

**WESTWIND ELEMENTARY SCHOOL**  
**Home of the Westwind Waves**



11371 Kingfisher Drive, Richmond, BC V7E 4Y6

Early Warning: 604-668-6498

School Office: 604-668-6497

**website:** <https://westwind.sd38.bc.ca>

**email:** [westwind@sd38.bc.ca](mailto:westwind@sd38.bc.ca)

**Instagram:** @westwindwaves

Principal: Mrs. Susan Tse

Vice Principal: Ms. Ellen Reid

*This agenda belongs to:*

NAME \_\_\_\_\_

DIVISION \_\_\_\_\_

TEACHER \_\_\_\_\_

# WESTWIND ELEMENTARY SCHOOL 2024-2025

## Bell Schedule

8:40 am..... Warning Bell  
8:45 am..... Morning classes begin / Attendance taken  
10:10-10:25 am..... Recess  
11:50-12:42 pm..... Lunch  
12:45 pm ..... Afternoon classes begin  
2:45 pm ..... Students dismissed

Thank you for helping your children get to school on time. Arriving on time ensures a calm, stress-free start to the school day and sets your children up for success when they are able to enter the classroom with their classmates and hear important information that is given at the beginning of the day. Arriving a few minutes early is even better, as it provides a social opportunity for your child to connect with classmates before the day begins. Ideally, aiming to arrive at school between 8:30 – 8:35am is optimal.

## **EARLY WARNING VOICE MAIL: 604-668-6498**

**If your child is going to be absent or late, please phone the Early Warning phone number to leave a message.**

When leaving a message on the Early Warning Line, please state your child's name, division or teacher's name and reason for absence.

Students who arrive late are asked to please sign in at the office upon arrival.

You will be contacted by the school office if you have not notified us of your child's absence or if they have not signed in late.

For extended absences or vacations, parents should notify the teacher and/or school office in writing. An Extended Absence Form may need to be completed, and is available at the school office.

**Please contact the school office to inform us of any changes to your phone numbers, residential address or contact information.**

2024-2025

# *The Westwind Wave*



Our Westwind Wave Logo: Ms. June Chiba, a former Principal at Westwind, designed our Westwind Wave school logo. Have you ever wondered what it represents? The colour blue in the design represents our school's **proximity to the Fraser River**. The yellow in the design represents **the sun**. The combination of both the water and sun are crucial elements in our ecosystem that are required for **growth**. The wave represents **momentum** and the everchanging tide of **teaching and learning**, and the logo's shape is circular to represent **forward momentum**.

For the 2024-2025 school year, we will be continuing our community-wide initiative, "The Wave of Kindness" which includes Kindness to Self, Kindness to Others and Kindness to Place. We encourage all students at Westwind to "start a ripple and create a wave". It only takes one person to affect others in a positive way! As the Dalai Lama so wisely said, "Be kind whenever possible. It is always possible."



## 2024-2025 SCHOOL CALENDAR

Standard School Calendar and Non-instructional days are below. Please check our website for calendar updates and ongoing school events and activities: <https://westwind.sd38.bc.ca>.

Tuesday, September 3	First day of school
Friday, September 20	Professional Development Day
Monday, September 30	Truth & Reconciliation Stat holiday
Monday, October 14	Thanksgiving Day
Wed, Oct 23 & Thurs, Oct 24	Early Dismissal for Learning Updates (1:45pm)
Friday, October 25	Provincial Professional Development Day
Monday, November 11	Remembrance Day Stat Holiday
Monday, November 25	Professional Development Day
<b>Mon, Dec 23 to Fri, Jan 3</b>	<b>Winter Vacation</b>
Monday, January 6	Return to School
Monday, January 27	Professional Development Day
Wed, Feb 12 & Thurs, Feb 13	Early Dismissal for Learning Updates (1:45pm)
Friday, February 14	District-wide Professional Development Day
Monday, February 17	Family Day Holiday
<b>Mon, Mar 17 to Fri, Mar 28</b>	<b>Spring Vacation</b>
<b>Friday, April 18</b>	<b>Good Friday</b>
<b>Monday, April 21</b>	<b>Easter Monday</b>
Friday, May 16	Professional Development Day
Monday, May 19	Victoria Day Holiday
Thursday, June 26	Last Day of School for Students

# COMMUNICATION AT WESTWIND

Westwind is a strong learning community that is built upon a communicative and collaborative partnership between staff, students and parents. We want families to feel well-informed, welcomed, included and connected to their child's school.

As a staff, we believe that effective communication is crucial to building and maintaining a positive working relationship between home and school. The parents at Westwind Elementary are an integral part of the team. Working together as partners, we can spark your child's curiosity and enthusiasm for learning. Our close working relationship as a home/school team can do much to contribute to your child's happiness and success at school.

There are many opportunities for parents to connect with the school such as attending school events, volunteering in the classroom, reading your child's Learning Update, or being active members of the PAC.

We appreciate your suggestions and questions. If you need to meet with a teacher, Mrs. Tse or Ms. Reid, please call the school or email the staff directly to arrange an appointment.

Communication at Westwind occurs in many different ways, including:

- Student agendas for all students in Grades 1 to 7; these provide an opportunity for home/school communication.
- The Westwind Wave eNewsletter.
- The Westwind School website provides dates and information via School News, a school calendar of events and more. Please check the school website regularly for information: <https://westwind.sd38.bc.ca>
- Timely emails or texts are sent to keep families updated with important announcements and relevant information.
- Families can also follow Westwind on Instagram @westwindwaves



604-668-6497



[westwind.sd38.bc.ca](https://westwind.sd38.bc.ca)



@westwindwaves



Westwind PAC



Is your child going to be absent? Or late?  
Please call our early warning line:

604-668-6498

**RICHMOND**  
SCHOOL DISTRICT NO. 38

# THE PARENT ADVISORY COUNCIL (PAC)

The primary purposes of the PAC are:

- to provide a forum for consultation between the school and parents on matters of general concern to the school community
- to assist with and contribute to various school-related activities
- to promote the development of positive school-community relations
- to provide information sessions for parents on topics of interest

The Parent Advisory Council (PAC) is a collective voice of the parents at our school. Our Westwind PAC is a great opportunity to engage, inform and empower our family and school partnerships. Typically, the business of a PAC includes volunteer activities, fundraising, discussing ideas and aspirations for the school and giving input into school-based life. At Westwind, our PAC meetings also include a Principal's Report and social connection with each other to strengthen and build our community. Please come! ALL Westwind parents are automatically part of the PAC and welcome to attend meetings. You can come to one meeting, or all of them! We would love your involvement.

## MUNCH-A-LUNCH

Munch-a-Lunch is an Online Ordering System that our PAC uses for school lunches and fundraising. It allows our parent volunteers to run all aspects of our PAC lunch and fundraising programs online, giving parents a fast and easy way to place orders for their children and pay online. A quick link to register/login is available on our school website.



## SCHOOL CASH ONLINE

Westwind School uses SchoolCashOnline, an online fee payment system that allows parents to pay online for all student fees, field trips and school related items. For more information on how to create your profile, add students and make payments, a Parent Quick Guide is available at the office. A quick link is available on our school website.



## MYEDUCATION PARENT PORTAL

Progress reports, also known as written Learning Updates, will be published electronically by PDF in your MyEducation Parent Portal. The MyEd Parent Portal is used to view and access these progress reports. Paper copies of progress reports will no longer be sent home. Your MyEd Parent Portal account also gives parents access to attendance records and student/pupil numbers. A quick link is available on our school website, as well as instructions on how to register for and access the MyEd Parent Portal.



## PARENT TECH SUPPORT

If you need tech support with your MyEd Parent Portal account, please email the SD#38 parent tech help desk: myedparentportal@sd38.bc.ca

## CELL PHONES & ELECTRONIC DEVICES

Westwind is supportive of family decisions around the use of cellular technology outside of school hours.

During school hours, students bringing any personal technology devices (phones, tablets, smart watches, laptops) to school do so at their own risk, as we cannot be responsible for loss or damage to personal devices.

The use of personal technology devices (phones, tablets, smart watches, laptops) is not permitted during school hours of 8:40 am to 2:45 pm without permission from their teacher. This includes recess and lunch breaks. If students choose to bring personal devices to school, they may be collected by teachers at the beginning of the school day and returned to students at the end of the day. School laptops and iPads are available as learning tools throughout the day.

There are several reasons for these expectations:

1. The school has landline phones available for students to use. With teacher permission, students may use the school phones for special circumstances and urgent matters.
2. Student use of personal technology devices (phones, tablets, smart watches, laptops) cannot be monitored by staff at all times, especially during recess and lunch time breaks.
3. Personal technology devices have a variety of features that can infringe on others' rights or privacy, such as video and still photo and recording capabilities.

We trust that students will respect these expectations, if however, a child is having trouble meeting these expectations, the following may occur:

1. First Time: The device will be confiscated and the teacher will return it the end of the day.
2. Second Time: The device will be confiscated until the end of the day and the administrator or child's teacher will contact a parent or guardian.
3. Third Time: The device will be confiscated and kept at the office until a parent or guardian comes to the school to retrieve it.

**ITEMS OF VALUE** should not be brought to school unless special arrangements are made with the teacher. The school cannot assume responsibility for items of value brought to school.

**PROHIBITED ITEMS:** Toy guns, water pistols, matches, firecrackers, knives, and

### **FREQUENTLY ASKED QUESTIONS:**

#### ***What if my child...***

***...is sick (or will be late)?*** Please keep your child at home if they are sick. Leave a message on the Early Warning phone number: 604-668-6498. Please call every day that your child is sick or provide the

## **PARKING LOT SAFETY**

Parents are encouraged to bike or walk their children to school to reduce the number of cars around the parking lot and surrounding streets. Please role model safe behaviour by crossing at cross walks.

If you are a parent volunteering in the school, please use the designated parent parking spots. Please do not park in the staff parking as they are needed for our growing staff.

**DROP-OFF / PICK UP ZONE:** No parking in this zone. Drivers **MUST** stay in your vehicle.

**DRIVE-THRU LANE:** Please **NO** stopping or blocking the drive-thru lane.





## DISTRICT CODE OF CONDUCT

# HOW WE LEARN AND WORK TOGETHER

The Board of Education recognizes its obligation to provide all members of our school district community with a positive climate and a safe, healthy environment.

**As we learn and work together, we will...**

- 1** Show respect for the diversity of the members of our school and district community.
- 2** Behave in a safe, considerate and courteous manner.
- 3** Not threaten, harass, intimidate or assault, in any way, any person within our school district community, through physical violence, print or electronic media.
- 4** Not be in possession of weapons, dangerous articles, alcohol or illegal drugs while in school or work.
- 5** Show respect and pride in our school district buildings and equipment through care and appropriate use of school district property.
- 6** Respect the non smoking environment of our schools and school district facilities.

Our expectations for how we learn and work together shall apply to everyone in our schools and at school functions.

The complete code of conduct  
is available online at:  
[sd38.bc.ca/codeofconduct](http://sd38.bc.ca/codeofconduct)



**RICHMOND**  
SCHOOL DISTRICT NO. 38

## WESTWIND'S WAVES OF KINDNESS

School Wide Positive Social Emotional Behavioral Expectations



School Area	KINDNESS to Self	KINDNESS to Others	KINDNESS to Place
<b>Lunchtime</b>	I can have a calm body when I come in from play. I can sit while eating my lunch and drinking water.	I can speak kindly and quietly to those near me.	I can eat at my desk and clean up after myself. I can use the correct recycling bins.
<b>Playground/ Outdoor play</b>	I can dress for the weather. I can make safe choices. I can choose the best activity for me. I can ask for help when needed.	I can take turns and share equipment. I can include others and help others get along. I can agree on and follow the rules of games. I can speak up for others when they need help.	I can keep my play area clean. I can share and return equipment. I can respect plants and tools used to care for the school garden.
<b>Hallways</b>	I can walk down the hallway while keeping my hands to myself.	I can walk through the hallways quietly and in an orderly way. I can be mindful about classes that are learning.	I can admire art and displays on the walls with only my eyes.
<b>Gym</b>	I can wear running shoes and appropriate clothing. I can try my best and bring a positive attitude.	I can participate safely and take appropriate risks. I can listen when it's time to listen. I can follow the rules of activities or games.	I can respect equipment and use it for its intended purpose. I can respect the equipment room by putting items back in its proper place.
<b>Special Events &amp; Assemblies</b>	I can listen respectfully.	I can keep my hands and body to myself. I can support presenters by applauding when appropriate.	I can move in and out of the gym quietly.
<b>Library</b>	I can recognize and use the library as a place of learning. I can enjoy the calm of the library.	I can contribute to the calm of the library. I can return books on time so others can enjoy them.	I can treat books and learning tools respectfully. I can put books back in the correct spot.
<b>Bathrooms</b>	I can use the bathroom when I need to. I can follow proper hygiene for myself and the space.	I can respect other people's privacy. I can keep the area tidy and clean. I can return to my classroom after using the bathroom.	I can let an adult know if there is a mess or supplies are low. I can put paper towels in the garbage and clean up if I make a mess.
<b>Technology &amp; Online</b>	I can keep personal information private. I can use safe and appropriate sites. I can hand in personal devices to my teacher at the beginning of the day.	I can use kind and respectful language at all times. I can report inappropriate and unsafe content. I can get permission before taking photos, audio or videos of others.	I can handle devices with care. I can close tabs and apps and sign out. I can return technology to its proper spot and plug it in.