



# WESTWOOD PUBLIC SCHOOL

## September 2017 Newsletter

### **PRINCIPAL'S MESSAGE:**

Welcome to Westwood! We are extremely excited for the year to begin and to reconnect with our students and parents as well as meet and welcome our new families. Westwood is a busy Kindergarten to Grade 8 school with many events occurring each week. A smartphone app is available to make it easier to keep up to date with school news. Please see our communication heading below for more information.

I would like to welcome some new staff to Westwood this fall. Kangan Kapoor will be teaching Junior French, Melissa Kooiman and Jelena Nosalj-Koprivica are Early Childhood Educators joining Kindergarten and Brittney Leis, Abdul Salam, Peter Greig, Nicola Duffield and Lauren Campbell are new to our team of Educational Assistants. We are looking forward to another great year at Westwood!

A smooth transition for students coming to Westwood is a top priority for us, however, classroom reorganization as a result of Ministry mandated caps is always a possibility. Therefore, during the first two weeks of school classroom placements are considered tentative. If changes must be made, parents will be notified and we will make every effort to keep disruption to a minimum. Please do not hesitate to contact me at the school if you have questions or concerns.

As a school this year we are using Zones of Regulation with our students. Zones of Regulation is a curriculum designed to foster self-regulation and emotional control. We are very excited by this opportunity, as it will help students better deal with conflict and manage frustration that occurs in the classroom and on the yard. As we get up and running with the program, information will also be shared with parents and families.

As always, please do not hesitate to contact me if you have any questions, concerns or comments.

Tara Topping  
Principal

### **VERIFICATION FORMS:**

Verification forms have been sent home in our 1<sup>st</sup> week packages. We ask that you make any changes or corrections to the information, sign and date them and return them to the teacher as soon as possible. **It is important that we have updated information in case of an emergency.** Forms for computer use, walking trip permission and lunch must also be

completed, signed and returned as soon as possible. Please return all forms at the same time as one completed package. Thank you.

## **CUSTODY:**

In the cases of special custody, it is very important to provide the office with the most up-to-date paperwork possible. If we do not have paperwork with regards to custody, both parents are entitled to equal rights.

## **BELL TIMES:**

8:50	-Entry
10:30 to 11:10	-Nutrition Break 1
12:50 to 1:30	-Nutrition Break 2
3:10	-Dismissal

## **OPEN HOUSE**

The Westwood open house will be Thursday September 14 from 6:30-8:00 pm.

## **PIZZA:**

Pizza sales will begin the second week of school on Thursday, September 14th. Pizza will be sold on Thursdays and Fridays this year. The cost of a slice is \$1.50.

## **MILK:**

Student milk orders will be sent home the week of Sept 11th and the lunch milk program will begin the week of September 25th.

## **ATTENDANCE:**

Regular school attendance is a key ingredient for student success. However, it is essential that you contact us if your child will be late or absent from school. The answering machine is available 24 hours a day. To report an absence or late arrival, call the school at 823-5450, extension 100 and leave a message stating student's name, teacher, reason and date(s) of absence. If we do not hear from you, we will be contacting you to confirm your child's absence. For the safety of your children, it is important to know where they are. If your future plans include a family vacation of 15 or more consecutive school days, please notify the Principal in writing of your plans, in accordance with Ministry of Education Guidelines.

## **RECORDING SCHOOL EVENTS AND PRIVACY:**

It is a wonderful community activity to present school plays, assemblies and other events. However, there is a risk that recording such events will invade the privacy rights of students, parents and staff. We have been asked to remind parents, students and community members that personally recording school events and then subsequent public posting of those recordings on social networks is not respectful of the privacy rights of all those parents, staff, and particularly students whose images are shared without their knowledge or permission. Please contact the school if you have any questions or concerns.

## **COMMUNICATION BETWEEN HOME AND SCHOOL:**

We are pleased to announce that the Upper Grand DSB is introducing a new parent communication tool for your smart phone. Designed to streamline communication between schools and the communities they serve, the Upper Grand Mobile app provides parents with a simple interface with up to date information including news, calendars and social media feeds. You will receive notifications when the school newsletter or other news is posted, as well as notifications about our tweets.

The Upper Grand Mobile App is available today for free at either the Google Play Store or at iTunes. Use the search term "Upper Grand" to find the app.

Some of our classes will also be using agendas. The cost of the Agenda is \$7.00. Payment should be sent to your child's teacher by September 15<sup>th</sup>.

## **TERRY FOX RUN:**

Our Terry Fox walk will take place in September. Please watch for the special letter coming home.

## **SAFETY PATROLS:**

Our patrols perform a very important duty each and every day of the school year. It is their responsibility to look out for the safety of our students as they walk to and from school. In order for this to happen, patrollers need the respect and cooperation of all Westwood students. As parents, you can help by encouraging your child to obey safety patrollers at all times and use the patrolled crosswalks. Crossing guards can be spotted by their bright yellow vests in the parking lot and at Rhonda and Willow Rd.

Please remember that vehicle access to the parking lot strictly prohibited from 8:35-8:50 and 3:10-3:25 for the safety of our students. Safety Patrols are there to direct students and parents to use the path.

## **MEDICAL ALERT LIST:**

Each year we compile a list of students who have a potential "life threatening" medical condition, such as an allergy to nuts, requiring the administration of an epipen. If your child is considered one of these high risk students, please contact the main office so that we can prepare a Life Threatening Management Plan in case of emergency. This information is shared with staff.

Where oral medication must be administered to pupils by school personnel, the parent/guardian must:

- a) provide written authorization on the Consent for Administration of Oral Medication form;
- b) deliver to the Principal or designate the required medication in a labeled "tamper-proof" container;
- c) ensure the container has a pharmaceutical sticker attached indicating the name of the child and directions for administration;
- d) instruct their child to attend the school office for medication as per the schedule for administration as established in conjunction with the school Principal.

## **VISITORS TO OUR SCHOOL:**

Visitors are more than welcome to our school, but in order to maintain a safe environment for our children, all visitors (including parents) must sign in at the office and take a visitor tag before going anywhere in the school. If you are coming to pick up your child early, please come to the office rather than going directly to the classroom and sign him/her out. If you are coming to school to meet your child at the regular dismissal time, please wait at the exit doors.

## **BUS PARENTS:**

Please note: We will be doing daily bus attendance before the bus leaves the school in the afternoon. If your child will not be on the bus in the afternoon, please send a note to their teacher or call into the office at the school. We will hold the bus until all bus students are accounted for.

## **ASTHMA FRIENDLY SCHOOL POLICY:**

Asthma is a very common chronic lung disease that can make it hard to breathe. The Upper Grand District School Board has a policy to provide support for students with Asthma. If your child has asthma, the policy requires an Asthma Management Plan (AMP) to be completed by parents, a child's doctor and the principal of the school. A copy of this plan is available on the Board's website under Policy 516. Parents are requested to complete the AMP and return it to the school as soon as possible at the beginning of the school year.

## **SMOKE-FREE ENVIRONMENT:**

The Upper Grand DSB provides a smoke-free environment for its students, staff and others while on school Board property, in accordance with the Smoke-Free Ontario Act. This policy refers to all forms of tobacco, and any processed form of tobacco that may be smoked, inhaled or chewed, including e-cigarettes.

Smudging is the tradition of using sacred smoke from sacred medicines (e.g., tobacco and sage) that forms part of the indigenous culture and spirituality. Smudging is allowed in schools under the Smoke-Free Ontario Act. Parents will be informed using the school's usual forms of communication when smudging is going to occur in our school. Participation by staff and students is optional in a smudging ceremony.

## **LIFE-THREATENING ALLERGIES:**

We have children in our school with potential life-threatening allergies to various foods and other materials called anaphylaxis. This is a medical condition that causes a severe reaction to food or other materials, and can cause death within minutes. In recent years, anaphylaxis has increased dramatically among students.

Our school has procedures in place for the prevention and management of anaphylactic reactions. If your child has health concerns of any kind, please tell your child's teacher or the office and we will take the necessary health protection steps. Thank you for your understanding in ensuring an allergy-safe environment for all of our students.

**PLEASE NOTE: Alternative Soy Products, which are designed to look, smell and taste like peanut butter are thought to create safety concerns for those with nut allergies and are also to be avoided.**