

Senator Buchanan



School

**Parent Handbook
2011-12**

1101-7 Avenue North
Lethbridge, Alberta
Phone: (403) 327-7321
Fax (403) 327-0479
www.lethsd.ab.ca/buchanan

Table of Contents	Page
Principal's Message	4
School Mission Statement	4
Buchanan Pride	5
Lethbridge School District Mission Statement	5
Educational Goals	6
Staff Roster	8
District #51 Contact Information	9
School Board Members	9
Bell Times	10
School Calendar	11
Reference Information	12
After School Programs	12
Appeals	12
Appropriate Dress for School	12
Assessment for Student Learning	13
Attendance and Punctuality	13
Bicycles	14
Breakfast Program	14
Buchanan Bears	14
Bus Transportation	14
Child Abuse & Family Violence Prevention Education	15
Co-Curricular Programs	15
Communication Between Home and School	15
Counselling	15
Early Literacy	15
Entering and Leaving the School	16
Fees and Supplies	16
Footwear	16
Family Support Programs	17
Field Trips	17
Fine Arts	17
Health Nurse	17
Historical Background of Senator Buchanan School	18
Human Sexuality Health Curriculum	18
Jumpstart Preschool Program	18
Kindergarten Program	19
Learning Team	19
Leaving the School Grounds during the School Day	19
Library	20
Lost and Found	20
Lunch Program	20
Medications	21
Moves and Transfers	21

	Page
Office Hours	21
Parent Involvement	21
Parent Volunteers	22
Parents as Teachers	22
Parking and Picking up Children	22
Police Liaison Officer (A.L.E.R.T.)	22
Pupil Insurance	23
Recess	23
Sending Children Home	23
School Boundaries	23
School Colors – Blue and Yellow	23
School Council	24
Special Education Programming	24
Student Arrival and Departure	25
Student Behaviour	25
Student Recognition	26
Technology	26
Threat/Risk Assessments for Students	27
Traffic Through School Zones	27
School Song	28
School Map	29

Welcome to Senator Buchanan School!

Principal's Message

The staff at Senator Buchanan are very excited to welcome students back for the 2011-2012 school year. This is the second year of our shift to multiage learning groups at grades 4 and 5, and the first year of this shift for grades 1 and 2. The opportunities for growth and celebration of student learning in this rich environment are limitless. It is heart warming to see the entire Senator Buchanan community of staff and families renew its commitment to work together to provide the highest quality education for our students. The staff and I feel honoured to work with your children. We are inspired every day to be more.

This handbook has been designed to provide you with information on the policies and procedures at Senator Buchanan School and Lethbridge School District No. 51. If you have any questions or concerns, please contact us in person or by phone at 403-327-7321.

Sincerely,
Heather Colburn

Senator Buchanan School Mission Statement

At Senator Buchanan School, we believe that students, parents, and staff share responsibility for learning.

We are committed to meeting the needs of each student by:

- promoting and supporting academic, social and emotional growth
- fostering caring, cooperative, respectful and responsible behaviours
- developing problem-solving skills and thinking skills and
- instilling an appreciation for lifelong learning.

We will accomplish this by:

- creating a positive school climate and
- ensuring the appropriate use of human and technical resources.



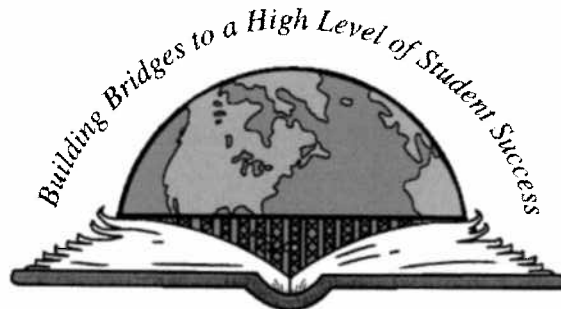
At Senator Buchanan we take pride in our...



- Small school population in a safe and caring environment.
- High quality learning opportunities for children in preschool, kindergarten and grades 1 through 5.
- Wide variety of co-curricular programs.
- Outstanding professional and support staff.
- Warm learning environment.
- High level of parent involvement and support.
- Very effective School Council.
- *Making Connections* half time family support worker.
- Assistance in speech and language development.
- Early Literacy interventions for students in Kindergarten, Grades 1 and 2, and beyond.
- First Nation, Métis, and Inuit family support and cultural programming for students.
- Well-developed technology program throughout the grades.
- Clean and well maintained school facility.

Lethbridge School District No. 51 Mission

To empower students with the knowledge, skills, and attributes to succeed as caring, responsible, and effective Canadian citizens



Lethbridge School District No. 51



1. Senator Buchanan School students demonstrate high standards of learning and Senator Buchanan School demonstrates continuous improvement.

Our District's project, "Engaging Students through Effective Instructional Strategies," will focus on increasing student engagement and improving student learning through effective teaching practices. The three cornerstones of the project will be:

- A. Assessment for Learning Practices
- B. Differentiated Instruction
- C. Integration of Technology

These areas will be studied in-depth in terms of both theory and practical applications in today's classrooms with today's students. This project receives special funding through the Alberta Initiative for School Improvement (AIS) and 2011-12 is the 3rd year of our 3-6 year project. This project involves the Superintendent and staff, all principals and a lead teacher from each school.

A. Assessment for Learning Practices

Assessment is a vehicle to improve learning as our jurisdiction works for an understanding of assessment 'of', 'for' and 'as' learning. Students and teachers will recognize how students learn best as learning becomes a focus, rather than marks only. Teachers will understand fair and effective assessment practices based on current research and assessment and instruction will be differentiated as required. Achievement factors and non-achievement factors will be separately reported as progress toward grade level and Individualized Program Plan goals is communicated.

B. Differentiated Instruction

The foundation of differentiation is curriculum. Differentiation involves a variety of ways to organize a classroom for instruction, provide instruction, and encourage all students to be actively engaged and responsible learners. Learning differences are expected and anticipated since success means different things for different learners. Fairness is not giving everyone the same thing, but what they need to grow. Instructional leaders will be provided with professional learning opportunities to strengthen competencies in coaching and classroom observation strategies. Involved staff will build capacity through Professional Learning Teams (PLTs), including collaborative planning and peer coaching.

C. Integration of Technology

Assessment and instruction will be addressed within the context of 21st Century classrooms. At the end of December 2009, all classrooms were configured with a multi-media computer, data projector, sound system and wireless keyboard/mouse. In addition, 80% of our classrooms have a SmartBoard or Smart Technologies Airliner. Also, the District was awarded a Supporting 21st Century Classrooms

research grant under “Education Technology Leadership.” This project provides eight full-day learning days over a two year period.

The District will have a student-to-computer ratio of 3.5:1 or lower in all schools to enhance instruction and assessment. These initiatives, coupled with the 21st Century classroom initiative, ensure equitable student access in a contemporary learning and teaching environment. This new learning environment will engage both teachers and students in new ways of curriculum programming and alternate instruction and assessment in all District schools. Through access to and the use of assistive technology, both during instruction and assessment, we expect to see an increase in student achievement among students with special learning needs.

2. Senator Buchanan School provides a safe and caring learning environment for students.

“*Be a H.E.R.O*” is an approach to sharing our expectations for student behaviour and also serves as a character education program. “H.E.R.O.” stands for Honesty, Empathy, Respect, and Own Your Actions. Each school year we involve students in activities that help them understand these concepts. These guiding principles give us a shared language and help us celebrate the best in every child. We continue to encourage citizenship by teaching our students that, “You Can Make a Difference”, just like the title of our school song.

School Staff



Professional Staff

Heather Colburn.....	Principal
Grieg Wheeler.....	Assistant Principal
Debbie Newman.....	Kindergarten – a.m. and p.m.
Patti Caven.....	Grade 1 and 2
Sue Howg	Grade 1 and 2
Bonny Wiebe.....	Grade 1 and 2
Anna Neufeld.....	Grade 3
Erin Joss.....	Grade 3
Cody Garner	Grade 4 and 5
Sharleen Albrecht	Grade 4 and 5
Dawn Steil-Frewin.....	Grade 4 and 5
Jennifer LeGrandeur.....	Learning Support Teacher
Michelle McFadzen	Liaison Counsellor
Shaun Metz	Educational Psychologist
Anjana Sawhney-Burgess....	Educational Psychologist

School Support Staff

Angie McKenna.....	Administrative Assistant
Kelsi Cook	Administrative Support
Lorne Gullage.....	Head Caretaker
Eugene Degrechie	Caretaker
Marge Mackor.....	FNMI Family Support Worker
Sheila Penner.....	Library Technician
Tammy Kovacs	Making Connections Family Support Worker

Student Support Staff

Darcie Hegland.....	Educational Assistant
Erika Kirsch.....	Educational Assistant
Tracy Kolsza	Educational Assistant
Andrea Kveder.....	Educational Assistant
Shelley Lowe.....	Educational Assistant
Julie Matthews.....	Educational Assistant
Pat McMillan.....	Educational Assistant
Cindy Mead	Educational Assistant
Wendy Parkhill	Educational Assistant

Jumpstart Preschool Program

Kellie Pierzchala	Program Manager
Lorie Gray.....	Educational Assistant
Tina Gunness.....	Educational Assistant
Robin Henderson.....	Speech Language Pathologist

Lethbridge School District #51 Contact Info



433 – 15 Street South
Lethbridge, AB T1J 2Z5
Phone: (403)380-5300
Fax: (403)327-4387
www.lethsd.ab.ca

Barry Litun	Superintendent of Schools superintendent@lethsd.ab.ca	(403)380-5301
Wendy Fox	Associate Superintendent Division of Instructional Services wendy.fox@lethsd.ab.ca	(403)380-5302
Sharon Mezei	Associate Superintendent Human Resources sharon.mezei@lethsd.ab.ca	(403)380-5321
Don Lussier	Associate Superintendent Business Affairs don.lussier@lethsd.ab.ca	(403)380-5303

School Board Members

Gary Bartlett
(403)327-3690
gary.bartlett@lethsd.ab.ca

Lola Major
(403)328-6721
lola.major@lethsd.ab.ca

Jan Foster
(403)381-6532
jan.foster@lethsd.ab.ca

Lea Switzer
(403)328-4328
lea.switzer@lethsd.ab.ca

Tyler Demers
(403)394-8419
tyler.demers@lethsd.ab.ca

Keith Fowler
(403)317-3700
Keith.fowler@lethsd.ab.ca

Mich Forster
(403)381-8720
mich.forster@lethsd.ab.ca

Bell Times



8:25 A.M.	Playground Supervision Begins
8:35 A.M.	Entrance Bell / School Begins
10:15-10:30 A.M.	Recess
11:45 A.M.	A.M. Kindergarten Dismissal
12:05 P.M.	Lunch Break (Dismissal on Fridays)
12:15 P.M.	P.M. Kindergarten Classes Begin
12:45 P.M.	End of Lunch Break (Grade 1 - 5)
2:00-2:15 P.M.	Recess
3:30 P.M.....	End of School Day
3:35 P.M.....	Kindergarten Dismissal

PLEASE NOTE!



All students are dismissed every Friday at 12:05. A few minutes have been added to each day to make up for this instructional time. Friday afternoons are used for staff meetings, professional development and preparation.

JUMPSTART

8:45 – 11:30 a.m.
or
12:30- 3:15 p.m.
(Mon -Thur)

KINDERGARTEN

8:35 – 11:45 a.m.
or
12:15 – 3:30 p.m.
(Mon – Thur)

GRADES 1-5

8:35 a.m. – 12:05 p.m.
and
12:45 – 3:30 p.m.
(Mon-Thur)
**No school
Friday p.m.**

Parents will receive prior notice in case of early dismissal or a change in the school day. Please make sure you check your child's backpack daily for important notices.

2011-2012

JULY						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						3

SEPTEMBER						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						21

OCTOBER						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			






MARCH						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					


MAY						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Statutory Holiday

-  No School
-  Teachers' Convention
-  Staff School Year Starts and Ends
-  Student School Year Starts and Ends
-  Professional Learning Days *

Number of Days
 Sem1 97
 Sem2 99
 Total 196

 Semester Change

Reference Information



The following information on school operations and educational programming is listed in alphabetical order. If you have any further questions, please contact the school.

After School Programs

Lethbridge School District #51 does not offer after school programs, but two alternatives are available in our community. Both programs operate separate from Senator Buchanan School, but do serve children in our neighbourhood.

BLAST is an after school care program co-ordinated by the City of Lethbridge. At dismissal time, students are transported by bus or taxi to St. Paul's School, which provides the facility for our students. You may contact *It's a BLAST* at 320-3988.

Boys and Girls Club staff meet children enrolled in their program at the school at the end of the day and transport them to their building. This organization also offers before school care. You may contact the Boys & Girls Club at 327-6423.

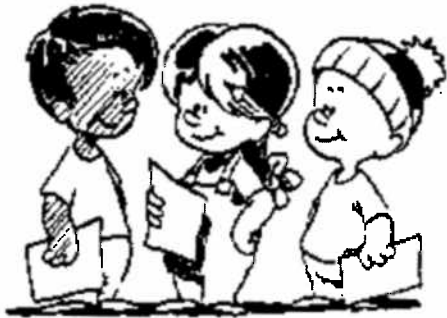
Appeals

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 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 the policy on the district website at www.lethsd.ab.ca for full details.

Appropriate Dress for School

Although our school does not have a strict dress code, children are expected to dress appropriately and tastefully for school. Tops exposing the navel and/or midriff, spaghetti shoulder straps, tight fitting spandex clothes and offensive language on T-shirts are considered inappropriate. Also, clothing worn by a younger student may be in good taste, but may not be suitable for older students (halter tops, short shorts). Parents are encouraged to see that their children are dressed appropriately. 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.

Assessment of Student Learning



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 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.

Parent-student-teacher conferences provide opportunities to review student progress and set goals for future learning. Conferences are held in both November and March. Please remember that additional conferences with your child's teacher may also be scheduled at any time throughout the year.

During the 2011-12 school year the following dates are important:

Informal Contact.....	By September 30
Report Card #1.....	November 18
Conferences.....	November 24 pm, November 25 am
Report Card #2.....	March 9 pm
Conferences.....	March 15 pm, March 16 am
Report Card #3.....	June 28

If a student is having considerable difficulty in the regular program, it may be necessary to modify his/her program. This is done only in consultation with the parents, principal, and other teachers working with the student.

Attendance and Punctuality



To ensure children are getting the most out of school, parents are responsible for seeing that children attend regularly and are punctual. Morning classes begin at 8:25 and afternoon classes begin at 12:45. If for any reason your child will be late or absent, please call the school to let us know. We are concerned about the safety of children. As classes begin each morning and afternoon we try to locate any students who are not at school and are unaccounted for. Your call will save us phoning you at home or at work. If needed, you may call the school outside of office hours and leave a message.

Bicycles

Students riding bicycles to school should follow all the safety rules of the road. Bicycles should not be ridden when it is snowy or icy. Riding a bicycle on the school grounds or through the parking lots is not permitted for safety reasons. Bicycles should be locked every day as we cannot be responsible for missing bicycles or parts. According to Provincial Regulation, bicycle helmets are mandatory.

In-line skates, scooters and skateboards may not be used on school property and must be kept at home.

Breakfast Program

Thanks to strong community contributions, Senator Buchanan School is able to offer healthy breakfast on occasions that students – for whatever reasons – have not been able to have breakfast at home before arriving at school. While the program does not intend to assume parents' responsibilities, it does help us ensure every student begins their day ready to learn.

Buchanan Bears

The teddy bear was chosen as the school mascot in 2002 as it is kind, gentle, reliable, loving and forgiving. Our teddy bears always are willing to lend a sympathetic ear. Our school council offers Senator Buchanan t-shirts and sweatshirts for order each year.



Bus Transportation

Only children who live in Hardieville, Bridge Villa Estates, Legacy Ridge and portions of the St. James areas are eligible to ride the bus.



Students are expected to display appropriate behaviour at bus stops and on the bus. Failing to do so will result in bus privileges suspended. There is no bus transportation offered at noon. Regular bus children will bring lunches and stay at the school at no extra cost to parents.

Children from other areas may be allowed to ride the bus if space is available. This decision is made by the Lethbridge School District. Inquiries regarding bussing may be made to Nellie Atchison, Transportation Coordinator at 380-5303.

Child Abuse & Family Violence Prevention Education

These units of the Elementary Health Program were developed in response to pressing social needs. These units are taught formally at Grades 2 and 5. The goals of the units are to enable all the children to develop the knowledge, skills, and attitudes to help protect themselves from abuse and to assist those children who are being abused to seek help. The main focus of this program is prevention.

Co-curricular Programs

A variety of co-curricular activities are offered to children at all grade levels. Some examples of the activities offered are soccer, skating, badminton, sign language, crafts, T-ball and choir. Teachers and support staff offer these activities during their lunch hour. Participating children eat lunch at the school.

Communication Between Home and School

We encourage all parents to visit the school, as you are always welcome. You do not need to wait until Parent/Teacher Conferences or special events. If you would like to talk to your child's teacher, a call prior to your visit would be appreciated to ensure that the teacher is available when you arrive. Our website, school sign, and monthly newsletter are used to relay information on upcoming events. If you have any questions, we always welcome an inquiry at the office.

Counselling

An important aspect of every child's growth is the development of appropriate social and behavioural skills. Teachers and parents alike recognize that students cannot become successful learners if they are suffering from low self-esteem or if inappropriate behaviours get in the way of learning.

At Senator Buchanan School, children and families have access to the services of a Counsellor, a Family Support Worker, and a Native Liaison Worker. Our **Counsellor, Michelle McFadzen**, works with individual children in crisis, or those needing more extensive personal counselling relating to serious aggressive or disruptive behaviours, divorce, family violence, or other troubling issues. She also offers workshops for individuals or groups of children needing development in social skills such as anger management, conflict resolution, self-esteem, and building friendships.

Early Literacy

Our Early Literacy Program provides daily support for selected children, who are struggling to learn to read and write in Grades One and Two. Parent support is a key component - parents must commit to 10-15 minutes of daily reading with their child.

We are also pleased to have Early Literacy support in the Kindergarten classroom as

well. This support for literacy learning will be embedded in the daily activities of the classroom and include such skills as printing, letter sound awareness, and letter recognition.

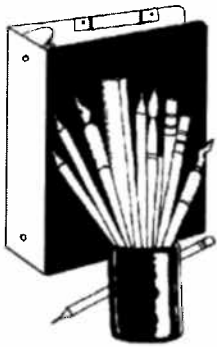
Entering and Leaving the School

Students are expected to exit and enter the school through the side doors into the boot room rather than using the door by the office, except for afternoon kindergarten classes. ***They should only enter through the front door if accompanied by an adult.*** If students are picking up a younger brother or sister they are asked to find a meeting place outdoors or meet them by their exit door.

If a student is late they should come in the front door and pick up a late slip before going to their classrooms.

When entering the school in the morning or after recesses, students are asked to line up by grade on either side of the school when the bell rings. Once students are calmly assembled, the teacher on supervision will welcome them inside. On very cold or rainy mornings, students may be invited inside to wait for the bell in the boot room.

Fees and Supplies



There are no fees for Kindergarten or Grades 1-5 this school year.

Students are charged for lost or damaged textbooks, library books or other school property. You can help prevent losses by having a special place in your home where school books are kept.

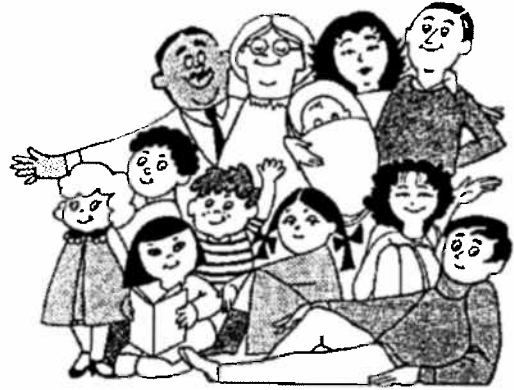
A supply list for the next grade is included in the June report card, at the school office and on the school web page. Selected school supplies are available in the school office.

Footwear

We take great pride in our school and we work together with our caretaking staff to keep the building clean and dry. Wet floors are unsafe; therefore children will be asked to remove wet footwear upon entering the building. However, it is important that students wear appropriate footwear at all times at school. Parents are urged to provide their child with a second pair of shoes (need not be new) that can be kept for indoor use. Gym shoes should have non-marking soles.

Family Support Programs

Our Family Support Worker, **Tammy Kovacs**, works directly with families, helping them to help themselves to handle stress, crises and everyday life with the support of their community. **Marge Mackor**, our FMNI Liaison Worker, plays this same important role with our native families in the Senator Buchanan neighbourhood. Ms. Mackor also provides information to students about the native culture. She assists families in designing routines to enable students to attend school regularly and acts as a bridge between the home and the school. She also provides individual assistance to students having difficulties in school.



Field Trips

Teachers often choose to take students on field trips related to classroom instruction. Parents will be notified when field trips occur and may be asked to assist with supervision or as volunteer drivers. We are very grateful for the help of parents and grandparents. Volunteer drivers are required to complete a form indicating that proper insurance and licensing is in place and a volunteer registration form. All children and drivers are required to wear seat belts.

Fine Arts

Art, drama and music are both scheduled into our weekly timetables and integrated across the curriculum. Student art work will be displayed in common areas of the school and on our school website, with parent permission. Music and drama performances will sometimes be incorporated into our monthly HERO assemblies. When this happens, parents will be informed in advance.

Health Nurse

Joan Masson-Smith, a public health nurse from the Chinook Health Region, visits the school regularly to consult with us on student wellness. She also implements immunization programs for students as needed. If you wish to contact our health nurse, you can do so through the school office.

Historical Background of Senator Buchanan School

Senator Buchanan School was opened in 1954 and was named after the late Senator W.A. Buchanan. To accommodate increasing enrolments, an addition was completed in 1973 that included a library, music room and a room that is now used as a computer lab. Today the school serves approximately 250 students in Kindergarten to Grade 5 plus the Jumpstart Preschool Program.



Human Sexuality Health Curriculum

This program for Grades 4 and 5 deals with human sexuality, the human reproductive system and physical changes that occur during puberty. This program is designed to enhance the children's knowledge and awareness of human growth and development. Your child's classroom teacher will most likely teach these lessons. Parents will receive prior notice, may attend lesson presentations, and or may request their child be excluded.

Jumpstart Preschool Program

Senator Buchanan School is proud to host Lethbridge School District #51's Jumpstart Preschool Program. Students in this program have the benefit of a play-based, language rich learning environment with access to speech therapists, occupational and physical therapists and classroom assistants to help monitor progress. These younger children are a great addition to our school community.

Kindergarten Program

Our kindergarten is a 475 hour program each morning or afternoon, Monday through Thursday. The program follows the prescribed Alberta Curriculum and is designed to give children a strong foundation for Grade One. A variety of listening, speaking, reading and writing experiences are included to help these young students to begin literacy. These young children are encouraged to develop positive attitudes toward learning.

The kindergarten experience is made stronger by parental involvement. We hope that you will choose to participate in your child's learning by volunteering, either in the classroom, or by helping out with tasks that can be done at home on weekends or evenings. You'll learn how you can help your child at home.



Kindergarten bus students can take the bus to school in the morning or home at the end of the day. Parents will need to make arrangements to transport children at 11:45 and 12:15.

Kindergarten Class Times

Monday to Thursday:

Morning Class: 8:35 - 11:45 am

Afternoon Class: 12:15 – 3:30 pm

Learning Team

At Senator Buchanan School, we believe strongly in the value of collaboration and teamwork in the best interests of each child. When a parent or teacher has concerns related to a student's academic, social or emotional development and the typical interventions have been exhausted, the Learning Team may consult together on developing programs and/or interventions to support that student. A teacher or parent may request a Learning Team meeting through the principal. Members of the team are assembled as needed and may include the parent, teacher, student support worker, counsellor, educational psychologist, special education teacher and family support worker. Learning Team meetings will usually be held on every other week on Wednesday mornings.

Leaving the School Grounds during the School Day

Children are expected to remain on the school grounds throughout the school day except for those children going home during the lunch hour. Permission to leave the school grounds may be given only by the Assistant Principal or the Principal.

Library

Each year students at all grade levels are involved in activities that will help them learn how to use the library for both research and recreational reading. Students and staff may conduct computer assisted searches for information on a particular topic.

Students are encouraged to use the library during the day. Books are loaned for a period of one week. Students failing to return overdue materials may have restricted borrowing privileges and may be billed for lost books.



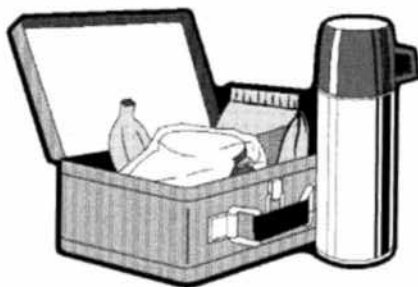
Lost and Found

Parents are urged to clearly label all articles of clothing and school supplies belonging to their child. Most items that go missing have not been labelled, making recovery more difficult. We ask that more expensive items such as electronic toys and jewellery remain at home.

Each year we accumulate a large number of excellent pieces of clothing, footwear, lunch kits and other belongings because no one claims them. We have a designated lost and found area near the west side entrance. Please feel free to check this area when you are at the school. Unclaimed items are donated to community agencies within following the Christmas break and at the end of the school year.

Lunch Program

Children must bring their own healthy lunches, which they will eat in their classrooms with their own classroom teacher. There are no microwave ovens available to heat lunches; we would ask that only lunches that do not require warming be sent to school.



Medications

The Board believes it is the responsibility of the parent to inform the school of their child's medical conditions. While parents or doctors will play the primary role in providing medical care, school personnel will support the safety and wellbeing of children in consultation with home and physicians. Medications can not be administered unless a "Medication/Personal Care Request and Authorization" form has been completed and signed by both the student's parent and physician. These forms are available in the office, where any associated questions can also be answered.

Moves and Transfers

When you move within the area or change phone numbers, please notify the school immediately so that the school's records are up to date.

If you are moving to a new school, please notify the school as soon as possible so the necessary papers are ready on your child's last day at Buchanan. This does take a little time, so please try to give us a few days' notice. Please make sure all school books and materials are returned prior to the transfer date.

Office Hours

The school office hours are 8 a.m. to 4 p.m. Monday through Thursday and 8 a.m. to 2 p.m. on Fridays. On the first Friday of the month the office will close at 12:15 p.m. for our monthly staff meeting. Telephone messages may be left after hours if needed.

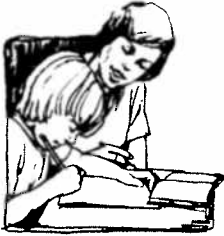
Parent Involvement

Research has shown that students do better if their parents take an active role in their education. You can support your child by becoming familiar with the school's instructional program, and by showing an ongoing interest in his or her accomplishments.

- ✓ Let your children know you expect their best efforts.
- ✓ Send your children to school ready to learn - well rested and with a good breakfast.
- ✓ Build self-confidence by providing opportunities for success.
- ✓ Take an interest in your children's school work.
- ✓ Set aside a quiet time and place for doing homework.
- ✓ Plan times to enjoy your children and have fun together.
- ✓ Be a good listener.

Parent Volunteers

Our school is more successful because of the very strong support that we receive from parent and community volunteers.



Each year we ask for class representatives to assist with phoning, coordinating drivers for field trips and other important activities. We also welcome parents, grandparents or other willing volunteers to assist in the classroom with activities such as reading, library book exchange, computer work, or activity centres.

Parents as Teachers

Parents as Teachers is located at Park Meadows School which has the available space for this expanding program. Parents as Teachers, offered free of charge, is a home visitation program for children aged birth to three. The program helps to strengthen family life, reduce family stress and build positive relationships between families, schools and communities.

The program is funded through the Office of the Commissioner for Services to Children and Families and Health Canada.

Parking and Picking up Children

Parking space around the school is at a premium. All spaces in the two lots have been assigned to staff. ***Please do not drive into the parking lots***, as these are very congested areas. We are concerned with the safety of your children. Children should be encouraged to use the sidewalks. Arrange a convenient location to meet your children when you are transporting them. Due to fire and safety regulations we would ask that parents wait in the boot rooms when picking up children rather than waiting in the hallways as the halls become very congested at dismissal times.



Police Liaison Officer (A.L.E.R.T.)

The A.L.E.R.T. program provides the services of a police officer at the school. The school resource officer assists with the school anti-bullying program and meets with children who may be involved with some potentially serious activities. We enjoy having students come to know our Lethbridge Police Service members as approachable and helpful. Further information about this program can be obtained at alert.lethsd.ab.ca.

Pupil Insurance

Each fall a pupil insurance packet is sent to parents. This is strictly voluntary but parents are urged to take advantage of it, as it covers the student for all field trips and playground accidents, including dental work. Parents who wish to participate should fill out the application, enclose a cheque made to the insurance company and mail them directly to the insurance company. In the event of an accident, claim forms are available from the school office.

Recess

Children are expected to go outside for fresh air and exercise. During extreme cold or rainy weather, children are brought in early or are given a break indoors. Our general guideline is approximately -20°C , including wind chill factor. If children are feeling well enough to attend school, they are expected to go outdoors for a break at recess time. A daily note from the parent is required in order for the child to stay indoors at recess. A doctor's certificate may be required for extended periods.

Sending Children Home

In case of illness or forgotten books or assignments, students are not sent home unless parents have been contacted to ensure that someone is home or that it is safe. If a student is habitually phoning home for books or assignments, a plan will be designed, with the help of the parent, to help the child to become more organized.

In the case of an accident, a staff member with first aid training checks a child. If the injury is serious, parents are immediately notified. If the parent is unavailable, a staff member will accompany the child to the hospital and remain with the child until the parent arrives. If urgent medical care is needed, the school district carries insurance that covers the cost of ambulance services for students. Please ensure that we have current home and work phone numbers as well as an alternate name and phone number in case of an emergency.

School Boundaries

Senator Buchanan School boundaries include the area from 1st Avenue North to 46th Avenue North between the coulees and 13th Street. The school serves all of northwest Lethbridge, including Hardieville, Bridge Villa Trailer Court, Stafford Village, St. James Terrace, and the new development, Legacy Ridge. Children beyond our school boundary are welcome to attend our school if space is available.

School Colours - Blue and Yellow

Our school colours were chosen in 2004 and are proudly displayed at our school assemblies.

Yellow – bright, warm, sunny, happy, welcoming, makes you feel alive, bright sun, wheat fields, golden opportunities, energetic, bright students, happy faces and like the sunshine gives you a happy feeling.

Blue – cool refreshing, the sky is the limit, Alberta flag, sky which means infinity, for truth in our thoughts, kindness and friendship.

School Council

At Senator Buchanan School, we believe that students, parents and staff share responsibility for learning. The role of the School Council is to strengthen and promote communication between the school and parents and the school and the community.

The School Council consists of parents, school administration, staff representatives, and a community member. Staff and parent representatives are elected each fall and generally meet on a monthly basis. The School Council members are involved in activities such as the Fall Barbecue, Special Lunch Days and Sports Activities. Throughout the year, they are involved in fundraising projects such as magazine and chocolate sales. Your support is greatly appreciated.



The School Council will:

- work to increase parental involvement
- provide opportunities for parent education
- provide support and advice for the improvement of school programs
- assist in the recognition and solution of matters of concern to the school community.

School council meetings are scheduled at 7 p.m. and take place in the school's staff room. Any parents are welcome to attend any or all of the meetings they wish. Meetings are held on the third Tuesday of the month as follows: September 20, October 18, November 15, January 24, February 14, March 20, April 17, and May 15.

Special Education Programming

All of our teachers have developed expertise in preparing and delivering programs to students with special needs within the classroom setting. The classroom teacher, the Learning Support teacher, **Mrs. Jennifer LeGrandeur**, the principal and other members of the instructional team are responsible for the design and delivery of appropriate educational programs for all the children. Inclusive



Education Planning Tools (IEPTs) will be developed for all students. Individual Program Plans (IPPs) will be developed for students with identified needs. In the case of severe needs, the principal assigns student support workers to work with specific students.

Student Arrival and Departure

Teachers are on supervision at 8:25 each morning. Parents are urged to have children arrive after that time. We cannot assume responsibility before supervision begins. After school, the Assistant Principal supervises the loading of the school bus. At dismissal all students are expected to go directly home. Students having to stay longer than 15 minutes after the bell are given the opportunity to call home.

Student Behaviour



At Senator Buchanan School, we believe that our first responsibility is to provide a safe learning environment for our students. If children are to learn and grow, they need a school that ensures their physical, emotional and intellectual safety – a place where children, their parents and school staff feel comfortable, confident and able to take risks.

We establish high expectations for student behaviour, and teach students the social skills that enable them to interact positively with both children and adults in our school community.

Students at Senator Buchanan School are trained each year in “bully-proofing” skills. Students in grade 4 and 5 will be working in the program, *Teasing and Bullying: Unacceptable Behaviour* which is designed for the older students. *Bullyproofing Your School* will continue to be used in Grades 1, 2 and 3. We have low tolerance for bullying or discriminatory behaviour in any form. If your child is experiencing difficulties in this area, we urge you to contact the school immediately. Action will be taken to rectify the situation. Special groups are available for children who are victims as well as for those who are the bullies.

The Principal may suspend a student from a class program or school, or from riding the school bus, in accordance with Section 19 of the School Act. The parent has the right to appeal any student suspension.

All procedures at Senator Buchanan School related to student behaviour will be consistent with the School Act, and district policies as follows: 502.1 Code of Conduct; 502.2 Student Discipline; 502.3 Student Suspension and Expulsion; 502.4 Discrimination; 502.6 Student Conduct on School Authorized Buses; 502.7 Student Vandalism of School Property; 502.8 Alcohol and Drugs; 502.9 Tobacco; 502.10 Weapons; 502.11 Student Searches; and 503.5 Student Activities.

Student Code of Conduct

Section 7 of the Alberta School Act states:

A student shall conduct himself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing his studies.
- Attend school regularly.
- Cooperate fully with everyone authorized by the Board to provide educational programs and other services.
- Comply with the rules of the school.
- Account to the teachers for his conduct.
- Respect the rights of others.

Excellence through Accountability

Lethbridge School District #51 is proud of its history and record of high standards. A brochure is available to families that explains the standards of conduct and consequences for students in our schools.

As a student in Lethbridge School District #51 you have the right:

- to a quality education
- to learn
- to be safe (physically, emotionally, socially) and secure in the school environment
- to be treated with dignity and respect
- to be treated fairly and be heard by school personnel.

Student Recognition

At Senator Buchanan School, we believe that it is important to acknowledge the worth of each child. Through our student recognition program each child's talents, contributions and achievements are highlighted. Students are recognized at monthly "H.E.R.O" Assemblies, celebrating honesty, empathy, respect, owning their own actions, other ways the children have made a difference in the school, or for their other successes.

Technology

We are pleased to be able to offer all students regular access to technology with the computers in the library, classrooms and computer lab. Printers, a scanner, interactive whiteboards and digital cameras and video are also available for instruction. Teachers integrate the Information and Communication Technology Program of Studies across a number of curriculum areas.

Lethbridge School District # 51 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 technology assistant access websites through pre-determined bookmarks for the students. The school district 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 district standards of technology use. These standards and codes can be found on the Lethbridge School District #51 Website:

<http://new.lethsd.ab.ca/public/frameset.cfm>

Threat/Risk Assessments for Students

Our School District believes in creating safe and caring environments for students and staff. Any incident where a student engages in behaviour which threatens or appears to threaten the safety of others will be investigated. Administrators can implement a Risk Assessment for behaviours that are worrisome including writing or drawings with violent themes; references to or involvement in violent activity at school; or an increased interest in activities that are deemed as dangerous to the safety of others.

A Threat Assessment is implemented when a student threatens to kill or injure others, brings a weapon to school, or makes direct verbal or written violent threats to others. The Threat/Risk Assessment regulations are outlined in Policy 504.9 in the School District Policy Handbook available at www.new.lethsd.ab.ca.

Traffic through School Zones

The speed limit in a school zone is 30 km/h unless otherwise posted and is in effect on school days from 7:30 a.m. to 4:30 p.m. A vehicle is not permitted to pass another vehicle traveling in the same direction in either school or playground zones during the times that these zones are in effect. Vehicles are prohibited under law from stopping in crosswalks or in the middle of the t-intersection in front of the school.



Make a Difference

1. We can make a difference in our world today.
Together we can make our world a better place.
When we work together, so much can be done
If all the children in the world would sing in unison.

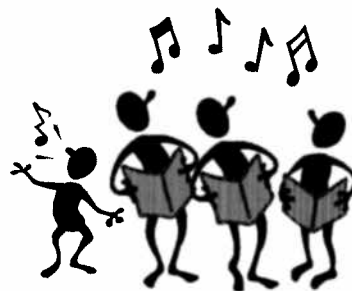
Chorus: We know what's right, and we know what to do.
The future can be brighter - it's up to me and you!

2. Take my hand and join me, sing along with me.
When all the children join us there will be a change you'll see,
Do you have the courage? Do you have the pride?
Do you have a vision of a world where all is right?

Chorus

3. Repeat Verse 1.

Chorus





Senator Buchanan

Floor Plan 2011-12



Second Floor

