

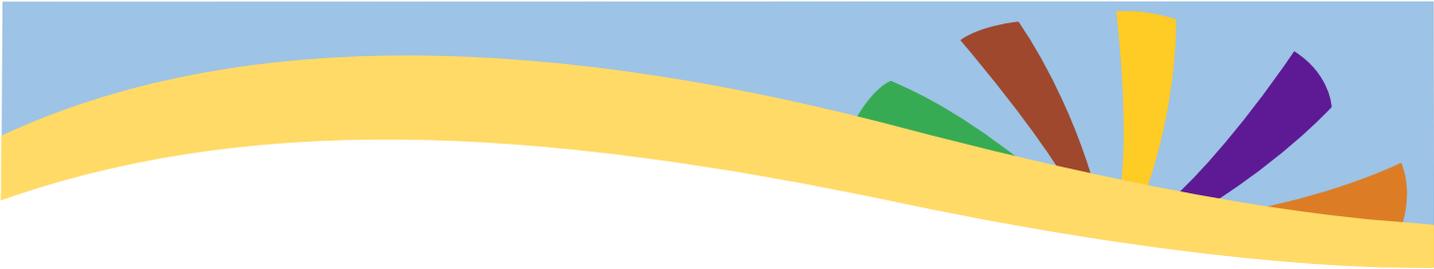


School Handbook 2020-2021

“Where Kids Come First”

Please be aware that all COVID-19 Policies and
Procedures are in Red

230 Coalbanks Blvd. West
Lethbridge, Alberta T1J 4V4
Phone: 403-394-9076
coalbanks@lethsd.ab.ca



Vision

Building community through nurturing relationships and developing global, empathetic citizens.

Construir una comunidad cultivada por relaciones afectivas y el desarrollo de ciudadanos con perspectiva global y empática.

Mission

We will strive to nurture an inclusive environment where students learn the skills to be dynamic members of the global community.

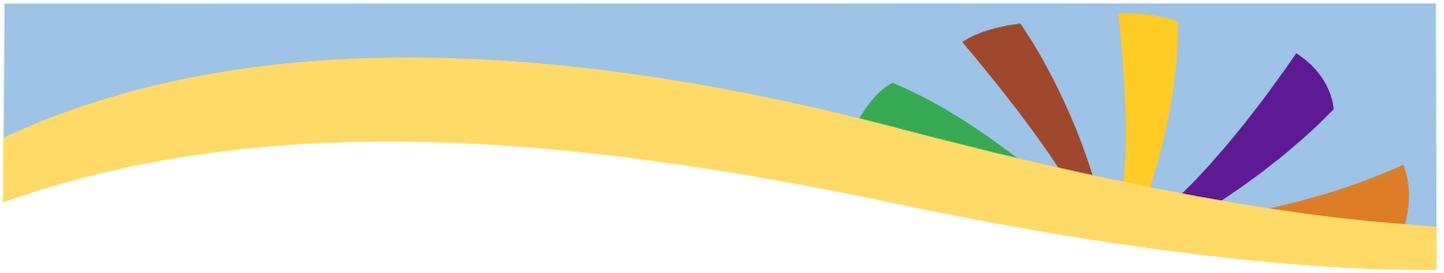
Haremos el esfuerzo de promover un ambiente inclusivo donde los estudiantes puedan aprender las habilidades que les permita ser miembros dinámicos en una comunidad global.





2020-2021 COVID-19 Procedures

- Some students are in school buildings while others are working in an on-line environment.
- Heightened cleaning, sanitizing, distancing and health measures are in effect.
- Frequent hand-washing.
- Water fountains are open and students are to bring their own water bottles to fill at the stations.
- As per the Provincial Government order, masks are mandatory for staff and students in grade 4 and 5. They are also recommended for other grade levels. Masks are meant to complement, not replace other prevention measures. 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. To assist with these new guidelines, the Alberta Government will provide every Kindergarten to Grade 12 student and every staff member with two reusable masks. All staff members will also be provided with a face shield.
- Daily and routinely screen all staff and students using the screening form. This must be done each day by all staff and students before coming to school. Parents/Guardians and staff will each be provided a copy of the screening tool.
- Schools must keep records of children's known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g., allergies), the child should be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school.



- Anyone that reports symptoms should be directed to stay home, seek health care advice as appropriate (e.g., call Health Link 811, or their primary health care practitioner, or 911 for emergency response), and fill out the AHS Online Self-Assessment tool (AHS Online Assessment Tool) to determine if they should be tested.
- Signs will be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold. [Signs on division website].
- Additional signage showing appropriate hygiene practices will also be placed in various places within the school.
Hand hygiene expectations when entering and exiting the school and classrooms, before and after eating.
- At this time all assemblies and extra-curricular activities are cancelled. This will also be reviewed throughout the year.
- Parents/guardians will not be allowed into the school for student drop-offs and pickups. They will take place outside. Please see our website for the Designated Pick Up & Drop Off Map
- 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.
- Parents will only be allowed inside the school for a scheduled meeting and only if they have used the self-screening tool and display no symptoms. A record of all visitors will be kept.
- We recognize that these are significant changes and that parents want to see what classrooms look like. We, as a staff, will be providing videos of classroom setups and will encourage frequent communication using methods other than face-to-face contact. We know that this is not optimal but is necessary at this time.



- Regularly remind students and staff of respiratory etiquette:
 - cover coughs and sneezes
 - avoid touching your face
 - dispose of used tissues promptly
 - practice hand hygiene
- Field Trip and Class visitations/presentations are temporarily not offered. This will be reviewed throughout the year directly reflecting Alberta Health Services recommendations and the level of risk involved.
- Regularly remind students and staff of respiratory etiquette:
 - cover coughs and sneezes
 - avoid touching your face
 - dispose of used tissues promptly
 - practice hand hygiene
- Students are also expected to clean up any garbage from their lunch.
- Unfortunately we are not able to allow volunteers at this time.
- Additional personal items, including but not limited to, stuffies and blankets are not permitted to come to school at this time.
- Please ensure that you have up-to-date registration information including emergency contacts should your child demonstrate symptoms of COVID-19. Should your child exhibit COVID-19 symptoms, they will be provided with PPE, isolated or distanced (if isolation isn't possible) from the rest of the class and you will be called to pick them up immediately.



Principal's Message

Welcome!

We would like to welcome all new and returning families to our school community. We are very excited to be continuing to develop our school culture collaboratively. The entire administration and staff have worked diligently to create a wonderful learning environment to ensure the transition for every student and their family is a smooth one. The school's academic focus is one that has a strong foundation, but will continue to be developed throughout the years to come. We can share that literacy will be a primary school goal as we feel that this is the foundation for all learning and is vital for every child's educational development. We will also be embarking on Problem Based Learning this school year. This will be a wonderful opportunity for our students to create and develop problem solving skills.

The staff of Coalbanks Elementary School considers itself a partner with you and the community in providing an education to meet the needs of your child for now, as well as in the future. We are committed to your child; our focus is and will always be what is in the best interest of the students we serve.

We invite parents and family members to be active, engaged partners in the learning experience. Together we can make a difference for every child in the school community. We know that children learn in many different ways and at varying speeds and this is reflected in the planning, preparation, classroom organization, management and differentiation of instruction used by our professional staff. We are sensitive to the total developmental needs of all students. We will focus on developing each child through a holistic approach. This is where we develop each child's academic, social, physical, emotional, and technological aspects of their education. We will set high, and realistic expectations for our students as we guide them through their educational journey. We endeavor to work cooperatively with parents to provide the best learning environment and opportunities for all students

We invite you to take a moment and review the handbook to help inform yourself on what Coalbanks Elementary has to offer and plan on implementing some strategies to help your child and yourself have a successful school year. This handbook is always a work in progress as we open a new school.

Thank you for allowing us to work with your child. We look forward to working with you throughout the year. We ask for your patience and cooperation, but ask that you contact us if any questions arise throughout the year or if you have suggestions.

Joey Gentile

Principal



Coalbanks Elementary School Staff

Joey Gentile—Principal

Christina Eileen—Administrative Assistant

Laurie Chinn—Kindergarten Teacher

Marnie Morton—Kindergarten Teacher

Amber Reeves—Kindergarten Teacher

Jenn Hyggen—Grade 1 Spanish Teacher

Joni Thompson—Grade 1 Spanish Teacher

Kristyn Moore—Grade 1 Teacher

Alissa Mikusek—Grade 1 Teacher

Patti Caven—Grade 1 Teacher

Jessie Rieger—Grade 1 Teacher

Megan Esser—Grade 2/3 Teacher

Rylie Koch—Grade 2/3 Teacher

Jill Walkey—Grade 2/3 Teacher

Tamara Constantine—Grade 2/3 Teacher

Jacqui Peever—Grade 2/3 Teacher

Jake Hills—Grade 2/3 Teacher

Manuel Merchan—Grade 2/3 Teacher

Ana Rebolone Morrison—Grade 2/3 Teacher

Aja Thompson—Grade 2/3 Teacher

Marcella Etherington—Grade 4 Teacher

Jeremy Sakamoto—Grade 4/5 Teacher

Laurie Neher—Grade 4/5 Teacher

Aimee Gast—Grade 4/5 Teacher

Mike Wevers—Grade 4/5 Teacher

Kyla Matthews—Grade 4/5 Teacher

Natasha Tompkins—Grade 4/5 Teacher

Erin Beekman—Vice Principal

Kay Allison—Administrative Support

Carmen Carvalho—Learning Support Teacher

Brittany Elliot—Student Support Worker

Thea Costello—Music Teacher

Jaime Fontaine—Educational Assistant

Cindy Doerksen—Educational Assistant

Floria Fenz—Educational Assistant

Sue Eggli—Educational Assistant

Mandi Young—Educational Assistant

Sara Reamsbottom—Educational Assistant

Connie Thackeray—Educational Assistant

Melissa Van Herk—Educational Assistant

Donya Leonard—Educational Assistant

Andrea Hanna—Educational Assistant

Carrie Mann—Educational Assistant

Renee Hauschildt—Educational Assistant

Angela Hampton—Educational Assistant

Sarah Baker—Educational Assistant

Eugene Degrechie—Head Caretaker

Madison Gullicci—Evening Caretaker

Cinnamon Knibb—Evening Caretaker

School Bell Times

Office Hours

8:00am to 4:00 pm Monday to Thursday

8:00 am to 1:00 pm Friday



Grades K-5

Warning Bell 8:30 am

School Begins 8:35 am

Lunch 12:00 pm

Dismissal 3:40 pm

Friday Dismissal 11:45 am

School Fees and Supplies

Students in Kindergarten to grade 5 do not have to pay school fees. However, there is a \$10.00 recorder fee for students in grades 4. All fees can be paid online at <https://lethbridge.schoolcashonline.com>. Grade level supply order forms to purchase supplies online are available at cb.lethsd.ab.ca. We would appreciate all school supplies are labelled with the child's name prior to sending them to school.





Lethbridge School District #51 Contact Information

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

Dr. Cheryl Gilmore	Superintendent of Schools	(403) 380-5301
Morag Asquith	Associate Superintendent Division of Instructional Service	(403) 380-5302
Mike Nightingale	Associate Superintendent Human Resources	(403) 380-5297
Christine Lee	Associate Superintendent Business Affairs	(403) 380-5303

Instructional Program

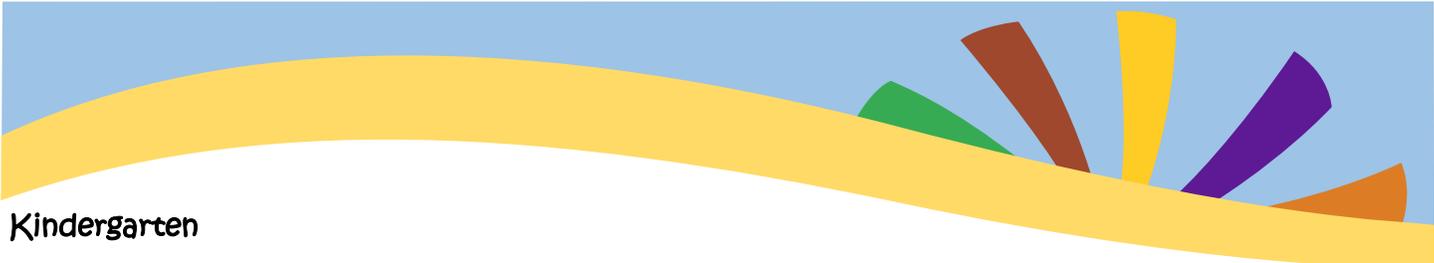
Our academic program is based on the Alberta Program of Studies provincial curriculum. Students receive planned instructional program in language arts, mathematics, social studies, science, health, fine arts, and physical education. An information booklet outlining the provincial curriculum for each grade level is available online at <http://education.alberta.ca/parents.aspx>

Spanish Bilingual Program

Our school offers a Spanish Bilingual program to kindergarten—grade 4 students, with the goal of offering up to grade five in the future. Spanish bilingual programming establishes an environment in which both English and Spanish are used for the purposes of communication and learning. Students have numerous opportunities to learn and use language in meaningful and purposeful ways. The delivery of subject-area content, language instruction and cultural information often occurs concurrently, promoting effective language acquisition. Students divide their time evenly, studying 50 percent in Spanish and 50 percent in English.

Theme V Health Program

The Theme V Health Program is offered to grade 4 and 5 students with guardian consent. These lessons deal with basic life cycle and physical changes that occur as children enter adolescence. Materials used in the classes are available for guardians to view prior to presentation of these classes. Notices will be sent out letting guardians know when the lessons will be taught so follow up discussions may occur at home.



Kindergarten

Our classroom time is based on the Kindergarten Program Statement published by Alberta Education. The kindergarten program strives to integrate experiences and activities that develop the social, emotional, intellectual, physical and creative abilities of the child. At Coalbanks, we have a particularly strong focus on early literacy numeracy skills in order to prepare children for positive learning experiences in the future. Community and environmental awareness, physical skills and well-being, and creative and cultural expression are also explored. In addition, the kindergarten program strives to help children develop personal and social responsibility.

Throughout the year we will send home monthly kindergarten newsletters and calendars to keep you informed as to what is going on in our classrooms. Through this communication, you will find out what themes we are studying as well as what special events are planned. Please check your child's backpack **daily** for both messages from school and completed work. Some notices will need to be returned with a response. Again, you can find the school newsletter on our website www.cb@lethsd.ab.ca

Each family will be asked to send a low-maintenance (easy set up, easy clean up) **healthy** snack for their own child each day.

Please be aware that there may be SEVERE nut allergies in our school. As a result we must insist that our kindergarten classrooms be NOT AWARE. Please check all food items carefully before bringing them in to class. If you have any questions please do not hesitate to ask.

Our kindergarten classes will go on field trips in order to enhance the classroom experience. We use buses, volunteer drivers, and walking as transportation but require volunteer supervisors to participate in our field trips. We will keep you posted as to when help is needed.

It is important for students to be independent in kindergarten. It is easier for your child to be independent if he/she has a coat, shoes and mittens that is easy for him/her to put on and take off without assistance. **Please make sure that all clothing items are labeled with your child's name.** Part of growing independence is encouraging children to hang up his/her own coat and backpack. Your child will need his/her backpack every day. School clothes should be play clothes. We love to play and explore, and this can result in dirty clothing.

PLEASE DO NOT SEND TOYS TO SCHOOL WITH YOUR CHILD. THANKS FOR YOUR COOPERATION AS THIS CAN IMPACT YOUR CHILD'S LEARNING.



Student Programs

Learning Support Program

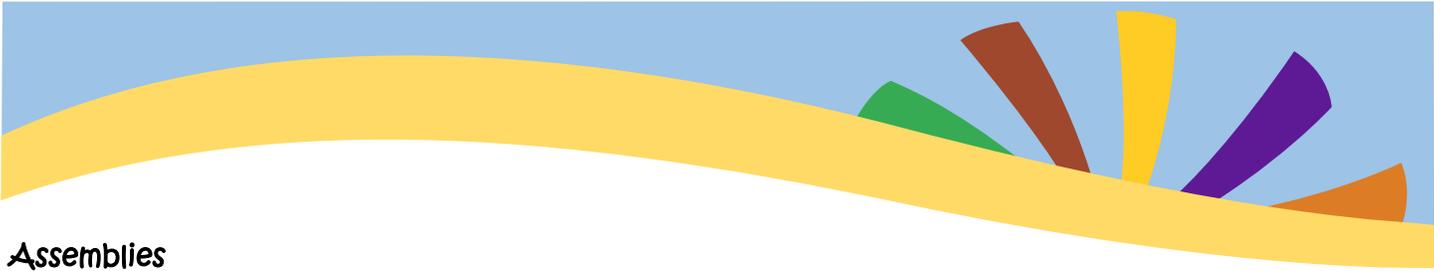
Our Learning Support Teacher works collaboratively with classroom teachers to meet a broad range of learner needs within the school. The LST facilitates Learning Team meetings and Response to Intervention meetings that are based on the supports provided in our Pyramid of Interventions. The LST oversees the creation of Individual Program Plans and behaviour plans and also provides individual and small group support in areas such as early literacy. Additionally, the LST coordinates supports through speech, occupational and physio therapists. Other members of the Learning Support Team include the school District Psychologist, School Counsellor, Making Connections worker, FNMI Liaison, Educational Assistants and a variety of other professionals working to support students and their families.

Learning Commons

Our school emphasizes the long term goal of developing independent, lifelong learners. Parents can play an important part in fostering positive attitudes toward reading and learning by sharing the library and Classroom resources their child brings home, by helping the child find a special place to keep borrowed materials and by reinforcing basic rules about taking responsibility to care for the materials and return them on time. Students have regularly scheduled weekly library periods for book exchange and utilize the library for research. Students are responsible for signing out and returning their books, and for appropriate behaviour while in the library.

Our Learning Commons is a common, or shared, learning 'space' that is both physical and virtual. It is more a perspective than a "place." A learning commons perspective supports a student-centered approach that emphasizes active and collaborative engagement and encourages the co-creation of knowledge by all learners.

A learning commons provides individual, small and large group space, either physical and/or virtual, for instruction, social/collaborative learning, and production and presentation. It also promotes global and cultural understanding as students collaborate with their local and broader community to investigate and create solutions to complex problems.



Assemblies

Coalbanks Elementary School assemblies are a way to celebrate student and staff successes as well as to unify as a school community. Guests are most welcome to attend the monthly assemblies. Assembly dates can be found on the school website calendar.

Lunch Supervision

Students in grade 1 to 5 have lunch from 12:00-1:00 p.m. All students will go outside, unless it is colder than -20 Celsius and will eat in their classrooms. During their eating time, students are supervised by a combination of staff.

Field Trips

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

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

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

Recycling

At Coalbanks Elementary School, we believe in the four R's of environmental awareness: REDUCE, RECYCLE, REUSE AND REFUSE. We encourage the reduction of paper in the office and classrooms. We participate in recycling paper, cardboard and drink containers. Our School Green Team educates and involves students in recycling.



Attendance Procedures

Please be proactive and report absences through the SchoolMessenger system before 8:30 AM by using your app or by calling 1-866-879-1041, the website <https://go.schoolmessenger.com/> Otherwise, you will receive a call from the system to confirm your student's absence. Please be sure to listen to the end of the call and press 2 when asked so that the system will not continue to call you. For early departures or same day leave-and-return absences, please come to the office when picking up or dropping off your student. This is a safety procedure to help both the guardians and the school to be assured that your child has arrived at school safely or is at home. Please **do not** call the school to report a child's absence.

If guardians cannot be reached, the school may call the emergency number that has given to the school. Please make sure that you update the office with phone number or address changes.

Children must report to the school office when late. We would appreciate anything you can do to assist the school in knowing the whereabouts of your child(ren) during the school day.

Student Assessment and Reporting Procedures

There will be three formal reporting periods during the school year. These will occur in November, March and June. The elementary report card is designed to communicate the learner's achievement relative to his or her subject area and grade level - what a student needs to know and be able to do in order to proceed from one level of the curriculum to another. Staff at Coalbanks Elementary School will use a variety of assessment strategies to gather authentic and on-going evidence of a child's growth and learning. Report cards are available within the PowerSchool Parent Portal . If you require assistance , please contact the office.

Guardian-student-teacher conferences and celebrations of learning provide opportunities to review student progress and set goals for future learning. These 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. If you have any questions about how your child is doing, please contact your child's teacher immediately.

In addition to these formal reporting periods, many informal contacts will be initiated by both guardians and teachers during the school year. Teachers will make their first informal contact with guardians before the end of September.



Co-Curricular Programs

Coalbanks Elementary School provides a wide variety of enrichment activities for our students. These may include: sports, choirs, gymnastics, hand bells, environmental education, crafts, robotics, math activities and more. Please visit our website for more information.

Discipline and Student Expectations

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

A societal expectation is that all of its members respect each other. Learning in a public school is an ongoing process which requires a commitment to appropriate forms of behaviour. Therefore, acceptable behaviour is both an end in itself and a means to an end. The idealized end product is a healthy individual who functions with a sense of self-control and purpose within the framework of society. The key person in correcting a student's inappropriate behaviour is the student. Students make decisions and choices and must accept responsibility for the consequences that follow. At Coalbanks Elementary School, students are expected to "do the right thing, even when no one is watching." It is in the student's best interest if the home and school can work together as a team with the student who is having persistent and/or severe discipline problems.

The staff at Coalbanks Elementary School believe that students have the right to learn to the best of their ability and to be in a school setting that is productive and free of unnecessary disruptions by other students. The staff also believe in:

- positive discipline measures focusing on clear explanations
- firm, fair, consistent consequences when expectations are not met
- student acceptance of responsibility and self-control.

Students are expected to demonstrate respect for self and others, concern for the safety of self and others, respect for school and classroom rules and concern for our environment.



To promote an attitude of respect for self and others in our school and on our school grounds:

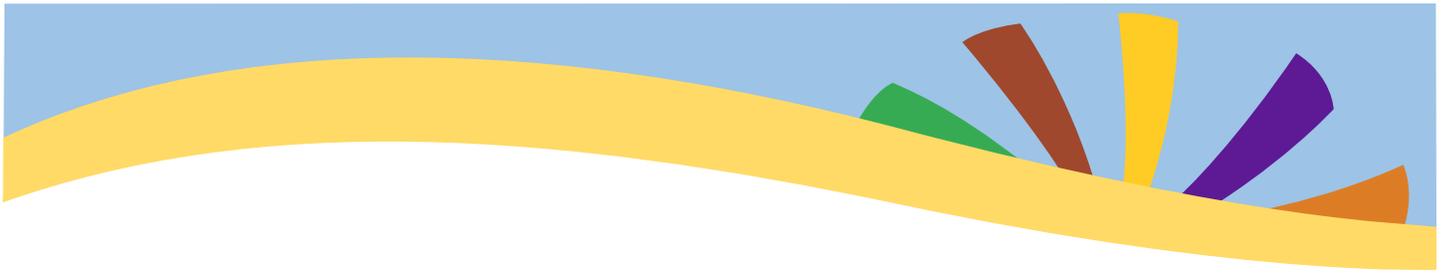
1. Bullying, teasing and/or aggressive physical and/or verbal behaviour will not be tolerated.
2. Use of profane or unacceptable language and/or inappropriate comments will not be tolerated.
3. Inappropriate gestures and/or touching will not be tolerated.
4. Classroom expectations will be established in each classroom by the teachers and students.
5. Weapons or replicas of weapons is not permitted in school or on school grounds.

To promote safety for self and others in our school and on our school grounds:

1. Everyone is expected to move safely in the school building.
2. Students are encouraged to arrive at school no sooner than 8:10 am for safety reasons. Supervisors are not on duty before this time.
3. Students must remain on the school grounds at all times during the day. Permission to leave the school grounds may only be given by the administration subsequent to permission being obtained from the parent or guardian.
4. All students will play outdoors prior to school and at recess unless it is excessively cold (-20°C or lower). At these times, indoor supervision will be provided.
5. To avoid overcrowding at exits, students are encouraged to use their assigned doorways.
6. Rough play, tackling, or wrestling activities are unacceptable.
7. Bicycles and scooters are to be “walked” on the school grounds.
8. Skateboards, pogo sticks, hockey sticks, hard balls and other equipment deemed unsafe are not acceptable at our school and should be left at home.
9. “Heelys” are not to be worn in the school or on school grounds during school hours.

To promote an attitude of respect for school and classroom rules and concern for our environment:

1. Students are encouraged to keep our school and playground areas clean, as the environment we work and play in is important.
2. Students are encouraged to make arrangements for rides home or to go to a friend’s house prior to coming to school.
3. Students are encouraged to leave special toys and other valuable possessions at home to prevent damage or loss.



If a child fails to meet the general expectations of behaviour at Coalbanks Elementary School, the classroom teacher will be informed. The homeroom teacher will review behavioural concerns with the student. If concerns persist, guardians will be advised. In some cases a Learning Team meeting may be convened to develop strategies to support positive behaviour.

Appeals

If a guardian disagrees with a school-based decision which significantly affects the education of his or her child, the School Act makes provisions for appealing that decision. As per District Policy, reference “505.9 Appeals”, the first appeal of an employee decision shall normally be made to the employee who made the decision. From there, depending on the nature of the issue, the appeal may be made through the school principal, to the Superintendent of Schools, to the Board of Trustees. Please refer to the policy on the district website at www.lethsd.ab.ca for full details.

Use of Technology

Cell Phones and Electronics

We understand that guardians want to be connected with their children after school to be certain they have arrived safely at home or at a caregiver’s.

The school is not responsible for lost, stolen, or damaged cell phones or other electronics.

Computers and Technology

Computers and i-Pads are used to develop student skills in keeping with the technology curriculum. . 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 technologists 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 Division #51 website:

<http://www.lethsd.ab.ca>



Student Health

In cases where the health of the student depends on the administration of medication, it is the responsibility of the parent/guardian to file a detailed “Request for School Assistance with Administration of Medication” form with the school. These forms are available in the school office. Any medication will be kept locked in a student’s homeroom and will be administered only if the above procedures are followed.

Anaphylaxis Protocol

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

- A letter will be sent home to all class parents requesting that food that contains harmful allergens not be sent to school as a snack, lunch etc.

- There will be a classroom rule of ‘no sharing food’.

- The food allergens involved will not be allowed in the classroom.

While anaphylaxis is a frightening disease, and can appear suddenly, violently and without warning, working as a team of guardians and school staff, we can make it manageable. Death can occur within minutes and trace amounts, or even breathing the aroma of an allergen, can cause a reaction. Every attempt will be made to help ensure the safety of these children. While Coalbanks Elementary is a “nut aware” school, we cannot guarantee that it is nut free.

Head Lice Protocol

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

First Aid

When a child is injured at school, the child may be given emergency first aid by the school staff. Depending on the nature and severity of the injury, parents, or the person listed as the emergency contact on the student registration form, may be notified. An alternate emergency number is most important should we be unable to reach the guardians.



School Policy and Procedures

Parking and Picking up Children

Parents are encouraged to park along Coalbanks Boulevard when the guest parking lot is full. Please do not park in the loading zone as it is designated for the school bus. This zone is strictly a loading zone and not to be used for parking. Visitors are not permitted to park in the staff car pooling stalls or the electrical car stalls (unless you are driving an electrical vehicle). Please do not make u-turns in front of the school is an illegal offense and is a safety hazard for our students.

Lost and Found

Lost and Found items in the school are taken to the Lost and Found bin in the Commons Area. We attempt to get items back to the rightful owners. If children's names are not clearly marked on all of their items, it makes it very difficult to match them back with their rightful owners. You can help us by labelling all of the articles that your child brings to school. If you have a question about lost articles, please call the school. The school is not responsible to replace lost items. When you visit the school, please make it a habit to check the Lost and Found area for belongings.

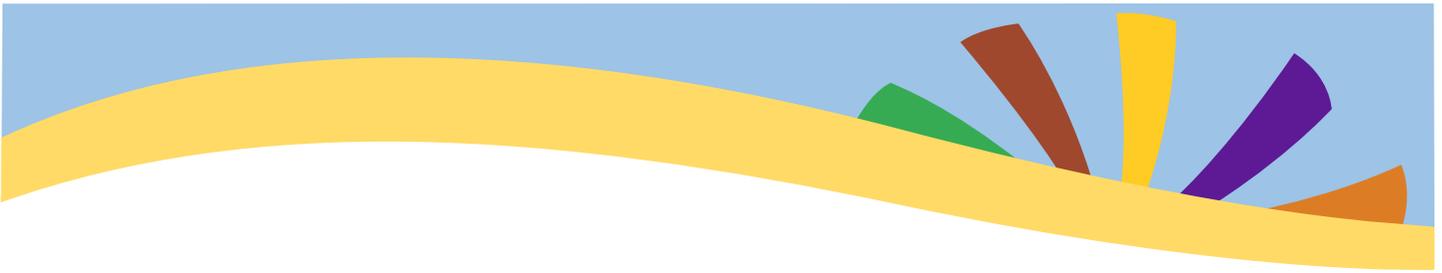
Student Dress

Students are encouraged to dress appropriately for the prevailing weather conditions (i.e. mittens, boots, warm coats, hats, etc.). Please ensure children dressed appropriately and tastefully for school. Tops exposing the navel and/or midriff and offensive language and/or images on clothing are considered inappropriate. Students arriving at school with inappropriate clothing will be required to call home.

Bicycles and Scooters

Students riding bicycles or scooters to school must know and practice the safety rules. The following guidelines have been established to prevent accidents and to help the students develop good bicycle riding habits. All students may ride their bikes to school. Bicycles are not to be ridden on the school grounds during school hours or during the hours of after school recreation activities. They must be walked. Riding double on a bicycle is not safe and therefore, not permitted. Helmets are required by law for cyclists under 16 years of age.

Bikes should be placed in the racks and locked until the end of the school day. Children are encouraged to lock their bikes or scooters every time they are placed in the racks. While every effort is made to provide a secure place for bicycles during the school day, students should realize that they bring their bicycles to school at their own risk. Scooters are to be treated like a bicycle. They must also be walked on the school grounds. The school is not responsible for lost or stolen bikes or scooters.



School Bus Transportation

Lethbridge School Division #51 contracts with Lethbridge Transit to provide school bus transportation to all students who live over 2.4 km from the school. These Lethbridge Transit drivers and busses serve the Crossings Garry Station, and Country Meadows areas. Students riding the bus must adhere to the following rules:

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

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

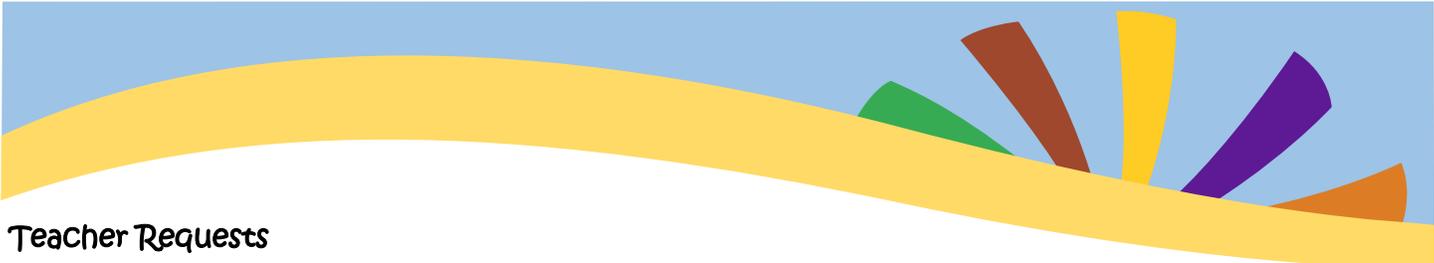
Two-Shoe Rule

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

Communication and Collaboration

Open communication between school and home helps students to achieve better. If you have any concerns about your child, please phone the teacher involved. If a parent/guardian disagrees with a school-based decision, the proper appeal procedure should be followed.

http://www.lethsd.ab.ca/documents/general/pp505%209%20Appeals%20Feb%2028%202017%20FINAL_1.pdf



Teacher Requests

A new practice has been developed by elementary schools in Lethbridge School Division No. 51. Following extensive discussions regarding the merit of accommodating requests for specific teachers, it has been determined that the volume of requests make it impossible to maintain optimal class balance both with respect to size and composition. As such, we will not be granting teacher requests by name. At the same time, we believe that parents can provide us with invaluable insight with respect to what we should consider when placing your child.

There is much to consider in the creation of the composition of each class for the upcoming year and this takes us several weeks to work through each spring. We look at physical, academic, second language, and behavioural considerations. We consider children's personalities and how well they have worked together in the past when creating class lists. Gender ratios help us to balance out the rest. Finally, class sizes are considered so that each grade level class is similar in size. The current year's teachers play a large role in creating classes based on their experience working with the children in the school. The key is to find the best balance for all of those factors within each class to help ensure that each child, and teacher, has the most successful year possible. Additionally, we need to remember that our staffing process is not completed until summer. Given all of these factors, it is no longer possible to grant requests for specific teachers. For all of the above cited reasons, it is also not possible to request class changes on or after the first day of the school year.

Volunteers

Volunteers are very important to Coalbanks Elementary School. Volunteers assist on our School Council, by driving for our Classroom field trips, or by serving as a Classroom resource or room representative. Volunteers assist in many other areas and through their generosity we are able to offer many extra educational and recreational activities.

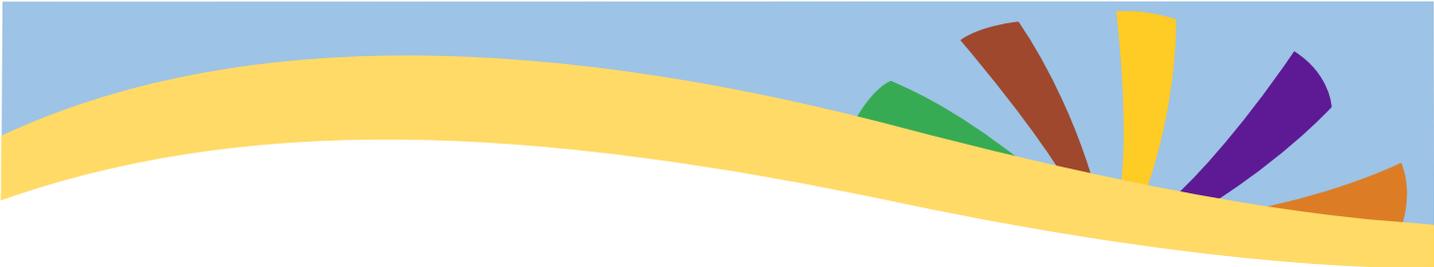
As a volunteer, the time given is entirely up to you. Volunteering time to help in the classroom, or at school events, allows you to spend quality time as a partner in your children's education. If you are interested in volunteering at Coalbanks Elementary School, please contact the child's teacher, or the school office and they will provide you with a volunteer form.

Volunteer Drivers

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

- *Your operator's licence number,
- *Your Insurance Company and your liability amount.

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



Visitors to the School

All visitors to the school are asked to sign the Visitors Book in the school office. Occasionally there are persons in our school who cannot be readily identified. Unfortunately, we don't know all of our parents by sight. The concern is primarily for the safety of pupils but extends beyond that to the security of the building. It is for these reasons that parents and other visitors to the school are asked to check in at the office when delivering items such as lunches, or picking up children for appointments.

Important Emergency Information

Sometimes it becomes necessary to close the school without prior notice. This may be due to loss of utilities, snow and icy conditions, student disturbances, or threatening circumstances. If it becomes necessary to close and evacuate the school for any reason, children will continue to be supervised at the ATB Center, 74 Maurentania Road West until regular dismissal times. In accordance with L.S.D. #51 Policy 364, students may be released at a time other than the normal school dismissal time in the following situations:

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

Students who normally walk to school may be permitted to walk home provided it has been determined that there is a responsible adult to receive the child.

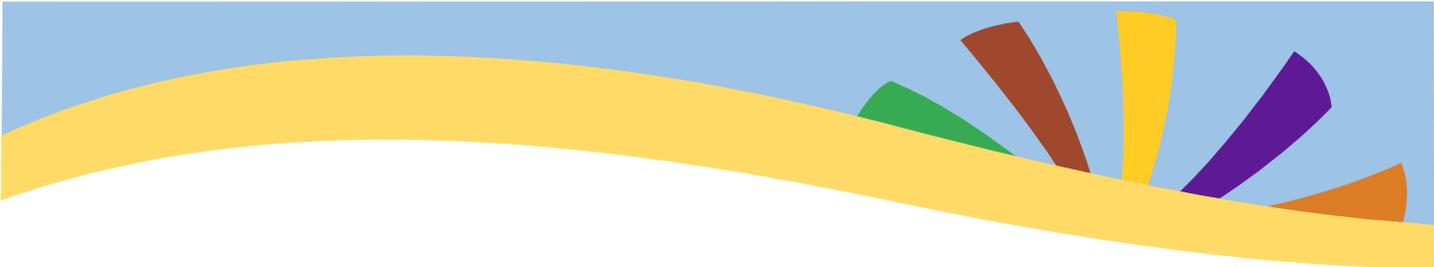
Students may be sent home on the bus only after the principal is satisfied the media have been notified or that parents have been contacted.

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

Fire Drills

To ensure that your student receive proper guidance in coping with emergencies, Coalbanks Elementary School conducts regular emergency drills to evacuate the building. Strict adherence to evacuation procedures is a must for everyone in the building. Fire drills are practised at least six times a year to ensure quick, safe evacuation routines.

It is important that all children wear appropriate footwear during the school day in case of emergency evacuation.



Lockdown Protocol

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

Releasing Children During the School Day

Our school policy is to release students only to parents or guardians listed on the registration form. Please come to the office and sign the student out prior to going to the child's classroom. If someone else will be picking students up from school, please notify the office at 403-394-9076. Coalbanks Elementary School staff will be alert to observe suspicious persons who loiter in our building and on the surrounding grounds. If such persons cannot readily provide a logical explanation for their presence, the police will be notified immediately. No student shall be sent home from school for any reason, unless the parent or designated guardian is informed according to Policy 355.

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

Custody and Access

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

School Newsletters and Other Sources of Information

The school newsletter and monthly calendar will be posted on the school's website at the first of each month. Parents may also request that the newsletter be emailed to them. Please sign up for the newsletter as it is our goal to be a paperless school if you have not already done so. Our school Twitter is @Coalbanks, our Facebook is @CoalbanksElm and our website is cb.lethsd.ab.ca.



Search and Seizure of School or Student Property

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

- Searches shall be conducted in the presence of an adult witness;

- Students may be requested to remove outerwear: hats, jackets, footwear;

- Students may be requested to empty their pockets and contents of any object which may be used to transport, carry or conceal materials.

- Weapons of any kind will be disposed of or turned over to the police. They will not be returned to students.

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

- When the police officer is in pursuit after the commission of an offence;

- When the police officer is in possession of a search warrant or subpoena;

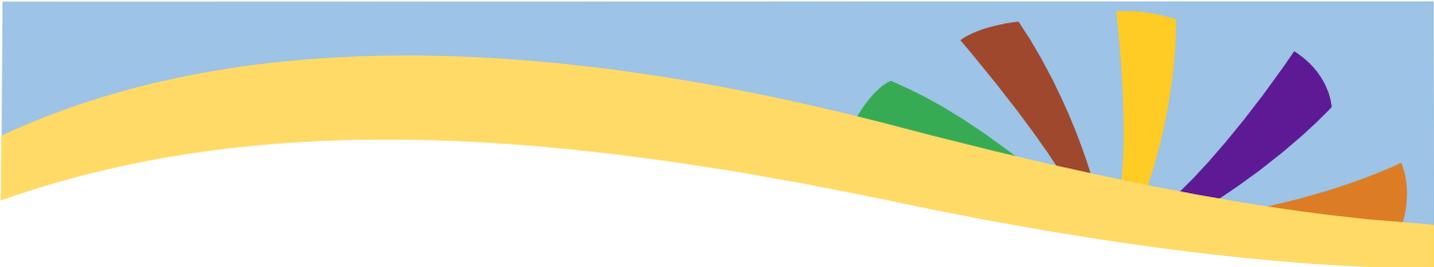
- When the police officer possesses blanket powers of search as defined by legislation;

- The Principal is authorized to seize prohibited items.

Threat/ Risk Assessment for Students

Fair Notice of Violence Threat Risk Assessment (VTRA)

Lethbridge School District No 51 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 is investigated. Administrators implement a Risk Assessment for behaviours that are worrisome including writing or drawings with violent themes; references to, or involvement in violent activity at, or related to, 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 Violence Threat Risk Assessment regulations are outlined in District Policy 502.1 at www.lethsd.ab.ca.

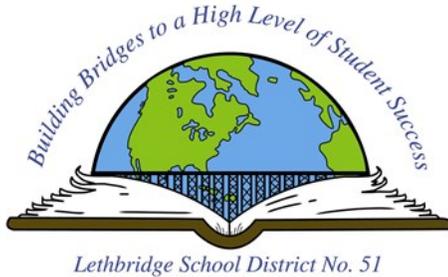


School Council

The Coalbanks Elementary School Council is a group of parents and staff who work together to enhance the learning experience of all of our students. School Council plans and carries out fundraisers for special events (ie. Fine Arts performances, field trips, hot lunches, etc.) and projects and also plans a monthly special lunch for students that parents can pay for online at <https://lethbridge.schoolcashonline.com>

All parents are welcome to attend monthly School Council meetings. By attending the regularly scheduled School Council meetings, parents can keep informed of school issues and take an active role in their child's education. Please see the monthly school newsletter for more information. Please visit our website for School Council meeting dates, agendas, and minutes.





LETHBRIDGE SCHOOL DISTRICT No. 51

433 - 15 STREET SOUTH
LETHBRIDGE ALBERTA
T1J 2Z5
PHONE: (403) 380-5300
FAX: (403) 327-4387
www.lethsd.ab.ca

Emergency Response Parent Letter— May 2018

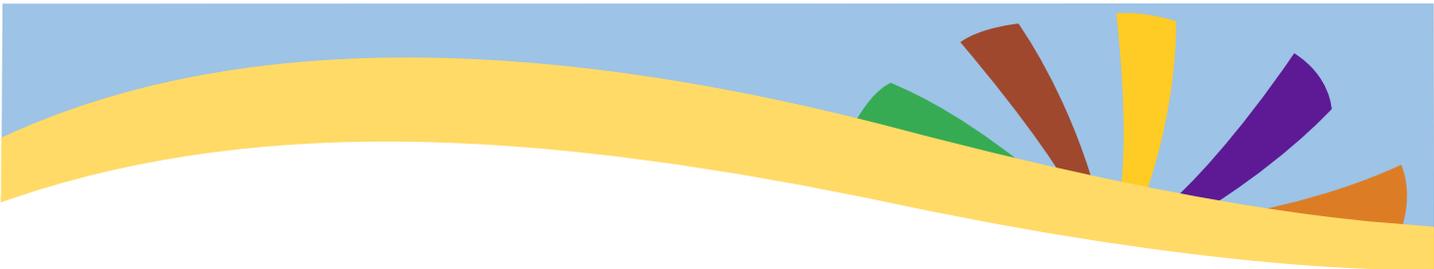
Dear Parents:

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

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

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

- 1. Do not telephone the school.** Telephone lines are typically needed for emergency communication and school staff are occupied during an emergency.
- 2. In the event of a serious emergency, elementary students will be kept at their school, or the designated emergency location,** until they are picked up by a responsible adult with identification who has been listed as such on the school system's contact list. Each student's contact information is on a form that is required to be filled out by parents at the beginning of every school year. Middle and High School students will be released with advance notice to parents when appropriate. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - The person is 18 years of age or older.
 - The person is usually home during the day.
 - The person can walk to school, if necessary.
 - The person is known to your child.
 - The person is both aware and able to assume this responsibility.
- 3. Confirm emergency announcements prior to actions.** If students are to be kept at school, District and school webpage, Twitter/Facebook and SynerVoice will update parents on process and protocol as each emergency can present different complications.
- 4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.** Many students have electronics and they need to be aware of how they can contribute to a successful response in an emergency. Sending out unconfirmed updates can escalate a situation very quickly. The most accurate information will be posted on our District and school websites.



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

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

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

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

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

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

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

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

If on bus during a natural disaster students will remain on the on the bus with further action communicated. Any child who is home waiting for the bus will not be picked up if roads are unpassable.

7. Evacuation locations, if necessary, will be communicated.

Please visit this link for more details on the District's disaster/emergency plans: www.lethsd.ab.ca

Sincerely,

Cheryl Gilmore
Superintendent