



Prince of Peace Lutheran School
School Handbook
2020 - 2021

*Fear not, for I have redeemed you, I have called you by name, you are mine.
Isaiah 43:1b*

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Building Community

Therefore welcome one another as Christ has welcomed you, for the glory of God. Romans 15:7

A community is a group of people who live, work, and grow together. This is why the word 'community' is perfect to describe our school. It is in community that our students learn what it is to have a living faith and discover how to contribute in meaningful ways.

Building community means understanding each other's God-given uniqueness and working together. We work hard every day to build a learning community where everyone belongs - secure, valued, and included. Learning is a journey of discovery that we take together. We look for ways to encourage and support each other - learning with and from one another. Great things happen when we work together.

Parents play a pivotal role in the development and learning of their children. Everything you do with your child teaches important lessons that help them grow and learn about life. We recognize the incredible job you do as your child's foremost teacher. At Prince of Peace, we value parents as partners in the education of students. Education is a partnership and is most effective when home and schoolwork together through shared values.

We see every one of our students as precious children also. Each one is a true masterpiece – valued treasures created by God, our Master! We appreciate our students' God-given abilities, strengths and needs, and do everything we can to help them grow and learn.

In a Christian school like ours, we also value the partnership we have with the church – the community of faith. Prince of Peace Lutheran Church values children, their families, and its school ministry.

Home & School Communication

In any partnership, effective communication is essential. We encourage regular communication between home and school. All teachers will develop a plan of communication for the families of their classrooms. The school provides the following avenues for communication:

Agendas

Daily messages, pertinent information about classroom learning and events, and correspondence as needed can be done through the use of the agenda.

Weekly School News

A weekly school news bulletin called The Monday Note is distributed at the beginning of each school week. It is sent by email and posted on the school's website.

Learning Goals

Setting goals for learning is a shared activity between students, teachers and parents. Goal setting helps students understand where they are in their learning and envision where they'd like to be. From there, they map out strategies to achieve their goal. Studies show that this type of goal-setting boosts both achievement and a student's confidence in their ability. (RVS, CoSL Reporting Tools)

PowerSchool & Teacher Pages

Parents can access classroom information through teacher web pages including routines, news, daily homework and other information. Parents can also access information on their children's attendance and achievement through their PowerSchool account.

Report Cards

One method of communicating student learning is through report cards. Report cards are intended to give parents a formal evaluation of their children's progress. They are also a tool to celebrate learning and plan for future growth. Parents may view their child's progress in PowerSchool at any time throughout the year. Grades and comments will be updated regularly. Students will receive one final report card at the end of the year rather than three throughout the year.

3-Way Conferences

A 3-way conference includes teacher, parent, and student. Parents will have an opportunity to meet with their children's teachers and discuss their progress in late fall and spring. In the spring, the students lead the conference, demonstrating for their parents what they have learned. These student-led conferences are valuable experiences both for parents and students.

School Council

The partnership between parents and the school is demonstrated in the School Council. All parents are members of School Council and invited to be involved. This group, led by elected parents/guardians and supported by school administration, meets several times a year to improve communication, build a sense of community, and plan events which provide support for the school's operations and special projects. All parents are encouraged to be an active part of the School Council, offering their time as they are able. Together, we can make our school community strong.

Building Faith

Foundations of Faith

Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways acknowledge him, and he will make straight your paths. Proverbs 3:5-6

What sets our school apart is that we desire all of our students to know and grow in their relationship with Jesus and to integrate faith into their daily lives. While subject knowledge plays a crucial role in a person's success in this world, only a faith relationship with Jesus makes an eternal difference. Jesus said, "I have come that you might have life, and have it to the full." (John 10:10). We want our students to experience the full life they can have in Jesus. We welcome all students and encourage them to explore God's Word and consider what it has to offer them. All students take part in the Christian program of the school, regardless of their faith background.

The Christian faith defines every aspect of the school experience, including learning in all subjects and life in a school community. We know that building a solid faith foundation involves learning God's word, and living the faith. For that reason, we design a program which does both.

Prince of Peace Lutheran School carries out the purpose of Christian education by providing opportunities for instruction in the Word of God and developing in students a sound understanding of grace, repentance, forgiveness and reconciliation. We incorporate the Word of God throughout the entire curriculum and work to fulfill the spiritual needs of the child, along with physical, emotional, academic, and social needs. This instruction is integrated throughout the curriculum. While instruction in all subject areas complies with Alberta Education learning outcomes, teachers at Prince of Peace use every opportunity to incorporate Christian faith into all subjects in natural, authentic ways.

Each year, we select a Bible verse to be our theme. Throughout the year, staff and students reflect on what God's Word teaches us through that Bible passage and how we may apply it to our own lives. Our theme verse for the 2019-2020 school year is from Colossians 3 - "Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience [Col 3:12].

Christian Studies classes are taught at every level in our school, with a focus on teaching the accounts of God's work in the lives of His people as read in the Bible and having students construct personal meaning and application of the unchanging truths contained in the Bible. Our program involves Bible reading, activities, and memory work.

There is devotional time set aside every day in the classrooms, and the whole school community gathers weekly for a chapel service. We see worship as an important part of living out our faith. Music, learning, and prayer are all important components in this time, and the children themselves have opportunities to present and lead in the chapel worship time during the year. An offering is collected during chapels every week, and is used to support mission and service projects. **Singing and gathering for chapel are not permitted at this time due to COVID.**

Service to the community and the world also gives our students opportunities to exercise their faith and demonstrate leadership. We define Christian Service as an act of service, stewardship or kindness to those around us, without receiving compensation. Some examples of mission and service projects are the Terry Fox Run, Operation Christmas Child, visiting in seniors' residences, cleaning up our neighborhood, and supporting local charities like Emergency Women's Shelter and Food Banks. **In light of COVID, service projects will be limited.**

Finally, we live out our faith in community. As children interact with each other and with their teachers, they have opportunities to model the Christian life. When hurtful things happen, they are able to work through conflict in ways which restore relationships and offer forgiveness. These skills are modeled and taught by the teachers. In daily living, through God's Word, the Holy Spirit works in our heart to plant and grow strong faith.

What Lutherans Believe – Statement of Faith

Prince of Peace Lutheran School welcomes students from all faith backgrounds. Our school is a learning community where Christian education based on Biblical truth and practice are defined by the confessional stance of Lutheran Church Canada. We are committed to keeping Christ is at the centre of all we do. Below is a brief summary of Lutheran beliefs. Please feel welcome to ask any questions you might have.

STATEMENT OF FAITH - At Prince of Peace Lutheran School,

- We believe there is only one true God in three persons: Father, Son (Jesus Christ), and Holy Spirit.
- We believe the only authority for Christian teaching and life is God's Word which never errs or leads us astray.
- We believe that, since Adam and Eve went against God's will and brought sin into the world, all people are conceived and born in a state of sin.
- We believe we cannot be restored in our relationship with God by our own efforts, but that we receive the forgiveness of sin and are made right with God by grace, through faith in Jesus.

- We believe that Jesus is both true God and true man. He lived without sin to fulfill God's law, died on the cross to pay the penalty our sin deserves, and rose from the dead so that we might have eternal life.
- We believe faith in Jesus is a gift of God, given by the power of the Holy Spirit; therefore, we cannot take credit for the faith we have. Instead, we give thanks to God for the ability to believe and trust in Him.

As part of the belief structure of the Lutheran Church, we express our faith through statements such as the Apostle's Creed:

"I believe in God, the Father Almighty, Maker of heaven and earth, and in Jesus Christ, His only Son, our Lord: Who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day He rose again from the dead. He ascended into heaven and sits at the right hand of God the Father Almighty, from there He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting."

Building Understanding

Academic Foundations

Thy word is a lamp to my feet and a light for my path. Psalm 119: 105

Our goal is that all our students receive a solid education, equipping them for success now and in the future. For this reason, we focus on providing a well-balanced, holistic educational program which fosters enthusiasm and confidence in our students. We work at instilling a love of learning that will last a life time.

Our school meets the educational outcomes set by Alberta Education in the Programs of Study and uses ministry approved educational resources to guide the learning process.

Preparing our students for success involves not only teaching the knowledge and skills required, but also encouraging Godly values and attitudes which lead to intelligence, competence, wisdom and leadership.

Assessment

Assessment of student learning occurs on an ongoing basis in the form of observations, classroom discussions, learning tasks and project, and grading. In addition to verbal and written feedback, teachers frequently update assessment information on PowerSchool. Our goal is to have 'no surprises'. However, this means that parents must be diligent in communicating their responses to the teacher, as part of their partnership in student learning. Please make a consistent effort to stay informed about your child's progress.

Communication of student learning, through report cards is done three times in a year. They communicate to students and parents how students are progressing in relation to the Alberta Programs of Study, Christian Studies, Learner Competencies, and Leadership Habits.

Each year in Alberta, students in grades 6 and 9 participate in Provincial Achievement Tests.

COVID: NO PROVINCIAL ACHIEVEMENT TESTS WILL BE ADMINISTERED THIS YEAR.

Homework

When students are given assignments, they are typically provided time to work on them during school hours. Students are expected to use class time well to deepen their understanding and refine their skills. Homework may be comprised of unfinished work, research, additional practice or work toward project completion. In addition to these, READING is expected as homework every evening.

We encourage parents to establish a regular quiet time each evening and a study place where children complete their homework. If there is no assigned homework in the evening, we suggest that the regular homework time be spent reviewing or reading.

Progressively, more homework is expected of students as they approach the upper grades. Although the length of time required to complete assignments varies with each child and task, it is fair to expect approximately 10 minutes of nightly homework for each grade the child has completed. For example, students in grades 1 or 2 **might** do between 10 and 20 minutes of homework (reading) in the evening, while students in grades 8 or 9 **might** spend up to an hour and a half. If you find your child is spending considerably more time than this to complete assignments at home, please contact the teacher.

If a situation arises at home which makes the completion of homework impossible, please send a written note of explanation to the teacher.

Use of Technology

Electronic devices and technology tools, as directed by staff members, can be powerful tools when used in a manner that fosters learning. We expect our students to conduct themselves courteously and with responsibility when using technology.

Courtesy promotes positive social interactions. As a school community, we hold one another and ourselves accountable for interactions that foster respect and trust. As a learning community, it is our responsibility to model courtesy to ensure the privacy and safety of others, and to maintain the integrity of the learning environment. Inappropriate use of electronic devices can negatively affect a safe and caring learning environment. In any space where learning is expected, a device or technology that will negatively affect the learning of any student and/or staff should not be used and may be removed.

Students have access to technology both at school and in their homes. Students who use electronic media (such as social networking sites or email) to impersonate, intimidate, threaten or demean other students or teachers will be subject to disciplinary action, whether the messages are posted from school or from another location outside of school. These incidents should be reported immediately to school staff or administration. The school reserves the right to involve law enforcement in any of these situations, if the actions are criminal in nature.

Cell Phone Procedure

Our goal is for students to be engaged in and focused on their studies and building positive school culture. We have found that students are not able to focus as the lure of digital distractions is great. Through this procedure, our aim is to maintain the conditions that maximize learning. Parents may decide to send their children reminders or messages via cell phone and can continue to do so. Students will have the opportunity to see these after dismissal. Parents are encouraged to contact the office if speaking with their child is necessary during the day.

STUDENTS BRING CELLPHONES AT THEIR OWN RISK. Since there is no access to lockers in which to secure a cellphone, we strongly encourage they remain at home. If it is necessary, students may bring a cell phone to school but must secure them in their backpack for the

duration of the school day. **Cell phone use is not permitted during the school day in any area of the school (inside, outside) or when off campus at school-sponsored events.** This includes classrooms, hallways, Learning Commons, gym, washrooms/changerooms, school grounds, and play fields. Students can access their cell phones before and after school (8:30 - 3:10) and when specifically instructed by the teacher for learning purposes.

Any student using their cell phone between the hours of 8:30 and 3:10 will be asked by staff members to surrender their cell phone. Staff members will deliver the phone to the office. The students may then pick up their cell phone from the office at the end of the day. For subsequent offences, parents may be required to come and pick up the cell phone from the office.

Building Leadership

Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22: 6

Skills and Habits

Success comes not only from possessing knowledge, but also from using that knowledge in meaningful and appropriate ways. Learning involves doing. In every subject area, students must sharpen their skills so they are able to apply what they know in practical and new situations. They must develop the ability to logically evaluate and solve problems, drawing on the knowledge and skills they have developed.

Not only do students learn academic skills, but they must also develop interpersonal skills, so that they can interact positively with a variety of people. They must discover what it means to work as a team and live in a community. These essential skills are encouraged at Prince of Peace. This is all about leadership, and we deliberately teach 7 Habits[®] of leadership in our Leader in Me[®] program, an integral part of our school. For more information about this program and our approach to leadership, see the 7 Habits[®] & Faith Integration section at the end of this handbook.

Student Conduct

God's Word has much to reveal to us, including our model for conduct.

"Therefore, if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others." Philipians 2:1-4

An environment that is stable and is characterized by respect, acceptance, and co-operation inspires trust and motivates learning.

Code of Conduct

We expect all members of our school community to be respectful and responsible.

Respect:

- We are to respect God and His name
- We are to respect all those in authority and listen to what they say
- We are to respect other people, their space, their property, and their reputations
- We are to respect ourselves

Responsibility:

- We are responsible for our attitudes and our actions
- We are responsible for our work and contributions as students and teachers
- We are responsible for our possessions
- We are responsible for our school
- We are responsible to care for each other

Discipline Policy

As a Rocky View school, we follow the discipline policy of the Division. As a Christian school, our approach to discipline flows from our relationship with Jesus Christ. The standards of behaviour are based on God's Law – the 10 Commandments. Here, we find the commands to love and respect God, honour and respect all those in authority, and treat others in ways which protect and uphold their wellbeing, possessions, and reputations. We expect all members of our school community to accept these standards of Godly behaviour.

Our goals are for students to learn these standards, desire to live by them, and have the courage to do what is right, even when it is difficult.

We understand that while God's Law sets the standards for good behaviour, it is unable to nurture a desire to do what is right. Only God's forgiving power and unconditional love can work this desire in our hearts. We know our students are children loved by God, redeemed through Jesus' death and resurrection. It is in this context that we are able to help our students recognize when they have done wrong, offer them forgiveness, and help them live according to God's desire for our lives. Students, then, are free to learn in a setting which upholds high moral standards and allows for a loving, safe environment where everyone can learn and live in community with one another. It is our hope that all students will respond favorably to the expectations of conduct.

The process of teaching self-discipline involves parents, and for that reason, parents will be notified if a pattern of inappropriate behaviour develops.

To help students learn self-discipline and practice good behaviour, school staff will respond to misbehaviour by:

- Reminding the student of the expectations
- Warning the student of the consequences of poor choices
- Assigning logical consequences
- Removing the student from the situation (for example, giving a reset time or rearranging seating)
- Removing a privilege
- Confiscation of items that are a distraction or not allowed
- Assigning a task
- Removing the student from the classroom
- Having the student phone a parent or guardian to explain the problem
- In-School or Out-of-School Suspension
- Disciplinary Probation
- Expulsion

Any of these steps may be used when deemed appropriate, and parents may be notified at any point, especially if a pattern of misbehaviour arises.

In cases of serious misbehavior, Prince of Peace follows Rocky View Schools' procedure for suspension and expulsion. You may find this procedure at [Rocky View Schools Administrative Procedure](#).

Prince of Peace is a Christian community led by staff dedicated to their mission. This means that we are committed to resolving conflict situations together, implementing principles from Matthew 18 as much as possible (i.e. go to the person or persons involved directly, FIRST, when solving a problem).

"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses."
(Matt 18:15-16)

Behaviour Unbecoming

A life of respect and responsibility means avoiding ungodly behaviour such as theft, lying, gossip, slander, profanity, vulgarity, sexual impropriety, violence, threatening behaviour (including written or electronic threats) and use of harmful substances such as tobacco or illegal substances. In addition, possession of any weapon is prohibited. These include: firearms, knives, bb guns, pellet guns, or any projectile firing devices. This behaviour will lead to immediate disciplinary action, which may include suspension or expulsion.

Bullying

Bullying occurs when one person intentionally hurts another, by using hurtful words or threats, physical intimidation, assault, or social exclusion. Bullying is usually repeated and often part of a pattern. Every member of our school community deserves to be safe and secure at school and free from bullying. In order to prevent bullying from occurring, anyone who is bullied or witnesses bullying is to report the situation to a staff member immediately. Parents are also encouraged to speak with administration if they suspect a bullying problem. Any students involved in bullying will be dealt with according to the discipline policy of the school. It is everyone's responsibility to keep our school safe for all.

Damaged or Destroyed Property

We expect our students to treat all school property, including school supplies, equipment, and facilities, with respect. If any property is damaged or destroyed because of deliberate misuse or carelessness, it must be reported immediately to a teacher, and the student's family will be responsible for replacement or repair of the item. Any repairs must meet the satisfaction of the principal.

General Information

Admissions

All families interested in the Christian education we offer are welcome to attend our school, regardless of their faith background. Our school is here to serve the entire community. As our school is a school of choice, the principal shall review every application for admission and include the following factors when considering accepting students from outside the attendance area: availability of personnel and resources, size and composition of classes, impact on other division schools, enrolment priorities and projected enrolment.

Registration procedures for the following school year are as follows:

- Round #1: Re-registration of CURRENT students (first weeks in January)
- Round #2: Registration of siblings (later in January)
- Round #3: Registration of residents of Rocky View County and members of Prince of Peace Lutheran Church (February)

- Admission to kindergarten is granted to students who turn five on or before the last day of February of that school year.
- Admission to grade 1 is granted to students who turn six on or before the last day of February of that school year.

If classes are full, student names will be placed on a waiting list. Common practice is to fill openings from the waiting lists according to the factors stated above.

Attendance, Absences, and Tardiness

Punctual, regular attendance is essential to ensure success at school and helps children develop a sense of responsibility. Students should arrive each day before classes begin so they can be well prepared for the day. As per the Alberta School Act, attendance is compulsory and necessary for success.

Absence Procedures

Attendance is taken first thing in the morning during homeroom. Parents/guardians are required to inform the school when students will be absent or late. Call the office at (403) 285 - 2288 with the full name and grade of your child, and the reason for absence. Illness, medical appointments, and family emergencies are considered excusable absences. We will attempt to contact parents in the event of an unexplained absence. Please help us by ensuring we have your current phone numbers including emergency contacts.

If children are to be excused from physical education or recess, a note of explanation is required. Without a note, students are expected to participate in normal daily activities.

Arriving Late and Leaving Early

Please be punctual. Late arrivals are disruptive to instruction and do not provide the best start to learning. Students who arrive after 8:30 a.m. must be signed in at the office. Students are expected to arrive promptly to all classes. Classroom teachers will handle individual incidents of tardiness. Chronic tardiness will be referred to Administration. Since many students are driven to school, parent cooperation with arriving on time is essential.

Students leaving the school before the end of the school day are required to be signed out by a parent or guardian. For security purposes, the school reserves the right to decide if a student can be released to the care of an adult other than those on record. Parents are asked to ensure records, including contact numbers, are up-to-date. Parents must provide written permission for someone other than those named on file to pick up their child.

Extended Absences

In the event of any extended absence (excluding illness), parents must provide a note stating the nature and duration of the absence. This note should be addressed to the principal and delivered one week prior to the start of the absence. Consistent attendance is essential to children's academic success. Extended absences during the school year affect students' performance. Since the materials, concepts,

and skills covered during instructional time are often prerequisites to future studies, an extended absence could affect a student's ability to meet curriculum expectations. We ask parent to consider this carefully. Teachers are not obligated to provide instructional materials to students for extended absences.

Chapel

COVID: Gatherings and assemblies of student groups is not permitted at this time. Chapels will be conducted in classrooms with individual classes rather than in a group setting.

Criminal Record Checks

(See Volunteer section) **COVID: Volunteers are not permitted at this time**

Emergency Response

Prince of Peace has an Emergency Preparedness and Critical Response Plan which lists the procedures we would follow in the event of school emergencies. The most effective and efficient actions will be taken as quickly as possible to ensure the safety of all students and staff. A copy of the Emergency Preparedness and Critical Response Plan is available at the school office and our web site as follows: <http://www.rockyview.ab.ca/parents/assets/paretns/RVS-Parent-Summary.pdf>

Fees

In addition to the annual fees set by our school to provide for resources and activities to enhance education, Prince of Peace families are charged an Alternative School Fee which covers costs related to the Christian portion of our program. School fees help maintain student access to high quality materials and transportation services. You can help reduce the administrative time spent in the collection and record keeping process by paying your school fees as soon as possible.

The list of all fees can be found on our website under the heading [Our School](#).

Parents are encouraged to pay school fees via [School Cash Online](#). Invoices for fees will be electronically distributed at the end of September.

Field Trips

COVID: Field trips are limited to those within walking distance. Excursions involving transportation are not permitted at this time.

Health and Medication

Allergy Aware School

Prince of Peace is an "Allergy Aware" school. Being allergy aware means, we take precautions to reduce the chance of exposing students to allergens while acknowledging that it is impossible to eliminate all risk. When you walk through the school you will see signs posted in our hallways and classrooms.

- Classrooms that have students with known severe allergies, such as latex, peanuts, nuts, shellfish, and milk, will have signs indicating that there are students with severe food allergies in that classroom. We will emphasize the need for all students to take extra care when washing their hands and desks after eating at snack time and at lunch.
- Signs indicating a "Peanut/Tree Nut Aware" environment are also posted on the entry doors. For our children's safety, we request that parents avoid sending foods containing peanuts or tree nuts.

The staff is made aware of all students with allergies and are instructed as to how to handle situations should an allergic reaction occur. Teachers talk with their students and make the necessary accommodations within their room, and parent volunteers in the classroom are also made aware of allergies. A class presentation may occur to help students better understand.

Parents of students with allergies, severe allergies or asthma are encouraged to complete the medical information portion on the Student Registration Form. Any medical information we have on file on behalf of a student is sent home yearly for parents to make any necessary changes. For those who require Epipens, the Epipen must be accessible at all times. In collaboration with parents/guardians, a decision on how this will occur will be made for each individual child.

Illness

COVID: STUDENTS MUST NOT COME TO SCHOOL IF THEY SHOW SIGNS OF ILLNESS. PARENTS MUST PERFORM A DAILY HEALTH CHECK FOR ANY SYMPTOMS.

[Link to Daily Health Checklist](#)

Medications at School

If a child requires medication at school, the parents must fill out a permission form and give specific, written instructions for administration. No medication of any kind will be administered by school staff unless it is part of a physician authorized medical treatment plan.

Any medicine a child needs while at school must be kept at the office. All inhalers for students with asthmatic conditions will be kept in the office unless other arrangements are made with school administration. If it is necessary for staff to administer medication to a student, a Student Medication Administration Approval Form needs to be completed and signed by a parent and family physician. For more information regarding administering medication or medical treatment for students please visit Rocky View Schools Administrative Procedure 316 or AP316 Administering Medication or Medical Treatment to Students.

Lockers and Desks

COVID: No lockers will be used during this time. Students must keep their belongings in their homeroom class at the direction of their teacher.

Lost and Found

To prevent lost clothing and personal items, especially uniform clothes, mark each piece well with first and last names or initials. Found items will be placed in the Lost & Found area outside the office. Please check this area often for your child's items. Any unclaimed items will be donated to good-will.

Parking and Student Drop-off/Pick-up

Our parking lot is busy. Please take extra care to watch your surroundings. Student Crossing Guards will be on duty before and after school helping pedestrians move across the road safely.

COVID: PARENTS ARE TO REMAIN OFF THE GROUNDS THAT SURROUND THE SCHOOL.

Morning Drop-off Expectations

Please arrive no sooner than 7:55 a.m. as students must remain outdoors until the school is opened at 8:15 a.m. Supervisors will let students into the school at that time. If the weather is of concern, students will be permitted inside earlier.

For students who are driven to school, morning drop-off is located along the North side of the building by the bridges. The loop in front of the school is reserved for buses and under no circumstances should vehicles be in this loop. DO NOT drop-off in the parking lot or at the end of the loop along the playground.

Drivers must park in a designated stall in the parking lot if they intend to step out of their vehicle.

After School Pick-up Expectations

The process for student pick-up at the end of the day looks a little different than the morning drop-off. In the main parking lot, drivers may only use the marked parking stalls. Once those stalls are full, drivers must use the Overflow Parking Lot across the road. Any driver not in a marked stall will be directed to park in the Overflow Lot. If drivers are in the loop, please DRIVE SLOWLY and move up to eliminate congestion.

Use a "Zipper Merge" process when exited the lot to keep the flow of traffic moving and prevent long lines of stacked up vehicles.

Drivers may also use Luther Rose Blvd to the South. Just DRIVE SLOWLY through the parking lot and watch out for seniors and other pedestrian traffic.

Personal Items from Home

Items from home such as toys or collections MUST NOT be brought to school. COVID: Students will be asked to restrict their personal belongings to only what is essential for classroom learning. Laptops for academic use are acceptable. Students are encouraged to ensure their laptop is fully charged prior to bringing it to school.

Playground and School Wide Rules

In addition to acting responsibly and treating others with respect, the following rules apply:

- No play fighting.
- Hands off (no pulling, grabbing, pushing, kicking, tackling or hitting).
- All equipment is to be used as designed. No hanging off basketball hoops or walking up slides.
- With the exception of balls being used for a game, no throwing objects, including snowballs.
- No kicking or throwing balls against the building.
- No climbing on fences.
- At recess times, all students are to remain outside within the designated play area unless they are given permission by a teacher to do otherwise.
- No bikes, scooters, or skateboards are allowed during school time.
- Students must not leave the school property for any reason unless accompanied by their parent/guardian or a teacher.

School Closure

During severe weather conditions, it is ultimately the responsibility of parents to determine if it is unsafe for their children to attend school for the day.

In the event that school has to be canceled for any reason, including inclement weather, the following procedures will be followed to notify parents:

1. The school will make a reasonable attempt to contact parents by phone through the use of the emergency contact list.
2. Decisions to close school because of inclement weather or other emergencies for all Rocky View Schools will be made before bus transportation begins for the day.
3. All closures will be announced on radio stations CBC, CHFM Lite96, 66 CFR, JACK FM, QR77, Country 105, CKMX 1060, CJAY 92 and on CTV, City TV and Global News Morning Edition.
4. Information regarding school closure or operational delays will also be available on the school website and on the Rocky View Schools website
5. In the event that school is open but an individual bus driver deems it unsafe to drive their route, the driver will telephone parents. Parents will have the option of transporting their children to and from school.

Transportation (Contact Phone Number 403-945-4138)

As part of the safe and caring environment we value for kids, we want to ensure that the bus ride to and from school provides an equally safe and caring experience. The following information will bring clarity to routine for students and families to help everyone do just that.

Our transportation provider is Southland Transportation. Southland has an online information centre called My School Bus Monitor. Southland's My School Bus Monitor is the place to find out route information including late buses. Visit the website to create a parent login and register for busing updates by email. <http://www.myschoolbusmonitor.ca/ParentLoginNew.aspx>

Rocky View Schools' Late Bus Information Line (403.250.0016) gives up-to-date information regarding all bus routes.

Bus passes must be carried by students and they must swipe the bus pass when getting on and off the bus. It is recommended that the passes be attached to the outside of the backpack to make this process easier for students.

Busing - Student Code of Conduct

Students on the bus remain under the responsibility and authority of the school and are expected to follow all school rules. Bus safety is the responsibility of the bus driver, school bus passengers and their parents. Parents and students are asked to be familiar with and supportive of the following Code of Conduct:

1. **Following the instructions of the bus driver at all times.**
The driver is in full charge of the bus and responsible for your safety.
2. **Being considerate of other passengers and the bus driver.**
Mutual consideration creates a pleasant atmosphere on the bus. There is zero tolerance of personal harassment of bus drivers or other passengers. Harassment is any behavior that denies individuals their dignity and respect.
3. **Having respect for the bus and its contents.**
Parents/students will be expected to pay for damage caused by the student.
4. **COVID: STUDENTS MUST SIT IN THEIR ASSIGNED SEAT. Family members will be placed together.**
5. **COVID: STUDENTS (Gr. 4 - 9) MUST WEAR A MASK while on the bus.**
6. **Sitting squarely in the seat, facing forward. Keep head, limbs and objects inside the bus and out of the bus aisle.**
This is the safest way to travel on a school bus and may prevent serious injury.

7. **Keeping noise on the bus to a minimum.**

Loud noises or shouting are dangerously distracting to the driver.

8. **Arriving at the bus stop 5 minutes prior to the scheduled pick up time.**

If passengers are punctual the bus driver is able to maintain a schedule and students will arrive at school on time.

Transporting Items and Equipment

The Transportation Department will try to accommodate students with the transportation of articles and equipment for extra-curricular activities (e.g. musical instruments, sports equipment). Check with your child's bus driver. However, some items will not be able to be transported due to safety concerns or available space.

While being transported on a school bus, students are prohibited from carrying laser pens, matches or lighters, drugs, alcohol, weapons of any kind, fuel or any other items that may pose a threat to the passengers on the bus. For any other items or for special permission, please check with your school bus driver prior to boarding the school bus.

Uniforms

Our Uniform Policy is included in this agenda in the pages that follow. We expect all members of our learning community to review it carefully.

Expectation and Enforcement:

- It is the expectation that every parent/guardian will work with the school to have students follow the uniform policy.
- Non-compliance with the school uniform policy may result in a phone call to the parent/guardian requiring they bring the proper uniform clothing to the school. Students will wait in the office until arrangements are made.

Volunteers

COVID: Due to COVID-19 restrictions, no volunteers will be permitted until further notice.