



PARK MEADOWS SCHOOL HANDBOOK 2020-2021

(COVID-19 Updates in red)
Updated August 21, 2020



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INTRODUCTION

This handbook provides you with some of the policies and procedures at Park Meadows School. Should you have any questions or concerns, please feel free to phone (403) 328-9965, or e-mail us at meadows@lethsd.ab.ca. Our administrators are Mark Blankenstyn (Principal) and Candice McMurren (Vice-Principal). Click to access the [Principal's Message via video](#).

MISSION STATEMENT

Lethbridge School Division

Lethbridge School Division is inclusive, forward-thinking and accountable for engaging students in quality learning experiences that develop strong foundations, innovative minds and responsible citizens.

VISION STATEMENT

Lethbridge School Division

Learners are innovative thinkers who are successful, confident, respectful and caring. Priority One: **Achievement**; Priority Two: **Inclusion**; Priority Three: **Innovation**

VISION STATEMENT

Park Meadows School

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.

OFFICE HOURS

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

ACCESS TO THE SCHOOL

As per the Division's COVID-19 Re-entry Plan (see <https://www.lethsd.ab.ca/>), schools will only be open to all students and staff. At this time, all schools in Lethbridge School Division will be restricting visitation, including parents and volunteers. Parents will be permitted if there is a scheduled meeting. Otherwise, parents are to drop off and pick up children outside of the school (see **Appendix B—Drop off and Pick up Spots**). A parent or visitor may enter the school when there is a scheduled meeting and they have used the self screening tool (see **Appendix A**). If a visitor answers YES to any of the questions, the individual will not be admitted into the school. A record of all visitors will be kept.





First Week of School Procedures - 2020-2021

Staggered Year Start for All Students - Kindergarten - Grade 5

Elementary schools (K-5) will stagger entry over two days. The purpose of staggering entry over two days is to give opportunity for staff, students and parents to navigate the new health protocols in smaller numbers.

With smaller numbers of students teachers will be better able to give attention to helping students understand hygiene protocols, masks, and so forth. It also gives teachers time to provide more individual attention for students who may be feeling anxious. As well, directing parents and students to the right locations for transition to teachers will be somewhat easier. Please see **Appendix B** for “Pick up & Drop off” locations.

Basically, the schools will have two start days repeating the same procedures two days in a row.

On Tuesday, September 1 (first day of school) all elementary students whose last names fall within the alphabet from A to M will come to school for the full school day (**see detailed scheduled on right for grade level specific start times**). Students will meet their teachers outside on their meeting spots—see **Appendix B** “Pick up & Drop off” spots.

On Wednesday, September 2 all elementary students whose last names fall within the alphabet from N to Z will come to school for the full school day (**see detailed scheduled on right for grade level specific start times**). Students will meet their teachers outside on their meeting spots—see **Appendix B** “Pick up & Drop off” spots.

On Thursday, September 3 all students come to school.

This staggered start will ALSO include at-home learning students. This will give the elementary at-home learning teachers time to get to know their students in a smaller cohort as well as help students and families get familiar with the routine of at-home learning (schedules/ technology, etc.).

Staggered Year Start for EEP Students

Our Early Learning Educator, Teagan Orsten, will communicate with families directly as to when students in Early Education Program (EEP) will commence. There will be a staggered start but a more detailed schedule will come your way shortly.

Schedule for First Four days of school *In-school/Learners (Gr. 1—5)*

Tuesday, Sept. 1: Last names: A – M - Full Day

- Gr. 4/5 - Meet Outside 8:15am - 3:15pm
- Gr. 2/3 - Meet Outside 8:30am - 3:15pm
- Gr. 1 - Meet Outside 8:45am - 3:15pm

Wednesday, Sept. 2: Last names: N - Z - Full day

- Gr. 4/5 - Meet Outside 8:15am - 3:15pm
- Gr. 2/3 - Meet Outside 8:30am - 3:15pm
- Gr. 1 - Meet Outside 8:45am - 3:15pm

Schedule for First Four days of school *In-school/Learners (Kindergarten)*

Tuesday, Sept. 1: Half-Day for Tuesday/Thursday program

- 8:45am—11:45am - Meet Outside Last names: A-M
- 12:15pm—3:15pm - Meet Outside Last names N-Z

Wednesday, Sept. 2: Half Day for Monday/Wed. program

- 8:45am—11:45am - Meet Outside Last names: A-M
- 12:15pm—3:15pm - Meet Outside Last names N-Z

Thursday, Sept. 3: All students 8:15am-3:15am

Friday, Sept. 4: All students 8:15am—11:45am

Monday, Sept. 7: Holiday - NO SCHOOL

Schedule for First Four days of school *At-home Learners*

Tuesday, Sept. 1: Last names: A – M - Full Day

- Your “Online Teacher” will communicate precise start time on this day for all at-home students A-M (all grades).

Wednesday, Sept. 2: Last names: N - Z - Full day

- Your “Online Teacher” will communicate precise start time on this day for all at-home students N-Z (all grades).

Thursday, Sept. 3: All at-home students 8:15am-3:15am

Friday, Sept. 4: All at-home students 8:15am—11:45am

Monday, Sept. 7: Holiday - NO SCHOOL



SUMMARY OF COVID-19 PROTOCOLS AT PARK MEADOWS

Pages 3 & 4 serve as a general overview of Park Meadows School's COVID-19 protocols. More information may appear throughout this handbook (see red font) as well as on our School Division's Re-Entry Plan located here:

<https://www.lethsd.ab.ca/our-district/pandemic-planning/division-communication>

- Some Park Meadows students are in-school while others are working at-home through a Division Teacher in an online environment. There are 3 pivot points throughout the year where students can opt back into the school or conversely, opt out to at-home learning. To that end, students' homeroom teacher (in-school or at-home) may change throughout the school year (see **Pivot Points - Pg. 9**).
- Heightened cleaning, sanitizing, distancing and health measures are in effect. Hand hygiene expectations when entering and exiting the school and classrooms, before and after eating. Frequent hand-washing.
- Water fountains are open and students are to bring their own water bottles to fill at the stations.
- Daily and routinely self-screen is required for all staff and students using the screening form (see **Appendix A**). This must be done each day by all staff and students before coming to school. Parents/Guardians and staff will each be provided a copy of the screening tool.
- Please ensure that you have up-to-date registration information including emergency contacts should your child demonstrate symptoms of COVID-19.
- Should your child exhibit COVID-19 symptoms, they will be provided with PPE, isolated or distanced (if isolation isn't possible) from the rest of the class and you will be called to pick them up immediately.
- If a parent has made an appointment and they have used the screening tool (see **Appendix A**), they may access the school using the front entrance. The front entrance will be locked but a wireless intercom system will be installed to reach the office. You can speak to our Administrative Assistant to gain access to the school.
- Schools must keep records of children's known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.
- Anyone that reports symptoms should be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the AHS Online Self-Assessment tool (AHS Online Assessment Tool) to determine if they should be tested.
- Signs will be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.
- Additional signage showing appropriate hygiene practices will also be placed in various places within the school.
- Regularly remind students and staff of respiratory etiquette:
 - ⇒ cover coughs and sneezes
 - ⇒ avoid touching your face
 - ⇒ dispose of used tissues promptly
 - ⇒ practice hand hygiene
- Field Trip and class visitations/presentations are temporarily not offered. This will be reviewed throughout the year directly reflecting Alberta Health Services recommendations and the level of risk involved.
- At this time all assemblies and extra-curricular activities are cancelled. This will also be reviewed throughout the year.



SUMMARY OF COVID-19 PROTOCOLS AT PARK MEADOWS

- Parents/guardians will not be allowed into the school for student drop-offs and pickups. They will take place outside.
- Parents will only be allowed inside the school for scheduled meetings and only if they have used the self-screening tool (**see Appendix A**) and display no symptoms. A record of all visitors will be kept.
- Please do not drop off students early or pick them up late. We recognize the complexities of this situation and it may be difficult to organize but it is important to minimize the chances for mixing cohorts which can occur by dropping off students early or picking them up late.
- We recognize that these are significant changes and that parents want to see what classrooms look like. We, as a staff, will be providing videos of classroom setups and will encourage frequent communication using methods other than face-to-face contact. We know that this is not optimal but is necessary at this time.
- Students will use specific doors to enter and exit (**see Appendix C**).
- Recess times will be staggered with the same door usage limited to certain classes. Cleaning and sanitizing procedures will take place before going outside for recess and also when coming in from recess.
- Lunch has been extended to 1 hour to allow for more efficient cohorting. There will be three shifts, where students will either go outside first and then come in to eat or vice versa. Once again they will use their assigned doors. Cleaning and sanitizing procedures will take place before going outside for recess and also when coming in from recess.
- Recyclables, including juice boxes, etc. are to be “packed in” and “packed out” meaning that students will put them back in their lunch containers and take them home with them.
- Students are also expected to clean up any garbage from their lunch.
- Unfortunately we are not able to allow volunteers at this time.
- Additional personal items, including but not limited to, stuffies and blankets are not permitted to come to school at this time.

SOCIAL DISTANCING & MASK WEARING

The Alberta Government will provide K-12 students with two reusable masks. The Division is also requesting K-12 students add masks to their school-supply list. As a community, we will have to collaboratively respond to decrease the risk of spreading COVID-19. Class sizes at Park Meadows may not allow for 2 meters of distance between people in all situations. The means, we will rely on our staff and students to practice heightened hand hygiene, mask use, social distancing, staying home with signs of illness, and getting tested should symptoms of COVID-19 appear. **Mask use is strongly recommended for all students at all times from Kindergarten to Grade 5. A mask *must* be used in spaces where social distancing cannot be maintained for all students in Grade 4-12. A mask must be used in spaces where social distancing cannot be maintained for all staff.** If a student in Grade 4 or 5 does not bring a mask (or has forgotten) they must report to the office immediately to receive a mask to use. The following procedures may be put in place if a student does not wear a mask in Grade 4 or 5 and cannot maintain a 2 meter distance at all times:

- ⇒ We will work with the student and family to determine why a student isn't wearing a mask
- ⇒ We will provide a mask for the student to wear.
- ⇒ We will work with the student and family to find an appropriate learning space in the school where 2 meters social distancing is more possible or if “at-home” learning is a more suitable option to promote a healthy learning environment for the student.

If students are sitting and not facing each other, masks are not mandatory. If students are moving around and working on group projects, with teachers in close contact, masks are to be used. To assist with these new guidelines, the Alberta government will provide every Kindergarten to Grade 12 student and every staff member with two reusable masks. All staff members will also be provided with a face shield.



Safe & 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.

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. Responses 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.

Safe & Caring Schools Policy

School Wide Expectations:

At the beginning of each school year, each classroom is asked to develop a list of reasonable expectations and consequences that contribute to the instructional program, classroom harmony and development of student responsibility.

Below is a sample of typical classroom expectations:

- Be on time.
- Be prepared.
- Do your work.
- Show respect for other people and for their materials.
- Use appropriate language while on school premises.

Students at Park Meadows School will know what is expected of them and will experience the benefits of appropriate behavior. They will also know what will follow if they choose to behave inappropriately. The choice lies with the student. Our goal is to help students see themselves as being responsible for their behavior and in control of themselves.

Playground Expectations:

- Avoid use of rocks, sticks, snowballs or other dangerous objects.
- Play only in the fenced school-yard/west playground area, avoiding the bike racks, staff parking area, and the trees by the parking lot.
- Play games that avoid physical contact such as play-fighting and wrestling.
- Walk their bicycles and scooters and carry skateboards on school grounds.

Consequences:

Should students choose not to comply with the above expectations, the following consequences will apply:

- Minor misconducts will be handled on the spot by any staff member. Students will be expected to talk about their role in the problem, their reasoning and be encouraged to see the issue in terms of safety and respect. They will be assisted to choose and use more acceptable alternatives in the future.
- In the case of more serious or chronic behaviors, administration will work with the student(s) and parents will be informed. We believe in providing opportunities for students to have a voice and to understand why consequences are necessary. Our goal is to teach children to take responsibility for their actions, learn what is appropriate and to help guide them towards positive choices in the future.

BELL TIMES

Early Education Program (Monday—Thursday)

AM Class 8:25am—11:25 pm (targeted learning 8:10—8:25)
 PM Class 12:15 pm—3:15 pm (targeted learning 12:00—12:15)

Kindergarten Program (Monday—Friday)

8:15am Class Begins
 11:46am Lunch & Recess (staggered - consult homeroom teacher)
 3:15 pm Dismissal (M-Th)
 11:45am Dismissal (Friday)



Grade 1-5 (Monday—Friday)

8:15 am Class Begins
 10:00am Morning Recess (staggered - consult homeroom teacher)
 11:45am Lunch & Recess (staggered - consult homeroom teacher)
 2:00pm Afternoon Recess (staggered - consult homeroom teacher)
 3:15pm Dismissal (M-Th)
 11:45am Dismissal (Friday)

Parents will receive prior notice in case of early dismissal or a changes.

MORNING ARRIVAL - STAGGERED

In an effort to decrease the number of students at one time in the hallways, boot rooms, and entry ways into classrooms when the school day begins, at recess, and end of day, we will promote social distancing and staggered entry/exit times. Students should not arrive before 8:00am.

Please have your child meet their teacher in their designated spot on our school field at 8:15am (see **Appendix B**). **(PLEASE NOTE: START TIMES ARE DIFFERENT FOR THE FIRST TWO DAYS OF SCHOOL - SEE PG. 3)**. We will arrange to have students entering the building in a staggered fashion—a staff member will escort small groups of students from each cohort (group of students in one classroom) into our building every 5 minutes between 8:15 and 8:30. They will enter a designated door and use this door for all other times (recess, end of day). Students are to move directly to their cubbies to drop of coats and shoes and then will move directly to their classroom. If your son or daughter arrives at the school after 8:30, please have him or her enter through the main entrance and he or she will receive a late slip. Your child will then walk to their classrooms following arrow markings on the hallway floors.

AFTERNOON DISMISSAL - STAGGERED

Please pick up your child at their designated spot on our school field at 3:15pm. Teachers will be bringing their classes out one-by-one starting at 3:00pm. We will have classes staggered so that hallways, boot rooms, and doors do not become congested. Students will be leaving the school from their designated doors and walking to their pick up spot outside. Do not come into the school to pick up your child. Students registered for BLAST (after school care) will walk directly to their own meeting spot).

PICK UP & DROP OFF POINTS

Due to COVID-19, drop-off of Kindergarten to Grade 5 students in the morning and pick-up of students at the end of day will look different. Please pick up & drop off your child at their designated spot on our school field each day (see **Appendix B**—"Pick up & Drop off Spots"). At the beginning of each school day, teachers will pick up their students outside at a pre-determined spot on our school field. At the end of the day, teachers will escort their classes outside to that same spot in the school field. Parents are welcome to meet their child at this spot. Please remember to maintain 2 meters distancing between others even when we are outside.

For students in Early Education Program (EEP), drop-off and pick-up of students will also occur outside the building (see **Appendix B**). Since there are mornings programs and afternoon programs, drop-off and pick-up of students will also occur in between programs. Morning and afternoon drop-off will occur on the grassy area to the east of the school close to the front entrance (but not directly in front of the entrance). Our Early Learning Educator will outline where this spot is. Morning and afternoon pick-up will occur close to our new playground. Once again, parents are not permitted into the building at this time unless they have an appointment and they do not exhibit symptoms (use **Appendix A**)

RECESSES

Students will move in/out of designated doors (see **Appendix C**). Students are not permitted to enter other doors. Teachers will be taking their students out for recess in the morning and afternoon as well for lunch recess. This will be staggered so that only 3 or 4 classrooms are outside at one time. Students must stay with their classmates (their cohort) during recess in their designated recess spot.

MEDICAL POLICIES



COVID-19 SYMPTOMS

Before leaving home, staff, children/students, visitor, and volunteers who will access the school for work or education, must self-screen for symptoms each day that they enter the school using the Screening Questionnaire (see **Appendix A**).

Please note that schools must keep records of children's known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (eg. allergies), the child will need to be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school. If the COVID-19 test is negative, this will be noted along with the symptoms on a tracking sheet. The student will be permitted to attend if they exhibit these same symptoms, but if symptoms change (eg. a runny nose and eyes due to allergies; changes to the addition of a cough), they will be required to say home and will need to be tested again.

Please see our Division's Parent Re-entry Guide on the school division's webpage: <https://www.lethsd.ab.ca/>.

If a student presents with illness symptoms while at school, the student will be asked to wear a non-medical mask if they are able to and be isolated in a separate room (our Infirmary Room by the office). If a separate room is not available, the child/student should be kept at least 2 metres away from other children/students. Parents will be notified immediately and the student must be picked up **within 30 minutes**. If parents cannot be reached, we will call the student's emergency contacts. If emergency contacts cannot be reached, every effort will be made to make contact with parents. The student should access COVID-19 testing by accessing the AHS Online Testing tool.

EMERGENCY CONTACTS

Given the current Alberta Health Services (AHS) protocols, in the case that your child shows symptoms, please confirm your child's current emergency contacts with our office staff. In a situation where we cannot contact parents due to AHS protocols, emergency contacts will be required to pick up your child.)

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.*

ILLNESS AND APPOINTMENTS

When a student becomes ill at school and needs to go home, the school will contact parents (or alternate number on emergency contact list). **Also see COVID-19 Symptoms to the left.** For appointments, students must check in at the office before leaving the school. **Parents must pick up their child outside the school and sign him/her before leaving.** 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.

MEDICATION

ADMINISTRATION OF STUDENT MEDICATION: If the parents request that the school store and administer student 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.

**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 and staff 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.

SCHOOL NURSE

AHS 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". The Health nurse's role is to:

- Act as a liaison person between families, staff and community to assist students and families who are in need.
- Promote health & 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. Assist school staff and families in establishing community referrals and counseling.

INSTRUCTION & ASSESSMENT



SCHOOL YEAR CALENDAR

Please click [here](#) to access our Division's year calendar.

PIVOT POINTS DURING COVID-19

During COVID-19, students attending Park Meadows may be “in-school” learning or “at-home” learning. “In-school” is characterized by a student regularly attending school on campus within a cohort (a homeroom classroom) under the direction of a Lethbridge School Division teacher. “At-home” is characterized by a student learning online from home under the direction of a Lethbridge School Division teacher. Students are permitted to move back into the school for “in-school” learning or move out of the school for “at-home” learning if they so choose; however, moving in or out of the school is only permitted at certain “Pivot Points” throughout the school year. This will help schools to plan and staff their buildings with as much time as possible. It is possible that students' homeroom teacher (in-school or at-home) may change throughout the year. Below are the three Pivot Points during the 2020-2021 school year:

Pivot Point #1: November 10, 2020

Pivot Point #2: January 29, 2021

Pivot Point #3: March 31, 2021

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 Education. 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.

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. We call this program Parker's Place.

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 interviews 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 to arrange an appointment. Be sure to self-screen using the COVID-19 screening questionnaire (Appendix A) before coming to the school.** Dates of Parent/Teacher Interviews and report cards are listed below.

Note: Reports Cards and Interviews dates may change depending upon COVID-19 “Pivot Points”. Please see “Pivot Points” on pg. 4 for more details.

INTERVIEWS & REPORTING PERIODS

Interviews

October 15 & 16, 2020 (Grade 1—5)

November 9 & 10 (Kindergarten)

Report Card #1

December 11, 2020

Report Card #2

March 12, 2021

Interviews

March 17 & 18, 2021 (Kindergarten)

March 18 & 19, 2021 (Grades 1-5)

Report Card #3

June 25, 2021



PARENTS & GUARDIANS

ACCESS TO THE SCHOOL

As per the Division's COVID-19 Re-entry Plan (see <https://www.lethsd.ab.ca/>), schools will be restricting visitation, including parents and volunteers. Parents will be permitted if there is a scheduled meeting. Otherwise, parents are to drop off and pick up children outside of the school. When a visitor enters the school, they will be asked to use the self screening tool (see **Appendix A**). If a visitor answers YES to any of the questions, the individual will not be admitted into the school. A record of all visitors will be kept. In the future, when determined safe to do so, 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 (hot lunches & special events not happening at this time).

If a parent has made an appointment and they have used the screening tool, they may access the school using the front entrance. The front entrance will be locked but a wireless intercom system will be installed to reach the office. You can speak to our Administrative Assistant to gain access to the school.

SCHOOL COUNCIL & FOUNDATION

A school 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 school 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. **School Council and Foundation will be meeting in person throughout the year (online platforms will be made available for parents as well). Please use Appendix A - Screening Questionnaire before coming to meetings.**

Our school foundation exists separately of our School Council and serves to raise funds to support school initiatives.

PARENTS & GUARDIANS

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/>.

SCHOOL PHOTOS

Each year the school contracts a photographer to take individual pictures. Purchase of the pictures is optional.

SCHOOL FEES

There are no regular occurring elementary school fees for kindergarten to grade 5. If fees are needed, parents will be given due notice. Accommodations can be made for families requiring subsidy. Students in the Early Education Program pay a monthly program fee set at the beginning of each year.

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 vice-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.



MISCELLANEOUS

LEARNING COMMONS

During COVID-19, our Learning Commons will be closed to all students until further notice. Students will still have access to the books and other resources that the Learning Commons offers but access to these resources will look different. We will be placing books on a cart and delivering them to each classroom. Students, within their cohort (classroom), will be able to select from these books and have access to them in the classroom for a period of time. When this time has passed, our Learning Commons Facilitator will return to the classroom to pick up the books and then place in quarantine for a period of time (minimum 24 hours) before they are placed back in the Learning Commons. Books are not to go home at this time.

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.

PERSONAL ITEMS

All personal items, such as stuffies or blankets are not permitted to come to school at this time. Other personal items should remain at home.

BUS

Park Meadows School offers a school bus to students who live greater than 2.4km from the school. **Masks must be worn on the bus at all times and while waiting with others students at the bus stops.** Please adhere to seating plans that will be established the first few days of busing. Please refer to the Division's Parent Re-entry Guide for more information as it relates to COVID-19. Click here for more information: <https://www.lethsd.ab.ca/our-district/pandemic-planning/division-communication>

MISCELLANEOUS

FRIDAY EARLY DISMISSALS

Students in Kindergarten to Grade 5 are dismissed early on Fridays. Elementary students will be dismissed every Friday at 11:45am.

B.L.A.S.T

Before and after school care is provided by BLAST here at Park Meadows. **BLAST will adhere to health protocols as outlined by AHS. Please consult Leslie Braden (BLAST Coordinator - Executive Director 403-634-7885) for more information.** Each morning, Park Meadows students registered in BLAST will be escorted from their room (Room 104) to their classes meeting spots outside on our school field (**see Appendix B**). At the end of each day, students registered in BLAST will walk from their classroom to the BLAST room. Parents must phone the BLAST contact number in order to pick up their student. If you need to pick up your child from BLAST at the end of the day, please phone the BLAST contact number and speak to a qualified BLAST employee. Please do not contact the office to pick up your child from BLAST.

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. **Items found will be placed in our office and placed in quarantine and may be claimed under the supervision of a school staff member.** Unclaimed items are donated to the other organizations or individuals in need in December and June of the school year.



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. 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.

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. **Students will then be escorted outside where they can meet their parents and sign them out.**

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 and students who need special access parking due to limited mobility. Vehicles parked 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 bus stop / loading zone.
- Adhere to the speed limit of 30 km/hr.

SCHOOL SAFETY

SUPERVISION & LUNCH & RECESS

Before school student supervision begins at 8:00am. Teachers are required to be prompt in their supervisory duties to ensure student safety. Students remain outdoors until the entrance bell at 8:15 a.m. (except in inclement weather). They are to **meet at their designated Pick up and Drop off spots outside (see Appendix B) where their teachers will greet them and bring them into the school.** On inclement weather days students will be invited in doors beginning at supervision time in the morning (8:00 AM). We would appreciate parent cooperation by having children arrive at school just prior to bell time at 8:15am.

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

Lunch Time: Students eat lunch in the classroom. **Students who go home should return back at school when their individual class' eating time is over.** Please consult your son/daughter's teacher for more details. **Specific eating times will be staggered for classes during COVID-19.** 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. In an effort to reduce the risk of COVID-19 transmission, all lunch recyclables, including juice boxes, etc. are to be "packed in" and "packed out". In other words, students will return used juice boxes and other recyclables to their lunch containers and take them home at end of day to dispose them appropriately.**

After School: At 3:15pm (11:45am on Fridays), all students are under the direction of their parents or the BLAST Program. We appreciate prompt pick-up by parents at **designated outside Pick Up & Drop Off spots (see Appendix B)** 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.

RECESS

Recess at Park Meadows during COVID-19 will be staggered throughout the day. Teachers will provide one 15-minute morning recess and one 15-minute afternoon recess. In addition, students will also receive a 30 minute lunch recess. These will be staggered so as to promote social distancing between classrooms and only certain classes will go out at certain times to limit hallway and playground congestion. Students must stay with their homeroom classrooms during recesses.

On days when there is inclement weather, recesses will be indoor. 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.

SCHOOL SAFETY

FAIR NOTICE OF THREAT / RISK ASSESSMENT

Our School Division 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 Division Policy Handbook available at <https://www.lethsd.ab.ca/our-district/policies2>

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.

ATTENDANCE

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.**

LEAVING THE SCHOOL GROUNDS

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

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 Via Church. This is our designated "off-site" emergency location. Parents will be contacted, if necessary, from there.

Lethbridge School Division 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 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.



SPECIAL SCHOOL PROGRAMS

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. Park Meadows School supports the University of Lethbridge teacher preparation programs.

Field Trips - Teachers are encouraged to supplement grade level curriculum with appropriate field trips. **Field Trips are temporarily not offered to the to the heightened level of concern for wCOVID-19. Opportunities will continue to be reviewed throughout the year directly reflecting Alberta Health Services recommendations and level of risk involved.**

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 and may request their child be excluded.

Kids in the Know Program – 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.

Family Liaison Workers – Lethbridge School Division employs Family Liaison Workers. These individuals support families that are having difficulty getting children to school, connecting families to community agencies, with making ends meet, or with any urgent family issues that may arise.

SPECIAL SCHOOL PROGRAMS

Indigenous Elementary Teacher – We are fortunate to have a Indigenous elementary teacher within our school division. This teacher will be assisting elementary teachers in developing and applying foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.

Teacher/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 – **At this time, all co-curricular events are postponed due to COVID-19.** 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/volleyball, running club, guitar club, art 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. **At this time, all assemblies are postponed due to COVID-19. We will do our best to accommodate special celebrations throughout the school yet still adhering to Alberta Health Services protocols and our Division's Re-entry plan.**



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.

Student Code of Conduct

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 Division 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;

Student Code of Conduct

- 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.

Student Code of Conduct

- 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.

Student Code of Conduct

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 Division 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.

Emergency Response Protocol

From the Superintendent (Cheryl Gilmore)

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 Division 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 Division 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.



Emergency Response Protocol

3. **Confirm emergency announcements prior to actions.** If students are to be kept at school Division 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 Division 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 Division 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.

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



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.



Lethbridge School Division

Screening Questionnaire

STAFF/PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE TO DECIDE IF THE STAFF MEMBER OR STUDENT SHOULD ATTEND SCHOOL

Risk Assessment: Initial Screening Questions

		CIRCLE ONE	
1.	Do you, or your child is attending the program, have any of the below symptoms:	YES	NO
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Has the person attending the activity/facility travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you/your child had close <u>unprotected*</u> contact (face-to-face contact within 2 meters) with someone who has travelled outside of Canada in the last 14 days and who is ill?	YES	NO
4.	Have you/your child been in close <u>unprotected</u> contact in the last 14 days with someone who is ill (symptomatic of COVID-19)?	YES	NO
5.	Have you or anyone in your household been in close <u>unprotected</u> contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO

* "unprotected" means close contact without appropriate personal protective equipment (PPE).

If you have answered "Yes" to any of the above questions, please **DO NOT** enter the school at this time.

If you have answered "No" to all the above questions, you may attend school.

Update from June 22 2020

Appendix A - Screening Questionnaire

Appendix B - Pick up and Drop off spots

Notes:

These pick up and drop off spots are to be used each morning and afternoon. Please do not enter the school building to drop off/pick up your child. Your child's teacher will meet your child each morning at 8:15am at this spot. You can pick up your child at 3:15pm at this spot. Again, please do not enter the building.

EEP (Early Education Program) (Ms. Orsten)

- Assemble on the grassy area closest to the front entrance of the school but to the east of the bus stop in your cohort (homeroom classroom). Please do not block the front entrance of the school.

Kindergarten (Mrs. McCrady)

- Assemble on the grassy area east of the Kindergarten exterior door in your cohort (homeroom classroom). This spot is on the East side of our school building.

Grade 1 (Mrs. Hegland, Mrs. Watson)

- Assemble on the grass to the north of new playground and west of picnic tables in your cohort (homeroom classroom)

Grade 2/3 (Mrs. Lynch, Mrs. Johanssen, Mrs. van der Meer, Mrs. Reimer)

- Assemble on the soccer field adjacent to the staff parking lot directly west of the new playground in your cohort (homeroom classroom)

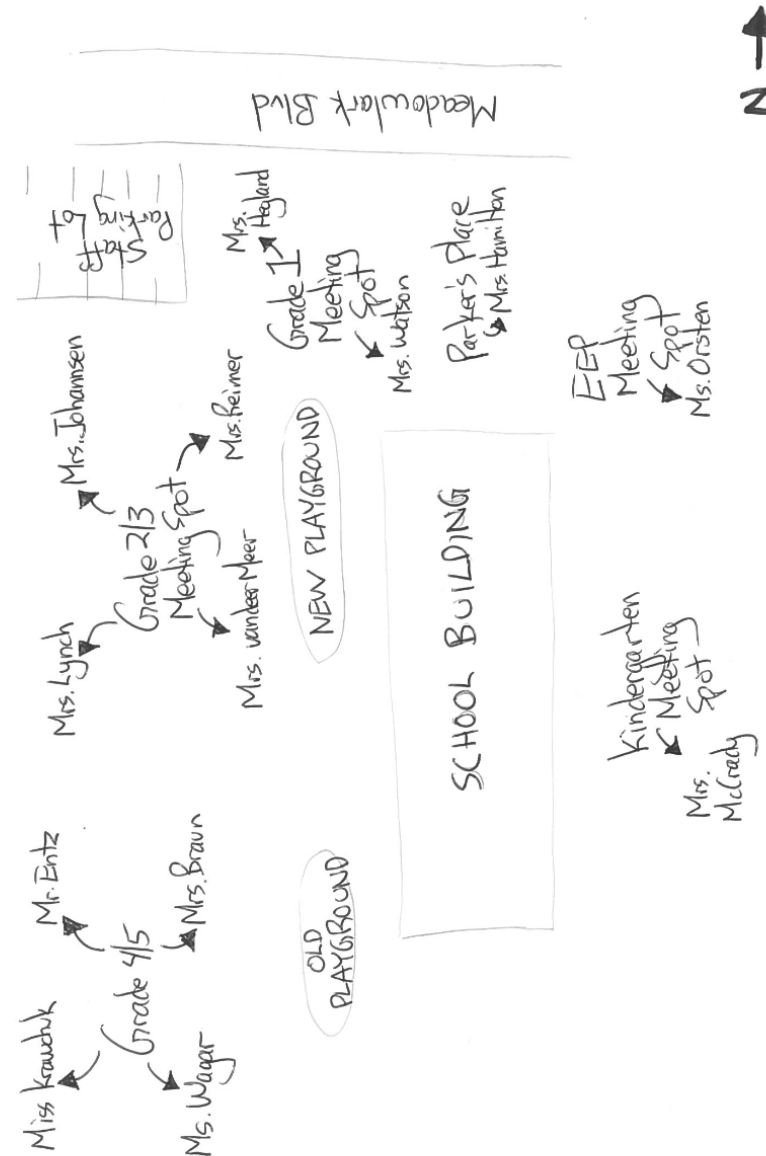
Grade 4/5 (Mrs. Braun, Ms. Wagar, Miss Krawchuk, Mr. Entz)

- Assemble on the soccer field adjacent to the alley directly west of the old playground in your cohort (homeroom classroom)

Parker's Place (Mrs. Hamilton)

- Assemble on the concrete area directly in front of the Grade 1 doors.

APPENDIX B - PICK UP + DROP OFF SPOTS



(Picture above will be updated for more clarity)

Appendix C - Entrance/Exit Doors (students escorted by school staff members only)

Notes:

Students will enter and exit doors escorted only by staff members. Parents may not enter the school at this time without an appointment. Only two classes will enter/exit exterior doors but not simultaneously. Teachers will stagger entrances/exits to promote social distancing between students and staff.

EEP (Early Education Program) (Ms. Orsten)

- Will use Front Entrance to the school.

Kindergarten (Mrs. McCrady)

- Will use Kindergarten door east side of school building.

Grade 1 (Mrs. Hegland, Mrs. Watson)

- Will use Grade 1 doors on north side of school building by picnic tables.

Grade 2/3 (Mrs. van der Meer, Mrs. Reimer)

- Will use doors by Parker's Place program (east of old playground)

Grade 2/3 (Mrs. Lynch, Mrs. Johanssen)

- Will use doors by Room 200 & 201 close to alley on west side of school building.

Grade 4/5 (Ms. Wagar, Mr. Entz)

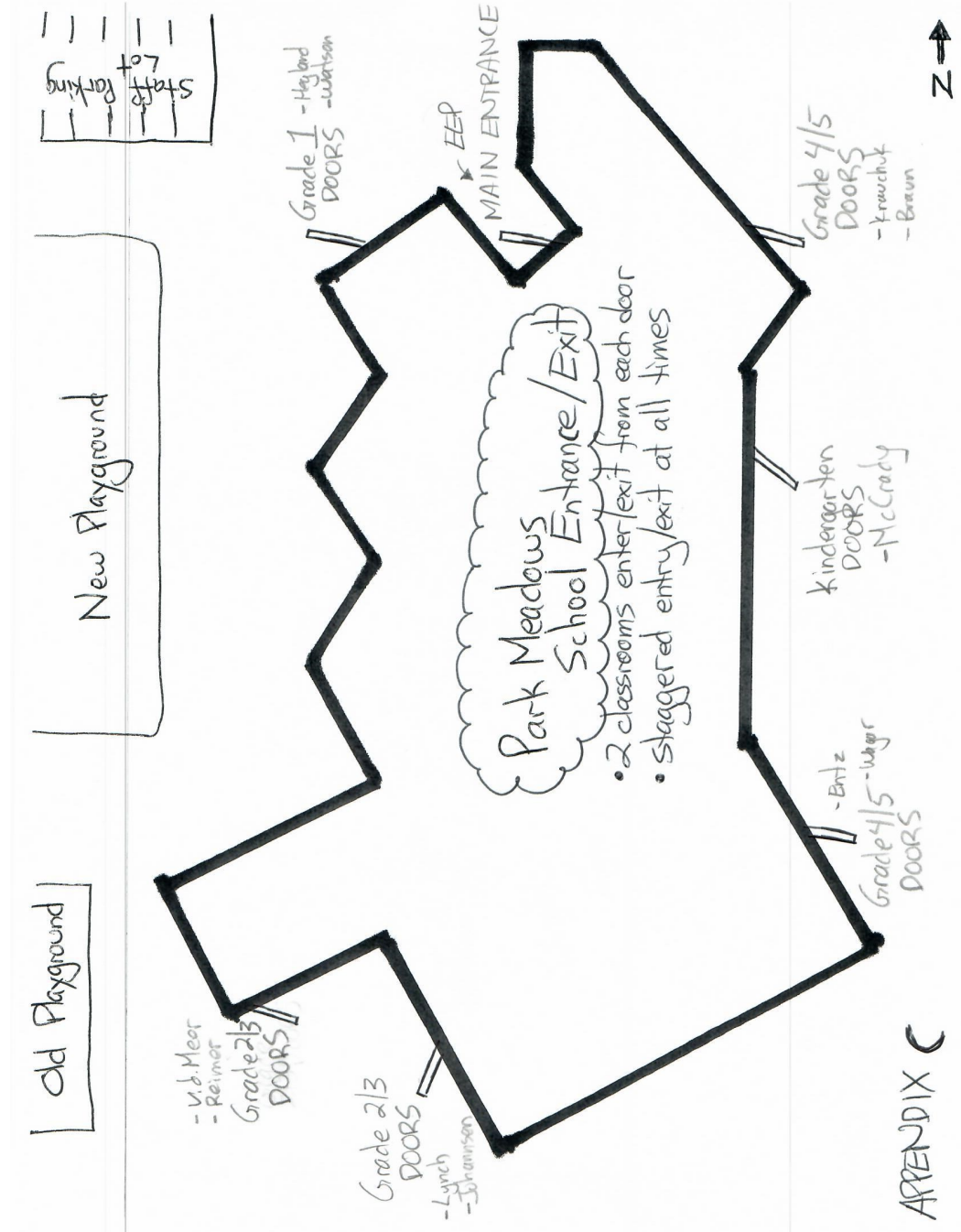
- Will use doors by Room 208 & 209 close to alley on east side of school building.

Grade 4/5 (Miss Krawchuk, Mrs. Braun)

- Will use doors by Staff Room/Art Room on east side of school building by grassy area

Parker's Place (Mrs. Hamilton)

- Will use doors by Parker's Place program (east of old playground)



(Picture above will be updated for more clarity)