

## MISSION STATEMENT

Maximizing Potential to Achieve Excellence

## VISION STATEMENT

Mountain View School will prepare students to be contributing leaders in a global community through empowered confidence as:

- Life Long Learners
- Productive Workers
- Resourceful Thinkers
- Effective Communicators
- Responsible Citizens
- Respectful Relationships

As a staff we are committed to fostering a safe and caring learning environment, open and honest communication, excellence in teaching and celebrating student success. Our commitment is to do whatever it takes to help each individual student succeed.

## TELEPHONE DIRECTORY

Main Office ..... 653-2404

Principal Cell Number..... 380-7809

Fax ..... 653-2479

## MOUNTAIN VIEW SCHOOL STAFF

**SEPTEMBER 2025-JUNE 2026**

### PRESCHOOL

LAURA NELSON	653-2520	<a href="mailto:laura.nelson@westwind.ab.ca">laura.nelson@westwind.ab.ca</a>
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### KINDERGARTEN

KATHY THOMAS	360-5211	<a href="mailto:kathy.thomas@westwind.ab.ca">kathy.thomas@westwind.ab.ca</a>
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### GRADE ONE

KATHY THOMAS	360-5211	<a href="mailto:kathy.thomas@westwind.ab.ca">kathy.thomas@westwind.ab.ca</a>
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### GRADE TWO/THREE

DOUG NELSON	308-9436	<a href="mailto:doug.nelson@westwind.ab.ca">doug.nelson@westwind.ab.ca</a>
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### GRADE FOUR/FIVE

CANDACE BURT	393-1351	<a href="mailto:candace.burt@westwind.ab.ca">candace.burt@westwind.ab.ca</a>
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### GRADE SIX

RILEY WALBURGER	715-6163	<a href="mailto:riley.walburger@westwind.ab.ca">riley.walburger@westwind.ab.ca</a>
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### GRADE SEVEN

MIKE ROMERIL	653-1397	<a href="mailto:mike.romeril@westwind.ab.ca">mike.romeril@westwind.ab.ca</a>
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### GRADE EIGHT & NINE

RYAN BARFUSS	634-6934	<a href="mailto:ryan.barfuss@westwind.ab.ca">ryan.barfuss@westwind.ab.ca</a>
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### PRINCIPAL

CURTIS LEISHMAN	380-7809	<a href="mailto:curtis.leishman@westwind.ab.ca">curtis.leishman@westwind.ab.ca</a>
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### SECRETARY/LIBRARIAN/SCHOOL BOOKINGS

LISA WALBURGER	382-9857	<a href="mailto:lisa.walburger@westwind.ab.ca">lisa.walburger@westwind.ab.ca</a>
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## **EDUCATIONAL ASSISTANTS**

JACKIE OLSEN, LAURA NELSON, KRISTA BLACKMORE, TRUDY JENSEN,  
CHERLYN BEVANS

CARETAKER

MISTY HALLOCK

403-330-8414

## **POSITIVE BEHAVIOUR DISCIPLINE PLAN**

Mountain View School operates on the philosophy that all students have the right to learn in a safe and caring environment. To do so, each student must be in a school climate that is predictable and productive, without disruptive behaviour infringing on the rights of others. Home and school alike must share the responsibility for teaching acceptable behaviour. By working together we can ensure positive student conduct. Discipline is essential in building accountability, responsibility, and respect for others. Students must understand that they are responsible for their behaviour, and they must understand that any behaviour, which disrupts or detracts from the educational climate of the school, is unacceptable. Any behaviour, which encroaches on the rights of others, is not responsible behaviour. Students are expected to follow reasonable rules that are established for the benefit of the student body as a whole, as well as the community. Bullying, either physical or verbal, will not be tolerated.

## **PARENT REPORTING & COMMUNICATIONS**

Mountain View School is committed to reporting student progress on curricular outcomes. For the most accurate data on achievement, parents or students should view progress on line through the powerschool parent portal. Please contact our office for more information about login to parent portal. Teachers are committed to keep accurate and current on line grades. In addition, there will be two parent nights to discuss progress. If you have a concern or questions about your child's progress, please feel free to contact your child's teacher. They would be happy to discuss your child's progress.

## **FINAL TESTING - JUNE**

Students in grade 6 and 9 will write the Alberta Provincial Achievement (PAT) Test in June for math and language, science & social. Please check our school calendar for dates. All registered 6 & 9 must take the PAT tests. Anyone wishing to be excused from these exams must be excused by the superintendent after consultation with the principal.

## **Student Services**

### **Guidance**

Mountain View School has access to counseling support through our School, Family and Liaison counselor, behavior consultant and chartered psychologist. Please contact

Mr. Leishman for referrals to these services.

### **Lockers**

Each student will be given one lock and a second lock if they request and want one. Any lost lock will be a \$5.00 Charge. Students are responsible for keeping their lockers

locked, clean and orderly. Students are advised not to share their locker combinations with others. Students must use a school lock. All personal locks will be cut off.

### ***Westwind School Division Procedure***

The division reserves the right to search all school facilities including lockers and desks assigned to students for their own use. In addition, personal items such as backpacks, purses, coats, etc. may also be searched.

### **STUDENT CODE OF CONDUCT**

A Student shall conduct himself or herself so as to reasonably comply with the following code of conduct.

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct;
- (f) respect the rights of others.

### **ATTENDANCE**

Student success in school is directly tied to attendance. Responsibility for attending class lies with the student and parent. Poor attendance may limit ability to participate in extra curricular activities.

### **ABSENCES**

It is the responsibility of students to make up for the work missed because of absenteeism. The teaching staff will support, but the responsibility and initiative rests with the student. If students choosing to go on holiday or miss prolonged days, It will not be the responsibility of the teacher to prepare material for their learning.

Students leaving school must check out through their classroom teacher and/or the office. Do not pick your child up off the playground and leave without notifying the office.

### **SMOKING/DRINKING/DRUGS**

Smoking of any kind/Drinking/Drugs is not permitted in the school building or on the school grounds.

### **PHILOSOPHY OF EXTRA CURRICULAR ACTIVITIES**

In an effort to foster individual talents and interests, Mountain View School provides a variety of extracurricular activities and clubs.

Participation in these clubs is a **privilege** not a right that accompanies academic commitment and appropriate behaviour. Students must be performing at a minimum expected grade level achievement and exhibit a pattern of appropriate behaviour to participate.

## **WEATHER/CONDITIONS**

The local weather can prove to be challenging at times, especially for planned school activities. Student safety is always our top priority and we are committed to working with parents to create safe conditions for students during inclement weather conditions. With this in mind we ask that students be dressed appropriately as they arrive at school each day. This should include coat, toque, gloves, scarf and boots.

Whenever possible, even in cold and snowy weather, students will go outside. The school will use discretion in extreme weather to keep students safe and indoors.

## **TRANSPORTATION**

Students must ride their assigned bus to and from school. If a student wishes to be transported on a different bus, a signed note from a parent must be presented to the office and/or a bus pass obtained. This **MUST** happen daily. NO student may ride on an unassigned bus without a bus pass.

## **VISITORS AT SCHOOL**

ALL visitors (parents, guardians and others) will need to check in at the office before going anywhere in the school or school grounds.

## **DRESS CODE**

Students are expected to wear modest and appropriate attire (including footwear) at all times while they are at school.

**NO TANK TOPS OR BARE MIDRIFF TOPS WILL BE ALLOWED. NO SHORT SHORTS.** Shorts should be of a modest length. If SPANDEX (leggings) are worn they must be modest. No clothing may be worn that displays pictures or text that might be offensive to others. If articles of clothing are reported to be offensive, the student will be asked to go home and change.

**No hats may be worn in the school (boys or girls). It is recommended a change of clothes for P.E., but P.E. non-marking RUNNING SHOES are a must!**

## **GYM USE PROCEDURE**

**You will have to have your own equipment. No equipment will be loaned out.**

Community use of the school gym is a privilege that will be based on adherence to the following rules: and must be approved by school admin.

1. **All bookings of the gym must be made through the office.** Booking of the gym will be reserved in the order received with school activities taking priority.
2. A **LOANER** key may be picked up at the school on the day of use. Teachers and staff do not have keys available to give out and it is against division policy for a teacher, support staff or custodians to hand out his/her key.
3. All parties that book the gym are totally responsible for supervision and clean up. If this is not done properly, a clean up fee or overtime for the custodian will be assessed and future gym access may be denied. **INSIDE SHOES MUST BE WORN!**
4. Adequate adult supervision is required for after school use.
6. School policies must be maintained at all times.
  - A. No climbing on backboards and equipment.

- B. Proper supervision in the halls and washrooms
- C. No balls in the halls and washrooms

- 8. Any breakage will be paid in full by the user.
- 9. Any problems should be reported immediately to the office.
- 10. No event may charge money unless a formal renting agreement is filled out. This includes fundraisers.
- 11. The gym is for recreational use only. Table and chairs are not available.
- 12. The kitchen will not be available for community use.

## **ANNOUNCEMENTS AND SCHOOL COMMUNICATION**

Our procedure is to not disrupt classes with announcements on the intercom. However, the school wishes to cooperate with the Community in making any announcements of public nature that would apply to a significant part of the students. These messages may be given either before lunch break or at the end of the school day.

### **Telephone Messages For Students**

There have been too many class disruptions and some cases where messages have been lost or misunderstood. Therefore, all phone messages will be processed as follows:

- 1) Calls will NOT be transferred directly to students
- 2) Calls will NOT be transferred directly to staff members during class time unless there is a compelling reason
- 3) Messages will be recorded at the office and communicated so that children and staff members can respond during an appropriate break.
- 4) When messages involve a change to the regular routine of the child, the parent calling will be responsible to communicate and coordinate with students, staff and bus drivers.

## **HOME AND SCHOOL COMMUNICATION**

Communication between school and home is important to the success of our school. While the school bears the responsibility of sharing information in a timely manner, students and parents share the responsibility of seeking information. All home-school communication is posted on the school website. We do our best to inform parents about school activities and events in advance. Occasionally the school holds unscheduled assemblies which may not be previously communicated to parents. Classroom teachers are responsible to communicate activities unique to their class that affect their own students.

Our best form of communication is email.

\*You can email the teacher directly and vice versa.

\*All newsletters are sent via messenger to your email addresses and posted onto website.

If you are not getting any information weekly, please call the school to make sure we have your correct email address and information.

Notes, dates and information is also posted on the website. Please check periodically. We try to always have the “front page news” up to date.

If you have any suggestions on how we can better communicate with you, please let us know. If at any time you have a question or concern, please contact the school or your child’s teacher by phone or via email.

## **Cell Phones**

Cell phones, iPods and other electronic devices are not permitted during school hours. Parents can communicate with their children via the school office. We strongly recommend that whenever possible, electronic devices be left at home.

Staff members must comply with the updated policy regarding the use of personal mobile devices. Specifically, personal mobile devices should not be used during instructional periods. Devices should remain out of sight during class time to set a positive example for students and to maintain a focused learning environment. Therefore, if you need to send them a message, realize they won’t see it till lunch or after school. Please call the office to leave messages for your child.

## **FIRE DRILL AND LOCKDOWN PROCEDURES**

Fire drills will be held six times a year. The first drill will be announced after teachers have instructed students in the proper procedure. The remaining drills will be unannounced. 3 in the spring, 3 in the fall. Lock down practise will happen once each semester.

## **HOME AND SCHOOL COUNCIL**

We have a very active school council and they play a significant role in our school. All parents are welcome to attend any meetings. Any suggestions or ideas can be channelled through them. If you have specific concerns, they can be brought to the Principal

## **SUPERVISION**

Supervision at school is for the benefit/protection of students. Supervision is provided at all times during school hours and during school sponsored activities.

Supervision is provided from 7:45 am until after school busses leave at the end of the day. Students are not to loiter or stay after school hours, unless they are involved in a supervised after school activity

## **INTERNET & EMAIL ACCESS**

Internet and email access via our SCHOOL network will provide opportunity for student(s) to contact research and to communicate with others. The school will clarify the standards of network usage, but is not responsible for controlling the communications of individual(s) utilizing the network. During school, student(s) will be guided toward appropriate materials.

Access to Internet services is given to students(s) who agree to act in a considerate and responsible manner. Student(s) are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. General school rules for behavior and communication apply.

Parent(s)/guardian(s) permission is required before Internet access is given.

School network storage areas will be treated like school lockers. Network and school administrators will review files and communications to maintain system integrity and to ensure that users are accessing the system responsibly. Users should not expect that files stored on the school's file servers will be private.

When using the Internet or SCHOOL network, the following are NOT permitted:

- *sending or displaying offensive messages or pictures*
- *using obscene language*
- *harassing, insulting or attacking others*
- *damaging computers, computer systems or computer networks*
- *violating copyright laws*
- *using another's password*
- *trespassing in another's folders work or files*
- *intentionally wasting limited resources*
- *employing the network for commercial purposes*

Violators may result in loss of access, FOR ONE FULL YEAR, as well as other disciplinary or legal action

WESTWIND SCHOOL DIVISION

P.O. Box 10, 445 Main Street, Cardston, AB, T0K 0K0  
Phone: (403) 653-4991, Fax: (403) 653-4641, Toll Free: 1-800-655-4991

NAME	POSITION	ADDRESS	PHONE/CELL/FAX
<b>MAZUTINEC, Darren</b>	Superintendent	Darren.mazutinec@westwind.ab.ca	<b>653-7077</b>
<b>NUNN, Austin</b>	Assistant Superintendent Student Services	<a href="mailto:austin.nunn@westwind.ab.ca">austin.nunn@westwind.ab.ca</a>	<b>393-3634</b>
<b>HEGGIE, Todd</b>	Assistant Superintendent Human Resources	<a href="mailto:todd.heggie@westwind.ab.ca">todd.heggie@westwind.ab.ca</a>	<b>653-4991</b>
<b>DOIG, Rob</b>	Assistant Superintendent Learning Services	<a href="mailto:rob.doig@westwind.ab.ca">rob.doig@westwind.ab.ca</a>	<b>653-4991</b>
<b>WRIGHT, Peter</b>	Secretary/Treasurer	<a href="mailto:peter.wright@westinw.ab">peter.wright@westinw.ab</a>	<b>894-4631</b>

Mike Cahoon

Transportation/Bussing

Bus Barn – 403-653-4491

## BOARD TRUSTEES

P.O. Box 10, 445 Main Street, Cardston, AB, T0K 0K0  
Phone: (403) 653-4991, Fax: (403) 653-4641, Toll Free: 1-800-655-4991

NAME	POSITION	ADDRESS	PHONE/CELL/FAX
<i>Tammi Tolley</i>	Trustee		
<i>FRANK, Anna-Joyce</i>	Trustee	Box 2397, Cardston, AB T0K 0K0 <a href="mailto:anna-joyce.fox@westwind.ab.ca">anna-joyce.fox@westwind.ab.ca</a>	Home: 737-3114 Cell: 634-9074
<b>SMITH, Doug</b> Spouse (Vicki)	Vice Chair	<a href="mailto:doug.smith@westwind.ab.ca">doug.smith@westwind.ab.ca</a>	317-4228
<i>RALPH, Jim</i>	Board Chair	Box 1131, Raymond, AB T0K 2S0 <a href="mailto:Jim.ralph@westwind.ab.ca">Jim.ralph@westwind.ab.ca</a>	331-8997
<i>PAYNE, Jessica</i>	Trustee	Box 612, Magrath, AB T0K 1N0 <a href="mailto:Jessica.payne@westwind.ab.ca">Jessica.payne@westwind.ab.ca</a>	892-4772
<b>Smith, Josh</b>	Trustee	<a href="mailto:Josh.smith@westwind.ab.ca">Josh.smith@westwind.ab.ca</a>	393-3882
<b>WENDORFF, Rod</b>	Trustee	<a href="mailto:rod.wendorff@westwind.ab.ca">rod.wendorff@westwind.ab.ca</a>	330-3000
<i>BLACKMERE, Ross</i>	Trustee	<a href="mailto:Ross.blackmere@westwind.ab.ca">Ross.blackmere@westwind.ab.ca</a>	393-6822

# Competitive Sports Programs

Mountain View School has a long history of competing in cross country, volleyball, basketball, archery, badminton and track and field. Cross country, archery, badminton and track and field are individual sports with student placement on teams dependent largely on their age. When limited spaces are available, students will try out for the team placements. When necessary, placement on these teams will be determined through try outs. There may be occasions when only one team can be supported due to the limited number of students. Athletes are expected to maintain grade level achievement in all subjects to be eligible to play or participate on a team. Exceptions may be made by the Athletic Director and approved by the Principal.

All extracurricular sports are run on volunteer hours. Great sacrifices of time are made by staff and parents to run the sports program and provide students with opportunities to compete. Parent support is essential to our sports programs and may include coaching, refereeing, transportation, organizing tournaments, fundraising etc. We also appreciate parents' support of the students as they compete in their respective sports. During try outs and team placements, we realize all parents want their child to have the best opportunity to compete and develop their talent. The administration and athletic director in consultation with coaches, ensure all students have opportunity to show case their skills and talent and then receive a fair team placement. We ask that parents keep this in mind as they approach each sport season and do their best to support the school in their decisions.

Coaches are expected to treat students with dignity and respect while fostering an environment conducive to maximizing all players potential. We recognize in the competitive sports arena, students have varying talents and abilities. All team members will participate in accordance with established divisional rules. Coaches will use their discretion to play team members in positions that will contribute both to the competitiveness of the team and also to building the potential of the player. Concerns regarding coaching should first be taken to the designated staff supervisor of the team. ›

## School Fees

School Fees		<b>Kindergarten fee 26.50 / Grade 1- fee \$86.50 / 2-3 total fee is \$101.50/            Grade 4/5 fee is \$91.50/ Grade 6-9 total fee is \$86.50</b> Fees can be paid by cash, cheque or etransfer. Address for etransfer is mvsfees@westwind.ab.ca Option fees will be assessed to each student as the options are chosen
Divisional Fee/Insurance gr. 1-9	51.50	
Kindergarten	26.50	
Preschool	contact school	
Field Trip Fee	35.00	
Duo Tangs 2/3 & 4/5	5.00	
Student Agendas grade 2/3 only	10.00	
Extra Curricular Fees		This years athletic fees will be determined by what sports will be played and when.
VB		
BB		
Archery Club		
Archery Team		
Xcountry		
Track & Field		
Badminton		