



REGISTRATION PACKAGE
GRADE 6
2017 - 2018

NAME: _____

RETURN THE FOLLOWING:

- Registration Form
- Course Selection Sheet
- Class Placement

WESTDALE SCHOOL



Westdale School is committed to the development of personal, community and environmental stewardship through educational excellence.

February, 2017

Dear Parents/Guardians of Grade 5 Students:

At Westdale School we are currently immersed in the planning process for the upcoming school year and are forwarding registrations to current Grade 5 students living in the Westdale Catchment Area. Grade 6 students take Mathematics, English Language Arts, Science, Social Studies, Physical/Health Education, Applied Arts, French, and will choose two of the following electives: Art, Band, Drama, or Outdoor Education. Courses being offered next year depend on student desire, staffing, class composition, and scheduling. Registrations are due back **March 1st, 2017.**

When registrations are complete, the class placement process will begin, in May. The creation of balanced classes is a complex process, involving the gathering of information about student needs, and the collaborative decision about student placement. Collaborative staff teams (teachers, support personnel and administrators) use professional judgment to construct classes that have a heterogeneous, balanced composition. Student achievement, range of student needs for enrichment and support services, male/female ratio, behaviour, and social interactions, parental information, new students, and class size are all factors considered. Parental/guardian input that provides specific information regarding their child which contributes to the creation of a balanced class will be accepted in writing (submit by May 1, 2017). This information will be shared with the placement team. Parents/Guardians can assist this process by helping their child understand the importance and complexity of class composition, and by supporting the class placement. Please note that you will receive a letter in late August or early September identifying which room your child has been placed into. In this summer mailing you will also receive some general school information.

The student fee of \$35.00 will be collected by TAG teachers between Wednesday, September 6 and Friday, September 15, 2017. Please make cheques payable to Westdale School.

A Supply List for Grade 6 will be issued in late June, and will also be available on our school website, www.pembinatrails.ca/westdale. The office will be open on Wednesday, August 30, 2017.

If you have any questions, do not hesitate to contact us at the school, 204-895-8205. We also hope you are able to join us at our Open House on Wednesday, February 22nd, at 7:00 p.m., in our Gym.

Sincerely,
Karen Brawdy
Principal

FOR OFFICE USE ONLY

Home Room #: _____
 Advisor: _____
 Counsellor: _____
 Case Manager: _____

Student Fees Paid: Yes No
 Catchment: In Out

EAL ISP
 Mature Student Schools of Choice
 Previous Grad MITT
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A. SCHOOL INFORMATION

School Name: Westdale School

For Grade: select Kindergarten A.M. Kindergarten P.M.

Program: English French Immersion

B. STUDENT INFORMATION

Name: _____
Surname First Middle

Name Known By: _____ *Birth Date: _____
(Day/Month/Year)

Gender: Male Female Lives on Own (age of majority): Yes No

Student Address: _____
Street Address City/Province Postal Code

Phone: _____ Unlisted
Primary Contact # Student Cell #

Pembina Trails Resident: Yes No Language(s) Spoken at Home: _____

Previous School Attended: _____
School Name City/Province Previous Grade

*A birth certificate and proof of residency (e.g. mortgage, rental agreement, utility bill) is required for registration.

C. PARENT/LEGAL GUARDIAN INFORMATION

<input type="checkbox"/> Student Lives With	<input type="checkbox"/> Student Lives With	<input type="checkbox"/> Student Also Lives With
*Relationship to Student: *	*Relationship to Student: *	
Name: _____	Name: _____	
Address: _____ <small>Street Address City/Province Postal Code</small>	Address: _____ <small>Street Address City/Province Postal Code</small>	
Work Phone: _____ <input type="checkbox"/> Unlisted	Work Phone: _____ <input type="checkbox"/> Unlisted	
Home Phone: _____ <input type="checkbox"/> Unlisted	Home Phone: _____ <input type="checkbox"/> Unlisted	
Cell Phone: _____	Cell Phone: _____	
Email Address: _____	Email Address: _____	

*A Legal Guardian is one who has been appointed as Guardian and awarded letters of guardianship by the Court of Queen's Bench of the Province of Manitoba

D. LEGAL CUSTODY INFORMATION (Please provide documentation as necessary)

Joint Mother Father *Appointed Guardian *Agency Other

*Joint Custody pertains to those parents who have legal agreements in place for child custody

H. MEDICAL INFORMATION

Personal Health Identification No: _____ International Medical #: _____
(9 digit number) (ISP)

Emergency Procedures: If your child should become ill or be injured during the school day, the school will attempt to notify you. In an emergency situation, your child will be taken to a hospital or clinic for emergency treatment. In the event that an ambulance is deemed necessary, the parent/guardian will be billed for this service.

Medical Information/Requirements for Regular Medications: The policy of Pembina Trails School Division discourages administering prescribed medications to any students by any member of staff. Parents/guardians are encouraged to make every effort to care for this part of their child's health.

Please indicate any health care needs or conditions:

- Asthma Diabetes Anaphylaxis Seizures Allergies (please identify) _____
 Epi-pen Bronchial Inhaler Catheterization Insulin Injector
 Other (please identify) _____

Elaborate on health care needs if necessary: _____

I. PEMBINA TRAILS POLICY AND PRACTICE

The following policies and practices have been reviewed with my child:

- Standard of Behaviour
 Technology Acceptable Use Policy (IJNDC)
 Hazing Policy (JICFA) - Senior Years only

The following policies and practices have also been reviewed:

- Attendance Policy (JE)
 Media Relations and Media Release (KDD)
 Pembina Trails Fair Notice and Practice - Student Threat Assessment Brochure

***Please refer to the policies located on the divisional website at: www.pembinatrails.ca for more information as well as additional required forms such as the Media Release Form for students (KDD-E1) and the Technology Acceptable Use Agreement for students (IJNDC-E-1).**

Student Signature	Date

Grades 9 - 12 only

Parent/Guardian Signature	Date

This personal information is being collected under the authority of The Public Schools Act and the Education Administration Act for school related purposes. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, please contact the Privacy Officer of Pembina Trails School Division. Student information is maintained in the pupil file.

WESTDALE SCHOOL, GRADE 6

Student Information and Course Selection, 2017 - 2018

Date: _____ Present School: _____

Name (Please print, Last Name, First Name): _____

In Grade 6, students at Westdale are provided relevant, challenging, integrative, and exploratory elective programming in order to enable them to discover personal preferences and abilities. Students are exposed to two different elective courses. Each elective is described below. Elective courses offered next year will depend on student desire, staffing, class composition, and scheduling. Every attempt will be made to place students in their first two choices.

Art: Students will create artwork in a variety of artistic media (i.e. painting, drawing, sculpture, collage, print-making). Emphasis will be placed on skill, knowledge, and idea development in both sketchbook, and project work. Students will be exposed to historical and cultural examples of art, explore new artistic media, and investigate the elements and principles of art. They will also be encouraged to make authentic personal statements in their own artwork, and respond to artwork by others. ** An Art Supply Kit will need to be purchased in September at a cost of \$40.00.

Concert Band: Grade 6 Concert Band provides an opportunity for students to learn the basics of one of the following instruments: flute, clarinet, trumpet, trombone, euphonium, or tuba – no previous musical experience is required. With the guidance of the band teacher, students will select one of these instruments at our annual *Instrument Selection Evening* in the spring; after this event takes place, parents will need to rent or purchase the appropriate instrument for their son/daughter. Band activities may include working with professional musicians, performing at school band concerts (not typically individually, but as part of a large group), a visit to a local band festival, and an overnight band trip to Camp Arnes.

Drama: Grade 6 Drama is an explorative introduction to drama. Students will cover the concepts of teambuilding/trust, pantomime, improvisation, and script work in a non-threatening, and safe environment. Students will build strong interpersonal skills within the activities and tasks that are disguised as fun.

Outdoor Education: This is an activity-based course that will provide opportunities for in-depth practical studies and experiences in various outdoor settings. The focus of the course will be divided between the following elements: Outdoor Recreation, Personal and Group Development, and Environmental Issues. Possible activities may include orienteering, survival strategies, outdoor safety, human impact on the Earth's environment, planning a trip, hiking, backpacking, etc.

Please **PRIORITIZE** (1, 2, 3, 4) the following electives, with "1" being the first choice:

_____ ART
_____ BAND
_____ DRAMA
_____ OUTDOOR EDUCATION

Student Fee: The student fee of \$35.00 will be collected by TAG teachers between Wednesday, September 6 and Friday, September 15, 2017. Please make cheques payable to Westdale School. This fee provides your child with a school T-shirt, and will help subsidize consumables, classroom activities, and field trips.

User Pay Lunch Supervision Program: The lunch hour is from 12:20 to 1:20 p.m. Students staying at the School during this time are required to submit an application with a cheque. More information on our Lunch Program will be sent home in the August summer mailing.

Student Information Files: A student information file (Manitoba Pupil File) has been established for your child and is available for viewing by appointment.

Lockers: A locker, which is the property of the school, is provided for each student. Lockers must be accessible to administration at all times. Students must bring their own combination lock to school, and submit the combination to their TAG teacher. The office has a limited supply should students need one sometime during the year. Any locks that are temporarily borrowed, must be returned within two days or may be purchased at a cost of \$6.00.

School Supply List: This will be distributed to students in June (attached to their final report card), and will also be available online in August, on our website, www.pembinatrails.ca/westdale.

Dress Code: We consider school a place of work for students. Appropriate clothing for a place of work is expected. Clothing that is NOT appropriate for school includes: shirts with unacceptable pictures or words, short shirts that show the midriff region, shirts with spaghetti straps, or shirts that do not have any shoulder coverage, skirts/shorts that are too short, ripped clothing, see-through shirts, and pants that are too low which display the midriff region. In addition, hats, bandanas, and hoodies, etc., are not to be worn in school. The school has the right to require changes in any manner of dress that is deemed inappropriate for school wear.

Electronic Devices: These devices include cellular phones, cameras, MP3 players, iPods, iPads, tablets, and others. Use by students of these electronic devices is prohibited during the school day including examination times, except where permission has been granted by school staff. At all other times, students must keep these devices out of sight and turned off. The sending and receiving of pictures, email, text messages, phone calls, etc. disrupts the classroom learning environment. Our school electronic policy will be sent home with our summer mailing. Parents are reminded that you can contact your child via the school office phone.

Bicycles, Skateboards, and Rollerblades: Bike racks are provided for students who wish to ride their bikes to school. A sturdy lock is recommended, as the school assumes no responsibility for bikes that are damaged or stolen. Students may skateboard or rollerblade to and from school, but skateboards and rollerblades are not to be used on school property until after 4:15 p.m., due to the high volume of traffic (school busses and other vehicles) on or near school property. Student safety is the priority.

We have read and understand the above information.

Student Signature: _____ Parent/Guardian Signature: _____



CLASS PLACEMENT PROCESS 2017 - 2018

At Westdale School the creation of balanced class groupings is fundamental in supporting the instructional program and diverse needs of all the learners within the classroom setting. The class creation process is a complex process involving the gathering of information about student needs and the making of collaborative decisions about students' placement in classes.

The purpose of the Class Placement Process is to maximize the learning for students by constructing balanced classes. **Collaborative staff teams (classroom teachers, and support teachers: resource, music, physical education, counsellor, librarian, and administrators (principal and vice-principal), using professional judgment, strive to construct classes that are heterogeneous (mixed) and balanced in composition.**

The following criteria are used to establish balanced classes:

- Student performance and student learning styles
- Our knowledge of social interactions and dynamics between individual students and groups of students, including friendships in the school context
- Placement of students new to Westdale School
- Male/female ratio
- Parent supplied information about their children
- Class size
- Students with special needs

Requests for a particular teacher or teachers will not be accepted. We respectfully ask that requests unrelated to the criteria outlined above **not** be made. Such requests hamper the school's ability to create the best possible learning environments for all students.

Requests to place a particular student with another student or group of students will also not be accepted.

Decisions regarding class formation rest with the school. Parents can assist the class formation process by:

1. Providing parental input that contributes to the creation of balanced classes.
2. Helping their children to understand the importance and complexity of class formation.
3. Supporting placements that have been made.

Considering the criteria above, if you do have specific information regarding your child that would be helpful to staff as they create balanced classes for the 2016-2017 school year, please complete the form (on the back) and submit it to Westdale School by Monday, May 1, 2017.

Please Note: All parent/guardian letters will be shared with placement teams (teachers, support teachers, specialists, and administration). Parents are encouraged to trust in the decisions made by the school, and be assured that information they have shared that contributes to the creation of balanced classes has been considered.



Westdale School is committed to the development of personal, community and environmental stewardship through educational excellence.

WESTDALE'S POLICY ON ELECTRONIC DEVICES

The use of cellular phones, digital cameras, e-readers, tablet computers, iPods, MP3 players, and other electronic communication devices is continuing to grow and expand. Westdale recognizes the value of such electronic communication devices to students, families, and schools, however, unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. Therefore, it is the **intent of this policy to manage the use of these electronic communication devices in the school to prevent interference with teaching and learning opportunities.**

This policy applies to the formal school day (8:45 a.m. to 3:30 p.m. inclusive), including school-sponsored events, i.e., intramurals, extra-curricular activities, and field trips.

- All electronic communication devices must be kept out of sight and turned off while in the school (halls, classrooms, gym, etc.), during school programs/presentations, field trips, and while on divisional transportation, **except when used with the prior permission of the teacher/school.**
- Students may use their electronic device to communicate with others before/after school and during the lunch hour. We are Wi-Fi equipped.
- **No Electronic Devices Zones are: Gym Change Rooms, and Washrooms, due to privacy laws.**
- In an emergency or communication pertaining to an urgent nature, it is expected that communication between student and family members during the school day will occur through the school office (204-895-8205). In non-urgent matters, it is expected that parents and students communicate (text, instant message, phone, etc.) with each other before/after school or during the lunch hour.
- **The use of electronic communication devices to invade personal privacy or contribute to behaviour that is injurious to another will be subject to the provisions of the Pembina Trails Creating a Safe and Caring School Community: A Standard of Behaviour.**
- **Due to privacy issues photos/information of students and staff must not be uploaded to any social networking site or distributed electronically.** Students who use electronic communication devices to access, upload, download, or distribute material that the school has determined objectionable will be subject to the provisions of the Pembina Trails Creating a Safe, Caring and Inclusive School Community: A Standard of Behaviour.
- Students who use an electronic communication device to send or receive personal messages, data or information that would contribute to or constitute cheating, will be subject to consequences as determined by the school.
- **School officials, including classroom teachers, may confiscate electronic communication devices from students if they are used for unauthorized purposes, or at unauthorized times.**
- Repeated unauthorized use may lead to further action as determined by the school.
- **Westdale School will assume no responsibility** in any circumstance for the loss, destruction, damage, or theft of any electronic communication device, or for any communication bill associated with the unauthorized use of such devices.
- Students and families are responsible for locating such lost or stolen items.

THIS AGREEMENT IS TO BE COMPLETED BY THE STUDENT AND THE PARENT/GUARDIAN.

The Pembina Trails School Division recognizes that print, digital media and the internet as well as the news media, provide ideal means to showcase and promote School and Divisional activities and share student work with other students, parents/guardians, staff and the global community.

At the same time however, the Division remains committed to the protection, privacy and safety of all students. For this reason, the Division has established policy KDD (Media Relations and Media Release) or the identification of students and publication of student work.

Identification and publication may take place via photo, print, video, websites or any other divisionally sanctioned online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, email or any other existing or emerging communications platform.

Permission Section

Yes, I give permission to the Pembina Trails School Division to publish any photo, video recording, audio recording or digital image taken of my child by Pembina Trails, its employees or external media, as well as permission to publish my child's work for the purpose of showcasing and promoting School and Divisional activities with other students, parents/guardians, staff and the global community.

No, I do not give permission to the Pembina Trails School Division to publish any photo, video recording, audio recording or digital image taken of my child by Pembina Trails, its employees or external media nor do I give permission to publish my child's work for the purpose of showcasing and promoting School and Divisional activities with other students, parents/guardians, staff and the global community. I take responsibility to inform my children not to talk to media if approached.

Student Name: _____ Student Signature: _____

Parent Name: _____ Parent Signature: _____

Date: _____ (Day/Month/Year) School Name: _____ School Year: 20 - 20

* Once dated and signed this form shall remain in effect for the current school year or until consent is revoked. You may amend this form, or revoke consent at any time by notifying the principal (in writing) of the change.

ONLINE RESOURCES

[Policy Home](#)

[KDD](#)
[KDD-R](#)

THIS AGREEMENT IS TO BE COMPLETED BY THE STUDENT AND THE PARENT/GUARDIAN.

Users who break the rules (Policy IJNDC and Regulation IJNDC-R) will be disciplined, may lose the right to use the computers, and may be suspended from classes or school. By signing this document, users and their parents/guardians consent to the disclosure by The Pembina Trails School Division of certain "personal information" as defined in The Freedom of Information and Protection of Privacy Act (Manitoba), (including the user's name, home address, email address, Pembina Trails School Division, school and any other information) to the appropriate authorities. This may include the school, the Pembina Trails School Division, the user's parents, affected persons or their parents or the police.

Parent Permission Section

As a parent or legal guardian of the minor student signing below, I have reviewed the Acceptable Use Policy with my child, understand and agree to the terms and conditions contained herein. I hereby give permission for my son/daughter to have access to:

- Internet access
- Pembina Trails School Division technology and networks

Parent Name: _____ Parent Signature: _____

Date: _____ School Name: _____ School Year: 20 - 20
(Day/Month/Year)

Students/User Responsibility and Commitment

As a user of the computer network, I agree to follow the rules for computer and internet use. I have read, understand and agree to the terms and conditions contained in this Acceptable Use Policy.

Student Name: _____ Student Signature: _____

Date: _____
(Day/Month/Year)

ONLINE RESOURCES

[Policy Home](#)
[Section I Index](#)

[IJNDC](#)
[IJNDC-R](#)