



## Student-Parent Handbook 2023-2024

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

**Student Username:** \_\_\_\_\_  
**Password:** \_\_\_\_\_

**\*FOR PARENTS/GUARDIANS**

After reading the Code of Conduct in this handbook with your child please sign below.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Child's Signature

### **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 the creation of linguistic school boards in Quebec. In July 2019, the school building began major renovations and the school moved 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 up at 2:45 PM may 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
10:05-10:25 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**

School entry begins at 7:50am and classes begin at 8:05am. 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. If your child is going to be absent for the day, please telephone the school to inform the office or add it on the Mozaik Portal. 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 obligated 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.** Parents are not permitted in the building without reporting to the office. To meet with a staff member, a parent must have an appointment. 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 and they should also have an appointment.

### **Inquiries and Appointments**

To ensure that the educational process not be interrupted, parents must make an appointment with the staff member outside of their 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.

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.

### **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. 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 or energy 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.

### **Homework**

Homework is sometimes 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. Every individual teacher has their own homework policy, so collaboration between the teacher, parent and student is essential.

### **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 snowstorms, will be broadcast by major radio stations and all EMSB social media platforms, 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 -changes in contact numbers.

Power failures 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 their 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://facebook.com/westmountpark)

Instagram: [@westmountpark](https://instagram.com/westmountpark)

Website: [westmountpark.emsb.qc.ca](https://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. 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.

Healthy snacks are encouraged.

### **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**

Westmount Park does not have a uniform or specific color code. Governing Board has approved the following dress code guidelines. We ask for parents' full cooperation in ensuring students adhere to the Westmount Park dress code guidelines.

- Students are allowed to wear clothing of their choice that reflects their personal style and that is comfortable.
- Only wear tops that have appropriate symbols and language. No offensive images should be worn.
- Shorts and skirts should be of appropriate length. All shirts should have sleeves.
- Jewelry is not recommended as the school is not responsible for loss or theft of such items.
- Flip-flop sandals and open toe shoes are not permitted. Shoes and socks should be worn at all times.
- If your child does not know how to tie their shoes, please send them to school with shoes with a hook and loop fastener (example: Velcro)
- Hats should not be worn in class. Hats and hoodies must allow the face to be visible to the staff.

### **Dress Code for Outdoors**

Students will be outdoors throughout the school day. Please dress your child according to the weather. Students are expected to be outdoors for up to 30 minutes at a time. In the winter months, students are required to wear boots and should have a pair of indoor shoes to change into. Boots are not permitted in the classroom. If students are well enough to attend school, they 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. Meetings with administration are by appointment only.

Teachers are not required to supply work for personal tutors.

## **STUDENT CODE OF CONDUCT**

### **Westmount Park Student's Rights and Responsibilities**

Our code of conduct adheres to the Quebec Charter of Human Rights and Freedoms which states in Section 10: "Every person has a right to full and equal recognition and exercise of [their] human rights and freedoms, without distinction, exclusion or preference based on race, color, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap."

- 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. Winter Play: For safety reasons throwing snowballs is not permitted.
  - 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 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 inappropriate behavior, in or out of the classroom, has occurred.

#### **Respect for others**

Always show respect for all adults and students. Respect includes courtesy, good manners, politeness, cooperation, proper tone of voice and body language.

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.

*In the Education Act the word “bullying” means any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes.*

<http://www.education.gouv.qc.ca/en/current-initiatives/bullying-and-violence-in-the-schools/act-to-stop-violence-and-bullying/>

**Bullying will NOT BE TOLERATED. There will be consequences and interventions put in place that follow our Safe School Acton Plan.**

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 school books and materials. You may be charged for damaged property.

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, Apple watches and smartphones 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 may be confiscated and will be returned after a period of time to be determined by school administration.

If a smartphone is required for safety reasons, the parent must inform the teacher that their child has a smartphone with them. We encourage students to leave their smartphone with the teacher upon arrival at school. If the parent and student decide to keep their phone in their locker throughout the day, the school will not be responsible for any loss or damages.

Toys and trading cards should not 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.



## **Interventions and Consequences**

It is important that all children behave in an appropriate manner so that everyone is able to learn in an environment conducive to excellence.

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 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, a face-to-face meeting at the school with the principal may be requested. 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, communicated with the parents/guardians, and may expect one or more of the following interventions:

- ⌚ Discussion with a Behaviour Technician/ Teacher/ Supervisor
- ⌚ An intervention program with the Special Ed. Techs
- ⌚ The loss of certain privileges or written reflection
- ⌚ Community work in school
- ⌚ 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.

If a parent/guardian is concerned with a way that a matter involving their child was handled, please refer to the English Montreal School Board website for more information.

**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.

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. Please ensure that the student realizes the seriousness of the suspension.

### **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.
- Never record or take pictures of any staff member or student without permission.

**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 may not be allowed to participate.

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

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

**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. The children are encouraged to check here for lost items.

## Transportation

All students are expected to walk their bicycles when on school property. Bicycles must be locked and chained to the bike rack. It is discouraged to bring or use skateboards, scooters, and roller blades 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. Academy Road and Park Place 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.

- **First Offense:** At the principal's discretion, the student will be reprimanded and if deemed necessary, a letter of warning will be sent to the parents, notifying them that should a second offense occur, transportation will be suspended for a period of three days. The letter must be signed by the parents and returned by the student to the principal before the student returns to his/her class on the next regular school day. Copies of the letter must be given to the class teacher and the driver.
- **Second Offense:** The principal will notify the parents in writing that transportation has been suspended for a period of three days and that a further offense will result in suspension for five days. The letter must be signed by the parents and returned to the principal as above. Copies must be given to the teacher and the driver.
- **Third Offense:** The principal will notify the parents in writing that transportation will be suspended for a period of five days. Copies must be given to the teacher and the driver.
- **Fourth Offense:** The principal will notify the parents in writing that transportation has been suspended temporarily for reasons of safety and security. Copies must be given to the teacher and the driver.

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

- Be on time (10 minutes before scheduled bus arrival)
- Always carry a bus pass
- 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

If on occasion, a student is not going to use the bus, parents/guardians must inform the office in writing. Bussed 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 buses.

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.

**Cars should only be parked in approved zones and not block the road. The cars should not remain on site when dropping off students in the morning. Please do not park on Park Place as this is used for bus drop-off and pick-up.**

### **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. Our school's parents can communicate directly with the Governing Board by attending the monthly Governing Board meetings in which a time slot is always allocated for guest parents to ask their questions or input. Our Governing Board encourages parents to participate in these meetings.

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.

