changes occur. If it is necessary to call an ambulance, the ambulance will take your child to the nearest Emergency ward. Our primary concern is always the health and safety of your child. We will ensure their care, even if you are unavailable.*

## **Personal Electronic Devices**

---

*Personal electronic devices are expensive and fragile. The school recommends that electronic devices remain at home. We recognize that some parents choose to send cell phones to school with their child. Generally, cell phones should only be used sparingly before and after – but not during – the school day and must be on silent mode. Middle Years students may be permitted to use their device for research with teacher permission. Parents should resist the urge to text or call their child unless it is urgent. The office will relay messages to students and their teachers. The school shall not be responsible for lost or damaged devices.*

## **School Dress Code**

---

*Students are expected to wear appropriate clothing at all times. The clothing should be clean and presentable. Students are asked to refrain from wearing clothes with offensive logos or slogans, spaghetti straps, muscle shirts, halter tops and exposed midriffs. Should your child wear clothing considered inappropriate for a school/workplace—he/she will be asked to change their clothing. Shoes and runners are to be worn in school at all times. Hats are to be removed when entering the school.*

## **Hats**

---

*At West St. Paul, we expect students to remove their hats when they enter the school and for the playing of O Canada.*

## ***Learning Support***

---

*Three Learning Support teachers are on staff at West St. Paul School working with teachers in support of their teaching practise and in support of teaching a diverse group of learners. These teachers oversee initiatives such as Hearing & Vision Screening, coordination of healthcare plans and development of Individual Learning Plans (IEP) where applicable. They work with students and teachers in classrooms to support all children's learning.*

## ***Education and Clinical Support Services (ECSS)***

---

*We have the services of clinicians from ECSS who work at the school on a regularly scheduled basis. The clinicians include a Social Worker, a Child Psychologist and a Speech and Language Specialist. We also have an Occupational Therapist and Physiotherapist who work directly with students as well as consult with staff. Their services are available to students and families on a referral basis.*

## ***Library***

---

*The West St. Paul Library is open during the regular school day for scheduled classes. It is also open during the lunch hour for Middle Years students with library passes from their classroom teacher. Students are encouraged to borrow extensively from the library and take care of their books.*

## ***School Procedures*** ***Locks and Lockers***

---

*Lockers and locks are issued to the grade 5-8 students. Students share a locker with a partner from their homeroom. The combination lock and the locker*

*become the responsibility of the student for the year. It is important to keep the combination confidential. Locks are provided free of charge and are distributed in September. Homeroom teachers assign lockers and students may not change lockers or locks without permission.*

*The school administration has the right of inspection and access to all school lockers. Students are expected to keep their locker clean and tidy.*

## ***School Lunch Privileges***

---

*Most students eat lunch at school. All students eat lunch in their own classrooms. It is the responsibility of every student to clean up his/her own table and floor area.*

*We have many children in our school with LIFE THREATENING allergies to nuts and fish. **Do NOT send fish or nuts of any kind, peanut butter or any product that may contain nuts in a child's lunch or snack.***

*The canteen is open from 9:50-10:00, for Middle Years students, to purchase healthy snacks and milk. Working towards healthier food choices, the canteen has been revamped to reflect this intention. Milk is also available to elementary students at both nutrition breaks. Milk tickets may be purchased from the office.*

*Periodically, pizza days and other lunch options will be offered and indicated on the monthly calendar available on the website.*

*A bottled water machine is available for after school activities.*



## ***Activity Breaks***

---

*Activity breaks take place after each nutrition break. Morning activity break will be 25 minutes and afternoon activity break will be 30 minutes long. Kindergarten students typically begin joining the rest of the school for activity breaks after Spring Break.*

*On rainy days or on extremely cold days, the activity breaks are held indoors. Students are expected to dress appropriately according to the weather. In winter, indoor recess typically occurs when the temperature and wind chill reaches -27 degrees Celsius, based on Environment Canada's reading at The Forks.*

## ***Green Space***

---

*West St. Paul is a green (environmentally friendly) school. As much as possible, students are encouraged to bring their lunches and snacks in reusable containers. Bins are available for the recycling of drink cans, plastic and paper. Garbage and recycling containers are provided throughout the school. Students are discouraged from taking food onto the playground.*

## ***School Property***

---

*School division staff and students work hard to maintain and improve the school and school grounds. Damage to school property should be reported promptly.*

## ***Leaving the School Grounds***

---

*Students must receive permission from the Principal, Vice Principal or designate to leave the school grounds during the school hours.*

## ***Bus Safety - Patrols***

---

*The majority of our school population rides the bus to and from school every day. Safety patrols are trained divisionally to help students exercise safe behaviours on and around school busses and crossing streets. All students are expected to practice safe bus ridership at all times. This means sitting quietly in your seat to ensure that the bus can travel safely. Food and drink are not allowed to be consumed on school busses.*

*Bus evacuation drills will be done twice yearly under supervision from Transportation personnel.*

## ***Volunteers***

---

*Many of the things that get done in our school wouldn't get done without the help of our volunteers. If you have any time that you can volunteer during the day, please let us know and we will find a spot for you! Volunteer forms are available in the office and are handed out during September orientation days.*

*All volunteers and visitors to West St. Paul School are expected to sign in at the office before proceeding to a particular classroom. It is important that we know who is in our school at all times to ensure safety for all.*

## ***Parent Advisory Committee***

---

*All parents are invited and encouraged to attend and become a part of the Parent Advisory Committee (PAC). Meetings are usually during the second week of every month at 7:00 p.m. in the library. Babysitting is provided.*

## ***Parent/Child Preschool Programs***

---

*If you have pre-schoolers at home, please consider coming out to the **FREE** Parent/Child programs offered in the Community Corner room, located in Room 18.*

*Parent/Child programs are set times throughout the week (daytime and evening) for **YOU** and **YOUR CHILD** (0-5 years) to be part of a learning environment together. Both parents (1 or both parents or daytime caregivers) and children are involved in:*

***STORYTIME ~ CRAFTS ~ HEALTHY SNACKS ~ SOCIALIZING  
PLAYING ~ LEARNING ~ LOADS OF FUN!***

*For details on days and times, please see the Preschool Monthly Calendar, included in the school newsletter or visit the school or divisional website.*