

## 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?

Class Time:	8:00 a.m. - 2:30 p.m.
Early Years Nutrition/Activity Break:	9:40 a.m. - 10:10 a.m.
Middle Years Break:	At the Teacher's discretion
Lunch Break:	11:50 a.m. - 12:45 p.m.

**Note: During the winter months, we will have indoor recesses when the windchill makes it dangerously cold outside.**

**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. Check the school website frequently. <https://www.7oaks.org/weststpaul>

## 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. 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 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. Voicemail is available (24 hours) to facilitate this process. An automated email is sent each day if parents do not call about a student being absent.

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.

## 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 is colder than -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 the divisional website, local radio stations as well as on the StopFinder app. When buses are cancelled, they are cancelled for the whole day.

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

Be sure to download the StopFinder app for real time updates.

## 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. The adult may also phone the school office and have their child sent out when they arrive.

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. Students would evacuate to the West St. Paul Fire Hall.

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 school office that will need to be filled out and signed by the caregiver. 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 an 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

Students with specific educational or medical needs, outlined in Student-Specific Plans, will continue to have access, as necessary.

**Kindergarten to Grade 8:** Students will not be permitted to use or access cell phones during the school day, including breaks and lunch. All students are required to leave their cell phones at home, in their bag or locker during the school day.

## SCHOOL DRESS CODE

Students are expected to wear school appropriate clothing at all times. Shoes and runners are to be worn in school at all times.

## LEARNING SUPPORT

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 Student Specific Plans (SSP) 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. 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.

## TECHNOLOGY, ARTS AND SPORTS (TAS)

Middle Years students have the opportunity to participate in a variety of extra learning activities through TAS. Activities could be Electronics, Woods, Foods, Keyboards, Dance, Sewing, Art, Soccer, Curling, Hockey, Basketball and more. Students try activities for a 10 week block to expose them to activities they may not otherwise had the chance to try.

## 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, Nutella or any product that may contain nuts in a child's lunch or snack.**

Milk is available to all students at lunch break.

Periodically, pizza days and other lunch options will be offered at a nominal cost and indicated on the monthly calendar available on the website.

## ACTIVITY BREAKS

Activity breaks take place after each nutrition break. Morning activity break will be 20 minutes and afternoon activity break will be 35 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. We go outside for recess every day unless the weather outside is dangerous.



## 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, recycling and composting 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

All students must receive permission from an Administrator 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

**All volunteers and visitors to West St. Paul School are expected to sign in at the office before proceeding into the building. 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. Free childcare 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 our school.

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 posted on the school website