



**Staff, Parent, Student
Handbook**

INTRODUCTION

This handbook provides you with some of the policies and procedures at Senator Buchanan School. Should you have any questions or concerns, please feel free to phone (403) 327-7321, or e-mail us at buchanan@lethsd.ab.ca. Our administrators are Lenee Fyfe (Principal) and Bob White (Vice-Principal).

ADMINISTRATION MESSAGE

Welcome to Senator Buchanan School! Whether you are new to our school or returning for another year, the staff of Buchanan looks forward to working with you in the coming year.

Our school has a reputation for its very fine students: their caring behaviours, ongoing accomplishments and achievements and exemplary behaviour displayed when they attend functions in the community make our Buchanan students # 1!

Our students are so fortunate to have such hardworking, skilled, and dedicated staff!

From our caring caretakers, to our awesome assistants, to our terrific teachers, we know that we have an exemplary staff who work together to provide your child with the best educational experience possible every minute of every day.

As a staff, each and every decision we make, each action we take, is done to provide the students in our care with an optimum learning experience each and every day. We promise you our best efforts in the coming year.

This handbook has been prepared to share with you, basic information regarding the procedures, routines and expectations of our school. If you have any other questions, always feel free to speak with your child's teacher, the office staff, or the administrative team. You can also visit our website at sb.lethsd.ab.ca.

Looking forward to a terrific year . . .

Lenee Fyfe, Principal
Bob White, Vice Principal

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**

MISSION STATEMENT - Senator Buchanan School

Senator Buchanan School is a collaborative, learning community where individual differences are valued and celebrated. Our success is obtained through inclusive, engaging and meaningful learning experiences.

VISION STATEMENT - Senator Buchanan School

All learners are successful, are leaders and are active members of our school and community.

SCHOOL GOALS 2020/2021

Goal #1: Students will build foundational skills in numeracy and literacy through engaging activities, effective teaching strategies and formative assessment practices.

- Teachers possess a deep understanding of pedagogy that develops literacy and numeracy
- FNMI student achievement will meet or exceed provincial standards
- Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools

Goal #2: Students demonstrate the attributes of innovation, creativity and critical thinking.

- Learning is process-based supported by instructional practices that engage students in creative and critical thinking
- All learners effectively use technology as creative and critical thinkers
- A breadth of high quality programs provide opportunities for students to explore and grow as learners.
- The school demonstrates collaboration and engagement.

Goal #3: Our School is welcoming, caring, respectful and safe learning environments.

- Schools are inclusive learning environments.
- Students with diverse learning and social needs are supported.
- Schools are learning environments that promote healthy lifestyles.

Goal #4: Students and staff will embrace physical, social, nutritional and mental strategies for their continued well-being.

- Maintain Balanced Day schedule, utilizing two nutrition breaks
- Encourage healthy nutrition choices.
- Develop a supervision schedule to maintain teacher balance/support staff balance.
- Develop a sustainable universal breakfast program & teach students the importance of healthy eating.

STAFF ASSIGNMENTS

TEACHING STAFF

Grade Level	Name
Kindergarten	Debbie Newman, Sarah Viejou
Grade 1	Alyssa Andreachuk, Danica Martin, Ashley Zrim
Grade 2/3	Courtney Rozee, Bailey Thorson, Danica Lawson, Sally Leung, Kristi-Ann Watrin
Grade 4/5	Joel Stretch, Brayden Zentner, Zach Wanner, Lisa Clark

ADDITIONAL TEACHING SUPPORT

Emily Smith – LST

Diane Shapcott – Music/ Early Literacy

Lenee Fyfe – Principal

Bob White – Vice-Principal

Aquinna Brokenshire, Hudson Renaud – Intern Teachers

SUPPORT STAFF

Angie McKenna – Administrative Assistant

Sheila Penner – Learning Commons Facilitator

Regi Rocha – Head Caretaker

Kim Munroe – Caretaker

Student Support Worker – Carleen Meyer

Advanced Educational Assistant – Genie Hartwick, Denise Barnes

Team Support – Wendy Parkhill, Shelley Lowe, Lacey Slomp, Jill Barber, Kailey Hopman, Tracy Sims, Tracy Kolsza (PM)

Speech & Language Pathologist – Christy Bates

Speech & Language Support – Sylvia Stroeve, Tracy Kolsza (AM)

Kindergarten Support – Andrea Kveder, Mary Lou Williams

Breakfast Program – Monica Leitz

OFFICE HOURS

Office hours are Monday-Thursday 7:40am to 3:40pm and Fridays 7:40am to 12:40pm.

BELL TIMES

Kindergarten (Monday-Friday)

- AM Class – 8:10 AM Start, 11:20 AM End
- PM Class – 12:00 PM Start – 3:10 PM End
- Fridays (Alternating AM/PM Fridays) – 8:10 AM Start, 11:50 AM End

Grade 1-5 (Monday-Thursday) 8:10 AM Start, 3:10 PM End

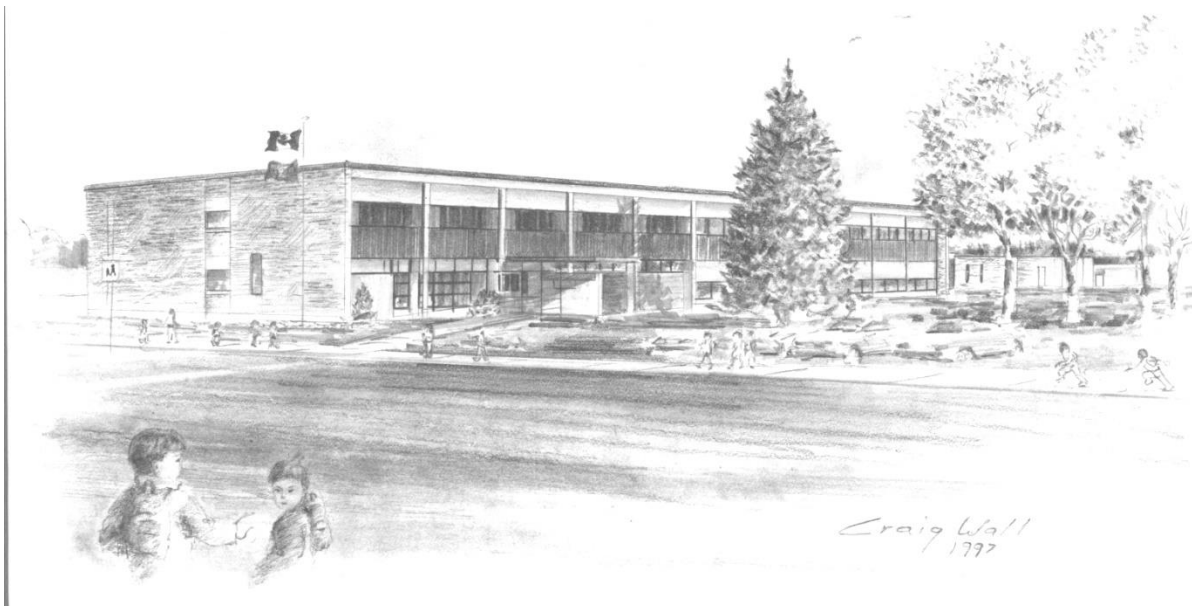
- **Students in Kindergarten to Grade 5 are dismissed AT 11:50 AM on Fridays.**

HISTORY OF BUCHANAN

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.

We are proud to share that we completed our 3 year renovation project in December 2020. We received upgrades to our electrical and HVAC systems, renovated our main office space and upgraded all classrooms. Through donations and fundraising, we purchased all new furniture and equipment for every room in the school

Today the school serves approximately 300 students in Kindergarten to Grade 5.



DIVISON CALENDAR

Lethbridge School Division 2021-2022 School Year Calendar

July		August												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	
25	26	27	28	29	30	31	29	30	31					
													6	

Jul 1 Canada Day
 Aug 2 Heritage Day
 Aug 24 First day for teachers
 Aug 31 First day for students

September		October											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
						21	31					20	

Sep 6 Labour Day
 Oct 11 Thanksgiving
 Oct 11-15 No School for students
 Oct 12 Division-wide PL Morning
 Oct 12 PL Afternoon
 Oct 13 Professional Learning Day
 Oct 14 PL / PTI
 Oct 15 Parent Teacher Interviews

November		December											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30				20	26	27	28	29	30	31	
												13	

Nov 11-12 No school for students
 Nov 11 Remembrance Day
 Nov 12 Non-Operational Day
 Dec 20 – Jan 4 Christmas Break

January		February												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1				1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	27	28						
30	31					20							17	

Jan 3 in lieu of New Year's Day
 Jan 4 Classes resume
 Jan 27 Middle School PTI (evening)
 Jan 28 Semester 1 ends
 Jan 28 No School for students
 Jan 31 Semester 2 begins
 Feb 21 Family Day
 Feb 22-23 No School for students
 Feb 24-25 Teachers' Convention

March		April											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31		23	24	25	26	27	28	29	30
													15

Mar 17 No school for Elem in p.m.
 Mar 16-17 Kindergarten PTIs
 Mar 18 No school for students
 Mar 18 Professional Learning Day
 Apr 15-22 Spring Break
 Apr 25 No school for students
 Apr 25 Division-wide PL Day

May		June											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31				21	26	27	28	29	30		
													21

May 23 Victoria Day
 May 24 No school for students
 May 24 Professional Learning Day
 Jun 28 last day for students
 Jun 29 Last day for teachers

Student Days	Elem	MS	HS	Teacher Days
Sem 1	89	89	89	Sem 1 99
Sem 2	92	92	92	Sem 2 98
Total	181	181	181	Total 197

School year starts/ends for teachers	Professional Learning (PL) / Parent Teacher Interviews (PTI) – no school for students
Statutory holidays	No School
School year starts/ends for students	Division-wide Professional Learning Morning/Day
Teachers' Convention	

2021-2022 SCHOOL RE-ENTRY PLAN

The School Division's Re-Entry Plan located here: <https://www.lethsd.ab.ca/our-district/pandemic-planning/division-communication>.

ACCESS TO THE SCHOOL

As per the Division's COVID-19 Re-entry Plan (see <https://www.lethsd.ab.ca/>), schools will be open to all students and staff. At this time, all school 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. A 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 PROCEDURES

We are excited to welcome you back to the new school year. Teacher began work today and are currently making phone calls home to all their students currently registered. If you have specific questions, please connect with the teacher during those phone calls. We anticipate all calls will be completed by Friday, Aug. 27. If you have not heard from anyone by then, please call the school at 403-327-7321.

The Division has recently shared our Re-Entry Plan. The Re-Entry Plan will be reviewed on a continuous basis and updated will be made based on Provincial recommendations and local AHS protocols. We will be continuing most protocols from June 2020-2021 school year. Below is a brief summary of what to expect for the start of the year. Essentially, we are picking up where we left off last year in term of safety measures.

STAGGERED ENTRY

The Division has communicated that a staggered entry will occur for all elementary schools. Please see below your child's start date. Please note that at this time, we will continue to have a secured school. If you need access to our school, you must call ahead and make an appointment or ring our front door bell and someone will help you. All doors will be locked, including the front door as per division procedures.

When coming into the school, leaving the school and during times when students are accessing common areas, all student will be required to wear masks. We strongly encourage all students K-5, wear masks during face-to-face contact and when social distancing is not able to be achieved. If you are able to send extra masks with your child to keep at school for their use, it will be very helpful.

Teachers will meet their classes outside their assigned doors. Teachers will be connecting with families to review these procedures this week. Please review with your student a meeting place for afterschool. For the first couple of weeks, teachers will walk with their classes outside their assigned entrance at the end of each day to a designated meeting spot.

Grade 1-5

Tuesday, Aug. 31 – Only last Names A-M will attend. (8:10 AM & 3:10 PM)

- 4/5 Stretch, 2/3 Leung, K Newman (Far East Door by old EEP Room)
- 1 Andreachuk, 1 Martin (East Parking Lot Door)
- 2/3 Watrin, 2/3 Thorson, 2/3 Rozee, 2/3 Lawson (Front Door)
- 4/5 Zentner, 4/5 Clark, 4/5 Wanner (West Door)

Wednesday, Sept. 1 – Only last Names N-Z will attend. (8:10 AM & 3:10 PM)

- 4/5 Stretch, 2/3 Leung, K Newman (Far East Door by old EEP Room)
- 1 Andreachuk, 1 Martin (East Parking Lot Door)
- 2/3 Watrin, 2/3 Thorson, 2/3 Rozee, 2/3 Lawson (Front Door)
- 4/5 Zentner, 4/5 Clark, 4/5 Wanner (West Door)

Thursday, Sept. 2 & Friday, Sept. 3 – All students will attend.

KINDERGARTEN

Although the first bell rings at 8:10 AM. We will have an outside classroom set up for our first week to allow for parents to stay “in class” for drop off with their child.

For pick up, both AM and PM classes, students will be walked outside the East Door with an adult. This is where you are able to pick up your student. For the PM class, students will be outside at 3:05, to avoid and congestion in the area.



Tuesday, Aug. 31 – AM Group 1 (8:10-11:20), PM Group 1 (12:00-3:05)

Wednesday, Sept. 1 – AM Group 2 (8:10-11:20), PM Group 2 (12:00-3:05)

Thursday, Sept. 2 – AM Group 3 (8:10-11:20), PM Group 3 (12:00-3:05)

Friday, Sept. 3 – PM Group 4 (8:10-11:50) ***This date will be used for any family who changes from the AM program to the PM program.

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 (when restrictions are lifted), 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 and home at the end of the day.

STAYING AT HOME WHEN SICK

- All students and staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak must stay home and self- isolate.
- Students and employees must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases and their symptoms have resolved.
- Students will be supported by their teacher if they are required to isolate due to illness or because they are in close contact of a case of COVID-19. This is will be a work

package collected for the student when away. The family will make arrangements with the school for pick up or delivery.

- Those unsure if they, or a student, should self-isolate must be directed to use the COVID-19 Self- Assessment Tool for Albertans Health Screening (Elimination of Risk)
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
- Please assess students daily before sending them to school using the COVID-19 Alberta Health Screening Tool.

ILLNESS AT SCHOOL

- Students exhibiting signs of illness must be moved to a designated quarantine area within the school/site.
- Parent/caregivers must be notified and advised to pick up their child immediately.
- Upon re-entry, student emergency contact information must be confirmed.
- Should a student become ill, a parent/caregiver or emergency contact must pick up the student as soon as is practicable.
- Staff will run through COVID-19 Screening tool and highlight all symptoms either shown by student or said by student
- Parents will be provided a copy of the school screen, and division letter of expectations. A copy is also kept at the school.

STUDENTS WITH PRE-EXISTING CONDITIONS

Schools must keep records of a student's known pre-existing conditions. If a student develops symptoms in or outside of the program that could be caused by COVID-19 or by a known pre-existing condition (e.g. allergies), the student should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.

STUDENT SANITIZING PRACTICES

- Soap and water for 20 seconds are the preferred method for cleaning hands.
- Before leaving home, on arrival at school, and before leaving school
- After using the washroom • Before and after any transitions within the school setting (ex. To another classroom, indoor/outdoor transitions, etc.)
- After sneezing or coughing
- Before and after breaks and sporting activities
- Before and after eating any food, including snacks • Before touching face (nose, hands, or mouth)
- Regularly throughout the day
- Hand sanitizer will be located throughout the school for student and staff usage. Sanitizer stations are located on interior hallway walls at the entrances and throughout the school.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Within the context of K-12 education, Personal Protective Equipment (PPE) is primarily focused on non-medical masks. Practices such as a physical distancing, hand washing,

staying home when sick, and increased environmental cleaning continue to be priority public health measures.

At this time, all students will be required to wear masks in all common areas, hallways, and in classroom contexts in which physical distancing cannot be maintained. Proper mask protocols will be demonstrated and required by students and staff. This means sanitizing before putting the mask on, sanitizing after the mask is on and then sanitizing hands again before removing the mask as well as after the mask has been removed. 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.

WHAT WILL SCHOOL LOOK LIKE?

- 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 handwashing.
- Water fountains are closed, however, our three hydration stations are open for water bottle filling. Please send a reusable water bottle to school.
- 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.
- 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.
- 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 but will be reviewed throughout the year. Unfortunately, we are not able to allow volunteers at this time.
- 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 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.
- Additional personal items, including but not limited to, stuffies and blankets are not permitted to come to school 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 is located at the front to reach the office. You can speak to our Administrative Assistant to gain access to the school.

CARETAKING

The school will be cleaned thoroughly every evening after the school is closed. Students must be picked up immediately afterschool, 3:10 PM Monday - Thursday and 11:50 AM on Fridays as staff are to also leave immediately afterschool to allow for disinfecting. High touch points will be cleaned multiple times during the day.

RESPONDING TO COVID-19 CASES

We will take direction from Alberta Health Services (AHS) and will follow any recommendations AHS makes with respect to contact tracing and communication. Significant disinfecting at the site occurs following a positive COVID-19 case. Procedures will be determined by AHS on a series of next steps. Based on current information about disinfecting, site closure during active disinfection is not necessary; however, specific spaces within a site may require temporary short-term closure for disinfecting procedures to be conducted. We report to AHS is our confirmed illness rate falls above 10%.

MEASURES TO LIMIT CONTACTS

- Students will be assigned seats and a record of this seating plan will be kept in order to assist with contact tracing in the case of a student having COVID-19.
- Students will have their own personal supplies to use that are stored separately. Teachers will plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. If items are shared, they must be cleaned and disinfected after each use. Students will wash or sanitize their hands both before and after using the shared items.
- Common areas will have measures in place to promote physical distancing in spaces where students often gather, such as foyers, learning commons or T-intersections in hallways by using arrows on the floor, staggered coat hooks, staggered nutrition breaks, cohorting play groups and assigned entrances.

INFORMATION, GUIDELINES AND PROCEDURES FOR FAMILIES

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.

ATTENDANCE AND REPORTING ABSENCES

To ensure children are getting the most out of school, parents are responsible for seeing that children attend regularly and are punctual. If for any reason your child will be late or absent, please call SafeArrival Student Absence Reporting System.

With SafeArrival, you are asked to report your child's absence in advance (before morning bell time) using one of these 3 convenient methods:

1. Call the automated interactive telephone system via a toll-free number 1-866-879-1041 to report an absence.

2. Use the SafeArrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select Sign Up to create your account using your email address. Select Attendance to Report an Absence.
3. 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.ca>). Use your new login information to access your account. Select Attendance to Report an Absence.

NUTRITION BREAKS

Our school implements what is called a “Balanced Day.” This means that our day is divided into three instructional sections, with two nutrition breaks. During the nutrition breaks, students go out to play and then return to their classrooms to eat lunch or vice versa. Nutrition breaks also allow for a safe separation of students into their assigned cohorts. Please note that parents do not need to send two lunches with their children. Rather, students will eat their one lunch in “halves”. So, it may look like a student eating half of their sandwich at one break along with a fruit, vegetable, and/or snack and then in the second nutrition break, eating the other half of their sandwich with another fruit, vegetable, and/or snack. All students are encouraged to bring healthy, nutritious eating choices throughout the day.

Nutrition break times will be staggered with assigned entrances. 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.

Cohort A – Andreachuk, Zrim & Martin (East Door), Rozee & Thorson (Front Door)
NB 1 - (Eat - 10:20-10:40, Play - 10:40-11:00), NB2 - (Eat – 1:00-1:20, Play – 1:20-1:40)

Cohort B – Leung & Watrin & Lawson (West Door)

- NB1 - (Play - 10:20-10:40, Eat - 10:40-11:00), NB2 - (Play – 1:00-1:20, Eat – 1:20-1:40)

Cohort C – Wanner & Clark, Stretch & Zentner (Staggered)

- NB1 - (Eat – 10:50-11:10, Play – 11:10-11:30), NB2 - (Eat – 1:30-1:50, Play – 1:50-2:10)

AGENDAS/ FEES AND SUPPLIES

At Senator Buchanan each student in grade 1-5 is required to purchase and use an agenda book. These have been ordered by the school so that they are standard for everyone. These planning books have become essential learning tools for the students, the parents and the teachers. Most classroom teachers integrate the student handbook (front section), the year-at-a-glance calendar, the daily/weekly planning pages and the spelling list sections into their daily routines. Please review classroom agenda expectations with your child. Parents are also encouraged to use the agenda for back and forth communication with the teacher.

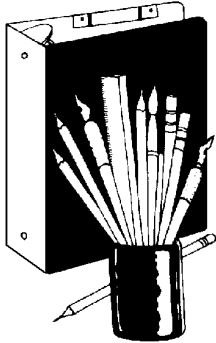
Agenda fees are \$20 per child and are payable online through School Cash Online or by cash or cheque to Senator Buchanan School by September 30, 2021.

PARENTS PLEASE REGISTER for SCHOOLCASH! Here is how:

Step 1: Go to Website: <https://lethbridge.schoolcashonline.com>

Step 2: Register by selecting the "Get Started Now" and follow the steps

Step 3: After you receive the confirmation email, please select the "click here" option, sign in and add each of your children to your household account.



There are no school fees for Kindergarten or grades one through five 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 website.

ENTERING AND LEAVING THE SCHOOL

All Gr 1-5 students are to remain outside until the 8:10 a.m. bell with the exception of very cold weather conditions, in which case students will be able to come into the school AT 8:00 AM and wait indoors. Supervision of students begins at 8:00 AM daily.

Students are expected to enter and exit the school through their assigned entrance/exit door.

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, ring the doorbell and pick up a late slip before going to their classrooms.

Students 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 Vice Principal or the Principal.

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. Flip-flops, sandals and Crocs are inappropriate for gym or on the playground. These types of shoes present a hazard and are responsible for many foot injuries at school. We would prefer that children not wear these 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 cannot 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 some notice. Return all books prior to your student leaving.

PARKING AND DROPPING OFF/ PICKING UP STUDENTS

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 about 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. At this point, parents cannot come into the building to pick up or drop off students so a meeting point is strongly encouraged.

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. Vehicles found parked there or in staff parking lots will be asked to move.



HOMEWORK

We believe the curriculum and work expectations of our students occurs during class time. Work a student is required to do at home is the work that the student did not complete in the class time given.

Because we believe in the importance of students completing assignments, teachers with concerns regarding ongoing incomplete assignments make contact with the parents. In consultation with the student and parent, interventions are put into place to address the issue. As a last resort, should the issue continue, the student may be sent home until the work is completed.

SUPERVISION

Parents are asked to note that other than instructional times, the school provides supervision for the following times:

8:00 – 8:10 AM;
Nutrition Breaks;
School related co-curricular activities.

For the safety of the children, we thank parents for not sending their children to school in the morning before there is a teacher on supervision at 8:00 AM.

Also, in the interest of safety, we discourage students staying after school to play on the equipment without parental supervision. It is assumed students who do stay have prior parental permission. No school supervision is provided at this time.

PLAYTIME EXPECTATIONS

Weather permitting, all students go outside at playtime. We thank students for remembering to wear appropriate jackets, mittens, and boots as necessary. Should parents have a special request for a child to stay inside the school, a note is required from the parents indicating the need. This would include morning arrival time where students stay outside until the bell rings at 8:10 AM.

On days that it is raining or the temperature is below –20 degrees Celsius (including wind chill), all students are welcome to come into the boot room at 8:00 AM when teachers start their supervision.

There are indoor playtimes on days of inclement weather. At these times, students are encouraged to get a drink and go to the washroom, then return for free time in their classroom. We thank students for displaying orderly behaviour during this time.

BUSSING

Lethbridge School Division works with Southland Transportation to provide bussing for those students who live more than 2.4 km from the school. We make every effort to ensure all students get on their bus here at dismissal time.

If you choose to pick your child up rather than have him/her ride the bus, please be here at the school before the dismissal bell, as the bus leaves 8-10 minutes after that final bell. We encourage parents to advise the school of any transportation arrangements which may be different from a student's regular routine.

In the interest of safety and respect for the bus driver, we thank students for appropriate behaviour while riding the bus including remaining seated and keeping noise to a minimum. Riding the bus is a privilege. Failure to co-operate may result in the loss of bus privileges. If such action is considered necessary, parents will need to arrange for alternate transportation.

KEEPING STUDENTS INSIDE FOR PLAYTIME

Keeping students in at playtime to complete work or for discipline issues is only done when deemed absolutely necessary.

Any child whom a parent has requested, for medical reasons, to remain inside at playtime must inform the classroom teacher so arrangements can be made. In all cases, a note from the parent specifying the reason and the duration of the time the student is required to remain in the school is necessary.

STUDENTS LEAVING FOR HOME EARLY

No student is permitted off the school grounds during the school day without permission from the Principal, Vice Principal or designate. All students staying at school during nutrition breaks are to remain on school property for the duration of the break.

1. For illness

When a student becomes ill at school and needs to go home, the school contacts the parent or emergency contact listed on the registration form. If the parent or emergency contact cannot be contacted to receive the student or to come to the school to pick the student up, the student is not sent home.

2. For appointments

Parents are asked to send a note or notify the teacher and the office if a student is to leave for an appointment before dismissal time.

KEEPING STUDENTS AFTERSCHOOL

Should teachers wish to keep a student after school, the teacher is responsible to personally contact parents to make sure they are aware of the situation. This may be done by telephone or by a note signed by the parents.

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.

Student assessment takes place on an ongoing basis throughout the school year. All new students are tested using the "Fountas and Pinnell Assessment System" for reading at the beginning and the end of the year. All students are assessed with the Fountas and Pinnell Assessment System at the end of the year.

The following procedures are to be followed in determining the academic standings of students:

1. Teachers ensure that course content and objectives are consistent with the requirements of the Program of Studies and Lethbridge School District No. 51.
2. Teachers of the same grade level and subject assignment are responsible for determining consistent standards of student achievement and student

expectations by ensuring that all students are informed of the course requirements and levels of expectations.

3. Teachers maintain records of student achievement in all subject areas.
4. Teachers inform the parents and the Principal as soon as possible of students having academic problems.
5. There are three reporting periods per year – November, March and June. Report Cards are sent home in a brown envelope. Parents are welcome to keep the report card but, with the exception of the June report, are asked to return the envelope with their signature indicating they have received their child's report card.
6. Interviews with all parents are scheduled following the November reporting period. Interviews following the March reporting period are on a request basis. Many teachers hold student led conferences and wonderful "Celebrations of Learning" in March.
7. Teachers review and/or update the Individual Program Plan (IPP), Individual Support Plan (ISP), Individual Behavioural Plan and English as a second Language (ESL) Bench Marks for students with special needs at report card times throughout the year and share the update with parents.

RETENTION

Although it is normally the classroom teacher who recommends to the Principal that a student be retained, parents may also request the possibility of retention. Where retention is being considered as a possibility, the prime consideration must be whether this will benefit the student more than assigning him/her to the next grade. All discussion is to begin early in the school year. Parental input is essential.

CLASSROOM PLACEMENTS

The following criteria are used when determining placement of students:

- Classes of the same grade and program will be heterogeneous in terms of achievement and ability;
- Classes of the same grade and program will maintain, as much as possible, a male/female balance;
- Classes of the same grade and program will have a balanced number of students in each class.

Should a parent have a special request regarding the placement of his/her child it is necessary that they submit the request, in writing, to the Principal using the Student Placement Form (available in the office). Although every effort is made to accommodate parental wishes regarding placement, the final decision is the responsibility of the Principal.

INTERVIEWS

The following year's grade placement appears on the June report card. Class lists are posted near the end of August but are considered tentative until the end of September. An unexpected increase or decrease in the number of students may change the staffing allotment for the school, thereby necessitating a reorganization of classes at some grade levels.

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. Please note that all report cards will now be digital through PowerSchool - <https://ps.lethsd.ab.ca/public/home.html> and all Report Cards can be viewed on the following dates:

Reporting Period 1 – November 26, 2021

Reporting Period 2 – March 11, 2022

Reporting Period 3 – June 28, 2022

You can book parent-teacher interviews using the OnLine Booking System when it becomes available online:

<https://sb.lethsd.ab.ca/bookings>

Grade 1-5

Thursday, Oct. 14 – 8:20 AM–4:00 PM

Friday, Oct. 15 – 8:20 AM-12:40 PM

Wednesday, March 16 – 6:00 PM-7:30 PM (Celebration of Learning)

Thursday, March 17 – 12:30 PM – 3:30 PM

Friday, March 18 – 8:30 AM – 12:00 PM

Kindergarten

Monday, November 15 – 8:20 AM -3:30 PM

Tuesday, November 16 – 8:20 AM -3:30 PM

Wednesday, March 16 – 8:20 AM -3:30 PM

Thursday, March 17 – 8:20 AM -3:30 PM

Friday, March 18 – 8:30 AM -12:00 PM

LOST AND FOUND

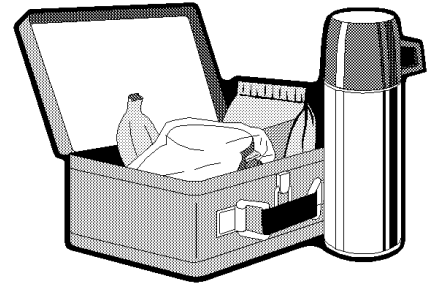
Parents are urged to clearly label all articles of clothing and school supplies belonging to their child. Most items that go missing have not been labelled, making recovery more difficult. We ask that more expensive items such as electronic toys and jewellery remain at home.

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 in the West Boot Room. Please feel free to check this area when you are at the school. Unclaimed items are donated to community agencies throughout the school year.

NUTRITION PROGRAM

We are lucky to be able to provide a Universal Breakfast Program through funding from Alberta Education. Through the grant, all students are able to access healthy breakfast choices here at school.

Children must bring their own healthy lunches, which they will eat in their classrooms while being supervised by their teacher. Please send lunch and snacks to school in containers and/or packaging that is easy for children to open.



There are no microwave ovens available to heat lunches; we would ask that only lunches that do not require warming be sent to school. We are also able to offer healthy lunch choices to our students if required.

COMMUNICATION WITH FAMILIES

We encourage all parents to visit the school (once restrictions are lifted), 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, FaceBook and monthly newsletter are used to relay information on upcoming events. If you have any questions, we always welcome an inquiry at the office by ringing the front door bell or calling.

Cell Phones

Students are asked not to bring cell phones to school. If it is a necessity for your child to have a cell, they are asked to leave it in their backpack and it is at their own risk. The school cannot be held responsible for lost or stolen cell phones.

Parent Handbook

This handbook is available on our website. Although we have attempted to outline staff, programs, guidelines and procedures of interest to parents, please call the office should you have questions, concerns or comments. Your input is greatly appreciated.

Newsletter

A monthly newsletter is distributed on-line each month. The newsletter is also available on our school website at sb.lethsd.ab.ca.

Direct Communication to Parents

Teachers are encouraged to communicate directly and frequently with parents. Although parents are informed immediately of any problems that arise, we believe it is equally important that parents be contacted when something of a positive nature occurs in the classroom. As well, we encourage and thank parents for calling with any comments, questions, concerns, or compliments they may have.

Telephone Calls

Although parents are encouraged to maintain contact with teachers, we encourage parents to call before or after school, or during nutrition breaks. Calls to the classroom during teaching time are disruptive to the teaching and learning environment and are, therefore, discouraged.

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 book exchanges, helping to guide practices and procedures in our school, and they are involved in fundraising projects. 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 6:00 p.m. and take place in the school's staff room or virtually depending on restrictions. All parents are welcome to attend any or all of the meetings they wish. Meetings are typically held on the third Tuesday of the month. (Oct. 19, Nov. 16, Dec. 14, Jan. 18, Feb. 15, March 16, April 26, May 17, June 14.

PROGRAMS AND SERVICES

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 Student Support Worker. Our Student Support Worker, **Carleen Meyer**, works with individual children, small groups and parents who require support. She is able to help our families access services throughout the city as required. Please reach out to her if needed by calling: 403-327-7321

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, as well as a volunteer registration form. All children and drivers are required to wear seat belts.

LEARNING TEAM MEETINGS

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, learning support teacher and family support worker. Learning Team meetings will be held regularly.

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 or need extra challenges in reading, writing and/or spelling and other areas.

INCLUSIVE EDUCATION

Educational practices that are flexible and responsive to the strengths and needs of individual students create inclusive learning experiences that ensure all students are successful. Teachers use effective instructional practices and strategies to support student engagement, achievement and success. Examples of instructional supports for teachers to use when meeting students' learning needs include differentiated instruction, the use of technology, and the selection of learning and teaching resources.

We embrace an inclusive approach to education. We create a welcoming learning environment that encourages effective communication and collaboration between parents and school staff.

EARLY LITERACY/ LEVELLED LITERACY INTERVENTION/ BLITZ

This program is provided to students identified by their teacher as slightly below grade level, in reading. Students are pulled from various classes for ½ hour per day in order to receive extra instruction in this area. Instruction is for identified students in Gr. 1 – 5.

SPEECH AND LANGUAGE PATHOLOGIST

Speech and language services are available to students on a rotational basis. Students must be assessed by a Speech Language Pathologist through to determine eligibility for speech/language services.

HEALTH NURSE

All schools within the Chinook Health Region are assigned a health nurse. Our assigned nurse has always been an excellent resource for promoting optimal health for

staff, students and families through consultation and collaboration within the school and community. The role involves a variety of activities and responsibilities, including: education support/ resources;

- prevention and control of communicable diseases;
- consultation/case conferences/home visits for at risk families;
- liaison/referral to community agencies.

IMMUNIZATION PROGRAM

All Grade 5 students are immunized against Hepatitis B and HPV, which involves a series of three injections given during the school year. It is necessary that a student return a signed consent to the school in order to be vaccinated.

A.L.E.R.T. Program

Thanks to our District ALERT program, police services and advice are available through our Youth Engagement Officer (YEO), Const. Darby.

HUMAN SEXUALITY

Lethbridge School District No. 51 trains teachers to deliver a special program on Human Growth and Development to students in Grades 4 and 5. A notice will come home to inform parents as to when instruction will occur. If you do not wish for your child to participate in instruction, we must have written notification of exemption.

KIDS IN THE KNOW

Lethbridge School District No. 51 also provides a unit on self safety and trains teachers to deliver the unit to students in all grades. The goal of the unit is to help children assume some responsibility for their own safety by trusting their feelings, acting assertively and effectively in problem situations, and seeking help from within their support systems.

LEARNING COMMONS/ STEM

All students are scheduled for library book exchange once each week. We thank all students and parents for taking exceptional care of books borrowed from the library. Should a student have an overdue, lost or damaged book, they will be invoiced. The invoice is a reminder to either find the book or pay to replace it.

Students also have the opportunity to visit our STEM Lab. This is an area where students will explore Science, Technology, Engineering, Art and Math activities.

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 Senator Buchanan 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.

INFORMATION, GUIDELINES AND PROCEDURES FOR STUDENTS

STUDENT BEHAVIOURS

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.

STUDENT SEARCHES

As per policy 502.11, Lethbridge School District No. 51 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 district or school rules, to carry out searches of student desks, lockers, clothing and personal property such as knapsacks, book bags or purses.

REGULATIONS

Lockers and furniture within the school are the property of the school district and as such are subject to search by school administration.

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.

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.

APPEALS

The School Act makes provision for the appeal of employee decisions which significantly affect the education of a student. As per Policy 505.9, the Board believes that the parent and/or student may be involved in decisions which significantly affect the education of that student. The Board believes that these decisions should be subject to appeal. The Board expects such procedures to be fair and just.

The first appeal of an employee decision shall normally be made to the employee who made the decision. This appeal should be made within five days of the appellant being advised of the decision. The employee to whom the appeal is directed shall, within two work days of receiving the appeal:

- confirm, amend or withdraw the decision;
- inform the appellant of the decision, the right to appeal and to whom the appeal should be made.

The second appeal of an employee decision shall be made to that employee's immediate superior in the organization within five work days of the date that the appellant was informed of the first appeal decision (e.g., a decision of a teacher would next be appealed to the principal of the school). The person to whom the appeal is made shall, after consulting (where possible) with the original decision-maker and the appellant:

- support the decision, amend the decision or overturn the decision;
- provide the appellant and the original decision-maker with the decision within five work days of receiving the appeal;
- notify the appellant of the right to appeal and to whom the appeal should be made.

If, after the second appeal, the decision remains unacceptable to the appellant, the appellant may appeal to the next level in the organization. The appeal must be lodged within five work days of receiving the results of the last appeal. The person receiving the appeal will follow the procedures outlined in Section 3 of the School Act. This process is repeated, if necessary, until the appeal reaches the Superintendent of Schools. Appeals to the Superintendent of Schools must be in writing and the last decision maker must present, in writing to the Superintendent, the history of the appeal to date and his/her reasons for the decision taken.

Decisions of the Superintendent of Schools may be appealed to the Board.

BICYCLES ON SCHOOL GROUNDS

Bike racks are available for parking bikes. Locks are strongly recommended. In the interest of safety, we thank students for walking their bikes when on the school grounds.

SCHOOL DISCIPLINE

Every child has the right to an environment conducive to learning. The purpose of discipline is to facilitate learning by maintaining control and helping students develop self-control and responsibility. In order to provide an atmosphere conducive to learning, it is the responsibility of each teacher to establish specific and reasonable rules and expectations.

Each teacher is responsible to ensure that:

- All rules and expectations are consistently enforced;
- All students realize that they are responsible to, and are under the supervision of, all adults in the school.

School Responsibilities

At the beginning of each term, teachers discuss with their classes all items relevant to student behaviour so that each student clearly understands what behaviour is expected.

Teachers assume the responsibility of acquainting each new student with the Guidelines and Procedures as outlined in this Handbook as well as classroom expectations during the school term as necessary.

Teachers intervene to help settle disputes and enforce rules and expected standards of behaviour as necessary. Classroom meetings occur in each room to discuss problems and possible solutions for those problems. Some classrooms have booklets where issues can be recorded and then discussed at the next classroom meeting. Students are expected to attempt to solve their problems using some of the techniques they learn. If they find they cannot solve the problem themselves they are encouraged to ask for adult intervention. The situation from here may take a number of directions, from being reported to and dealt with at the office, referred to our Counsellor, and/or involvement of our School Resource Officer or Threat Assessment Team.

VIOLENCE, THREAT & RISK ASSESSMENTS

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.lethsd.ab.ca

Student Responsibilities

It is the responsibility of each student to:

- Become aware of and follow rules and expectations as set out by the Guidelines and Procedures in this Handbook and the classroom expectations as established by classroom teachers;
- Conduct himself/herself appropriately at all times to ensure that there is no disruption to the learning climate of himself/herself or to others;
- Conduct himself/herself in accordance with expectations of the school so that he/she will not create a danger to himself/herself or to others.

It is to be understood by each student that behaviour that is either disruptive or dangerous may 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 parents of that student may be required to accompany him/her to school to determine a course of action before the child returns to the class and/or activity.

Student Expectations

In the mornings, students are expected to remain on the playground (except in extremely cold or wet weather) until the bell rings at 8:10 a.m.

At playtime, students are encouraged to get drinks and use the washroom before going outside. Students are to remain outside until the bell rings. If a child wishes to re-enter the school before the bell, permission from a supervisor is necessary.

At the end of playtime, students are to enter the school as soon as the bell rings. Students are to be polite, respectful of others and to move in an orderly manner at all times.

When changing classes, students are encouraged to proceed quickly, quietly and in an orderly manner.

Students are responsible for behavior that is safe and caring. Behaviour that may not be safe or may be harmful to students in any way such as throwing snowballs, fighting, rough play or inappropriate language is not acceptable.

In an effort to keep our school grounds clean students are requested to use the garbage cans found at each entrance.

Parent Responsibilities

Parental support and co-operation is extremely important in order to establish and maintain an excellent learning environment. It is also helpful if parents provide the school with information that will assist in working with their children.

Procedures for Handling Disruptive Students

1. Warning - Teachers:
 - Point out to the student the nature of his/her offence.
 - Review/restate the relevant rule/expectation for class and/or school activity.

2. Teacher Intervention - Teachers:
 - Use various strategies and/or procedures in the attempt to eliminate the offensive and/or disruptive behaviour.
 - Document the dates and/or periods of the disruptive incidents.
 - Document all strategies and/or procedures used to deal with the disruption.

3. Parent Contact – Office Contact
In the event that the student is not responding to strategies employed, teachers:
 - Contact the parents personally to inform them of the problem and seek their co-operation in dealing with the situation. At this time, the teacher is to make clear the school policy that should the student continue to disrupt the class, referral to

the office will be made and suspension may be necessary. If behaviour is such that he/she is disruptive to the learning environment of others, the office should be contacted and the student may be sent home.

- Notify the Principal, Vice Principal or designate of any student who habitually disrupts the class. This is done at the same time parents are contacted. There should be no surprises for administration or the parents when it comes to recurring misbehaviour.

4. Office Intervention

Should the situation warrant:

- o The student will be temporarily suspended from class/school activities by the Principal, Vice Principal or designate.
- o Before returning to school, a meeting may be set up to discuss decisions as to a course of action. This may include parent intervention or referral to Student Services and/or additional agencies.

Procedures for Handling Discipline Problems

Each teacher enforces all points as indicated. Teachers intervene to help settle disputes and enforce rules and expected standards of behaviour.

Offences are divided into two categories:

Minor Offences

- Those that require minimal involvement of supervising teachers and can be quickly and adequately resolved to the supervising teachers' satisfaction.

Major Offences

- Those that the supervising teachers are unable to resolve to their satisfaction and/or are of a severity that the administrators are informed.
- Documentation of major offences is made as soon as possible following the incident.

The supervising teacher and the administrators jointly deal with major offences.

Major Offences include:

- Use of profane language
- Fighting
- Vandalism
- Theft
- Disrespect (e.g., continued disobedience, argumentative)
- Chronically disruptive students (see procedures for handling disruptive students)

The Principal may suspend a student from a class program or school, or from riding the school bus, in accordance with Section 24 (Under Part 2: Schools) of the School Act.

The parent has the right to appeal any student suspension.

All procedures at Senator Buchanan School related to student behaviour and support will be consistent with the School Act, and district policies as follows: 502.1 Welcoming ,

Caring, Respectful and Safe Learning Environments; 502.2 Sexual Orientation, Gender Identity and Gender Expression; 502.3 Suspensions and Expulsions; 502.5 Student Transportation, Bussing; 503.5 Student Activities; 504.1 Managing Health Issues in Schools; 504.8 Involvement with Authorized Agencies; 504.9 Response to Crisis Situations; and 504.11 Healthy Nutritional Choices.

Student Code of Conduct

Section 12 (Under Part 1: Students) of the Alberta School Act states:

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

- a) be diligent in pursuing the students' studies;
- b) attend school regularly and punctually;
- c) co-operate fully with everyone authorized
- d) by the board to provide education programs and other services;
- e) comply with the rules of the school;
- f) account to the student's teachers for the student's conduct;
- g) respect the rights of others;
- h) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- i) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- j) positively contributes to the student's school and community.

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.

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.

EMERGENCY PROCEDURES

In the event of an emergency closure during school hours (e.g. fire, power failure) students will be taken to St. Paul's School. 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 Buchanan 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.

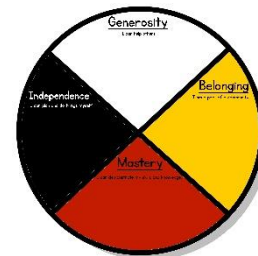
DOCUMENTATION OF LEGAL CUSTODY

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.

CIRCLE OF COURAGE

Senator Buchanan School is modeled on the Circle of Courage, which promotes positive development in everyone. The central premise of this model is that a set of shared values and common language must be present in order to unify a community of learners.

These shared values include belonging, independence, mastery and generosity. The Circle of Courage is a unifying vision and a common language for all staff, students and families. This language engages all members of the learning community fostering self-esteem, a sense of self-worth and inclusiveness.



Belonging: Each and every person needs to feel they belong to our Buchanan Community.

Independence: Each person is responsible for their own actions. We have the ability to make decisions, care for others and solve problems.

Mastery: Each person strives to be their best and achieve goals. This lets us all gain confidence in the physical, intellectual, social and spiritual self.

Generosity: Each person appreciates receiving and feels even better when giving something good to be shared. This allows us to fully participate in our community.

COURAGE AWARDS

Each month, students will be recognized at School Wide Assemblies based on one of the core values modelled in the Circle of Courage.

LEADERSHIP COUNCIL

Each year, Grade 4/5 students are selected for Leadership Council. These students demonstrate strengths within the Leadership domain. These students are responsible for helping to guide decisions for the school, using the student perspective, assist with building relationships in the community and assist with various tasks within the school.

SCHOOL SONG

Make a Difference

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!

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

Repeat Verse 1.

Chorus



