



Park Meadows Elementary School

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Administrator's Message

Welcome to Park Meadows School

Park Meadows Elementary School is an exceptional learning community which includes dedicated and talented staff, an active parent community and outstanding students. At the heart of our school is an unwavering commitment to student excellence. We focus on caring for Ourselves, Others and Our school, along with a focus on leadership skills providing a school-wide foundation to develop the whole-person and prepare students to become life-ready leaders in the 21st Century. This year, students will be challenged to become powerful thinkers and learners.

It is our desire to work in partnership with parents to provide high quality educational experiences for each student. We invite parents to become active and engaged in their child's education. Through this partnership, we strive to support students to develop a lifelong love of learning and build a strong foundation for future success. We are honoured to work with your children and look forward to a fantastic year of learning.

Sincerely,
Teri Smith, M'Ed
Principal

Lindsey Hagen, M'Ed
Vice Principal

Mission and Vision Statement

Our Mission is to provide a safe and supportive learning environment to inspire diverse thinkers through authentic experiences.

We envision a community full of PRIDE that empowers students to become innovative learners that demonstrate confidence.

Values

Positivity

We choose to be grateful

Respect

We value the worth and perspective of others

Independence

We recognize our strengths and advocate for our needs

Determination

We believe in our abilities and take risks to learn

Empathy

We show kindness by caring about others feelings

Office Hours

8:15 am to 4:15 pm **Monday to Thursday**

8:15 am to 1:15 pm **Friday**

Bell Schedule

Early Education Program (Monday—Thursday)

AM Class 8:30am—11:15 pm (targeted learning 11:15-11:45)

No EEP on Fridays

Kindergarten Program (Monday/Wednesday —Tuesday/Thursday)

8:45 am Class Begins

3:45 pm Dismissal (M-Th)

Kindergarten AM Program (Monday-Thursday)

8:45 am Class Begins

12:00 pm Dismissal (M-Th)

Kindergarten Program (FRIDAY)

8:45 am Class Begins

12:37pm Dismissal (Scheduled Friday's – please check with your teacher for schedule)

Grade 1-5 (Monday—Thursday)

8:45 am Class Begins

3:45 pm Dismissal (M-Th)

Grade 1-5 (Friday)

8:45 am Class Begins

12:35pm Dismissal

School Fees & Supplies

There are no regular occurring elementary school fees for kindergarten to grade five. 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. However, with the increase in gas, a small fee may need to be assessed for fieldtrips.

Attendance Procedures

Lethbridge School Division uses an absence reporting system called *SafeArrival*. Parents/Guardians are asked to report their child's absence in advance using any of these 3 convenient methods:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **866-879-1041** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. Do not call/email the school with absences as absences now need to be entered by the parent/guardian.

In addition, we will use the **SchoolMessenger** automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents at multiple contact points during the day, until a reason is submitted for the absence.

If you report your child's absence in advance using the **SafeArrival** toll-free number, website or mobile app, you will NOT receive these notifications.

Students Going Home before the End of the School Day

Please sign your child out at the office if they leave before the end of the day. They will only be allowed to leave with a person on your child's contact list.

- **For illness:** When a student becomes ill at school and needs to go home, the school contacts the parent/guardian or emergency contact listed on the registration form
- **For appointments:** Parents/guardians are asked to notify the teacher if a student is to leave for an appointment before dismissal time. They must also be signed out at the office.
- **For Afterschool Activities:** Please plan with your child before they come to school as to their scheduled after school activities. The office is often busy at the end of the day and does not have time to organize after-school activities for students.



Visitor Access & Arrival/Dismissal Procedures

Parent/Visitor Access to the School

At Park Meadows school we want to ensure student safety and as a result will continue to keep the school secure, by locking all doors. We welcome families and visitors to access the school at the front and ring the doorbell and sign-in and out of the office.

Morning Drop off

Morning supervision begins at 8:30 am. Please do not drop your child off before this time. When the welcoming bell rings, students will come into the school through their grade level entrance doors.

Students who arrive after the bell need to enter through the front door and sign in at the office.

Afternoon Pick up

At 3:45pm, students will be dismissed through their grade level entrance door by their teacher.

Parking

Please do not **park in the staff parking lot or in the bus zone**, located in front of the school. Please refrain from parking in the alley behind the school in the marked areas; this is for student safety.

Student Programs & Services

Learning Support Program

Our Learning Support teachers work collaboratively with classroom teachers to meet a broad range of learner needs within the school. The LST's facilitate Learning Team meetings and Response to Intervention meetings that are based on the supports provided in our Pyramid of Interventions. The LST's oversee the creation of Individual Program Plans and Behavior Plans. The LST also provides individual and small group support with identified students in literacy, numeracy, and English Language Learners (ELL). Additionally, the LST's coordinate supports through speech, occupational and physio therapists. Other members of the Learning Support Team include the school division psychologist, administration, teacher counsellor, student support worker, educational assistants and a variety of other Division and community professionals working to support students and families.

Parker's Place

Parker's Place skill development programming supports elementary students who have significant delays in most or all developmental areas. It is a Division program designed to provide opportunities for students with multiple physical, sensory, medical, cognitive, and behavioral challenges to receive individualized programming in a specialized learning environment. The program is staffed by a teacher and several educational assistants based on student enrolment. Programming facilitates the development of essential skills in a variety of settings including individual, small group, the regular classroom, throughout the general school population and within the community. The program is designed to maximize opportunities for social participation as well as provide specialized supports.

“It’s A BLAST” Program

“It’s a BLAST” is a childcare program for children ages 6-12. It is administered by a non-profit society called the “Lethbridge Community Out of School Association”. Qualified staff provide before and after school care for families that require this service. Programs are also offered over holidays and during the summer. A variety of indoor and outdoor activities are offered including board games, Lego, craft projects, play centers, group games and much more. Monthly program fees are available. Please contact the BLAST office at 320-3988 or visit their website www.itsablastprogram.com.

Assemblies

Park Meadows Elementary School assemblies are a way to celebrate student and staff successes as well as to unify as a school community.

Learning Commons (Library)

Our Learning Commons is a common, or shared, learning space that supports a student-centered approach that emphasizes active and collaborative engagement and encourages the co-creation of knowledge by all learners. As such our learning commons space provides opportunities for students to engage in maker space activities. Our school emphasizes the long-term goal of developing independent, lifelong learners. Parents can play an important part in fostering positive attitudes toward reading and learning by sharing the library and classroom resources their child brings home, by helping find a special place to keep borrowed materials and by reinforcing basic rules about taking responsibility to care for the materials and return them on time. Students have regularly scheduled weekly learning commons periods for book exchange and utilize the library for research.

Field Trips

Throughout the year, teachers at our school attempt to extend and enrich the educational experiences of students by going out into the community. This involves taking students beyond Park Meadows School grounds. To give students as many extra experiences as possible, parents are asked to help out by assisting with supervision on field trips, filling out and returning permission forms and helping children in preparing for the field trip experiences (gathering the necessary resources).

Written permission is required for all out of town field trips. It is expected that children will attend field trips with their class or remain at school under the supervision of another teacher. Staying at home for the day is not considered an alternative to a field trip. Parents are encouraged to call the teacher if they have any questions about the field trip. Student activities that take place within the park setting around our school are not considered field trips away from our school site.

Field Trips



A field trip is carefully planned by the classroom teacher to support the school curriculum. Students are expected to follow the same behaviour guidelines as they would in their classroom. Further to this, the students represent the school when they are in the larger community and they are, therefore, expected to conduct themselves appropriately and in a manner, which brings pride to the school. Students unable to follow behaviour guidelines at school or on field trips may lose the privilege of participating in future field trip experiences and will instead remain under supervision at school. Parents will be informed if this situation occurs.

Supervision

Students in kindergarten to grade five have a staggered lunch from 12:30 -12:52 – 1:15pm. Individual class schedules are available from the classroom teacher. All students will go outside unless it is colder than -20° Celsius and will eat in their classrooms. Supervision is done by a combination of staff.

Co-Curricular Programs

Park Meadows School provides a wide variety of enrichment activities for our students. These may include sports, environmental education, crafts, math activities and more. Please visit our website for more information.

Affiliation with the University of Lethbridge and Lethbridge College

Park Meadows Elementary School benefits greatly from a long standing and excellent relationship with both the University of Lethbridge and the Lethbridge College. The University regularly places many of its practicum students with us from the Faculty of Education Field Experience Program. The College places practicum students from both its Child and Youth Care and Special Needs Educational Assistant Programs. This creates a win-win environment where the practicum students learn and practice many new skills under the supervision of qualified school staff, and staff and students reap the benefits of their time and talents.

Recycling

At Park Meadows Elementary School, we believe in the four R's of environmental awareness: REDUCE, RECYCLE, REUSE AND REFUSE. We encourage the reduction of paper in the office and classrooms. At Park Meadows School, we participate in recycling paper and cardboard. Our School Green Team educates and involves students in recycling. [421768 \(schoolsites.ca\)](http://421768.schoolsites.ca)

Discipline & Student Expectations

We believe that every student, by nature, possesses an inherent value and is worthy of our respect and efforts. Regardless of behavior, the worth of a student as an individual human being remains intact. Every student possesses considerable positive potential for growth in all areas.

A societal expectation is that all of its members respect each other. Learning in a public school is an ongoing process which requires a commitment to appropriate forms of behavior. Therefore, acceptable behavior is both an end in itself and a means to an end. The idealized end product is a healthy individual who functions with a sense of self control and purpose within the framework of society. The key person in correcting a student's inappropriate behavior is the student. Students make decisions and choices and must accept responsibility for the consequences that follow. At Park Meadows School, we take care of ourselves, others and this place.

Student Rights (Policy 500.1):

- the opportunity to meet the standards of education set by the Minister
- an education program consistent with the requirements of the School Act and the Regulations
- a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging
- be heard by school administrators, teachers, and support staff.



Student Responsibilities:

- be diligent in pursuing their studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the Board to provide education programs and services
- comply with the rules of the school
- respect the rights of others

- ensure their conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- refrain from, report, and not tolerate bullying or bullying behavior directed towards others in the school, whether or not it occurs on school property
- respect and care for personal and public property; and
- be accountable for their own conduct.

Every child has the right to an environment conducive to learning. Therefore, students at Park Meadows School are expected to exhibit respectful, responsible and safe behaviour. At the start of the year, staff will review school rules with students and practice them. Park Meadows students are taught and reinforced to promote behaviours conducive to learning and ethical citizenship.

We believe all students do well if they can, and that many disruptions or student dysregulation is a result of lagging skills (such as lack of conflict resolution skills) or unsolved problems (student is frustrated by an unsolved problem and is acting out). Collaboratively, staff will support students to self-regulate and work on a plan to focus on skill building, making positive choices or solving a problem.

Minor Offences

For minor offences, staff will support the child to self-regulate, reflect on incident, make a plan for restitution (if necessary) and positive choices going forward. Parents may be notified.

Major Offences

For major offences (behaviour that is unsafe, significantly impacts others, or is ongoing), administration, parents and other services, such as counselling or community supports, may help support the student. We will work collaboratively to create an action plan to support the child for learning and growth to occur.

Major Offences may also result in suspension from class activities and/or school activities. After exhausting all interventions available, students who chose to continue to display inappropriate behaviours may be suspended from school. The length of the suspension is determined by the severity of the incident as well as the number of incidents.

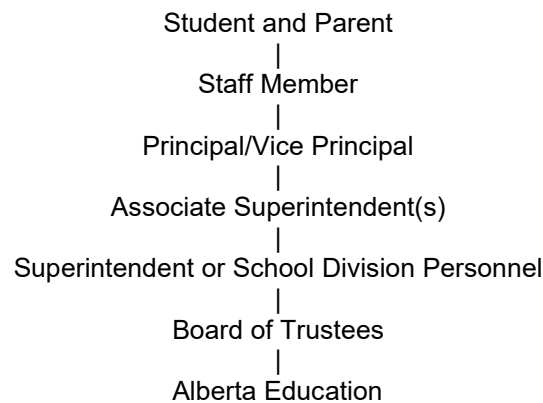
Should a suspension take place, the parent(s) of that student will be required to accompany their child to school to determine a course of action before the child returns to the class and/or activity.

Appeals

If a parent or guardian disagrees with a school-based decision which significantly affects the education of his or her child, the School Act makes provisions for appealing that decision. As per District Policy, reference “505.9 Appeals”, the first appeal of an employee decision shall normally be made to the employee who made the decision. From there, depending on the nature of the issue, the appeal may be made through the school Principal, to the Superintendent of Schools, to the Board of Trustees.

Please refer to policy 505.9 on the district website at www.lethsd.ab.ca for full details.

If a parent/guardian disagrees with a school-based decision; whether academic or disciplinary, the proper appeal procedure should be followed:



Student Assessment & Reporting

There will be three formal reporting periods during the school year. These will occur in November, March and June. The elementary report card is designed to communicate the learner’s achievement relative to his or her subject area and grade level - what a student needs to know and be able to do in order to proceed from one level of the curriculum to another. Staff at Park Meadows Elementary School will use a variety of assessment strategies to gather authentic and on-going evidence of a child’s growth and learning.

Parent-student-teacher conferences provide opportunities to review student progress and set goals for future learning. Conferences are held in both October and March. Please remember that additional conferences with your child’s teacher may also be scheduled at any time throughout the year. If you have any questions about how your child is doing, please contact your child’s teacher immediately. In addition to these formal reporting periods, many informal contacts will be initiated by both parents and teachers during the school year

Report cards are accessed electronically through [PowerSchool](#). Your username and password will be provided at the start of the year from the office.

Use of Technology

Cell Phones and Electronics

We understand that parents want to be connected with their children after school to be certain they have arrived safely at home or a caretaker's. If needed, parents may call the school to talk to or get a message to their child. Therefore, students choosing to bring a cell phone to school must turn them off and leave them in their backpacks, at their own risk. Smart watches may be used but students may not take pictures or use them in any other inappropriate way.

Electronics such as iPods, NDS, Gameboy, etc. should never be brought to school. In the event that students do bring them, they too will remain in the student's backpack until the end of the day. The school is not responsible for lost, stolen, or damaged cell phones or other electronics.

Computer and Technology Lab

School computers are used to develop student skills in keeping with the technology curriculum. All students and their parents must sign an Acceptable Use Agreement at the beginning of the school year and are expected to adhere to acceptable standards of behavior while online. Lethbridge School Division works to offer the best possible ways to allow students access to e-mail and Internet services to enable students to locate current information resources and exchange messages with students around the world. Surfing the Internet freely is not allowed, but teachers and school technologists access websites through pre-determined bookmarks for the students. The school division has installed a filter to help monitor inappropriate websites. Staff will provide close supervision to students using these resources. However, it is presumed that users will comply with school and division standards of technology use. These standards and codes can be found on the Lethbridge School Division Website: <http://new.lethsd.ab.ca/public/frameset.cfm>

Student Services

At Park Meadows Elementary School our Teacher-Counsellor and the Student Support Worker offers programming in the classroom to all children in our community and on an individual level (where this support would benefit the child educationally). These individual support services are voluntary and confidential and are accessed by referral through the classroom teacher or the administration team with the written consent of the parent/guardian.

The Family CARE Team is not able to provide "therapy" or "family counselling" as these needs fall outside the role description for Lethbridge School Division Instructional Services. *HOWEVER*, when these needs are present, the counsellor will assist the family in finding the appropriate community agency for the need at hand.

Teacher Counsellor and Student Support Worker

Our Teacher Counselor is available to listen and to help students and their families. Please feel free to call the school and we will connect you with them.

Lethbridge School Division believes that school counselling services are an integral and essential component of the educational process for all students as they progress through the educational system. Whether it be through broad-based universal programming, targeted interventions of individual student and family support. The aims of Division School counselling services are to provide students with:

- Opportunities to develop knowledge and an appreciation of themselves and others;
- Opportunities to develop relationship skills, ethical standards and a sense of responsibility;

- Opportunities to acquire skills and attitudes necessary to develop educational goals which are suited to their needs, interests and abilities;
- Information that would enable them to make decisions about life and career opportunities.

It is our goal to ensure the safety of our children and families. We aim to do this by building trusted, reliable relationships. There are times where we may require the support of other community agencies. We strive to work together with families in these circumstances.

School Health Nurse

Lethbridge Community Health provides school health services. Our school nurse provides some of the following services and may be reached at (403)382-6666:

- Immunization boosters as required for all students. Before immunization or any screenings are done, a Consent Form with the parent(s) signature is required. This will be sent home with the student.
- Promotion of student and staff health, prevention of communicable diseases and support for those with medical conditions and/or health concerns.

Student Medication and Health

In cases where the health of the student depends on the administration of medication, it is the responsibility of the parent/guardian to file a detailed “Request for School Assistance with Administration of Medication” form with the school. These mandatory forms are available in the school office and require a doctor’s authorization. Any medication must be kept locked in the office area and will be administered only if the above procedures are followed. School staff are **NOT** permitted to administer Tylenol, Aspirin, or any other over-the-counter medication to students. Any prescription medication must be kept locked and will be administered only if the above procedures are followed.

If a student becomes ill at school, they will be taken to the sick room and parents will be called to pick them up. If parents cannot be reached, other authorized contacts will be called.

Anaphylaxis Protocol

When a child is identified with an anaphylactic, diabetic, epileptic, or other life-threatening condition, the school will follow a number of procedures:

1. A letter will be sent home to all class parents requesting that food that contains harmful allergens not be sent to school as a snack, lunch etc.
2. There will be a classroom rule of ‘no sharing food’.
3. The food allergens involved will not be allowed in the classroom.

While anaphylaxis is a frightening disease, and can appear suddenly, violently and without warning, working as a team of parents and school staff, we can make it manageable. Death can occur within minutes and trace amounts, or even breathing the aroma of an allergen, can cause a reaction.

Every attempt will be made to help ensure the safety of these children. While Park Meadows Elementary School is a “nut aware” school, we cannot guarantee that it is nut free.

First Aid

When a child is injured at school, the child may be given emergency first aid by the school staff. Depending on the nature and severity of the injury, parents, or the person listed as the emergency contact on the student registration form, may be notified. An alternate emergency number is most important should we be unable to reach the parent. If no one is available, our best judgement will be used for determining appropriate medical treatment. If

a student is deemed to be at high medical risk, the student will be transported to hospital by ambulance. Band-Aids are a required item on school supply lists.

Head Lice Protocol

For the prevention and detection of head lice, we strongly urge parents to conduct weekly detection combing at home. Information about this from Alberta Health Services can be found on our school website and will go home with the newsletter at the beginning of each school year. As per division practice, the school is not responsible to check for head lice and “alert” letters will not be sent home. Students who have had head lice should return to school when the recommended treatment is completed.

School Council & Foundation

The Park Meadows Elementary School Council is a group of parents and staff who work together to enhance the learning experience of all of our students. School Council plans and carries out fundraisers for special events (ie. Fine Arts performances, fundraising, school wide activities, etc.) and projects (ie. Playground Replacement Project 2015, etc.) and also plans a monthly hot lunch - for students that parents can pay for online at <https://lethbridge.schoolcashionline.com>. Please check the school calendar to see when the meetings will be held each month to plan activities and discuss important items. All parents/guardians are welcome to attend. By attending the regularly scheduled School Council meetings, parents and guardians can keep informed of school issues and take an active role in their child’s education. Please see the monthly school newsletter and School Council bulletin board for more information and/or follow them on Facebook at **Park Meadows School – Parent Council**. You may also contact them by emailing [undefined pm.scpres@lethsd.ab.ca](mailto:undefined.pm.scpres@lethsd.ab.ca)

School Policy & Procedures

Parking and Picking up Children



Parents are encouraged to park in one of two locations:

1. Along Meadowlark Blvd North, Excluding bussing areas.
2. In the alley around the school excluding signed areas.

Please refrain from using the Staff Parking lot to drop off or pick up your children. We do encourage parents to use the “Park & Walk” system if able to. This is where parents/guardians park a little further from the school building and students walk the rest of the way to decrease congestion, improve safety and increase physical health.

Releasing Children During the School Day

Our school policy is to release students only to parents, guardians or other adults listed on the registration form. By appointment only due to COVID 19, please come to the office and sign the student out. The office will then call the student to be released from class and meet up with the parent or guardian. If someone else will be picking students up from school, a note is necessary, or they must be on the registration form and added to student contacts. No student shall be sent home from school for any reason, unless the parent or designated guardian is informed according to Policy 355.

Students are not permitted to leave the school grounds between arrival and dismissal hours without permission from the Principal or designate subsequent to notification of the parents.

Lost and Found

Lost and found articles in the school are taken to the Lost and Found. We attempt to get items back to

the rightful owner, but children are not always sure of their things. If children's names are not clearly marked on all of their items, it makes it very difficult to match them back with their rightful owners. You can help us by labelling all of the articles that your child brings to school. If you have a question about lost articles, please call the school. The school is not responsible to replace lost items. Parents, when you visit the school, please make it a habit to check the lost and found area for family belongings.

Student Dress

Students are encouraged to dress appropriately for the prevailing weather conditions (i.e. mittens, boots, warm coats, hats, etc.). Parents are urged to ensure children dress appropriately and tastefully for school. Clothing needs to cover students well enough to allow for all sorts of activities. Offensive messaging on clothing are considered inappropriate. Parents are encouraged to see that their children are dressed appropriately for an elementary school experience. Students arriving at school with inappropriate clothing will be required to go home to change or call their parents to bring a change of clothing.

Bicycles/Scooters

Students riding bicycles/scooters to school must know and practice the safety rules. The following guidelines have been established to prevent accidents and to help the students develop good riding habits.

- Bicycles/scooters are not to be ridden on the school grounds during school hours or during the hours of after school recreation activities. They must be walked.
- Riding double is not safe and therefore, not permitted.
- Helmets are required by law for cyclists under 16 years of age.

The bicycle racks on the south side of the school are to be used by the students. Bikes/Scooters should be placed in the racks and locked until the end of the school day. We are experiencing an increase of stolen bikes that are not locked during school hours, so children are encouraged to lock their bikes every time they are placed in the bike racks. While every effort is made to provide a secure place for bicycles/scooters during the school day, the school is not responsible for lost or stolen bikes or scooters.

School Bus Transportation

Lethbridge School Division contracts with Southland provide school bus transportation to all students who live over 2.4 km from the school. Students riding the bus must adhere to the following rules:

1. Follow the directions of the driver. Only quiet conversation is permitted on the bus.
2. Remain seated while the bus is in motion. The driver may assign seating.
3. Keep all objects and parts of the body inside the bus.
4. Open beverage containers and eating are not permitted on regular bus runs.



At the beginning of each school year students receive pamphlets from Southland Transit that outlines expectations for students. Students who do not comply may be suspended from riding the school bus. In this case, parents will be responsible for the transportation of their children to school. Detailed bus route maps are available on the school website at <http://lethsd.ab.ca/transportation>.

Two-Shoe Rule

Students will be required to have an extra pair of shoes at school that will be worn inside of the school at all times. This will ensure they have proper footwear for physical education in the gym as well as reducing the amount of sand and mud that is tracked in from shoes worn outside. In case of fire, students are required to wear shoes at all times during the school day. "Heelies" are a safety concern and should not be worn at school.

Teacher Requests

A new practice has been developed by elementary schools in Lethbridge School Division. Following extensive discussions regarding the merit of accommodating requests for specific teachers, it has been determined that the volume of requests make it impossible to maintain optimal class balance both with respect to size and composition. As such, we will not be granting teacher requests by name. At the same time, we believe that parents can provide us with invaluable insight with respect to what we should consider when placing your child. Rather than accepting notes, letters, emails or phone calls from parents requesting a specific teacher for their child, a “Student Profile Form” has been created and is available on our website. This form allows for communication of considerations that lie outside of requesting a specific teacher.

Should you wish to complete the form, it will be due by the last Friday in April. It is also not possible to request class changes on or after the first day of the school year.

Parent and Community Volunteers

Parent volunteers are very important to Park Meadows Elementary School. Parent volunteers assist on our School Council, serving as a classroom resource, or serving as a room representative. Parent and community volunteers assist in many other areas and through their generosity we are able to offer many extra educational and recreational activities.

As a volunteer, the time given is entirely up to you. Volunteering time to help in the classroom, or at school events, allows you to spend quality time as a partner in your child’s education. If you are interested in volunteering at Park Meadows School, please contact your child’s teacher or the school office.

Volunteer Drivers

Rising transportation costs have necessitated utilizing driver volunteers from time to time. The School Board provides one million dollars of liability insurance for all volunteer drivers. To ensure that coverage is provided, our division policy insists that all volunteer drivers fill out a Volunteer Driver Form before driving students to any school sponsored activity. These forms are available as part of the student registration package, and are also available in our school office, and on our school website. The following information is required:

- your operator’s licence number,
- your Insurance Company and your liability amount.

Volunteer Drivers are required by law NOT to use their cell phones while driving the vehicle.

Visitors to the School

All visitors to the school are asked to sign into the visitor iPad located in the school office and sign out when leaving. Unfortunately, we don’t know all our parents by sight. As a result, occasionally there are persons in our school who cannot be readily identified. The concern is primarily for the safety of pupils but extends beyond that to the security of the building. It is for these reasons that parents and other visitors to the school must check in at the office when delivering items such as lunches or picking up children for appointments.

Important Emergency Information

Sometimes it becomes necessary to close the school without prior notice. This may be due to loss of utilities, snow and icy conditions, student disturbances, or threatening circumstances. If it becomes necessary to close and evacuate the school for any reason, children will continue to be supervised at the **VIA Church, 2820 18 Ave North**, until regular dismissal times. In accordance with Lethbridge School Division Policy 364, students may be released at a time other than the normal school dismissal time in the following situations:

- Students may be released to a responsible adult for safe transportation home provided a record is kept of the student’s and adult’s names.

- Students who normally walk to school may be permitted to walk home provided it has been determined that there is a responsible adult to receive the child.
- Students may be sent home on the bus only after the principal is satisfied the media have been notified or that parents have been contacted.

In case of a disaster emergency **PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION.** Emergency information and directions for the public will be aired on local radio during an emergency. Please keep the school office informed as to the current emergency contact information oir your child.

Custody and Access

Parents are encouraged to share with the staff any unusual problems regarding guardianship. The school will not become involved in custody disputes and cannot stray from information provided in Parenting Orders or Custody Agreements. Parents are required to provide the most recent copies of these to the school office. If no Parenting Order or Custody Agreement has been provided, the school must assume that both parents have equal access and must provide it. Parents are strongly encouraged to have formal agreements in place to avoid conflict at home and at the school.

School Newsletters and Other Sources of Information

The school newsletter and monthly calendar will be posted on the school's website at the first of each month. Parents may request a paper copy be sent home by contacting the school office. Please provide the office with your email address if you have not already done so. Our school Twitter (@ParkMeadowsSch), our webpage (<https://pm.lethsd.ab.ca/>) and the School Calendar bulletin board are also great sources of information.

Inclement Weather

Students will be expected to remain outside until the bell rings and during recess breaks. In the event of severely cold (-20C) weather, students will be permitted to come inside into designated areas. Breaks will be held indoors when the principal or designate judges the weather to be inappropriate for outside recesses. Please ensure children are appropriately dressed before they head off to school.

Search & Seizure of School or Student Property

As per policy 502.11, Lethbridge School Division Board believes that enforcement of the Board and/or school rules may, from time to time, require that school administration conduct a search of property and/or the seizure of prohibited or missing items. The Board authorizes school Principals, in connection with the enforcement of division or school rules, to carry out searches of student desks, lockers, clothing and personal property such as knapsacks, book bags or purses.

The physical search of a student is prohibited. Searches of personal property shall be in accordance with the following:

- Searches shall be conducted in the presence of an adult witness;
- Students may be requested to remove outerwear: hats, jackets, footwear;
- Students may be requested to empty their pockets and contents of any object which may be used to transport, carry or conceal materials.
- Weapons of any kind will be disposed of or turned over to the police. They will not be returned to students.

The Principal shall provide police access to the property of a student (see Policy 504.8 Involvement with Authorized Agencies) or personal information regarding the student without informing the parent in the following circumstances:

- When the police officer is in pursuit after the commission of an offence;
- When the police officer is in possession of a search warrant or subpoena
- When the police officer possesses blanket powers of search as defined by legislation;
- The Principal is authorized to seize prohibited items.

Threat/Risk Assessment for Students

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 in the School Division Policy Handbook available at www.new.lethsd.ab.ca.

Fire Drills

To ensure that your child receives proper guidance in coping with emergencies, Park Meadows Elementary School conducts regular emergency drills to evacuate the building. Strict adherence to evacuation procedures is a must for everyone in the building. Fire drills are practised at least six times a year to ensure quick, safe evacuation routines. It is important that all children wear appropriate footwear during the school day in case of emergency evacuation.

Lockdown Protocol

As well as practising for fire drills, Park Meadows Elementary School will practise safe lockdown procedures. Lockdowns occur when it is felt there is a person in the school, or in the vicinity, who may cause harm to either the children or adults in attendance at the school. The staff will keep the students quiet in a locked space until they are advised the school is safe. Strict adherence to lockdown procedures is a must for everyone in the building. Lockdowns are designed to be a preventive, proactive measure to help ensure the safety of our children, staff and parents. Lockdowns are practiced twice each school.