



INTRODUCTION

This handbook provides you with some of the policies and procedures at Park Meadows Elementary School. Should you have any questions or concerns, please feel free to drop into the school, phone (403) 328-9965, or e-mail us at meadows@lethsd.ab.ca. Our administrators are Mark Blankenstyn (principal) and Jackie Fletcher (vice principal).

GOALS OF EDUCATION

Lethbridge School District No. 51

- Learn to respect and get along with people with whom we work and live.
- Develop a desire for learning now and in the future.
- Develop pride in work and a feeling of self-worth.
- Learn how to examine and use information.
- Identify their value system and recognize the value system of others.
- Develop skills in computation and the ability to apply these skills.
- Learn how to use leisure time.
- Practice and understand the idea of health and fitness
- Appreciate and experience the fine arts.

PARK MEADOWS SCHOOL

Safe and Caring Schools Policy

The staff of Park Meadows School is committed to establishing a productive atmosphere where respect, responsibility and courtesy predominate.

By working together, we can ensure positive student conduct. Reactions to negative behaviour will result in students, staff, and parents deciding on natural and/or logical consequences to promote a positive change in behaviour.

To this end, students, staff and parents have worked together to develop a Safe and Caring Schools Policy that encourages the student to take responsibility for their actions where accountability, respect and self-reliance prevail.

TAKE CARE OF YOURSELF TAKE CARE OF OTHERS
TAKE CARE OF THIS PLACE

Safe and Caring Schools Policy

We believe:

- All students have the right to learn in a school climate that encourages learning without disruptive behaviour by any student.
- Both home and school share the responsibility for teaching appropriate and acceptable behaviours.
- Students must understand that they are responsible for their behaviour and must recognize that any behaviour that does not allow for a safe, secure, and positive climate is not acceptable.
- The key to effective discipline lies in students who become actively involved in their learning and in staff who model and reinforce cooperative working relationships.

Student Rights:

- I have a right to learn.
- I have a right to a safe and caring environment.
- I have a right to be treated with dignity and respect in this school.
- I have a right to speak and be heard in this school.
- I have a right to be myself in this school.
- I have a right to privacy and to my own personal space.

Student Responsibilities:

- It is my responsibility to listen, to learn, to practice, to complete school assignments, to ask for help when necessary and to respect the rights of others to learn.
- It is my responsibility to behave in a safe and law-abiding way.
- It is my responsibility to treat others with respect and polite consideration.
- It is my responsibility to listen to and to understand others.
- It is my responsibility to respect others as individuals regardless of differences.
- It is my responsibility to respect the personal property of others, and to accept their rights to privacy.

At Park Meadows School, as in most elementary schools, such response will focus on corrective strategies to help the students understand how their behaviour was unproductive and how it would need to change in order to help them, and those around them, to be as successful as possible. This is most often accomplished through the use of logical consequences as determined by the homeroom teacher in conjunction with parents and-or school administration.



SCHOOL VISION

Our vision is to create a school where children, who are valued for their diversity, feel empowered to grow and influence their communities by taking care of themselves, others and the world.

Goal One: Support Student Achievement

Goal Two: Support the Implementation of initiatives designed to develop innovative thinkers

Goal Three: Support Student Diversity

SCHOOL COUNCIL

A school/ parent council is a formally constituted group made up of parents of students attending the school, the principal, staff and community members. This group advises on educational matters at the school level. It is important that the school council be representative and democratic and responsive to the majority of parents and community members who have a relationship with the school.

The mission of our parent council is to foster the well-being and effectiveness of our school community and to ensure excellence in the educational environment, thereby assisting pupils in their continual development.

You are invited to become a member of the School Council. Dates for the monthly meetings are listed on our website. For information, please contact the School Council Chairperson through the school office or through the website.

VOLUNTEERS AT PARK MEADOWS

The staff at Park Meadows School encourages parents to volunteer. Volunteers are required to fill in a Volunteer Authorization form on an annual basis.

Volunteers are regularly needed for School Council functions such as hot lunches and special events.

Please contact your child's teacher or the school office if you are able to volunteer.

NEWSLETTERS AND ANNOUNCEMENTS

Our newsletter is available online. Each newsletter contains a calendar of events to keep you informed of important dates. Our newsletter is available by email by subscribing to our website at <http://pm.lethsd.ab.ca/> A paper copy can be obtained at the office.

CURRICULUM

A link to Alberta Education's site called My Child's Learning can be found at: <http://www.learnalberta.ca/content/mychildslearning/> Students at Park Meadows School receive instruction based on the Program of Studies developed and mandated by Alberta Learning. The school strives to provide all of the authorized resources and materials. Teachers use a variety of instructional approaches and strategies to ensure that learning is interesting and meets a wide range of student needs and interests.

LUNCH SUPERVISION

Lunch Time: Students eat lunch with their classroom teacher. Students who go home **should not arrive** back at school prior to outdoor supervision which starts at 12:05 p.m. If your child normally stays for lunch, please send a note to their teacher if they are leaving the school at lunch time.

All lunches must be able to be eaten without being heated up.
Students do not have access to microwaves.

APPROPRIATE DRESS FOR SCHOOL

Students are required to refrain from wearing hats in class and are also expected to conform to reasonable standards of taste in dress.

Footwear: We take great pride in our school and we work together to help keep our school clean. Wet floors are unsafe; therefore children will be asked to remove wet footwear upon entering the building. For safety reasons, students are required to have a pair of indoor gym shoes suitable for wearing in physical education classes.

BELL TIMES

Early Education Program (Monday—Thursday)

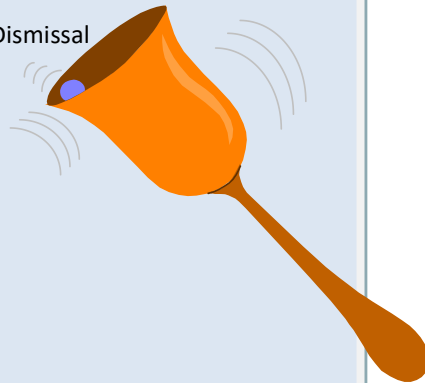
AM Class	8:10 am—11:25 pm
PM Class	12:00 pm—3:15 pm

Kindergarten Program (Monday—Thursday)

8:17 am	Class Begins
12:00—12:30 pm	Lunch
3:15 pm	Dismissal

Grade 1-5

8:20 am	Class Begins
10:00-10:15 pm	Recess
11:47 am	Lunch Begins & Friday Dismissal
12:05—12:25 pm	Recess
2:00—2:15 pm	Recess
3:15 pm	Class Dismissed



PUNCTUALITY

Regular, punctual attendance is a key factor in your child's success with the Alberta School Curriculum as well as his/her enjoyment of the school years.

For safety reasons please ADVISE THE SCHOOL WHEN IT IS NECESSARY FOR YOUR CHILD TO BE ABSENT for any reason.

Parents will be contacted by the school in the event of unexplained absences.

STUDENT ARRIVAL AND DEPARTURE

The school playground and building have adults on supervision before each morning and afternoon bell times, during recess and during all school sponsored activities. Students should not arrive before 8:05 am.

FRIDAY EARLY DISMISSALS

Students are dismissed early on Fridays. Elementary students will be dismissed every Friday at 11:47am.

LEAVING THE SCHOOL GROUNDS

Children are expected to remain on the school grounds throughout the school day except those children going home during the lunch hour. Permission to leave the school grounds must be approved by the proper school official.

OFFICE HOURS

Park Meadows office hours are Monday-Thursday 8:00 am to 4:00 pm and Fridays 8:00 am to 1:00 pm.

LABELLING BELONGINGS/LOST AND FOUND

Parents are urged to label all articles of clothing and school supplies belonging to their child. Each year we accumulate a large number of excellent pieces of clothing, footwear, etc. because no one claims them. We have a designated lost and found area. Please feel free to check this box when you are at school. Unclaimed items are donated to the other organizations or individuals in need at the end of the school year.



SCHOOL FEES

There are no elementary school fees for kindergarten to grade 5.

Students in the Early Education Program pay a monthly program fee set at the beginning of each year.

SENDING CHILDREN HOME

In case of illness or forgotten books, etc. students are not sent home unless parents have been contacted to ensure that someone is home or that it is safe. In the case of an accident, the student will be checked over by a teacher, principal or certified first aid person, and if deemed necessary parents will be notified. Please ensure that we have work phone numbers or an alternate name and phone number in case of an emergency.

Parents will receive prior notice in case of early dismissal or a change in the school day.

MEDICATION

ADMINISTRATION OF STUDENT MEDICATION: If the parents request that the school store and administer the medication they are required to complete written instructions signed by the parent and the physician. The school may not administer any medication without written consent.

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*All medical forms must be updated each school year. No medication of any kind should be accessible to other students, please ensure that your child gives the teacher or office any medication.

Parents of students with severe allergies are required to advise the principal and classroom teacher at the beginning of each school year. We must have emergency contact information, a recent photograph, and other information so that the school can have appropriate emergency procedures in place.

We ask that children do not bring peanut butter, or snacks with peanuts in them, into the school as we have many students with airborne allergies where contact could be life threatening. Students with severe allergies, and who use an EpiPen are required to have one at school.

RECESS

On inclement weather days students will be invited in at supervision time in the morning (8:08 AM) and at noon (12:05 PM). We would appreciate parent cooperation by having children arrive at school just prior to bell time.

Recesses on these days will be indoor recesses. At these times, students will get a drink and go to the washroom, then return to their classroom for activities as permitted by their classroom teacher.

APPROPRIATE CONTACT PERSONS FOR PARTICULAR CONCERNS

WHEN YOU HAVE CONCERNS ABOUT YOUR CHILD

From time to time, parents may have questions or concerns about something that has happened at school. We like to ask parents to support us in our efforts to work together to resolve any concerns that they may have.

The first step for parents in voicing a concern is to talk to their child's teacher. Teachers are most knowledgeable about what is occurring with the children in their classroom, and most issues can and should be dealt with at that level.

Parents may also choose to consult with the school principal or assistant principal regarding an issue after first talking with their child's teacher. This kind of open, two-way communication between the school and parents is important. We will do our best to listen and work together with you in order to deal with your questions or concerns.

If you feel that your child has been mistreated by another child on the way to school or on the way home, please contact the school administrative team to report the incident so we can follow up as soon as possible.

LEARNING COMMONS

Students are encouraged to use our school library for school projects and independent reading. The loan period at our school is one week. Students will be charged for any lost or damaged books through School Cash Online. If your child takes books home from our library please encourage them to be responsible for the care of them and for returning them on time.



SCHOOL NURSE

Alberta Health Services assigns a nurse to Park Meadows School. Being a school health nurse is part of the Comprehensive School Health program entitled "Healthy Schools Healthy Futures".

Their role as a school health nurse is to:

- Act as a liaison person between families, staff and community to assist students and families who are in need.
- Promote health and wellness.
- Provide information and resources on any health-related topic.
- Provide immunization boosters as required for all students. Before immunizations are done, a consent form with parent's signature is required. This will be sent home with the student. Hepatitis is administered to Grade 5 students unless parents indicate differently on the permission card. After immunization is done, a card is sent home for the child's record.
- Assist school staff and families in establishing community referrals and counselling.

SCHOOL PHOTOS

Each fall the school contracts a photographer to take individual pictures. Purchase of the pictures is optional. A classroom photo will be taken in the fall.

LEARNING SUPPORTS

Individual programs will be developed for students with identified needs. When possible and appropriate, students may receive instruction in a targeted program.

Targeted programs include: **Literacy/Numeracy Support and Early Literacy, for those students requiring extra support in reading, writing and/or spelling, and Gifted and Talented , for those students who demonstrate superior talent/ability. There is also a Skills Program for students that have additional needs.**

Students cannot be admitted to these programs without parent approval.

Parents who are not satisfied with decisions made related to their child's educational programming are asked to follow the appeal process outlined on page 9.

STUDENT EVALUATION/ASSESSMENT

Student progress is formally reported to parents three times a year. The elementary report card is designed to communicate the learner's achievement relative to his or her subject grade level; what a student needs to know and be able to do in order to proceed from one level of curriculum to another.

Parent teacher conferences provide communication with parents and help us to work with parents in setting learning goals. We would encourage all parents to attend parent-teacher conferences. Parents may contact their child's teacher anytime throughout the school year if they have questions or concerns. Please contact the teacher by phone or email before coming to the school to ensure she/he is available. Dates of Parent/Teacher Conferences that follow the formal report cards are listed on our website.

REPORTING PERIODS

Informal Contact

by October 1, 2019

Report Card #1

November 21, 2019

Interviews

November 22&23, 2018(kindergarten)

November 23&24, 2018 (grades 1-5)

Report Card #2

March 8, 2019

Interviews

March 13&14, 2019 (kindergarten)

March 14, 2019 (grades 1-5)

Report Card #3

June 27, 2019

SPECIAL SCHOOL PROGRAMS



SPECIAL SCHOOL PROGRAMS continued

Homebound- When circumstances (illness, injury, etc.) arise that cause a student to be absent from school for two weeks or more, parents are to contact the school to make arrangements for the student's school work.

University of Lethbridge - The University's student teacher program places student teachers in classrooms. These teachers often provide small group instruction, whole class instruction and assistance monitored by the regular teacher. Lakeview School supports the University of Lethbridge teacher preparation programs.

Field Trips- Teachers are encouraged to supplement grade level curriculum with appropriate field trips. Unfortunately, these valuable learning situations are greatly influenced by transportation costs. Fund-raising programs have to be undertaken in order for some field trips to take place.

Human Sexuality of the Elementary Health Curriculum – This program for grades 4-5 deals with human sexuality – the basic life cycle and physical changes that occur in the early teens. Teachers are specially trained to teach these lessons. Parents will receive prior notice, may attend lesson presentations, or may request their child be excluded.

Child Abuse Prevention Education – The Child Abuse Prevention Unit of the Elementary Health Program was developed in response to pressing societal need. The goal of the unit is to enable all children (in grades 2 & 5) to develop the knowledge, skills, and attitudes to help protect themselves from abuse, and to assist those children who are being abused.

Making Connections – Park Meadows has a part-time Making Connections staff member. Her role is to support families that are having difficulty getting children to school, with making ends meet, or with any urgent family issues that may arise.

FNMI Liaison – We are fortunate to have a part-time First Nation Metis Inuit School Liaison Worker scheduled to be in our school. She organizes activities that bring native students together during this time. She works on both academic and cultural activities. She is also available to work in classrooms with all students and with the school as a whole to enhance our First Nations, Metis, Inuit (FNMI) programming.

School Counsellor – We are very fortunate at Park Meadows School to have the services of an Elementary Counsellor. She is assigned to our school for approximately 50% of her time. She can be contacted by phoning the school office.

Co-Curricular – This refers to school sponsored activities that take place outside the regular instruction time. The activities are optional and vary each year in accordance with leader availability and expertise. Some examples have been: choir, hand bells, gr 5 basketball, running club and leadership. Students are informed of the activities through letters home, bulletin board and P.A. announcements.

Fundraising – Although school budgets are adequate to cover the regular operational costs, occasions do arise when our school likes to provide educationally valuable enrichment activities or purchase additional equipment. Some of these activities or purchases require additional funds. In all cases parents are informed via the newsletters of the purpose for which the funds are to be used. PARTICIPATION IS STRICTLY VOLUNTARY.

Other Special Programs – During every school year there are many activities, both annual and single occasions that add to the regular program. Some examples are: Christmas Concerts, Fun Activity Days, School Spirit Days, assemblies, co-curricular groups or guest performers; Feed-the-Bug, Poster and Writing contests, Music Festivals, Halloween Activities and many others.



SCHOOL SAFETY

SECURING OUR BUILDING

The main door of the school is open from 7:00 a.m. to 6:00 p.m. For security reasons all other doors remain locked during the day. This enables us to monitor all visitors to our school.

The safety and security of our students is of utmost importance. Please help us ensure the safety of our students by following our established safety and security guidelines, which include:

Assign a meeting spot outside where your child can meet you each day after the bell rings.

During school hours all visitors (including former students) must enter the school through the front doors and report to the office.

Students arriving late need to enter through the front doors and report to the office so that they can be recorded as late.

Students who need to leave the school early for appointments will be called to the office to meet their parents. Parents are required to “sign out” students at the office.

We do not have before and after school care. The BLAST program offers services to families requiring care.

PARKING LOT

The parking lot is reserved for school employees, and is out of bounds for students. This area should not be a drop off area with the exception of adults who need handicap parking. Vehicles in the handicap area are required to have a sticker. Please be courteous by not parking in driveways or in the alley.

The safety of our students is a shared responsibility. We will help the children become aware of safety rules and we ask you to do the same. Please model safety over convenience:

- Teach your children to cross with care.
- If you park across the street, please instruct your child to get out of the car on the side that is closest to the sidewalk.
- Do not make U-turns in the school zone.
- Do not stop or park in the loading zone.
- Adhere to the speed limit of 30 km/hr.

SCHOOL SAFETY

SUPERVISION

Before school student supervision begins at 8:05am. Teachers are required to be prompt in their supervisory duties to ensure student safety. Students remain outdoors until the entrance bell at 8:20 a.m. and 12:25 p.m. (except in inclement weather). They are to line up at designated doors where their teachers will greet them and bring them into the school. The front door is open to students who may need to come into the school and all staff have keys that would give children immediate access at any door.

Students who arrive at school prior to supervision time are expected to be enrolled in the BLAST Program.

Lunch Time: Students eat lunch with their classroom teacher. Students who go home **should not arrive** back at school prior to outdoor supervision which starts at 12:05 p.m. If your child normally stays for lunch, please send a note to their teacher if they are leaving the school at lunch time.

After School: At 3:15 pm (11:47am on Fridays), all students are under the direction of their parents or the BLAST Program. We appreciate prompt pick-up by parents so that all students are supervised. Students must check in at home at the end of the day before they return to play on the playground.

Please ensure that your child(ren) have arranged after school plans with you **before** coming to school. We do not allow students to arrange play dates from school.

FAIR NOTICE OF THREAT/RISK ASSESSMENT

Our School District believes in creating safe and caring environments for students and staff. Any incident where a student engages in behaviour which threatens or appears to threaten the safety of others will be investigated. Administrators can implement a Risk Assessment for behaviours that are worrisome including writing or drawings with violent themes; references to or involvement in violent activity at school; or an increased interest in activities that are deemed as dangerous to the safety of others. A Threat Assessment is implemented when a student threatens to kill or injure others, brings a weapon to school, or makes direct verbal or written violent threats to others. The Threat/Risk Assessment regulations are outlined in Policy 504.9 available in the School District Policy Handbook available at www.new.lethsd.ab.ca.



SCHOOL SAFETY

ACCIDENTS

In cases of serious injuries or illness, or any injury requiring a doctor's care, parents or guardians will be contacted. Should hospitalization be necessary and parents are unable to be contacted, the following will apply:

The best-qualified person will render first aid and/or assistance immediately and an adult will accompany the student to the hospital. In situations where there is doubt as to the extent of the injury or illness, the student will not be moved and an ambulance will be summoned.

STUDENT ILLNESS AND APPOINTMENTS

For illness – when a student becomes ill at school and needs to go home, the school will contact the parents (or alternate number on the registration form).

Students must check in at the office before leaving the school. A member of the office staff will contact parents to receive permission for the child to go home. If no permission is received, the student **will not** be sent home. Students are to report to the office on their return.

In order to ensure the safety of students, we ask that parents contact the classroom teacher and the office to make sure we are informed if the child will be leaving before the regular dismissal time.

Parents are required to sign their child out at the office.

SEARCH AND SEIZURE OF SCHOOL OR STUDENT PROPERTY

Possession of weapons is a serious offence.

Weapons (as defined by the Criminal Code) are anything used or intended for use in causing deaths or injury to persons whether designed for such purpose or not, anything used or intended for use for the purpose of threatening or intimidating.

In the event that a student brings an item that looks like a weapon or could be used as a weapon, the item will be confiscated by school staff.

SCHOOL SAFETY

EMERGENCY PROCEDURES

In the event of an emergency closure during school hours (e.g. fire, power failure) students will be taken to the River of Life Church. Parents will be contacted, if necessary, from there.

The Lethbridge School District No. 51 regulations require schools to have a minimum of six fire drills and two lockdown drills a year in which all children are required to participate. It is important that your child have shoes on their feet at all times while in the school as we are required to exit the building immediately when the fire alarm rings.

As a reflection of the changes in our society we are required to add variations to our safety drills. The safety of all students and staff of Park Meadows School is of great importance to us. To that end, we will run two practice drills known as a "lock down". This kind of drill might be used in the event of an emergency where their teachers give the children instructions while the building is secured. Teachers will ensure all children are in classrooms, classrooms are locked and attendance is taken. Parents or other visitors will be expected to evacuate to safety areas as instructed by school personnel during this kind of drill.

The registration form must be completed and checked for accuracy each year. Please make necessary changes and return one to the school for each child. This information is vital to ensure the proper care and safety of your child during an illness or emergency. When giving the name and phone number of an alternate contact we would ask that you please ensure the person is someone who is able to pick up the child at school if necessary. Please notify the office immediately of any changes so we are able to keep accurate records.

All students at school during the noon hour, for either lunch or extra-curricular activities, are to remain on school property at all times.

DOCUMENTATION OF LEGAL CUSTODY

If you have legal custody of your child(ren), please make sure the school has the appropriate documentation on file. This is required to clearly identify individuals who have legal access. This will consequently allow us to name persons who have entitlement to review the student record.

RESPONSIBLE USE OF TECHNOLOGY

Policy

The Board is committed to providing and maintaining safe, caring and respectful digital environments conducive to learning and working. The Board is committed to preparing students for success in a future infused with technology. Fundamental to such success is the ability to use technology responsibly for the purpose of gathering, evaluating, creating, and sharing knowledge.

Definition

Digital Citizenship – the norms of appropriate, responsible behavior with regard to technology use.

Regulations

The Board provides users with access to technology to support teaching and learning, and to enable effective Board administration and communication. Technology, including personally owned devices, must be used appropriately in accordance with District Codes of Conduct.

1. All users (including volunteers, school councils, and societies conducting business and communication associated with the school) are responsible for:
 - 1.1. familiarizing themselves with this policy and its procedures and abiding by the expectations and restrictions;
 - 1.2. respecting District technology through proper use and care of equipment and resources;
 - 1.3. using technology in a way that does not disrupt other users nor compromise the functionality of the network;
 - 1.4. using technology in a lawful, respectful, and ethical manner;
 - 1.5. their District-provided network login and password; it should not be shared with anyone other than a parent/guardian; and
 - 1.6. demonstrating digital citizenship through the appropriate use of technology in the forum of social media.
2. Teachers are responsible for:
 - 2.1. the supervision of student use of technology;
 - 2.2. ensuring that use of technology for teaching and learning is in accordance with the Teaching Quality Standard;



RESPONSIBLE USE OF TECHNOLOGY

- 2.3. instructing and modeling digital citizenship; and
 - 2.4. determining when and where students are able to access Board technology or personally owned devices.
3. Students are responsible for:
 - 3.1. using Board technology only for curriculum-related/educational purposes;
 - 3.2. using personally owned technology for only curriculum-related/educational purposes while in an instructional setting;
 - 3.3. demonstrating digital citizenship through the appropriate use of technology;
 - 3.4. reporting any inappropriate use of email, data or unauthorized technology to a teacher or administrator immediately; and
 - 3.5. the care, maintenance and security of their personal devices; the Board is not responsible for the replacement of lost, stolen or damaged items.
 4. Schools are responsible for:
 - 4.1. creating and enforcing expectations for use of technology within the school, at school events, and in situations where its use may adversely affect the school culture, regardless of where the use takes place.
 5. In keeping with the Freedom of Information and Protection of Privacy (FOIP) Act, unauthorized video or audio recording on school grounds for any purpose is prohibited. Further, the taking of photos, filming or recording while at school or at a school related is prohibited unless approved by Lethbridge School District staff. In particular, taking photos, filming and/or recording is strictly prohibited in washrooms and change rooms. However, this is not intended to prohibit sanctioned recording of activities at events open to the general public.
 6. Failure to use technology responsibly as outlined in this policy, may result in consequences as outlined in the District Codes of Conduct and/or loss of privileges. The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

Elementary School Student Code of Conduct



Purpose

In order to establish and maintain a welcoming, caring, respectful, and safe learning environment, this Student Code of Conduct establishes expectations and consequences for student behaviour while at school, at school sponsored activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school.

The Student Code of Conduct is intended to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community.

The Student Code of Conduct is also intended to help students learn how to address issues of dispute, develop empathy, and become good citizens within and outside the school community.

Definitions

1. Bullying: The School Act defines bullying as “repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual’s reputation.” Bullying behavior also includes behavior that targets a student because of the actual or perceived sexual orientation, gender identity or gender expression or parents or other family members

2. Discrimination: The denial of individual rights and freedoms in a manner which contravenes the Canadian Charter of Rights and Freedoms and/or the Alberta Human Rights Act (AHRA). Discrimination on the basis of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, creed, sexual orientation, and citizenship is prohibited.

3. Harassment: Any behaviour that in effect or intent disparages, humiliates, or harms another person or class of persons. Harassment may include, but is not limited to, references related to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation. Sexual harassment is any unwelcome behavior that is sexual in nature.

Such behaviour may directly or indirectly affect or threaten to affect in an adverse manner a student’s well-being and/or learning environment.

Elementary School Student Code of Conduct Continued

The behaviour does not need to be intended as harassing to be considered as personal harassment. It is sufficient that one knows, or ought reasonably to know, that his/her behaviour is offensive and unwelcome. Harassment is not a relationship of mutual consent. It is any action including, but not limited to, verbal, physical, written and cyber messaging that is unwelcome or intimidating and denies individual dignity and respect.

4. Suspension: A suspension is defined as a temporary prohibition, instituted by a principal or a teacher under section 24 of the School Act, of a student from attending a class, course, school activity, school, or from riding on school authorized transit for a period of 5 school days or less. Refer to Lethbridge School District No. 51 policy 502.3 Suspensions and Expulsions.

5. Expulsion: An expulsion is defined as a prohibition, instituted by the Board in accordance with section 25 of the School Act, of a student from a class, course, educational program, school, school activity or from riding school authorized transit for more than 10 days. Refer to Lethbridge School District No. 51 policy 502.3 Suspensions and Expulsions.

Procedures

1. The District and school’s Student Codes of Conduct, and their enforcement through consequences, shall apply to students:

- 1.1 in school;
- 1.2 on the school grounds;
- 1.3 during any recess or lunch periods on or off school property;
- 1.4 at school sponsored or authorized activities;
- 1.5 on school busses or other forms of approved transportation;
- 1.6 when the student’s conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s) regardless of where that conduct occurs.

2 Any form of bullying, discrimination or harassment as defined above is unacceptable, whether or not it occurs within the school building, during the day or by electronic means.

3 The school encourages compliance with the following behavioural expectation examples, realizing this is not an exhaustive list:

- 3.1 respect yourself and the rights of others in the school;
- 3.2 make sure your conduct contributes to a welcoming, caring, respectful, and safe learning environment in the school that respects yourself, the rights of others, diversity and fosters a sense of belonging of others in your school;



Elementary School Student Code of Conduct Continued

- 3.3 refrain from, report, and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours, or digitally;
 - 3.4 inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school;
 - 3.5 act in ways that honour and appropriately represent you and your school;
 - 3.6 attend school regularly and punctually;
 - 3.7 be ready to learn and actively engage in, and diligently pursue, your education;
 - 3.8 know and comply with the rules of your school;
 - 3.9 cooperate fully with everyone authorized by the Board to provide education programs and services;
 - 3.10 be accountable for your behaviour to your teachers and other staff;
 - 3.11 contribute positively to your school and community; and
 - 3.12 be a responsible digital citizen (See Policy 607.4)
- 4 Examples of unacceptable behaviours include, but are not limited to:
- 4.1 behaviours that interfere with the learning of others and/or the school environment, or that create unsafe conditions;
 - 4.2 acts of bullying, harassment, discrimination, coercion, or intimidation;
 - 4.3 physical violence;
 - 4.4 retribution against any person in the school who has intervened to prevent or report bullying or any other incident of safety concern;
 - 4.5 illegal activity such as:
 - 4.5.1 possession, use or distribution of illegal or restricted substances;
 - 4.5.2 possession or use of weapons;
 - 4.5.3 theft or damage to property;
 - 4.5.4 contravention of District policies and regulations;
 - 4.5.5 willful disobedience and/or open opposition to authority;
 - 4.5.6 use or display of improper or profane language;
 - 4.5.7 interfering with the orderly conduct of class(es) or the school;
 - 4.6 Contravention of the Student Code of Conduct as set out in the School Act, Section 12;
 - 4.7 Contravention of the provisions of Section 27 of the School Act related to trespassing, loitering, and causing a disturbance;
 - 4.8 Use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate.

Elementary School Student Code of Conduct Continued

- 5 Rules governing student conduct while being transported on school busses or other approved transport, shall be developed by the District in consultation with the school administration and/or transit provider.
- 6 The following consequences of unacceptable behaviour shall apply taking into account the severity and magnitude of the incident(s) and the student's age, maturity, and individual circumstances:
 - 6.1 supports, interventions and/or consequences include but are not limited to parent phone calls, student conferencing, counselling, assessments, positive behaviour plans and/or contracts, team meetings, conflict resolution, involvement of School Resource Officer;
 - 6.2 suspension;
 - 6.3 expulsion;
 - 6.4 involvement of police authorities.
- 7 Parents and guardians play a vital role in developing student behavior and conduct. It is the District's expectation that a parent or guardian has the responsibility:
 - 7.1 to take an active role in the student's educational success, including assisting the student in complying with Regulation 3 of this policy;
 - 7.2 to ensure that the parent or guardian's conduct contributes to a welcoming, caring, respectful and safe learning environment;
 - 7.3 to co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student;
 - 7.4 to encourage, foster and advance collaborative, positive and respectful relationships with students, teachers, principals, other school staff and professionals providing supports and services in the school;
 - 7.5 to engage in the student's school community.
- 8 The school shall provide support for students who are impacted by inappropriate behaviour. Schools may consult with District Instructional Services for determining support mechanisms.
- 9 Procedures for lodging a complaint or concern.
 - 9.1 Should a student be subject to or witness of: bullying, harassment, discrimination, unwanted behaviors as described in procedure 4, or conduct that interferes with maintaining a welcoming, caring, respectful, and safe learning environment in the school, that student should contact a classroom teacher, their advisor, school counsellor, or any other staff member with whom they feel comfortable. A parent or guardian may make contact regarding a complaint or concern.



Elementary School Student Code of Conduct Continued

9.2 All complaints of discriminatory, harassing, and bullying language and behaviours are taken seriously, documented, and dealt with in a timely manner..

9.3 Confidentiality regarding the complaint shall be maintained by all parties as agreed relative to further action.

9.4 A complaint or concern may be communicated informally through oral communication or formally in writing with a professional staff member or principal. Where possible, the complaint should clearly outline the cause for complaint or issue, as well as a description of the specific incident or incidents, the dates, and names of any witnesses.

9.5 Complaints shall follow the channels of communication as outlined in Policy 1003.1 Channels of Communication and Dispute Resolution, Regulation # 11 (start with closest source such as teacher or counsellor, to school administrator with principal the highest school level, to Associate Superintendent, to Superintendent, to Board). Policy 505.0 Appeals can be followed if a student or Parent/guardian is dissatisfied with the decision at the level of the school principal.

9.6 The professional staff member or principal will investigate the complaint and apply the appropriate consequences As delineated in number (6) including the School's Student Code of Conduct.

9.7 The principal will determine whether the level of seriousness requires an investigation and/or police involvement, Policy 504.8 Involvement with Authorized Agencies will be followed.

9.8 The professional staff member and/or school administrator and/or District administrator will document the investigation and outcome, including any disciplinary action and supports as described in number (8). Policy 609.5 Student Records applies for record retention and disposition.

9.9 Retaliation. No member of Lethbridge School District No. 51 school community, including students, staff, parents/guardians, and/or volunteers, shall take retaliatory action with the intent of dissuading or punishing an individual for participating in the complaint resolution process. Individuals who retaliate may be subject to discipline and/or legal action.

Elementary School Emergency Response Protocol

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that Lethbridge School District No. 51. has developed plans with emergency services and community to respond effectively to various situations. The purpose of this letter is to ensure parents are informed, trust that we have procedures, and recognize the importance of collaboration and partnership between the school and home during school emergencies.

Should we have a major disaster during school hours, your child(ren) will be cared for at their school unless a need to evacuate has been identified. Our School District has a detailed emergency operations plan developed to respond to a major catastrophe.

Parent co-operation is necessary in any emergency. Please follow the guidelines below to enhance our ability to support our school community in times of duress:

1. **Do not telephone the school.** Telephone lines are typically needed for emergency communication and school staff are occupied during an emergency.

2. **In the event of a serious emergency, elementary students will be kept at their school, or the designated emergency location,** until they are picked up by a responsible adult with identification who has been listed as such on the school system's contact list. Each student's contact information is on a form that is required to be filled out by parents at the beginning of every school year. Middle and High School students will be released with advance notice to parents when appropriate. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:

The person is 18 years of age or older.

The person is usually home during the day.

The person can walk to school, if necessary.

The person is known to your child.

The person is both aware and able to assume this responsibility.



Elementary School Emergency Response Protocol Continued

3. **Confirm emergency announcements prior to actions.** If students are to be kept at school, District and school webpage, Twitter/Facebook and SynerVoice will update parents on process and protocol as each emergency can present different complications.

4. **Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.** Many students have electronics and they need to be aware of how they can contribute to a successful response in an emergency. Sending out unconfirmed updates can escalate a situation very quickly. The most accurate information will be posted on our District and school websites.

5. **During an extreme emergency, students will be released at designated locations that would be identified on SynerVoice and the School District Website.** Parents should be patient and understanding with the student release process. Please instruct your child to remain at school until you or a designee arrives. The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, media will be notified and updated.

6. **Transportation – en route.** In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event that a natural disaster occurs in the afternoon, the bus driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

7. **Each school within the School District has established an evacuation location when and if a school will be directed to evacuate.** When the dangerous incident has subsided, District staff will work with School Staff to determine next steps and communicate to parents accordingly depending upon the time of day.

Elementary School Emergency Response Protocol

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern and anxiousness during emergencies.

In the event of an emergency, the following summary will be posted on our school and District websites (www.lethsd.ab.ca):

We are currently experiencing (type of disaster) at (school name here). Please be aware your child(ren) will be cared for at (school name here), unless a need to evacuate has been identified. Our District has a detailed emergency operations plan developed to respond to a major catastrophe.

Parent co-operation is necessary in any emergency. Please follow the guidelines below to enhance our ability to support our school community in times of duress:

1. Do not telephone the school.
2. In the event of a serious emergency, elementary students will be kept at their school, or the designated emergency location, until they are picked up by a responsible adult, with identification, who has been listed as such on the school system's contact list. Middle and high school students will be released with advance notice to parents when appropriate.
3. Confirm emergency announcements prior to actions. If students are to be kept at school, the District and school webpage, along with Twitter/Facebook and SynerVoice, will update parents on process and protocol.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.
5. Designated locations will be identified on SynerVoice and the School District Website.
6. If on bus during a natural disaster students will remain on the on the bus with further action communicated. Any child who is home waiting for the bus will not be picked up if roads are unpassable.
7. Evacuation locations, if necessary, will be communicated.

Please visit this link for more details on the District's disaster/emergency plans: [LINK](#)

Sincerely,

Cheryl Gilmore
Superintendent