



# École Beau Meadow School School Handbook 2017-2018



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**BLACK GOLD  
REGIONAL  
DIVISION NO. 18**

General School Information

**Class Times**

Regular Days -	Grades 1 – 6
8:20	Doors Open for Students
8:30	AM Classes Begin
10:15 - 10:29	Recess
12:00 - 12:25	Lunch Recess
12:25 - 12:50	Lunch
12:50	PM Classes Begin
1:56 - 2:10	Recess
3:10	Dismissal Bus Students
3:15	Dismissal Other Students



Early Dismissal - Grades 1 – 6

Mornings as above

12:50	PM Classes Begin
2:30	Dismissal for Students

*Early dismissal is on the first Wednesday afternoon of each month - except September. This is to allow time for staff meetings and professional development.*

**Kindergarten Times**

*Morning Classes*

8:20	Doors Open for Students
8:30 – 11:20	a.m. (Classrooms open at 8:20 a.m.)

*Afternoon Classes*

12:15	Doors Open for Students
12:20 – 3:10 p.m.	(Classrooms open at 12:15 p.m.)

*Full Day Classes*

8:20	Doors Open for Students
8:30	AM Classes Begin
12:00 - 12:56	Lunch Hour
3:10	Dismissal

*Please do not bring children prior to the open classroom times listed above. There are no kindergarten classes on the first Wednesday of each month.*

### **School Vision**

Our vision at École Beau Meadow School is that students will become responsible citizens in our global community.

### **School Mission**

To empower and provide opportunities for students to become all they can be.  
“What I learn today will empower me to be all I can be!”

### **School Song**

*In the heart of Beaumont is our School,  
Its name is Beau Meadow.  
Things take place within our walls,  
And we are proud for all to know.*

*Learning, caring, growing, sharing,  
We are stars and we aim high.*

*All who come here will be welcome.  
Let your minds and spirits grow.  
Friendships made will last for ever.  
We'll remember Beau Meadow.*

*Apprendre, vivre, aimer, s'amuser,  
Brillons les étoiles filantes.*

*L'amitié dure toujours.  
Souviendrons-nous de Beau Meadow.*

Words: Mrs. Pruss and Mrs. Stroud  
Music: Ludwig Van Beethoven  
Ode to Joy, Symphony #9

### **School Spirit**

Students, visitors and staff are invited to dress casually on Fridays. This gives everyone an opportunity to wear school clothing (if they have them), or other favourite casual outfits. Order forms for our school T-shirts will be available in the fall and spring. Students, staff, and parents are also encouraged to participate in our monthly theme dress-up days.

## School & Community Programs

### **School Programs**

In addition to the basic Alberta Curriculum, the school offers the following:

#### **Character Education**

All students in school receive instruction in the development of desirable social characteristics during division assemblies, which usually take place twice a month.

#### **Global Citizenship**

Students learn about citizenship in our community as well as around the world through our numerous service projects completed throughout the year.

#### **Technology in Education**

We envision classrooms where readily available digital tools and media engage learners and teachers in the pursuit of challenging and personalized curricular experiences reflective of today's global, digital world.

#### **Religious Instruction**

Students in the Religion Program receive Catholic Religious instruction. Grade Two students prepare for the Sacrament of Reconciliation as well as prepare for the Sacrament of Communion. Grade Six student prepare for the Sacrament of Confirmation.

#### **Personal Development**

This program is offered for students who do not participate in the Catholic Religious instruction for grades 1 through 4. Students receive instruction that builds their capacity to understand right from wrong; helping students to develop a strong conscience and guide their behaviour. Students will explore themes of trustworthiness, respect, responsibility, fairness, caring and citizenship.

#### **Career and Technology Foundations (C.T.F.)**

This program is offered opposite Religious instruction for grades 5 and 6. CTF supports a learning journey where students explore interests and passions while developing skills and cross-curricular competencies and making connections to career possibilities and technologies within any combination of the Career and Technology Studies (CTS) occupational areas. CTF enables students to participate in hands-on learning experiences and work towards creating real-life products, presentations or services.

#### **Ever-Active School Program**

Beau Meadow is very proud to have been designated an Ever-Active School. This means that health and physical activity are important foci...every day, not just when we have physical education and health classes!

### Physical Activity and Nutrition

- We know that for optimum development, children need at least 90 minutes of physical activity every day.
- We encourage children to be active during recesses.
- We provide daily physical activity.
- We encourage families to be active out of school.
- The health benefits of activity are discussed during physical education classes.

### Nutrition

Good nutrition will be discussed during class time.

### Walking Health Days

As part of the 'Everywhere' component of the physical education program the children may take walks around the local area. Your child's teacher will keep you informed as to which days this will be scheduled. Please remember this activity when dressing your child for school. A walking permission form will be sent home. Please sign and return to the school.

### **French Immersion**

This program is designed for students whose first language is not French. French is the language of instruction for a significant part of the school day; that is, most subjects are taught in French.

The objective is full mastery of the English language, functional fluency in French as well as an understanding and appreciation of the French culture. All students follow the Programs of Study set by Alberta Learning and are expected to achieve established standards. English Language Arts for these students starts in Grade 3.

This program begins in Kindergarten or Grade 1. Once the choice is made to place a child in the program, it is important that the student remain in this program for the duration of that school year.

### **Services for Students**

The goal of our Counselling and Learning Support programs is to provide support to classroom teachers who have students who are having difficulty experiencing success in an inclusive educational setting. Both the Counsellor and the Learning Support Teachers (LST) are a part of the school based support team.

- **Universal programs:** Supporting and/or creating and implementing school-wide programs such as the Mind Up program and Character Education assemblies.
- **Small Group programs:** supporting and/or creating and implementing small group support such as help with mastery of a specific concept, anger management, friendship groups, etc.
- **Individual programs:** Supporting and/or creating and implementing individual support such as individual referrals or one-on-one support within the school.

## **Student Activities**

### **Clubs and Intramurals**

- Clubs and intramurals are organized by individual staff members who volunteer their time.
- Students are informed about them through morning announcements.
- Help is always welcome. If you can assist with coaching, refereeing, singing etc, you'd be most welcome.

Some of the extra-curricular activities that we have offered are:

- Intramurals
- Running Club (Fall and Spring)
- Speech Arts
- Choir
- Recorder club
- Basketball
- Floor Hockey
- Leadership Club
- S.W.A.T. Team
- Track and Field
- Movie Club
- Outdoor Education
- Knitting Club

*This is not a full list of all of the extra-curricular activities offered here at EBMS. Please watch newsletters and our website (under announcements) for more information on other clubs and activities.*

### **Field Trips**

Field trips are organized for students during the year. Parents will be given as much notice as possible of the cost of these. (No child will be denied participation in field trips due to lack of funds if the situation is brought to the attention of the school administrators.)

## **Alberta Health Services**

Alberta Health Services works together with schools and community agencies to provide a range of coordinated community health and support services for school age children and their families. Our common goal is to build on the health and education potential of students by providing nursing, rehabilitation, speech and language and dental services in schools. If you have any concerns about your child's health, please phone the Beaumont Public Health Centre at 780-929-4822 to talk to one of the Community Health Services School Health Team.

## Home & School Communication

### **Changes to Personal Information**

*Students or parents may have changes to their initial registration form during the year, i.e. medical conditions, address, place of employment, telephone numbers. **Any change should be reported to the school office as soon as possible in order to keep our records updated.***

### **The School Newsletter**

During planning sessions, 'good communications' has been identified as one of the strengths of our school. The school and School Council do their best to see that parents and guardians are fully informed about events and issues. The school newsletter is an important part of this.

Some information you should know concerning the newsletter:

- Newsletters are generally emailed home in the first week of each month through PowerAnnouncer.
- The school newsletter does not attempt to replace classroom newsletters, but includes items which are of more general interest.
- Local, non-profit groups may advertise in the newsletter providing:
  - There is sufficient space.
  - The events publicized would be of interest to the school population.
  - They are submitted in time to be included.
- The editor reserves the right to omit any items.
- For information contact the office. Phone 780-929-2175, Fax 780-929-6606, or Email: [ebms@gshare.blackgold.ca](mailto:ebms@gshare.blackgold.ca)

### **Classroom Communication**

Each class will use newsletters, blogs, emails, agendas or webpages to help keep parents informed of classroom activities.

### **On the Web**

Our school website is updated on a regular basis. The following items are posted on our school website:

- School newsletters
- School supply lists
- School handbook
- Registration information
- School Council information
- Hot Lunch information
- Bus Routes
- Announcements
- Many more

### **Progress Reports**

- Reports on student progress are issued at the end of November, March and June.
- The initial parent-teacher conference is scheduled for October. Parents will have an early update on their child's successes and challenges to this point. There will be no formal report card issued at this time. The report card will be sent home in December.
- Student-led conferences will take place in March. This is an opportunity for your child to demonstrate their learning in the classroom. Parents will attend the conference with their child.
- Parents are also welcome to contact the school to discuss their children's progress or program at any time. Please contact the teacher to arrange an appointment.

### **Contacting Staff**

If you wish to contact teachers, counsellor or school administrators, please leave a message with one of the secretaries.

Staff can also be contacted using email for general questions. Please do not send absentees or end of day arrangements by email. Staff may be absent that day or may not have the opportunity to check their emails until later in the day.

### **Classroom Interruptions**

- In order for the classroom teacher to deliver the most effective instruction possible for all students, it is important to minimize classroom interruptions.
- If you need to drop off something for your child during class time, please leave it at the office. If you need to speak to your child during class time, call the office. The office staff will call the student to the office during break times.
- If you bring your child late to school, please have them check in at the office to receive a late slip to bring to their teacher.
- There is no public telephone in the school. If a child needs to use the office phone, he/she will only be allowed to do so after obtaining a telephone pass from a teacher.
- To allow the students to finish their day uninterrupted, we are kindly asking all parents/guardians to please remain outside the school doors until the dismissal bell rings. Thank you for waiting quietly and respecting the classes which are in session near the front foyer.

*Thank you for helping us support the best possible learning environment.*

### **Absentees**

- Please phone the school office between 8:00 a.m. and 8:45 a.m. if your child is not to be at school that day.
- You can also leave a message on the answering machine prior to 8:00 a.m. (State your child's name, class, date of absence and reason).



## **Agendas**

Students in Grades One to Six have agendas. This is an excellent communication tool for teachers and parents. Students should be taking home their agenda every day and returning it to school the next day.

## **Custody or Parenting Access**

If a custody order or any other legal document governing the custody or guardianship of your child exists, a copy must be placed in the student record. It is the responsibility of the parent/guardian to provide the school with a current copy of the order.

## **Illness or Accidents**

Parents are encouraged to keep children home when they are ill. Sometimes children become ill, or get hurt, at school. Some members of staff have first aid training to help in emergencies. Parents will be notified of illness or accidents as soon as possible.

***Please ensure that the teachers and the office are informed about any medical conditions that might affect children at school as a medical form will need to be filled out.***

## **Reporting Communicable Diseases**

The following diseases must be reported to the Public Health Authority under the Public Health Act. This list includes only notifiable diseases that may be seen in schools. Please contact the [Beaumont Public Health Centre](#) at 780-929-4822.

*Chickenpox, Diphtheria, Encephalitis, Gastrointestinal Infections (Giardiasis, Salmonellosis, Shigellosis), Hemophilus Influenza Infections, Hepatitis, Measles (Rubeola), Mumps, Meningitis, Polio, Reye's Syndrome, Rubella (German Measles), Tuberculosis, Whooping Cough (Pertussis)*

Please report cases of scabies, head lice, ringworm, influenza (flu), and Fifth Disease to your Public Health Centre as well.

***In the interest of the health and wellbeing of all our students, please be sure to notify the school if your child has contracted one of the communicable illnesses listed above.***

## **School Policies**

### **Behavioural Expectations**

Background:

- Studies show that 80 to 85 percent of students generally meet their school's behavioural expectations.
- Some 5 to 15 percent chronically do not meet these same expectations and may be at risk to develop severe behaviour disabilities.

- Finally, 1 to 7 percent have behaviour difficulties which are severe enough that they cannot meet the same behavioural expectations as the other students. These individuals may need individualized interventions.

### **Objective**

Our objective is to support individuals in developing positive behaviour in school and in other aspects of their lives, thus enabling them to live as contributing members of the community.

All students and other members of the school community will be expected to act:

- Responsibly
- Respectfully
- Co-operatively
- Safely

### **Implications**

1. People are ultimately responsible for their own conduct. They cannot blame the environment or other people, for their behaviour.
2. Members of the school community have the right to be in school and the right to learn. With this comes the responsibility to respect the rights of others and to be productively involved in their own academic and social learning.
3. All people in the school are interdependent. We are all responsible for maintaining a safe and caring community.
4. The school, in partnership with parents, share responsibility of teaching the social skills involved in positive behaviour. When it is necessary that people face the consequences of their poor choices, it's important that those consequences are designed to enhance the ability to make wiser choices, rather than to punish or demean the individuals concerned.

### **Positive Behaviour Supports**

*All students:*

- Will be recognized for positive behaviour in individual classrooms.
- Will receive appropriate modeling of positive behaviour and corrective support by adult on site.

*Some students:*

- May require more frequent and consistent support to help them succeed in behaving positively in the classroom.

*Students at risk:*

- May require an individualized plan to support the student.
- This plan will be created with school administration, teachers, parents and student.

**Ongoing communication between teachers and parents is always encouraged. Administration is consulted as needed. Some examples may include:**

- Incidents where willful physical violence is an issue
- Incidents in which emotional disturbance is an issue
- Incidents in which a student's privacy has been compromised (washroom incidents)
- Outright defiance of an adult in charge
- Chronic and repeated incidents of non-compliance with expected positive behaviour

The school staff will endeavor to utilize responses and consequences that are appropriate and practical. TWe endeavor to make these:

- Fair and positive.
- Natural consequences of the behaviour, such as restitution, apology and loss of privilege.
- In proportion to the offence that initiated it.
- Meaningful, so that it might lead to the selection of better choices in the future.
- Consistent.
- Appropriate for the child concerned.

#### **Parents – Please Note**

*Due to confidentiality issues, it is not appropriate for school personnel to share information about other children’s names and/or consequences imposed, etc. with parents other than a child’s own parents. (This means that we cannot answer questions such as, “Did the other child get a detention too?”).*

#### **Dress Code**

Students are expected to conform to a reasonable dress code suitable for public places. Anything worn that is found to be offensive to others is not appropriate attire for school. Generally hats are not permitted in the school; however, exceptions may be made for specific situations (ie. Medical, religious etc.). In addition, it is up to the discretion of the teacher as to whether they will allow them in the class.

#### **Removal of Outdoor Shoes**

In an effort to preserve the cleanliness of our school, we ask that all students, parents, volunteers, and visitors remove their wet or dirty outdoor footwear when they enter the building. Students are required to bring a separate pair of runners for use within the school. Parents, volunteers and visitors should bring an extra pair of non-marking shoes to wear indoors while visiting our school.

#### **Absences for Family Holidays**

It is the expectation that students will attend school on scheduled school days and take holidays according to the school year calendar. In the event that parents choose to take their children out of school at times other than school holidays, the onus lies with the parents to provide educational activities for their child. Teachers cannot provide detailed daily homework assignments that replicate missed work.

#### **Homework**

Parents often request homework when their child is ill. Please be mindful that teachers are teaching in the classroom and do not have time during the day to prepare homework materials on short notice.

It is also important to remember that the classroom instruction and learning cannot always be duplicated with a worksheet. Teacher demonstrations, instructions, and student discussions are an

essential part of the learning process. Parents are encouraged to review previous concepts and read with their child.

### **Library Learning Commons**

Our library program encourages reading by giving students access to a good selection of books. Students usually come to the Learning Commons for book exchange once a week with their class. It is important that children learn to take care of their library books. Students must pay for any lost or damaged books. Until we receive payment, we will limit the number of books a student can take out. Please see our Library Learning Commons Handbook for more information.

### **Volunteer Policy**

- Each volunteer must complete a Volunteer Registration Form. This registration is valid for the duration of the school year. Volunteer registration forms will be sent home in September.
- Classroom visits (by volunteers and guests) will be approved by the host teacher. Classroom visits will generally be by appointment so that meaningful volunteer activities can occur, and also to ensure that student circumstances are appropriate for entertaining a guest.
- Confidentiality regarding students must be observed, and disclosure of any information should only be made to qualified professionals or as required by law.
- As the actions of school and classroom visitors have great potential to impact students, it is expected that all volunteers and guests will demonstrate active support for teacher efforts and avoid any undermining of school practices and routines.
- Unless asked by the teacher, volunteers should refrain from taking pictures of children who are not their own. When taking pictures during field trips and special events planned outside the classroom, please keep in mind that not all parents post pictures of their children on social media. Please remember this when choosing which pictures to upload to your accounts.

### **Bringing Items from Home**

Unless you have made special arrangements beforehand with your child's teacher, please keep those 'special items' (toys, handheld electronic or musical devices, collectable cards and other treasures) at home. They are very easily lost or broken in school. Toys create lots of excitement and the result is often a broken or lost treasure and a heartbroken child.

With teacher permission, students may bring their own electronic devices (BYOD) that will assist with learning.

*If such items are brought to school and lost or damaged, the school cannot be held responsible.*

### **Pets at School**

- Please note that animals, even tiny ones in cages or bowls, are not allowed on school buses.
- Please ask your child to choose something other than a pet when it is time for Show and Tell.
- We have several children with allergies to cats, dogs, birds, and a variety of other animals. Usually other children would not be aware of allergies their classmates might have. As such we ask that there be no pets at school.

- Pets are not permitted on the playground or school property. We understand that walking to school is a wonderful opportunity to exercise all members of the family including the dog. If you bring your dog to school in the morning or after school, please keep it on a leash and under control at all times. The dog should be kept away from the entrance/exit doors so that students may come and go without having to walk by your dog. A dog doesn't need to be large or aggressive to hurt or frighten a child. Please never tie your dog up outside the school and leave it while you come inside.

### **Birthday & Holiday Snacks**

Our school encourages good health and nutrition. We understand that students like to celebrate their birthday or holidays by sharing special treats with their classmates. We ask that you make arrangements with the classroom teacher PRIOR to bringing in any treats. The treats should be healthy food choices or non-food treats instead of the typical sweet treats. Some examples of healthy choices are: fresh fruit kabobs, cheese & vegetable kabobs, crackers & cheese, and real fruit leather. Some examples of non-food treats are: stickers, play-dough, pencils, erasers, coloured chalk, bouncy balls, silly putty, and bubbles. Thank you for helping us to encourage healthy choices.

### **Going-Home Arrangements**

- Please make going-home plans with your child before school.
- If an emergency change is necessary, please phone the office well in advance, as the secretaries often cannot reach children just before bus time. Sometimes the children are outside and sometimes they are in classrooms other than their own.
- If your child usually goes home on the bus, please remember that your child will be put on the bus unless we receive a note or a phone call from you prior to 3:00 p.m.
- If you need to pick your child up early, please make arrangements for your child to meet you in the office, rather than outside the school. This will enable us to supervise your child and thus ensure his or her safety.
- After-school arrangements to visit with friends etc., must be made prior to coming to school.

### **Dropping Off or Picking Up Your Child**

#### **Parking Lot**

Please do not drive into the parking lot in order to drop children off. There also is no parking in front of the garbage dumpster. Please pass this information on to anyone who might offer to drive your children to school.

#### **Bus Lane**

The service road in front of the school is for school buses and emergency vehicles only and should not be used either for parking, turning, or for dropping off students. Please also avoid driving through this service road.

#### **Parking**

- There is no space for parking on school property other than staff and emergency parking. Unfortunately this means that parents and visitors must park on the street.

- Students should be reminded to look carefully for traffic and to use the crosswalk when crossing the road to get to their parents' vehicles.
- Space for handicapped people to park is designated just outside the north entrance to the school.
- The crosswalk in front of the school is supervised from 8:15 – 8:30 a.m. and 3:15 – 3:30 p.m.

## **Supervision**

### **Before School**

- The school doorways are supervised from 8:20 a.m. Please do not drop children off before 8:20 a.m.
- Children who arrive between 8:20 – 8:25 a.m. have ample time to get to classrooms prior to attendance being taken.
- Door do not open prior to 8:15. Please be mindful of this during the colder weather.

### **Noon**

- The schoolyard is supervised from 12:00 p.m. to 12:25 p.m. There is no supervision in the schoolyard between 12:25 p.m. and the start of afternoon classes.

### **After School**

- Bus students are supervised by school and transportation personnel. Students who do not ride the buses are expected to go directly home.
- The exits and the front of the school are supervised until about 3:30 p.m.
- Children, who return to play on the playground structures after school will not be supervised by school personnel.
- After the children have left, the school doors are locked. At that time only the main doors are open, usually until about 4:00 p.m.

## **Lost and Found**

If your child has lost something, please check the lost and found. (We seem to accumulate a large quantity of items throughout the year.) The lost and found items are only kept for one term. After this time, the clothing is sorted, washed and donated to charity.

## **Lunch Arrangements**

Children who live locally are encouraged to go home for lunch. There will be a permission form sent home at the start of the school year. Bus students and others who cannot go home, may eat in school.

For those staying in school:

- Noon recess 12:00 - 12:25 p.m.
- Mealtime in the classrooms 12:25 - 12:50 p.m.

There are no facilities in school for heating or refrigerating food for the children. Parents should consider this when choosing menus for children's lunches. School Council runs a hot lunch program,

which usually takes place twice a month. (Volunteers are required to help organise and distribute the food.)

### **Clothing & Belongings**

- Please mark all your child's belongings with her/his full name. (First names only, or initials, are confusing)
- Please have your child come to school properly dressed for cool or wet weather. All children are expected to play outside at recess unless they have a note from their parents excusing them due to illness. On wet or very cold days, recess will be taken indoors.
- Before the cold weather arrives, please ensure that your child can cope with boots, zippers, shoe tying, etc.
- Please provide your child with a pair of clean running shoes with non-marking soles, to be worn inside.

### **Weather Information**

On cold days we get our weather information from the Environment Canada website with specific reference to the Edmonton International Airport location as well as the Weather Network for the town of Beaumont. The supervisors constantly monitor the weather conditions outside and if the weather deteriorates, we ring the bell for students to come inside. We take many factors into consideration when determining if students should go outside for recess (wind chill, visibility, temperature, etc.).

### **Being “Allergy Aware”**

This policy will be instituted in the classrooms that have students with severe allergies. Ensuring the safety of anaphylactic children in a school setting depends on the cooperation of the entire school community, therefore we would like all parents to be informed of our Allergy Aware policy.

#### **Allergy Aware vs. Nut Free Classrooms**

In “Allergy Aware” classrooms:

- The child, family, medical service provider(s), and school work together to develop a reasonable safety plan
- Other children can be taught about respecting allergies and how to help a student in an emergency

“Nut Free” classrooms cannot be guaranteed because schools:

- Cannot ensure that the classroom is completely free of nuts
- Cannot guarantee other parents will not send peanuts/nuts to school

#### **Anaphylaxis**

Anaphylaxis is a severe allergic reaction. It can cause severe sickness or death! It can happen in seconds, minutes or even hours after someone has been exposed to the “allergen” (allergy source). Urgent medical treatment is required. Call 9-1-1 if you think someone is having an anaphylactic reaction.

1. An anaphylactic reaction can involve any of the following symptoms, which may appear alone or in any combination, regardless of the triggering allergen:
  - Skin: hives, swelling, itching, warmth, redness, rash
  - Respiratory (breathing): wheezing, shortness of breath, throat tightness, cough, hoarse voice, chest pain/tightness, nasal congestion or hay fever-like symptoms (runny itchy nose and watery eyes, sneezing), trouble swallowing
  - Gastrointestinal (stomach): nausea, pain/cramps, vomiting, diarrhea
  - Cardiovascular (heart): pale/blue colour, weak pulse, passing out, dizzy/light-headed, shock
  - Other: anxiety, feeling of “impending doom”, headache, uterine cramps in females
2. The most dangerous symptoms of an allergic reaction involve:
  - Breathing difficulties caused by swelling of the airways and
  - A drop in blood pressure indicated by dizziness, light-headedness or feeling faint/weak.
  - Both of these symptoms may lead to death if untreated.

### Who is Responsible for What?

#### Principal:

- Ensure an up-to-date medical alert form is on file
- Provide in-service on anaphylaxis to school personnel

#### Teacher(s):

- Inform parents if there are any severe allergies in the classroom
- Follow school policy and plan for the allergic child
- Discuss allergies in age-appropriate terms with students
- Create a positive attitude and safe environment without isolating the child
- Encourage hand washing before and after eating
- Discourage sharing of food and utensils
- Take Epi-pen/medication and cellular phone/arrange phone access on all field trips

#### Student with Severe Allergy:

- Will only eat foods from home and not share utensils or drinks
- Will eat at a designated spot in the classroom which is cleaned before and after eating
- Will tell an adult if they feel they are having an allergic reaction
- Carry an Epi-pen with them at all times
- Wash hands before and after eating

#### Parent/Guardian:

- Inform school every year, of your child’s allergy and complete an Anaphylaxis Emergency Plan
- Work with the school and teacher to develop a plan for your child
- Encourage your child to speak out when they feel they are having an allergic reaction
- Encourage your child to carry their own Epi-Pen, not share foods/utensils and practice good hand washing
- Teach your child that it is okay to say “No” to foods when offered
- Order a medic-alert bracelet/necklace for your child

#### All parents/guardians:

- Should be informed that there is an allergic child in the class
- Encourage their own child to respect all students regardless of allergies

#### Other Students:

- Will not share food, drinks or utensils



- Wash hands before and after eating
- Respect the allergic child
- Know who to call in case they think the allergic child needs help

### **Security Policy**

#### **Arrangements for Accessing the School**

Parents, Volunteers and Visitors:

- All parents, volunteers and visitors who come into the school or classroom will need to use the front door and must sign in at the office on the computer and wear an identification tag.
- We use the log sheet during emergencies to verify that all our visitors are accounted for.
- Please return your tag to the office before you leave and sign out on the computer.
- All parents, who bring their children to class, will also need to wear identification.
- School Board personnel and other professionals who visit our school already wear identification; however, they too must sign in.
- School staff have been asked to check on any adult in school who is not wearing a tag.
- Visitors will not have to sign in at the office for large public events in the gym (such as Christmas concert). There will be a sign in the front foyer on these days which will inform visitors of this.

***This policy applies to all adults, including parents who pick-up and/or drop off their children, if they are entering the school, however briefly.***

***Remember, that you must first enter the school through the front doors and stop at the office to sign in.***

Students:

Beginning of Day

- Staff will open the back doors at 8:20 a.m.
- The staff will remain there until the 8:30 a.m. bell has rung to allow for any stragglers.
- Children who arrive after the 8:30 a.m. bell should enter the school using the front door and report to the office.

Recesses

- Children should be reminded to go to the bathroom on their way out to recess.

After School

- Children who need to come back into school after dismissal will need to use the front doors.

External School Doors

- Most external doors will be kept locked at all times. This includes all the doors at the back of the school and the parking lot door.
- The front doors will usually be open from 8:00 a.m. until 4:00 p.m.

## Black Gold Schools Policies

### Respect Our Students and Staff

Black Gold Regional Schools encourages mutual respect and dignity for those we serve and for those who serve.

We expect that visitors to our schools will understand the importance of modeling appropriate behaviour for students. Inappropriate conduct or abusive behaviour towards our students or staff is not tolerated. Visitors should appreciate the school's primary task of delivering the most effective instruction possible for all students.

Any person disrupting school activities or trespassing on school property will be required to leave and the appropriate authority will be notified. Please help us maintain a positive and safe environment.

### No Smoking Policy

In order to provide a safe environment and a good example to our students, smoking is not permitted anywhere on school property. This includes the yard during school hours. It is also expected that adults who accompany the students on field trips will refrain from smoking.

### Permission Forms

When field trips and other special activities and programs are planned, forms are sent home asking for permission to have your child participate. Two copies of the form will be sent home. Please fill out one form completely and return to school. The other form is for your records.

### Signing Authority

**Such forms must be signed by people with legal authority to make decisions for the child.** This means we cannot accept forms signed by neighbours, older brothers and sisters etc.

Parents and guardians, who need to be away, generally send a note to the school saying with whom their children will be staying. We cannot however, have anyone other than the parent/guardians signing permission forms as they cannot give away their right to informed consent. It is best to have forms signed before parents are away.

Our fax number is 780-929-6606 and signed permission forms can be faxed to the school and addressed to the homeroom teacher. We know this seems cumbersome but the security and safety of your children are very important to us.

*\*Signed permission forms will be required prior to field trips or special activities. Teachers cannot take children on field trips, or include them in certain special events, without such permission.*

## **Student Health Policy**

### **Philosophy**

The Board recognizes that due to emergencies or ongoing medical needs of students, actions by staff are sometimes necessary.

### **Students with Ongoing Medical Needs**

Medical treatment, which requires staff involvement to administer or supervise, is limited to the kind of service, which can be administered by non-medical persons following written direction from a medical doctor.

1. It is not a standard responsibility of school personnel to carry out medical procedures or dispense medicine.
2. When a student requires medical procedures or medication, provision of this service will be offered only under written direction from a medical doctor, and indemnification by the parents/guardians.
3. Medication, which is to be self-administered, may be safeguarded by staff.
4. When medication is to be administered by staff, it must be provided in the required dosage in a labelled container, along with written instructions from the medical doctor regarding its administration. Information must also be included which indicates how the student should be monitored, a description of possible adverse reactions and the procedures to be followed in response to these reactions. (All over-the-counter or non-prescription medication must have a prescription label).
5. Some students may require possible intrusive measures to deal with their medical needs. Prior to placing such a student, designated staff member(s) will receive appropriate training and will work under ongoing advice from a medical doctor.

Please see Black Gold Regional Division Policies for further information regarding Student Health Services (Available on the Black Gold Web Site).

If your child has a medical condition, about which the school should know, or requires that medication be administered at school, please ask for a copy of the school policy regarding medication administration and make an appointment to see the classroom teacher to discuss your child's needs and to supply the required information from your child's physician.

## **Emergency Procedures**

### **School Closure Due to Inclement Weather**

- During times of poor weather, public notice announcements about busing are made over several radio stations: CFCW, CHED, CFRN, CJOI, CISN, CBC and CJCA. It will also be posted on the BGRS and school webpages.
- Beaumont schools are usually open even when buses are not running. However, parents should ensure that the school is open before deciding to drive their children to

school. Please also ensure the children are able to get into the building before driving away.

- Children should be aware of what to do if they arrive home and parents are not there to receive them.
- If there are no buses running in the morning, there will also be no buses running in the afternoon.

#### Emergency Contact Info

- Please ensure that the school has your current home, work, emergency phone-numbers and e-mail address, or it might prove extremely difficult to contact you in an emergency.

#### Emergency Drills

- Following the directions in Black Gold Regional School's Crisis Response Manual, there are regular emergency drills. (Lockdowns, evacuations, etc.)
- If the students need to be evacuated from the school, they will go, with their teachers, to the school's alternate evacuation site (Ecole J.E. Lapointe School). Parents will be notified as soon as possible by PowerAnnouncer.

### **Parental Concerns**

We do our best to be an open and caring school where staff and parents work together for the benefit of the children; however, even in the most ideal conditions people have concerns from time to time. In our experience these generally arise from misunderstandings, but more serious problems do arise on occasion, no matter how hard everyone tries.

***Should you have such a concern, here is the protocol to follow:***

- If the problem concerns an individual class or teacher, contact the teacher concerned in a timely manner. If that does not result in a satisfactory outcome, contact the principal or assistant principal, who will arrange a meeting between you, the member of staff and herself. Again, if your concern remains, contact the superintendent of Black Gold Regional Schools.
- If the problem concerns general school issues, contact either the principal or the assistant principal. If that does not result in a satisfactory outcome, contact the superintendent of Black Gold Regional Schools.
- We know that it is difficult to approach people with concerns, but hopefully this protocol helps. We want the best for your children too!

## Transportation

### **Buses**

- All country bus children ride shuttle buses to and from the High School where they connect with their country buses.
- Please ensure your children know their bus numbers.
- The following information will be supplied to the District Bus Supervisor in order that grants can be claimed and parents can be contacted: Legal land descriptions, babysitters' addresses and parents' names and daytime phone numbers.
- Parents should inform the bus driver of any health concerns that might cause problems on the bus.

- Questions about busing should be addressed to Sue Timmermans at 780-955-6034.
- All students are expected to follow the school bus rules and safety procedures as outlined in the Student Responsibility Card, which is given to each student at the beginning of the school year.
- Children, who come to school by bus, are expected to behave courteously towards each other, to obey the bus safety rules, to avoid deliberate damage to the bus and to refrain from making loud noises, or otherwise distracting the driver.
- Children who cannot comply with these rules may be suspended from riding the bus.

### **Bicycles/Scooters**

- Children may ride bicycles and scooters to school so long as they ride safely and obey the rules of the road.
- Students should walk their bike/scooter on the sidewalk in front of the school and on the back tarmac or while on school grounds.
- It is recommended that a suitable bicycle lock be used and that a spare key, or a note of the combination number, be kept at home.
- The use of bicycle helmets is mandatory.
- The school cannot take responsibility for loss or damage to bicycles, however caused.

### **Skateboards, etc.**

- The school requests that skate boards, in-line skates, skate shoes, etc., be kept at home where their use can be properly supervised and the children's safety ensured. Also, there is not enough space in the classroom or student locker to store these items during the school day.

## Parent Resources

### **School Council**

School Council is elected each year and works in partnership with the school staff to plan many aspects of school life. Monthly meetings are advertised and reported in the school newsletter. All parents are welcome and encouraged to attend.

***School Council Meetings will be held each month (except December & June).***

### **Curriculum Handbooks**

You can find information about what students are expected to learn and be able to do at <https://www.learnalberta.ca/content/mychildslearning/>. There is a document designed specifically for parents. [My Child's Learning: A Parent Resource](#)

### **Parent Resource Centre**

School Council and the school have purchased materials intended to be of interest to parents. These are located in the large wooden bookcase on the north wall of the library and can be signed out. Please feel free to come in and browse.

### **Homework**

- Children should be encouraged to read as often as possible. They should also be read to.
- Children should be encouraged to write frequently.
- Family conversation helps the children to develop language skills, mature judgement and critical thinking skills.
- Participation in a variety of athletic, social and cultural experiences is also important.
- Teacher-assigned homework will vary according to the age and needs of the children. Information will be provided by your children's homeroom teachers.
- Students will be using agendas to record homework assignments. They will be expected to carry the agendas to and from school each day. The agendas can also be used to communicate with your child's teacher.

### **The Community Notice Board**

You will see the Community Notice Board just inside the front entrance. This is a place where you can display information about services you wish to offer, items you have for sale; baby-sitting services, etc. (Please date notices.) Whatever you display should be associated in some way with the families our school serves. The school reserves the right to remove anything that is deemed to be unsuitable.

*Important: The display of a notice in no way indicates that the school endorses or is responsible for the quality of the service or product advertised.*