



Student-Parent Handbook 2021-2022

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School Office open from 7:30 AM to 3:30 PM

Inspiring lives, building futures

About Westmount Park School

Westmount Park is a multicultural, multi-ethnic school that celebrates its diversity. While the majority of our children were born in Quebec and English is their mother tongue, our total population includes a significant number of children born in over 25 different countries.

Westmount Park values the individual child's right to develop in an educational environment that is free from fear and prejudice. This is achieved in a climate of respect, cooperation and commitment by providing a safe and effective learning atmosphere in which students can reach their full potential.

The school has gone through a number of changes since the cornerstone was laid on November 29, 1913. Originally it opened as a high school. Following World War II, it became Westmount Junior High housing Grades 7,8 and 9. In 1961, the building opened as an elementary school. In the 70's and 80's the school first welcomed students from Little Burgundy and Pointe-St. Charles and expanded to its present size.

In 1998, it became part of the English Montreal School Board after to creation of linguistic school boards in Quebec. In July 2019, the school building began to undergo major renovations. Students and staff relocated to its two present campuses. *The North Campus* housed at 5100 Côte-St. Luc Road and *The South Campus* housed at 6255 Hamilton Street (the former St. John Bosco elementary school). The school anticipates to move back into its original renovated building for the 2021-2022 school year.

Our School Mission

Our school is committed to offering a program of quality education that focuses on the community's diverse needs. This celebration of cultural diversity of the student population is an important ingredient of our program, both in the academic areas as well as in the cultural aspects of the curriculum. We value the individual child's right to develop in an educational environment that is free from fear and prejudice.

Our goal is to create an environment whereby all children are given the tools, support and life-skills needed in order to reach their full potential. We aim to foster a spirit of harmony with the help of teachers, support staff, parents and community resources and thereby supplying all the necessary resources for the children to become life-long learners.

School Hours

Students should not arrive before 7:50 AM as there is no supervision prior to this time. Students who are not picked past 2:45 PM will be placed in the daycare – a daycare fee will be charged.

7:50 AM	School bus arrival and drop-off
7:55 AM	Call-in bell
7:55-8:05 AM	Homeroom
9:35-9:55 AM	Recess
11:25 AM-12:15 PM	Gr. 1-6 Lunch
11:25 AM-12:33 PM	Pre-K & Kindergarten Lunch
1:15-1:35 PM	Recess
2:35 PM	Dismissal and pick-up
2:45 PM	Buses depart
2:35 PM-6:00 PM	Daycare Services

Tardiness and Absence Policy

Classes at Westmount Park begin at 7:55 am. Students are expected to be punctual. Students who are late for school must report to the main office to get a late slip before going to class. Tardiness without a valid reason will be listed as an unexcused tardiness. Chronic unexcused tardiness will be recorded and consequences given in extreme cases. If your child arrives after the children have entered the building, they are to report to the office to get a late slip. If your child is going to be absent for the day, please telephone the school to inform the office. Absences should be reported no later than 7:30 am on the day of the absence. A valid reason must be provided to justify an absence from school.

Early Dismissals

If possible, a child's medical appointments should be arranged after school hours, or on Professional Days. If your child is to be dismissed early, a written request is required and sent to the main office. Parents are required to report to the main office to sign their child out when leaving before the dismissal bell.

Vacations: There will be no additional homework for children leaving on vacation outside of the school calendar. Should children be away for an extended or unjustified period of time, a note will be placed in their permanent school file. Due to final exams, vacation plans are especially discouraged from mid-April to mid-June as there will be no make-up time for final exams. Parents of students who will be away for an extended period of time during the school year must present a note to the office indicating the period of absence.

School Office

The school office is open from 7:30 AM to 3:30 PM daily. Parents and other visitors to the school are requested to report to the office upon arrival, where they will be received and assisted by our school secretary. All visitors need to sign in – this includes parents and volunteers. Former students wishing to visit teachers or staff are permitted only during the school's lunch hour. They are not permitted to visit during class time.

Inquiries and Appointments

To ensure that the educational process not be interrupted, parents are requested not to disrupt classes during teaching time. Please make appointments by sending a note to the teacher or leaving a message with the school office. If you have any questions or concerns to be addressed to the school administration, please call the office for an appointment.

School Fees and School Supplies

Westmount Park School fees are itemized. Parents or guardians are responsible for payment.

Each grade level has been assessed a specific **non-refundable** amount based on the workbooks used, photocopy fees, student agenda and other consumable instructional materials. The cost of consumable school supplies is the responsibility of the parents and is not included in the school fees.

Lunch Fees: \$225.00 per child or \$600.00 for a family of three siblings or more. Students are permitted to stay for lunch under the supervision of Lunch Monitors. Children must remain on school property and respect the rules. Disregard for the rules will result in suspension from the lunch program. We encourage all children to bring a nutritious snack and lunch to school or use the **EMSB Hot Lunch program, Le Mini Bistro**. To that end, no soft drinks please. For safety reasons, no glass containers are permitted. Microwaves and refrigerators are not available.

Payment of fees: Please note that it is the school which must meet the payroll of the supervisors and unpaid fees impact on the school budget. For this reason, we offer payment options to suit your needs. Please call the office to make arrangements with the Principal.

School Outings: Not all school outings will be subsidized by the school. Therefore, families who have not paid, or made arrangements to pay school fees, will be required to cover the school's contribution to all activities which are financially supported by the school.

Please note that a child who leaves the school for any reason during the school year will NOT be refunded the school fees. If lunch fees were paid in full, a refund may be offered from the point the child left the school.

Homework Policy

Homework is an essential part of our school program. Homework is used to reinforce work done during class time, as well as to provide practice for new skills acquired. Parents and teachers must work together to help children develop good study habits and a responsible attitude towards homework. Students should be able to complete the homework with minimal assistance. Younger students will need assistance with reading. Assignments may be written work, including projects, reading, and the studying of material taught in class. All children need to read something of their choice every day!

Homework is assigned for several reasons:

- To reinforce skills taught in class.
- To complete work not done in class.
- To commit to memory ideas or concepts.
- To work on an assigned project over a period of time.
- To allow time to collect information.
- To develop regular and independent work habits.
- To develop responsibility.

A Student's Homework Responsibilities

- To list homework assignments in the school agenda.
- To bring home all the materials needed to do the homework properly.
- To use the appropriate exercise books and stencils.
- To do all the written work neatly and carefully.
- To consider study work as important as written work.
- To seek help if needed.
- To return the assigned work to school on time.

Your child should have a quiet place in which to work and a regular timetable that allows adequate time to complete all homework assignments. The suggested times for the average student: K and Cycle 1 is up to 30 minutes; in Cycles 2 and 3, is approximately 45-60 minutes.

Emergency Dismissal and School Closures

With the arrival of winter weather, parents are asked to note the following, regarding storm warnings and the closing of schools:

Notice to shut down the Board's schools, or to cancel bussing because of snow storms, will be broadcast by major radio stations and all EMSB social media platform, beginning at 6:00 am. If a shutdown announcement is not heard by 7:00 a.m., parents may assume that the school will remain open.

If schools are open, but weather conditions force an early closing, the shutdown will be timed around the lunch hour. Information to this effect will be broadcast beginning at about 11:00 a.m. Announcements will only be made to indicate closings. Every effort will be made to contact parents. It is important that the school is kept informed of changes in contact numbers.

Power failures, etc. may force the closure of the school during the school day. Parents are urged to plan for emergencies by arranging for a neighbor or friend to receive their child if they are at work. Your child needs to know his phone number and be aware of the emergency plan.

Should the evacuation of the building ever be necessary for safety reasons, the students will be taken to the following location:

Westmount High School: 4350 Saint-Catherine St, Westmount, Quebec H3Z 1R1

Once at the evacuation center, parents will be contacted to be notified of the emergency. They will be asked to pick up their children. If it is late enough in the day, bussed children will be sent home on the normal school bus route and the parents of non-bussed children will be contacted.

School Social Media

Parents are encouraged to follow our school via our social media platform to get the latest news happenings at the school.

Facebook: [facebook.com/westmountpark](https://www.facebook.com/westmountpark)

Twitter: @westmountpark

Instragram: @westmountpark

Website: westmountpark.emsb.qc.ca

Health and Injuries

We do not have the facilities at school to accommodate children who are ill. Children who are ill in the morning should not come to school. Whenever a child becomes ill or injured, the family will be advised as soon as possible. Arrangements will be made either to send the student home or to a hospital, if necessary. If parents cannot be reached, the decision to send the child to the hospital will be made by the school. The cost of the ambulance must be assumed by the parent. Parents must take over the care of their child as soon as possible. We require an emergency contact number in case no one is available at home.

Communicable Diseases

Parents are requested to inform the school of diseases such as Scarlet Fever, Chicken Pox, Impetigo, Pediculosis (head lice) or Conjunctivitis (pink eye). Any cases of the above will be brought to the attention of the class parents by the school.

In the event of multiple reports of Pediculosis, a team of volunteers under the direction of the school nurse will check the hair of all students to limit the spread of head lice.

COVID-19

Westmount Park School must adhere to all guidelines given to the school by the province's Public Health Department. These guidelines may change at any time, so any updates regarding Public Health guidelines and regulations will be sent to all parents/guardians via email.

Food Allergies

As a number of children are allergic to nuts and peanuts, we request that parents/guardians be mindful of sending lunches or snacks which include nuts, particularly peanut butter, in order to keep the environment as safe as possible for everyone. Please read the special notice from EMSB Cafeteria and Nutrition Services carefully.

Chips, junk food and soft drinks are not allowed at school. We ask that you reserve these treats for home.

Safety and Security

To ensure the security of the school, it is imperative that parents/guardians and visitors enter the building through the main door on Park Place and report directly to the office. If you need to drop something off for your child, please do not go directly to the classroom but make your delivery to the office and we will ensure that your child receives it. If you need to see a teacher, please make an appointment and he or she will be happy to see you at their earliest convenience, as teachers may not leave the class unattended.

Daycare Services

School BASE daycare services complement the educational services provided by the school and are primarily focused on recreational activities. In order to provide a complementary service at the school and ensure continuity in its educational mission, planning for school daycare services is an integral part of the school's educational project. The service is offered to Westmount Park students from PK to grade 6.

Daycare Objectives:

- To ensure the safety and general well-being of the children served.
- To contribute to the achievement of the objectives of the school's educational project.
- To set up activities and recreational projects that contributes to the children's overall development.
- To encourage the development of social skills such as respect, co-operation and openness to others.
- To offer homework support after school by providing students with an appropriate place in which to work.

Contact our Head of Daycare for information and rates.

School Dress Code

The Westmount Park Governing Board has an approved school dress code by which all students are required to abide. Clothes worn to school must be appropriate. Students deemed to be dressed inappropriately will not be allowed in class and will be sent to the office, where they will wait for a parent or guardian to deliver their uniform, or sent home (picked up by a parent/guardian) to change. The purpose of having a dress code for our children is to instill in them a sense of belonging and identity. We ask for parents' full cooperation in ensuring students adhere to the Westmount Park dress code policy. The administration/staff reserves the right to deem what is acceptable and unacceptable.

The school dress code is navy blue and white.

- White or navy blue top (plain or with the school crest) and navy blue pants, skirt or tunic.
- Sportswear, t-shirts with logos and short tops are not acceptable.
- Pants must be worn at the waist and skirts must be an appropriate length.
- For **physical education**, students are expected to wear a white or navy t-shirt, navy blue shorts or sweatpants and running shoes.

Please note:

Hats are not to be worn in school; however, religious apparel is permissible.

As children are active in school, appropriate laced footwear is required. Flip-flops and shoes equipped with wheels are not permitted as they are not safe in the school environment.

All students at Westmount Park must respect the school dress code every day. It is compulsory.

Dress Code for Outdoors

Students will be outdoors throughout the school day: before school, recess, lunch, and periodically for Phys Ed. Please dress your child according to the weather. They need to be dressed for temperatures outdoors throughout the school year. Students are expected to be outdoors for up to 40 minutes at a time. Students are well enough to attend school, are expected to go outside for outdoor play.

Communication Between Home and School

Communication between parent(s)/guardians and teachers is important to ensure your child's success at school. Teachers provide feedback in a variety of ways; report cards, interviews, conferences, written notes, e-mails, and phone calls are the most common.

Please be respectful in your communications with all staff members (threats and abuse will not be tolerated).

Please consult your child's teacher first, as they interact with your child the most. If a problem is not resolved, you may contact the school administration.

Teachers are not required to supply work for personal tutors.

STUDENT CODE OF CONDUCT

Westmount Park Student's Rights and Responsibilities

- I have a RIGHT to be respected as I respect others.
- I have a RIGHT to listen and be heard.
- I have a RIGHT to be respected as an individual.
- I have a RIGHT to be safe.
- I have a RIGHT to enjoy school.

- It is my RESPONSIBILITY to listen to instructions, work quietly, raise my hand if I have a question or concern, and to complete assignments. I will cooperate.
- It is my RESPONSIBILITY not to talk, shout or make loud noises while others are speaking.
- It is my RESPONSIBILITY not to tease or bother other people, or to hurt their feelings, but to show respect and consideration for others and their ideas.
- It is my RESPONSIBILITY not to threaten, kick, punch or physically harm anyone else, and to follow the rules of this school.
- It is my RESPONSIBILITY to have a good attitude and to participate in a way which helps make our school a place where others can enjoy school too.

CODE OF CONDUCT/DISCIPLINE POLICY

Students are expected to take responsibility and to be accountable for their behaviour in every aspect of school life. Our mission is to provide a safe and caring learning environment which accepts diversity, promotes cooperation and encourages mutual respect. Our goal is to help children grow to become respectful citizens. Learning is a life-long process that requires discipline and respect. Each individual contributes to the well-being and success of everyone at Westmount Park. Parents play an essential role in the education of their children and have the responsibility to support the efforts of the school staff in maintaining a safe and respectful learning environment for all students.

We have developed rules for appropriate student behavior. Students have a right to receive a proper education. Students and staff have the right to work in a safe, orderly and respectful environment. The following school rules apply to all students, at all times, regardless of whether they are in class, in the schoolyard, in the lunch program, on the school bus, on a school field trip or part of daycare. Parents are asked to review the rules listed below with their children. The purpose of these rules is to promote student safety and to develop habits of self-control and disciplined behaviour. The administration reserves the right to judge the severity of a situation and to issue the appropriate consequences.

The discipline policy of the school is based on the premise that personal freedom is accompanied by the responsibility to respect the rights of others. Common courtesy, good manners and mutual respect are expected. The development of a sense of self-discipline in each of our students is an important aspect of our discipline policy. Discipline is meaningful when it is self-imposed or self-controlled. In order for any policy to be effective, it is necessary that the school have the support and co-operation of the parents or guardians. When it is clear that a child has acted inappropriately, he/she might be asked to stay in at recess, during lunch, or asked to do a written assignment/reflection sheet for homework. A child who is bussed home will not be kept in after school the same day. The child's parents will be contacted and arrangements made to have the child stay in another day. While the overall approach toward student behavior is positive, we believe in the use of consequences as a deterrent when assignments are overdue, or when inappropriate behavior, in or out of the classroom, has occurred.

Respect for others

Show respect for all adults and students at all times. Respect includes courtesy, good manners, politeness, cooperation, proper tone of voice and facial expressions.

Listen to and follow the instructions of teachers, lunch supervisors and other adults responsible for you while you are in school.

Violence, Aggression and Dangerous Behaviours

Violence or aggression will NOT BE TOLERATED. Administration will deal directly with anyone engaged in this type of behaviour. It may result in a suspension.

Bullying (to treat others abusively, repeatedly, especially those who are less powerful) will NOT BE TOLERATED. Bullying as defined by Quebec Bill 56 means any direct or indirect behaviour, comment, act or gesture, including through the use of social media, intended to injure, hurt, oppress, intimidate or ostracize, and includes cyberbullying. Regardless of where the bullying takes place (e.g. cyberbullying occurring at home), it will be addressed by the school if the victim of the abuse feels unsafe and threatened while in school. There will be consequences to the bully as per Westmount Park's Anti-Bullying Plan.

Rude = Inadvertently saying or doing something that hurts someone else.

Mean = Purposefully saying or doing something to hurt someone once (or maybe twice).

Bullying = Intentionally aggressive behaviour, repeated over time, that involves an imbalance of power.

Physical abuse such as yelling, pushing, fighting will not be tolerated and will have consequences. These actions do not solve problems. Instead, discuss the problem with the person or ask an adult for help.

Emotional abuse such as mocking, humiliating and ridiculing will not be tolerated and will have consequences.

Dangerous behaviour of any kind is not permitted.

Respect for Property

Show respect for the property of others. You must avoid tearing, breaking, and losing any schoolbooks and materials. You will be charged for damaged property. You will be asked to replace and pay for damaged material.

Do not invade the privacy of other students. Do not go into the locker or desk of another student or any teacher without permission. Ask permission to borrow another person's pencil, eraser, etc., and return the borrowed item in good condition. Never take something that does not belong to you, that includes the lunches and snacks of others.

Gum chewing is not permitted anywhere in the school building, on school property or on the bus.

Jackets, boots, school bags and other items should be placed neatly in the locker area.

Help keep the floors of the classrooms, the hallways and the schoolyard clean by putting litter in the garbage cans provided. When using hallway sink or the washrooms, do not throw or splash water. Remember to keep the washroom clean!

Personal Possessions

Electronic devices such as electronic games, cell phones, pagers, i-pods, MP3s, etc. must NEVER be used on school grounds. These can easily be misplaced, lost or broken and the school will not assume any responsibility for them. If used on school grounds, these items will be confiscated and will be returned after a period of time to be determined by school administration. If a cell phone is required for safety reasons, the student must, upon arrival, leave the cell phone in the possession of the homeroom teacher who will return it to the student at dismissal time.

Toys and trading cards are not to be brought to school. Exceptions may be made at the school's discretion for special events such as show and tell, day before Christmas holidays, etc.

Students must never open any of the school doors to visitors. Visitors are to come by the front door and the office will buzz them in.

Please remember that respect for the school schedule and timetable is a priority for us. Students must be on time for school. If late, they must go to the office to pick up a late slip. Frequent lates will result in a letter from the administration indicating when loss of instruction time needs to be made up.

Students must dress according to the Westmount Park Dress Code Policy.

At the sound of the entrance, recess and lunch bells, students must line up and be ready to enter the building in a calm and quiet manner.

Shouting at any time or running, (except during the gym period) is prohibited in the school building. Movement from class to class must be done in an orderly manner and quickly.

Students registered in the Lunch Program must follow all rules which are clearly communicated to them at the beginning of the year. Failure to follow the rules will result in a suspension from the Lunch Program and parents will be responsible for making alternative arrangements for the student's lunch hour.

Winter Play - For safety reasons throwing snowballs is not permitted. Consequences will follow.

Consequences for Inappropriate Behaviour

It is important that all children behave in an appropriate manner so that everyone is able to learn in an environment conducive to excellence. Personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect are expected towards peers, teachers, staff, lunch monitors and others. The development of self-discipline in each of our pupils is important. Discipline is meaningful when it is self-imposed or self-controlled. In order for any policy to be effective, it is necessary that the school have the support and co-operation of parents.

Expected behaviors are encouraged, taught and reinforced at Westmount Park School. Every effort is made to guide students in a fair and consistent manner. In cases where students continue to demonstrate inappropriate behaviour, parents will be informed and involved. Consequences may include time-out, detentions, written assignments, loss of privileges, behaviour contracts, etc. In some situations, the school administration may feel that suspension is warranted and may act accordingly. In the case of a suspension, students are not permitted to return to school until a parent has had a face-to-face meeting at the school with the principal.

Interventions and Consequences

All students are expected to assume responsibility for their behaviour. When students fail to honour the code of behavior and fail to respect the rights of others, their behavior will be noted in an Incident Log and they may expect one or more of the following interventions:

- Discussion with a Peer Mediator
- Discussion with the teacher or supervisor
- An intervention program with the Special Ed. Techs
- The loss of certain privileges
- A written reflection
- Community work in school
- Communication with parents/guardians regarding the problem
- Meeting with parent/guardian and child
- In-school suspension
- Suspension at home for a period of 1-5 days. A parent/guardian must then accompany the child back to school and meet with the Principal or appropriate staff before the child may return to class.

*Communication may be done by either telephone or written format, which will be sent home with the student.

There are two kinds of written communication forms:

Communication Report: to parents/guardians indicating a serious offense (fighting, severe or repeated inappropriate behaviour). This must be signed by parents and returned the following day.

Notice of suspension: notice indicating a student's suspension from school due to a severe or dangerous infraction. Parents must sign the form and attend a meeting with the administrator. Suspensions range from 1 to 5 consecutive school days.

Suspensions

Attending school is both a right and a privilege for all children. Rules and regulations are present for the safety and well-being of our students. Any student who is physically, emotionally, or verbally abusive with another child or staff member may be suspended from school while interventions are put in place to address the behaviour. Parents will be informed if such a consequence is necessary. Parents/Guardians are requested to support and work with the school to ensure that aggressive behaviour does not re-occur. Suspension is not a holiday for the child. Please ensure that the student realizes the seriousness of the suspension.

Field Trip Policy

Participation on school Field Trips is a privilege and not a right. Any student whose behavior in class or outside the class has not been acceptable, will not be allowed to participate.

Students must complete all necessary forms before being allowed to participate in any outing.

Students who have not paid their school fees in full will not be allowed to participate in any over-night field trips or one-day field trips.

The final decision to allow students to participate in any outing rests with the teachers and administration.

Ambulance Fees and Accident Insurance

Parents are encouraged to subscribe to personal accident insurance in case their child gets hurt while participating in physical education and sports or in any other circumstances. Fees incurred for ambulance services, medical/dental/ocular services and any other services related to an injury are the responsibility of the parents and will not be assumed by the school. Parents are encouraged to contact their personal insurance company or any other insurer to get advice and information about accident insurance coverage for their child.

Lost and Found

Parents are requested to ensure that their children's clothes, boots, gloves, lunch boxes, shoes are marked with the child's name or room number. Clothing does get misplaced and many children have identical or similar clothing. If a child has lost or misplaced an article of clothing or a supply, there is a good chance it will be in the Lost and Found beside the lunchroom. The children are encouraged to check here for lost items. Please take the opportunity to check the Lost & Found near the daycare when you visit the school.

Electronic Devices

Students are not permitted to have cell phones, pagers, or other electronic devices in school. Laptops or tablets authorized by the school may be used for learning purposes. All students using such devices are automatically subject to the school's Acceptable Use Policy.

Code of Conduct regarding Information and Communication Technologies

With respect to the Internet, as a student, it is my responsibility to:

- Refrain from creating, accessing, storing, sending, distributing or printing any material considered to be unlawful, obscene, pornographic, sexually explicit, racist, abusive, discriminatory, hate-motivated, harassing, threatening, or demeaning in imagery or language.
- Never publish the names or photos of myself or others on the Internet without prior permission of my teacher and my parent/guardian.
- Never publish personal information (ex: addresses, telephone numbers, parents, names and home or work addresses) about myself or of others on the Internet.
- Immediately report, to the supervising school authority, any information, message or website that is inappropriate or makes me feel uncomfortable.
- Never speak with anyone that I encounter online, such as in chat rooms or on social networking sites (ex: Facebook, Instagram, Snapchat Twitter) without permission of my teacher/parent/guardian.
- Never share my password with my friends or classmates.

Enforcement

When improper use comes to the attention of the Administration and/or the supervising teacher, the situation will be investigated, and disciplinary action may be taken, including:

- Forbidding or limiting access to communication/technology facilities
- Disclosing information found during the investigation to School Board authorities or to law enforcement agencies
- Taking disciplinary measures (i.e. suspension)
- Implementing immediate measures to stop improper use

Transportation

All students are expected to walk their bicycles when on school property. Bicycles must be locked and chained to the bike rack. Skateboards, scooters, and rollerblades are not permitted to be brought to school or used on school property. The school does not assume responsibility for loss or damage.

Parents are not permitted to use or park in the school's parking lot. We have only sufficient room in our parking lot for our staff. Do not let your child walk through the parking lot alone. It is not safe for children. This applies to parents of kindergarten students as well. Please park on the school side of Thurlow Road when dropping off your child. Stratford Road is reserved for school buses only. Westmount Park security will issue parking tickets to parents who are not adhering to parking guidelines.

School Buses

Many students are transported to and from school by school bus. At the start of the school year, students are assigned by the Transportation Department of the EMSB to a specific bus route based on their address. The students must carry his or her bus pass at all times. We suggest attaching the pass to the child's school bag in a side pocket. Once bus assignments are made, students are expected to ride on their assigned bus. They are NOT permitted to go on a different bus. As well, if students have received a bus pass and choose to walk home, a written letter of permission from a parent is required. Cell phones, iPads and other electronic devices are not allowed to be used on the school bus.

The school rules and Code of Conduct apply on school buses. Bus drivers report all problems and infractions to the school administration in the form of a bus ticket. Video cameras are installed on some buses for the safety and security of students.

1. First offence: Letter of warning sent home
2. Second offence: Suspension from bus for 1-3 consecutive school days
3. Third offence: Suspension from bus for 3-5 consecutive school days

Fourth and every subsequent offence: Suspension from bus indefinitely (length of time determined by the principal)

Please discuss the following operational and safety rules with your child:

- Be on time (10 minutes before scheduled bus arrival) Carry a bus pass at all times
- Remain seated on the bus
- Keep your hands and feet to yourself
- Respect the authority of the bus driver Keep your voice down (inside voices only)
- Keep windows closed unless the bus driver gives permission to open them Keep your head and arms inside the bus
- Do not throw things out the window
- Rudeness and anti-social behaviour are not acceptable Respect all private property
- There is no eating or drinking on the bus
- Students should carry a schoolbag and a lunch container. No large objects are allowed.

If on occasion, a student is not going to use the bus, parents/guardians must inform the office in writing. Bus children may not walk home or take public transit without written permission from a parent/guardian and acknowledgement from the school.

Please note: All Pre-K, K and Grade 1 students must be met at the bus stop by an adult when returning home. If no one is at the stop, the bus driver will return the student to the school and a parent/guardian will be notified to pick up the child.

Non-Bussed Students

Students are to leave the school grounds immediately after school ends. Children are not to cross the road between the busses.

Students who bike to school are expected to wear a helmet and must walk their bike when on school property. Skateboards, scooters and rollerblades are not to be brought to school.

If you pick up your child by car, please be aware that passing a bus when the boarding lights are flashing is a traffic offence. Police monitor the situation periodically and will give fines.

Volunteering at Westmount Park

It is expected that all parents are active participants in their child's school experience. That means volunteering their time with the school in any capacity they can. The PPO publishes many volunteering opportunities throughout the school year. We encourage all parents to support the students and their school by volunteering.

Governing Board: The Governing Board is a body composed of the principal, parents, staff and community volunteers who work together to ensure that all students receive the best possible learning opportunities. The Governing Board works in conjunction with the staff and parent community to attain the school's mission and goals.

Parent Participation Organization: The PPO is a body of parents working together to provide the best educational and fun experiences for our children. Members work together with the Principal, the staff and the Governing Board to provide students with an enriched environment. Parents are very much involved in our school life and their high level of participation has contributed enormously to the success of the school.

WESTMOUNT PARK HOUSE SYSTEM

What is a House System?

The House system aims to give students both an identity and a sense of pride in a supportive and secure environment. The student body is divided into 4 houses. These houses are an integral and vibrant part of the school's culture. The House system is designed to reflect and enhance the values of Westmount Park School. They also aim to help new staff and new students adapt to the culture of our school.

Motivation for the House System

The house system was motivated by the need to provide students with a sense of belonging immediately upon joining WPS. Our goal is to continue fostering a sense of community within the school & with the parents. The house system allows us an avenue to provide children with positive role models and with more opportunities for children to take responsibility & develop leadership skills. This system encourages a sense of acceptance and creates an atmosphere of warmth, shared responsibility and kinship.

Our Houses

FALCON	OWL	BEAR	WOLF	ORCA	FOX
Blue	Yellow	Green	Red	Purple	Orange
Leaders Good judgment Initiative Persistence Compassion	Easy-going Adventurous Artistic Adaptable Enthusiastic	Level-headed Modest/Humble Patient Protective Mentors	Independent Generous Teachers Cooperative Loving	Reliable Loyal Responsible Independent Diligent	Organized Courageous Clever Confident Energetic

Membership rules

Once students have been assigned to a house, they will remain in that house until graduation. The heads of each cycle will be elected by their peers in the month of May for the following school year.

The term for each elected official is one school year. (Unless they no longer meet academic/behavioral responsibilities – in that case the runner up from the previous election will take their place).

House Council Representatives

Another advantage of the House System is the ability to give each child in our school a voice. There will be monthly House meetings where the elected students can speak with staff leaders about concerns, ideas and issues that are important to them. Once that House meetings are concluded, the items agreed upon by its members will be brought to the monthly School Leadership Council meeting.

As such, each house – i.e. Falcon, Bear, Owl, Wolf, Orca and Fox will have a Local House Level Council consisting of the following members:

- 3 Teacher Leaders
- 2 Members from Cycle 1, 2 Members from Cycle 2 and 2 Members from Cycle 3

In addition, the **Leadership Council** will consist of the following representatives:

- Members of Administration and Spiritual/Community Animator
- Teachers Leaders
- Student Head of House

Points System

Throughout the academic year, students in the various houses will be able to accumulate points for their respective house. Points will be issued in four categories, namely:

Academics/Honour Roll
Intramural Sports/Athletics Activities
Cultural/Artistic Activities (School Events)
Citizenship/Community Services

Judges are non-supervisors or neutral teachers or staff members. This includes the Student Leadership Moderator.