

**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 2025-2026

## Bell Schedule

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

2025-2026

# ***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 2025-2026 school year, we will be continuing our school-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 takes only one person to affect others in a positive way! As the Dalai Lama so wisely said, "Be kind whenever possible. It is always possible."



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

Tuesday, September 2	First Day of School
Monday, September 22	Professional Development Day
Tuesday, September 30	National Day for Truth & Reconciliation
Monday, October 13	Thanksgiving Day
Wed, Oct. 22 & Thurs, Oct. 23	Early Dismissal for Learning Updates (1:45pm)
Friday, October 24	Provincial Professional Development Day
Monday, November 11	Remembrance Day
Monday, December 1	Professional Development Day
Thursday, December 18	Learning Update #1 Published on MyEd
Mon, Dec 22 to Fri, Jan 2	Winter Vacation
Monday, January 5	Return to School
Monday, January 26	Professional Development Day
Wed, Feb. 11 & Thurs, Feb. 12	Early Dismissal for Learning Updates (1:45pm)
Friday, February 13	District-Wide Professional Development Day
Monday, February 16	Family Day
Mon, Mar 16 to Fri, Mar 27	Spring Vacation
Monday, March 30	Return to School
Friday, April 3	Good Friday
Monday, April 6	Easter Monday
Thursday, April 23	Learning Update #2 Published on MyEd
Friday, May 15	Non-Instructional Day
Monday, May 18	Victoria Day
Thursday, June 25	Last Day of School for Students
Thursday, June 25	Summary of Learning Published on MyEd
Friday, June 26	Summer Vacation Begins

# 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 students in Grades 1 to 7; these provide an opportunity for home/school communication.
- The Westwind Wave eNewsletter
- The Westwind School website - dates and information are shared 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



@westwindelementarypac



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 Learning Updates, will be published electronically by PDF in your MyEducation Parent Portal in December, April and June. The MyEd Parent Portal is used to view and access these progress reports. 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.

## ACCEPTABLE USE OF STUDENT PERSONAL DIGITAL



# DEVICES

In January 2024, the Ministry of Education and Child Care mandated that all school boards in British Columbia update their Codes of Conduct to include guidelines on the acceptable use of student personal digital devices (e.g. cell phone, tablet, smart watch, gaming device, electronic toy).

## **According to Policy 104G-A:**

Research demonstrates that the presence of personal digital devices may contribute to distractions in learning and can compromise student safety. Clear guidelines on the acceptable use of personal digital devices during instructional time or learning-related activities will strengthen focused learning environments and promote online safety. Students are expected to adhere to the Acceptable Use Guidelines and District Code of Conduct.

## **Guidelines for Elementary Schools (Students in Kindergarten – Grade 7):**

- **Students should not have personal digital devices in their possession during the school day** unless permission is granted by the supervising staff for educational purposes. This includes during recess and lunch, while outside on the playground or on school property, during field trips and other school-sponsored events.
- **It is recommended that students do not bring personal digital devices to school.** Any personal digital devices brought to school should be powered off and remain in a student's backpack or secured location during the school day.
- Access to social media platforms on the school wireless network will be restricted on personal digital devices, in compliance with the Terms of Service and age requirements of the social media platforms.

The district does not assume responsibility for the safety, security, loss, repair or replacement of any personal digital devices.

The district values the collaborative partnership among students, parents and staff. To maintain a focused learning environment, parents/caregivers are kindly asked not to contact their child on their personal digital devices during the school day. In cases of an emergency, parent(s)/caregiver(s) should contact the school office where staff will facilitate the communication as appropriate.

These links may be helpful to you:

- Internet Safety Tips for Parents: <https://rcmp.ca/en/bc/safety-tips/online-safety/internet-safety-tips-parents>
- How to Set Parental Controls on an iPhone: <https://support.apple.com/en-ca/105121>

To view the Board Policies and Guidelines in full, please visit the [district website](#).

**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 or tasers, water pistols, matches, firecrackers, knives, and similar items must never be brought to school.

**DRESS CODE:** It is expected that all students come to school dressed appropriately. We ask that no hats or hoodies are worn in the hallways or during assemblies. Hats and hoodies may be worn at the teacher's discretion in their classrooms.

Students should follow the expectations in the District Code of Conduct.

## 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.



## 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 absence dates. Late students should always sign in at the office.

**...experiences a lengthy illness/extended absence?** Please notify your child's teacher and/or the school office. If exceptional circumstances necessitate a student's extended absence (other than illness), please complete an Extended Absence Form and return it to the office at least one week prior to departure.

**...wants to use the phone?** Using the phone should only be for special circumstances and urgent matters. Students can ask their teacher for permission to use the phone. (See cell phones & electronic devices outline on previous page.)

**...needs to see a parent?** Parents should go to the office and the office will call the classroom to have your child sent down. If you are volunteering in a classroom or for the school, please sign in at the office and wear a Visitor Badge (available in the office). Thank you.

**...forgets a lunch, a fork/spoon, or a water bottle?** Students should let their teacher know and a snack may be provided, or a parent may be called. Any lunch drop offs should be brought to the school office lunch table to limit disruptions to the classroom. We have disposal cutlery available if needed, and our water fountains are fully operational.

**...has an appointment or needs to leave early?** Please send a note in the agenda or an email to the teacher ahead of time so your child can be dismissed at the required time. *Allow enough time for your child to sign out at the office.* As a courtesy to your child's teacher and classmates, if possible, please arrange to have your child leave at a natural break (recess or lunchtime).

**...needs to arrive early?** It is expected that students arrive to school no earlier than 8:35 am as there is no supervision prior to school starting.

**...loses an item?** Check the lost and found bin near the front office. The school cannot be responsible for lost electronic items. For smaller items, please check with the office. All unclaimed items are donated at the end of each term.



## 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.