

VINCENT MASSEY SCHOOL

HANDBOOK 2023/2024



MEDICINE HAT, AB



School Contact and Online Information

901 Hargrave Way NW
Medicine Hat, AB
T1A 6Y8

Email: vincent@sd76.ab.ca

Website: <https://vincentmassey.mhpsd.ca>

Facebook Page: @vincentmasseymhpsd "Vincent Massey School Medicine Hat"

Phone: 403-527-3750

Fax: 403-526-4810

BOARD OF TRUSTEES



Chair – C. Wilson
Co-Chair – Pat Grisonich
Trustee – R. Massini
Trustee – D. Forbes
Trustee – Y. Sissons

SCHOOL DISTRICT PERSONNEL

Superintendent of Schools – M. Davidson

Associate Superintendents – L. Cunningham, T. Hensel, C. Sadlemyer, J. Peters

Secretary/Treasurer – J. Labossiere

VINCENT MASSEY TEACHING STAFF

Principal – D. Ashmore

Principal – A. McFetridge

Vice Principal – J. Roth

Classroom Support Teacher- S. Funk

Early Learning Program – J. Schmaltz

Play & Learn Educator – N. Duce

Kindergarten – T. Swartz

Grade 1 – K. Harvey-Zenk

Grade 2 – S. McBain

Grade 3 – K. Randall

Grade 3/4 – L. Fischer

Grade 4 – M. Anderson, S. Crook

Grade 5 – K. McClain

Grade 5/6 – T. Elderkin

Grade 6 – J. McIntosh

VINCENT MASSEY SUPPORT STAFF

Sr. Admin. Assistant – T. Webb

Library Assistant – L. Thomson

Education Assistants – C. Churla, L. Simmonds, S. Galipeau, T. Huff, T. Brusky-Shearer, N. Duce, L. Nash

Head Custodian – N. Davy

Evening Custodians – B. Goodyear, T. Lawson

NOTE TO PARENTS:

Vincent Massey School makes every effort to ensure programming is designed to meet the particular needs of each student. If your child has been identified as having a specialized learning or behavioral need, please notify the teacher, main office, or school administration so appropriate programming can be arranged for your child. If your child is receiving any specialized treatment or instruction, separate from the school program, please share this information with your child's teacher or school administration. Also, if there are special religious or cultural considerations you feel are important, please let your child's teacher or school administration know.

Finally, if you have a concern that your child may have a special learning need or require additional information, please contact the school. It is our wish to work with you, the parents, to provide the best possible programming for your child.

MESSAGE FROM THE PRINCIPAL – Mr. Andrew McFetridge/Mr. Doug Ashmore

I would like to give a warm welcome to all students and parents/guardians – and a special welcome to any students and parents/guardians who are new to Vincent Massey. We look forward to working with you and your child(ren) this year. At Vincent Massey, we believe whole-heartedly in the importance of the collaborative partnership between home and school. As a school staff, we believe we are all part of the same team with a very important end in mind- working towards long-term success for each of your children.

I have very positive and valued memories from growing up in the Vincent Massey neighborhood and my years both as a student and vice-principal at Vincent Massey. From my time as a VM student, I remember so many of my teachers being patient, kind, and interested in the success, learning, and lives of students. It is memories like these that I want to pass on to all students as principal at Vincent Massey School.

Working together with staff, we will continue to strive for a positive, student-centered culture and optimal learning for students and staff. Preparing students for happy and successful lives matters to us. We also value a focus on engaged learning and the guiding of students towards ethical citizenship. Your support from home is a vital component with all of these goals. Achieving these goals also depends on ensuring that we build and nurture excellent relationships with students and their families and also amongst our staff team.

Please take time to save and read through this handbook and the policies at the end as you and your child will gain a better understanding of our learning community and important dates here at Vincent Massey School. You will also find very useful information on student programming, significant events, student expectations for a caring learning community, as well as school and school district policies. I encourage you to read the section on our School/Parent Council and become involved with this very important group. Parent volunteers are vital in influencing, supporting, and promoting activities that greatly enhance the learning experience of our Vincent Massey students. Please contact the office administrative team or your child's teacher should you have any questions or needs. We look forward to a fun and successful year with you and your child(ren). **We hope to make great things happen in the lives of our Vincent Massey students.**

VINCENT MASSEY SCHOOL MISSION STATEMENT:

Vincent Massey School strives to create a secure and respectful learning community focusing on curricular excellence, meeting diverse needs, and fostering noble citizenship. While encouraging self-confidence and maximum student effort, we will assist those requiring additional intervention to achieve success. With a strong home and school partnership, this favorable educational climate will support students in meeting their maximum potential while preparing them for a happy and successful life.

VINCENT MASSEY SCHOOL MOTTO:

“Learn to Care, Care to Learn”

VINCENT MASSEY SCHOOL PRINCIPLES, VALUES AND BELIEFS

As a school, which is part of Medicine Hat Public School Division we support the principles and beliefs as outlined in the District's Education Plan. In addition, our school adds the following Principles, Values and Beliefs:

1. To ensure our school community is a nurturing place where students, parents and staff work together in a collaborative, caring and respectful manner so that high standards are established, communicated and achieved.
2. Through Enhanced Instructional and cooperative learning methods, give students a strong education in Literacy/English Language Arts (reading, writing, listening, speaking and viewing), Mathematics, Science, Social Studies, Information and Technology, problem-solving skills, Physical Education, Health, French, and the practical and fine arts.
3. Take pride in and hold Inclusion and Differentiation of Instruction as important in our learning community. This will allow us to respect and appreciate all individuals and provide for the individual needs of each student. This will maximize learning through varied teaching strategies for varied student learning needs.
4. To allow students to acquire knowledge, independence and develop the skills, attitudes and competencies needed to become successful, lifelong, independent learners in the areas of entrepreneurial spirit, engaged thinking, and ethical citizenship.
5. To maintain a positive, warm and caring learning environment which fosters mutual respect, pride, responsible decision-making, collaboration, success, and the building of self-esteem.
6. To help students develop an understanding of the meaning, responsibilities and benefits of active and empathetic citizenship which will lead to happy and successful lives.

MEDICINE HAT PUBLIC SCHOOL DIVISION BELIEFS:

Our Vision:

To Learn. To Grow. To Build a Better World. .

Mission Statement:

Our mission is to provide an inclusive, progressive learning community through trust, courage and collaboration.

Division Motto: Where Kids Count!

SCHOOL HOURS AND BELL TIMES

Early Learning Program

Monday-Friday 8:15am – 11am

Kindergarten Program

Monday – Friday 8:15am -11:15am

Grade One to Grade Six Students

8:15am- Warning Bell (Students not to be on school grounds prior to 8:05am please)

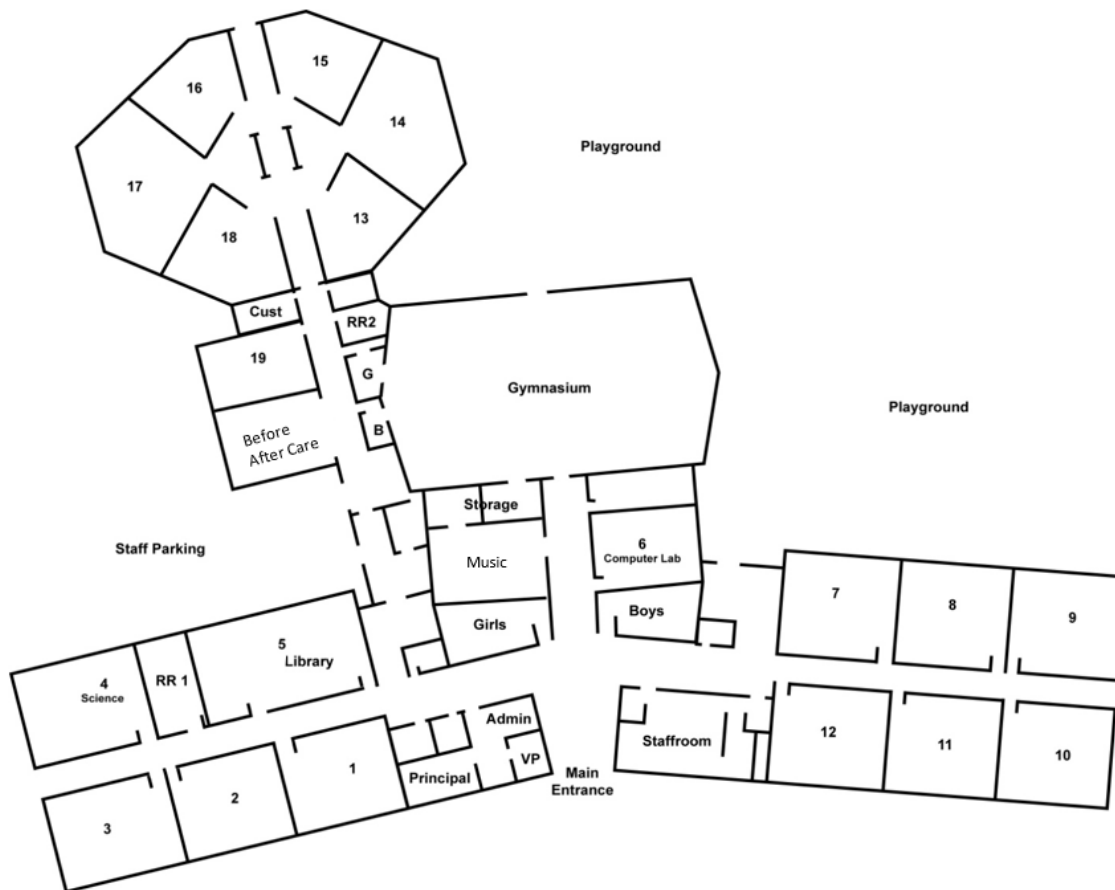
8:21am- Opening exercises/announcements, classes begin

2:38pm- Dismissal/School Day ends

Vincent Massey Building Access:

For safety reasons, almost all school doors will be locked during the school day. However, it is important to us to make all guests feel welcome and to facilitate positive communication with our parents/guardians. Please contact your child's teacher or the main office at VM if you would like to meet with anyone on our staff team at 403-527-3750. Thank you for your cooperation and support of the Vincent Massey School safety regulations.

VINCENT MASSEY SCHOOL MAP



YMCA Before & After School Program & Arrival of Students in the Morning:

Vincent Massey School is open at 6:45 a.m. for students to attend the **YMCA Before School Program**. Students who do not attend the program should not arrive at school prior to 8:05 am, this is when outside supervision is available. It is important to note that there is not

playground supervision afterschool. We ask that students proceed home at the end of the school day to enjoy time with family.

The After School Program operates from 2:38 p.m. to 6:00 p.m. The Before/After School Program is operated by the YMCA. Please see their website www.medicinehatymca.ca for more information.

Vincent Massey 2023 – 2024 Calendar

(Dates may be subject to change. See monthly newsletters for most up-to-date information)

Aug 31 – Family Barbecue/Meet Your Teacher 5:30-7:00

Sept 5 – First day for Students

Sept 19 – First School Council Meeting 6:45pm

Sept 22 – ELP/Kin, Gr. 1-6 School Picture Day

Sept 29 – National Day for Reconciliation - Orange Shirt Day

Sept 29– Terry Fox Run

Oct 4 & 5 – Goal Setting Conferences (Gr. 1-6)

Oct 6 – No School – PD Day

Oct 9 – No School – Thanksgiving

Oct 31 – Halloween Parties (p.m. only)

Nov 6 – ELP/Kin, Gr. 1-6 School Picture Retakes

Nov 9-10 – No School – PD Day

Dec 7 – Report cards go home

Dec 14 – Christmas Family Event

Dec 22 – Early dismissal at 11:45am

Dec 23 – Jan 7 – No School Christmas Holidays

Jan 8– School resumes after holidays

Jan 26 – No School – PD Day

Feb 7 & 8 – Student Led Conferences

Feb 14 – Classroom Valentine's parties (p.m. only)

Feb 19-23 – No School for students – Feb Break

March 27 – Report cards go home

March 28– No School – PD Day

Mar 29-Apr 7 – No School – Spring Break

April 8 – School Resumes after the holidays

Apr 26 – No School – PD Day

May 15 – Gr. 6 LA Part A PAT

May 17 – No School – PD Day

May 20 – No School Victoria Day

June 9 – No School – PD Day

June 19 – Gr. 6 Math Part A PAT

June 20 – Gr. 6 Math Part B PAT

June 24 – Gr. 6 LA Part B PAT

June 25 – Gr. 6 Social PAT

June 26 – Gr. 6 Science PAT

June 26 - Fun Field Day K-5

June 26 – Grade 6 Activity

June 27 – Year-end awards assembly 10:15am, last day for students 11:45am dismissal

SAFE & CARING SCHOOLS – VINCENT MASSEY SCHOOL CODE OF CONDUCT

(Please also refer to MHSD Policy 612 “Welcoming, Caring, Respectful and Safe Learning Environments” at the end of this handbook)

Philosophy of Working Collaboratively with Others /Discipline

Working collaboratively with others is a means of guiding children on what is acceptable or appropriate behavior for them to be more successful and to have positive relationships. Each child's learning profile will be considered when working with students in the area of positive decision making. This includes establishing logical and fair consequences to achieve an orderly, positive learning environment that enables everyone to achieve their goals and foster self-discipline. We also value teaching students those skills that they may be lacking to successfully handle social situations. Students assuming accountability, showing empathy, and being involved in the process of “making things right” is also a focus.

Principles:

1. A safe, secure learning environment is necessary for productive learning.
2. All students can learn and learn to behave appropriately within the context of their learning profiles and abilities.
3. All students can feel that they belong -- they are part of the school.
4. The individual identity of each student is preserved and individual differences are accommodated as much as possible considering the group as a whole.
5. Rules and disciplinary procedures promote self-discipline and responsible behavior.
6. Positive reinforcement is an effective tool to channel student behavior.
7. Respect for everyone's rights and property is valued in our school.
8. Parents/Guardians, students, service providers, community agencies, and staff can work together to foster productive learning and behavior.
9. Students are treated fairly -- respecting their individual differences.
10. Timely communication between the home and school is encouraged and valued.

Positive Reinforcement



It is important that we use positive reinforcement to encourage students to be productive citizens. Therefore, Vincent Massey School has a variety of programs, both as a school and in individual classrooms, to accomplish our goal. Some of the programs we offer are:

1. Notifying home about students' good work and behavior
2. Individual classroom reward programs.
3. Special days i.e. Ski Trip, Year-end Activity, Class Parties
4. Extra-curricular programs
5. Student Awards and Recognition programs

Role of the Student:

Section 31 – “Student Responsibilities” of the Education Act states that “A student, as a partner in education, has the responsibility to”:

- (a) Attend school regularly and punctually
- (b) Be ready to learn and actively engage in and diligently pursue the student's education
- (c) Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- (d) Respect the rights of others in the school
- (e) Refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- (f) Comply with the rules of the school and the policies of the board
- (g) Co-operate with everyone authorized by the board to provide education programs and other services
- (h) Be accountable to the student's teachers and other school staff for the student's conduct
- (i) Positively contribute to the student's school and community

School & Playground Rules

1. Students are to show respect and empathy for others, property and self so they must:
 - a) Walk quietly from class to class.
 - b) Keep hands, feet and objects to yourself.
2. Students are to go outdoors during non-instructional time. The exceptions to the rule are:
 - a) When they have permission from the teacher or parent.
 - b) When they are attending any supervised extracurricular activities.
 - c) When the weather is inclement.
3. Students are to follow directions from adults, responding respectfully.
4. Students are to show pride in our school and conduct themselves in a friendly and courteous manner -- no foul language or gestures are allowed.
5. Students will use the telephone only with permission from teachers and/or Administrative Assistants.
6. Students are to follow these playground rules:
 - a) Bicycles, scooters, and skateboards must be walked on school grounds for the safety of others
 - b) Play safely and co-operatively
 - c) Enter the school promptly at bell time.
 - d) Stay within school ground boundaries and play areas - out of the alley and off the cement barricades.

Parents are reminded that children usually consume a portion of their lunch during the morning break. Therefore, a nutritious snack should be packed. Students are to follow these rules at lunchtime:

- a) Eat in your seat in your classroom.
- b) Eat in a quiet, polite manner.
- c) Be sure to clean up after yourself.
- d) All garbage is to be placed in garbage cans after lunch.
- e) When finished eating, students must go outside to play/proceed to class in a prompt manner.



CLASSROOM CONSEQUENCES:

Each teacher has developed a behavior improvement plan that identifies their process for the support of students in making positive choices. Consequences for an incident follow a process and may include a warning, phone call home, creation of a behavior improvement plan, or de-escalating opportunity in either the classroom or office setting. Skill-building and relationship and community enhancement will be focused on and promoted.

Major Incidents:

A student may receive time in the office as an opportunity for reflection and de-escalation, an in – school suspension, or an out – of – school suspension from the principal depending on the severity of the incident. Prior to returning to the classroom, the student may conference with an administrator, parent and classroom teacher to review expectations and the behavior plan.

The following choices will be taken seriously and supports will be put in place to ensure student skill-building, accountability, and “making things right”:

1. Repeated violation of general expectations and classroom rules.
2. Fighting or physical abuse toward staff or other students.
3. Defiance and refusal to follow the directions of a school staff member.
4. Frequent use of improper or profane language or gestures.
5. Disrespect for the rights and property of self and others.
6. Conduct injurious to the moral tone and well-being of the school or other students.

BUS INFORMATION



A number of students are bussed to Vincent Massey School. Bus students are asked to abide by the same rules expected at school and be respectful of the bus drivers. If your child has a concern please contact the school. Bus students who repeatedly do not follow the rules while waiting for, riding the bus, or upon exiting the bus may be suspended, and parents will be required to provide transportation during the suspension (as per School District Policy). After school, it is important that

bus students go straight home after exiting the bus unless other arrangements have been made with parents beforehand. This will ensure that students' whereabouts are not in question.

In addition, please note the following rules regarding sports equipment and other large objects on the bus:

- During skating times all skates must be enclosed in a bag. Hockey sticks are not allowed on the bus.
- Skateboards and large school projects are not allowed on the bus -- there is not enough room and this can create a safety hazard.

Please note that in bus video cameras are used and the school can request footage when a complaint is issued.

Bus Schedule

Southland Transportation will provide bus services. Please check the school district website to review your child(ren)'s route and pick up/drop off times.

<http://www.sd76.ab.ca/>

If you should have any questions about bussing, please direct your inquiries to Southland Transportation at 403-526-4655. Alternatively, you can call the district's Transportation Coordinator, Robert Olson, at 403-528-6572.

LEAVING THE SCHOOL GROUNDS

All students who take part in the supervised lunch program are to stay at the school for the entire lunch and lunch recess period. This also includes remaining on school grounds for all recess times. Students leaving the school grounds for any reason during the school day (lunch included) need prior parental consent before leaving. Thank you for your assistance in supporting the safety of Vincent Massey students. If you have any questions, please contact the school.



THE SCHOOL PROGRAMS

KINDERGARTEN

Your child must be 5 years old on or before December 31, in order to qualify for or the 2022-2023 school year.

Kindergarten is 8:15 am-11:15am Monday through Friday, with the exception of PD days and school holidays. There is a \$61.50/year activity fee for the year. You may register online or at the school. If you have any concerns or questions regarding Kindergarten, please feel free to contact the school.

EARLY LEARNING PROGRAM (ELP)

Our Early Learning Program features skilled staff who create a meaningful, play-based learning environment. Various support agencies are active including Occupational, Physical, and Speech Therapists. The ELP is an early intervention support program designed to meet the needs of children 2 ½ to 5 years of age who may require support in the areas of speech/language delays, and developmental delays or disabilities. ELP also invites participation from children in the community.

As in any early childhood program, all areas of child development are considered important. A multi-disciplinary approach is used in consultation with physio-therapists, occupational therapists, speech and language resource people. Parent involvement is also integral part of the program.

An important aspect of this classroom is that an Individual Support Plan (ISP) is developed for each child. This stresses strengths and focuses on skills to be learned. ELP helps children develop an early love for learning via a stimulating, purposeful play environment. Literacy, numeracy, creativity & social skills are further areas of focus.

ELP hours are 8:15am – 11:00am Monday through Friday, with the exception of PD days, holidays, and the last Wednesday of every month. Fees for Play Partners are \$225/month (paid to Division Office by Pre-Authorized Debit).

VINCENT MASSEY SERVICES AND FACILITY HIGHLIGHTS

- No-charge lunch supervision
- Early Learning and Kindergarten Programs
- YMCA Before and After School Care Program

- Epson Boards in all classrooms
- Education Week activities
- HUG program and FSLW (Family School Liaison Worker) and social skill building supports
- Speech Therapist and Low Vision Consultant
- Occupational and Physical Therapists
- Parent volunteer program
- Cool to Care student recognition program
- Collaborative Response Model student support teacher meetings to plan learning interventions
- Just Right Room for student sensory and regulation needs

STUDENT EXTRA-CURRICULAR/ENRICHMENT HIGHLIGHTS (These opportunities may vary slightly year to year)

- Coding Club
- Chess Club
- Primary & Upper Elementary Choirs
- Noon Hour Intramural Games
- Student Leadership Group
- Safety Patrollers
- Basketball Club,
- Running Club
- Comic Book/Sci Fi/Superhero Club
- Ski Day - Upper Elementary
- Elementary Athletic Association Interschool Games – Grades 1-6
- Home Alone and Babysitter's Courses
- Grade 6 Outdoor Education Day
- EPIC Positive Choices Program
- Student Recognition and Reward programs
- Christmas Concert or Christmas Family Nights

EDUCATION PROGRAMMING HIGHLIGHTS

- Focus on Inclusion and Differentiation of instruction
- Focus on Literacy Support
- Focus on Enhanced Learning
- Tribes and Kagan Cooperative Learning
- Focus on Inspiring Education- Ethical Citizens, Engaged Thinkers, Entrepreneurial Spirit
- Cross-grade class collaboration opportunities
- Use of technology to enhance learning
- Parent/Teacher/Student Goal Setting Conferences and Student-led Conferences
- Peer mentoring
- Home Reading programs
- Support of Community Classroom endeavors
- Inquiry and Project-Based Learning approaches

STUDENT SERVICES

Medicine Hat School District #76 and Vincent Massey School offer a wide variety of student services. Below is a brief description of some of the programming available with the corresponding contact information:

- A) **Family School Liaison Worker:** Our Family School Liaison Worker works to help support students and families. Please contact your classroom teacher or an administrator if you are interested in this service.
- B) **First Nations and Metis and Inuit Education (FNMI) Program:** Support is available through a FNMI resource person and other services. For more information contact the principal or FNMI at 403-528-7601.

At the district level, the following personnel and their respective departments may be contacted through the principal for assistance:

Associate Superintendent, Student Services
 Tracy Hensel, 403-528-6741
 Director of Primary Services

HOMEWORK AND PARENTAL SUPPORT

Students learn and develop most of the academic skills and concepts during the school day. There are, however, occasions when it is necessary and extremely worthwhile for a student to do some investigation or practice outside of regular school hours. **We ask all of our Vincent Massey parents and guardians to support your child(ren) in ensuring that all homework that may be assigned, is completed as required in a quality manner, and on time.** Successful completion of homework assignments leads to better study habits, positive attitude toward school, and better understanding and higher levels of achievement and success. Upper elementary students should develop the habit of reviewing their work on a regular basis.

P.E. AND GYM

Regular half-hour Physical Education & Daily Physical Activity periods are scheduled every week for each grade level.

If your child has any physical issues limiting his/her participation, we would appreciate having you bring this to our attention. We also ask that you provide them with a pair of gym **shoes that do not mark the floor.** It is preferable if these shoes be reserved for indoor use. Teachers would like each child to use gym shoes during each Physical Education period.



TECHNOLOGY

In addition to Epson Boards and projectors in every classroom, students also have access to iPads, and Chromebooks to support their learning. Computer word processing has the potential for helping less able writers to dramatically improve the quality and quantity of their writing.

Our Library has a search computer that students and teachers can use to access literature and educational materials.

NOTE: All students must follow MHPSD appropriate use and digital citizenship policies or they may lose their tech privileges.



LIBRARY/LEARNING COMMONS



Through our Learning Commons/Library area, we are endeavoring to embed literacy there, and throughout the school. In the classroom, we are striving to provide opportunities for students to collaborate, search for information and create and synthesize new knowledge.

The library program encourages students to read, read, read. Books and other resources are here for personal reading enjoyment and to support the school curriculum. Through the Library and other technology, students are taught research skills that apply to their learning, now and in the future.

Watch for various literacy events and book fairs throughout the year.

The library may be used to sign out books and to do homework under the following guidelines:

1. Students in Grades 1 to 6 may sign out two books, and a magazine. Items can be renewed for up to three weeks.
2. Kindergarten students may only sign out one book at a time.
3. No books may be taken from the library without being signed out to the person taking them.
4. The person to whom the books are signed out shall be responsible for their items. Payment will be required for damage to books, beyond reasonable usage, and all losses.
5. Students who use the library are to please do so quietly. The library is a place to work and read without interruptions.



YMCA BEFORE AND AFTERSCHOOL CARE PROGRAM

This on-site program accommodates children from Kindergarten to Grade 6 in the YMCA Before/After School Care Program. Provincial subsidies may be available for those who qualify. Hours of operation are from 6:45am-8:15am and 2:38pm-6:00pm. Child care programs DO NOT operate during periods when classes are not open such as; during the summer break, Christmas/Easter breaks, the 3rd week in February (Family Day, In Lieu days and Teachers' Convention). The program MAY run on non-instruction days such as District and school Professional Development Days if enough interest is shown. Speak to your school's YMCA worker.



A.M.A. SAFETY PATROL

Safety Patrol members are children in Grades 5 & 6 that demonstrate responsibility and leadership. You will see these students at the crosswalks and corners helping to ensure the safety of Vincent Massey students and their families. School Safety Patrollers have very special qualities. Because of their courage, alertness and responsible attitudes, we owe them much. When you see them, please listen to their directions and say "Thank You!" for a job well done. A.M.A. School Safety Patrollers are today's volunteers, tomorrow's leaders.

AWARDS

To recognize student effort and achievement in the different curricular areas and demonstrated effective citizenship skills, various programs are established to celebrate student accomplishments. Student recognition takes place in the classroom, at monthly Pride and Praise Assemblies, the Year-end Assembly, and much more. Some of the student award programs include:

- a) Fair Player of the Month: Presented to one student per classroom each month for good sportsmanship, hard work and fair play during physical education classes.
- b) Work Ethic Award: A School Council sponsored award presented to one student per classroom each month by a School Council representative. The award promotes personal achievement, hard work, best effort, and a growth mindset towards learning.
- c) "Cool to Care" with VM Administration: Students are recognized by their teachers for caring acts, and caring about their learning throughout the year. When this occurs, the student's name is entered into a draw for a lunch or treat with the principal and vice-principal and names are announced at the regular assembly.
- d) School Council Citizenship Award: Presented annually to a Grade 6 student who demonstrates outstanding citizenship qualities with their peers and teachers. The student models noble citizenship and promotes an inclusive, positive and caring classroom and school environment.
- e) Vincent Massey Character Education and Leadership Award: Presented annually to a Grade 6 student who demonstrates outstanding citizenship qualities and leadership attributes. This individual models leadership skills in various ways, which may include participation in school activities or organizations beyond the school.

VOLUNTEERS AT VINCENT MASSEY

Volunteers are welcome at Vincent Massey School and are an important component of the educational programming. We appreciate the time and effort of Vincent Massey family members and community volunteers. If you are interested in volunteering please contact your child's teacher, the main office, or school administration. As per MHPSD policy, a criminal record check may be required.

School Council offers various opportunities throughout the year to be involved with school events. Please watch the newsletter and other school communications for volunteer roles.

As per VM and MHPSD policy, please remember to come into the office to sign in and out of the building if you are serving in a volunteer role. Thank you.

STUDENT INFORMATION

ONLINE PAYMENTS

Continuing forward, it is our goal to reduce the amount of cash and cheques coming into our school. School fees and special event fees can be paid online. Credit card payments can only be made online and are not accepted at the school.

Parents, please register to make online payments. Once you are registered, your child is registered right to Grade 12.

Here's how:

Step 1: Go to our school website: click on the link "School Cash Online"

Step 2: Register by selecting "Get started now" and follow the steps. You must have a student ID# for each child (phone or stop in the office for this number), LEGAL last name and date of birth to register your student.

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

Once you have your account you can check your payment history and receive emails when a new bill arrives.

Payments of cash or cheques can still be made at the school.

SCHOOL FEES

There are **no** instructional fees for Grade 1-6. There may be expenses for optional programs such as ski trip, extra-curricular, Babysitting and Home Alone Courses.

There is a \$61.50/year activity fee for kindergarten programming. Those wanting to take part in the Play and Learn Program will pay \$275/month (paid to Division office).

ELP fees are \$225/month (paid to Division office).



SCHOOL SUPPLIES

Families are responsible for supplying their own school supplies. Please visit the school website under "Resources" for a list and a link to Schoolstart.ca. School Start is a company that you can order your supplies online and they are delivered right to your home. Of course you can always purchase supplies locally at Staples or Wal Mart. Supplies will be needed the first day of school. Your child's teacher may ask for a replenish of some supplies throughout the year.

CARE OF TEXTBOOKS

It is expected that when students are given school textbooks they will take reasonable care of them, and return them at the end of the year in good condition. When students lose or damage a textbook, the School District expects payment for the replacement cost.

BRINGING DOGS/PETS INTO SCHOOL

As per MHPSD policy, we ask that **only** approved service and education assistance animals are permitted inside Vincent Massey School. We must be sensitive to those staff and students with pet allergies. Exceptions may be made by teachers for special class activities. Thank you.

STUDENTS WITHDRAWING/MOVING

The school should receive notice of withdrawal at least two school days before the pupil's last day of attendance. **With reasonable notice**, the teacher can prepare the report and obtain information for the transfer process. Please be sure that all school property, such as library books and textbooks are returned so that transfers can be completed quickly.

ATTENDANCE AND LATE POLICY

We now use EDSBY to report all absences for students. Absences can be reported 24/7 and planned absences can be entered in the case of an appointment or vacation. Please report absences for illness before 8:30am. You will be able to view your child's absences for the year through EDSBY.

When excessive absences occur, the homeroom teacher will first contact, support, and work with the family. The school will work in a supportive manner to help students successfully attend school. School staff will collaborate and support students and their families to maximize attendance leading to more gains in student learning.



Students who are late are required to use the front entrance and check in at the office. Students leaving the school for any reason during school hours must please report to the office.

FOR COMMUNICATION DURING EMERGENCIES, PLEASE MAKE SURE THAT YOU PROVIDE THE SCHOOL WITH MOST RECENT CONTACT INFORMATION FOR PARENTS/ GUARDIANS AND EMERGENCY CONTACTS. THANK YOU.

HEAD LICE

Alberta Health Services outlines the following important information about head lice:

Head lice are not dangerous and they do not spread disease but they can and do spread from person to person. A lot of head louse infections are caught from close family and friends in the home and community, not from the school. Having dirty hair does not cause head lice. Head lice cannot fly or jump and you cannot get them from pets. While they may be found anywhere on the head, they prefer to live on the scalp along the neckline and behind the ears. When lice bite the scalp, they cause itching. **Health Canada recommends a topical, cream rinse style hair treatment that is available over the counter at most drug stores. Nits (eggs) must also be removed in addition to the use of these types of hair products. (Most approved treatments will kill live lice, but aren't effective with nits.)**

PARENTS'/GUARDIANS' ROLE (from AB Health Services)

- Be aware of the signs and symptoms of infestation
- Be familiar with the technique for examining hair for lice and nits (eggs)
- Examine children's heads weekly for signs of infestation as part of routine hygiene
- Notify the school when their child has lice and others who have come into contact with the child**
- Carry out treatment on family members with live lice.
- Wash personal items such as combs, brushes, bedding and hats
- Inform the school when treatment has been completed**
- It is a good idea to teach your children not to share brushes, combs, or head gear/hats

The VM Administrative Team will work with families to support them with the treatment of head lice prior to students returning to school. **For more information contact the school or Health Link Alberta at 1-866-408-5465.**

ILLNESS



Any child that is not well should be at home.

In the event a child becomes ill at school, every effort will be made to contact the parents or the family, who in turn should be available to come to take the student home ASAP. Any child sent home due to illness should remain home until the child is symptom free and Alberta Health Services requirements are met.

If your child has a condition, which conceivably might require emergency treatment, such as asthma, diabetes, epilepsy or severe allergies, please **be sure the school is aware of this.** When students are ill or absent, we would appreciate parents notifying the school so that teachers can be informed. Please report the absence **prior to 8:15 a.m.** by logging into EDSBY or calling the office at 403-527-3750. Thank you for your assistance.



***WE ASK THAT ALL VISITORS PLEASE SIGN IN & OUT AT THE OFFICE. THANKS.**

SCHOOL DRESS AND GROOMING

The school is a positive learning environment. Students attending Vincent Massey School will be expected to follow the school expectations regarding dress and grooming to promote a safe a caring learning environment. The school may contact parents to bring a suitable change of clothing for the day. Or the student may be asked to wear a sweater to cover clothing not conforming to our dress code. Students are expected to come to school, often with parent assistance, in a clean and neat manner.

- A) **Clothing:** Clothing should be appropriate for the school setting. Clothing should only contain appropriate language and not portray any language, messages or pictures that are deemed offensive or inappropriate by school staff. We ask that students do not wear revealing or short tops and shorts. No underwear should be visible and no midriff should be showing. Shorts and skirts are required to be a suitable length. Footwear must be worn at all times. Students are also asked not to wear "outerwear" in the classroom. Heavy jackets should be hung on coat racks or in lockers when classes are in session.



- B) **Hat and Head Coverings:** All headwear (caps, toques, hoodies) will please be removed when entering the school building unless students are wearing items for religious, special cultural reasons, or dress-up days.

STUDENT SAFETY



1. Peanut and Nut Products

We often have several students who have severe allergies, **some fatal**. We would request that **NO nut products be brought to school**. Thank you for helping us to care for and make our school a safer place for all our students. **However, please understand that we cannot guarantee that our school is 100% nut free. We handle the situation to the best of our ability.**

2. Administration & Storage of Medication

Under certain circumstances your child may require medication administered during school hours. We require a **copy of the prescription**, including instructions for administration. Please come in and pick up a form from the office. **This must be completed before any medication can be given.** When students require medication to be at school for medical conditions, the "Medication Administration" form must be completed at the beginning of the school year and **updated on a yearly basis.**

3. Accidents

During the period of a school year, with so many students, we must expect a few accidents. Every precaution is taken to prevent such mishaps. The staff offers only minimum first-aid treatment in case of injury. We always attempt to contact the parents if staff considers the injury or illness to be moderate or serious. **Unless it is an absolute emergency, the school cannot take a child to a doctor.**

4. Traffic

TO AVOID SAFETY, & TRAFFIC FLOW ISSUES- PARENTS, PLEASE DO NOT DRIVE YOUR VEHICLE INTO THE PAVED STAFF PARKING LOT AT THE BACK OF THE SCHOOL AT ANY TIME OF THE DAY. Parent cooperation will reduce traffic congestion in this area and increase student safety. Please do not use our handicap parking stalls as drop-off stalls. These stalls are used for students or parents with disabilities. Handicap parking stalls are identified with signage at the front of the school and in the staff parking area. Please do not park in these stalls unless you have an authorized parking tag displayed in your front window.

Please also encourage your child to walk up the **sidewalks**, not through the staff parking lot, when entering or leaving the school.

We ask that parents please drop off and pick up students at the front of the school (Hargrave Way), the side street (Herald Drive), the gravel parking area beside the staff parking lot, and the parking spaces by the alley dumpsters and along the gravel playground in the alley. Please have your son/daughter walk up the sidewalks and into the school.

Thank you for following these important considerations for student safety.

BICYCLES/SKATEBOARDS/SCOOTERS



Students who ride bicycles, skateboards or scooters to school are asked to **walk them, not ride, onto the playground** and park them in the Bike Compound, located on the south side of the school.

Although we do have a compound, it is **not locked** during the day so it is important that bicycles have their own individual locks.

HELMETS

The law requires all students to wear bike helmets. The Safety Guidelines for Alberta Schools indicate that all students should wear helmets while biking, skateboarding, roller-blading, and riding scooters, etc.

Division policy states that approved helmets must be worn by all students and parent helpers while taking part in school skating. No one is allowed on the ice without a helmet.



SCHOOL TELEPHONE

A telephone by the office is available for students to make **important or emergency** calls to their parents. Students must first obtain permission from their homeroom teacher or an administrator. The telephone is not to be used to make playtime arrangements with friends. Students who require parent consent to participate in activities outside of school hours should make these arrangements - whenever possible - outside of school time. When the office receives an incoming call for a student, staff

will - unless we are notified that the call is an emergency - take a return telephone number, inform the student of the call, and allow them to return the call during the earliest recess break.

Please also note that to not disrupt student learning, telephone calls to teachers or students during class time will not be transferred unless in the event of an emergency or strong importance.

CELL PHONES & OTHER ELECTRONIC DEVICES

To maximize student learning and to minimize distractions, it is preferred that students do not have cell phones at school. If there is a necessary and important exception needed, the student may be given permission to have the cellphone at school **as long as it is powered down and not in their possession during class time or recess.** Mrs. Pahl in the office or the homeroom teacher will keep them during the day if you want a safe option. Homeroom teachers may modify these rules for learning activities and/or rewards in their classrooms.

Cell phones are also not allowed in the hallways or in the playing field during school hours. If there is a necessary exception, please contact your child's teacher or school office to make arrangements. Students caught with cell phones will have them taken away and they will be kept in the office until the end of the day. Second offences, parents will be required to pick up the phone from the office.

Students are asked to keep cell phones and other expensive electronic items (iPads, tablets, and gaming systems) at home. **The school will not be responsible for the loss or damage of such items.**

ROLE PLAY CARDS AND OTHER TRADING ITEMS

To lessen peer conflict that sometimes occurs with these items, we ask that students please leave role play cards and trading items at home. These items of value could be lost, stolen, or damaged.

LOST & FOUND ARTICLES

With the number of children attending Vincent Massey, things often get lost and misplaced. **It would be a real help if your child's clothing were marked with his/her name.** Be sure to periodically check the "Lost and Found" at the school.

Any unclaimed items are removed from the school intermittently, usually at Christmas and at the end of the year. These items are donated to local charities.

SCHOOL COUNCIL

Vincent Massey School operates on a philosophy that parents form an integral part of the partnership in the education of their children. In order for our School Council to be truly effective, we need a good representation of parents at our meetings.

The Vincent Massey School Council and the Friends of Vincent Massey fundraising society are school advisory bodies that meet once a month - no meeting is held in December or June - to discuss issues of significance and concern to students, parents, and the school. The School Council advises the school principal on various issues pertinent to students and the school. **Meetings are usually held on the third Tuesday of each month at 6:45pm - unless otherwise notified.** These groups are comprised mainly of parents/guardians, teacher representatives, and school administration.



The mandate of the Council is:

- to serve as a liaison between the parents and the school;
- to create a sense of community and a spirit of co-operation between teachers, students and parents;
- to recommend, assist and participate in various educational activities of the school and the school community;
- to sponsor fund-raising projects, as the need arises;
- to act as a vehicle for the discussion of general community concerns
- to encourage volunteer help at school functions, and in the classroom as required.

Parent involvement is strongly encouraged and appreciated at Vincent Massey School. We encourage everyone who is interested in helping our school to consider serving on our School Council.

Parents/Guardians are also encouraged to volunteer to work with students in the classroom or in school activities, field trips and programs. Please help us to keep special programs and events happening at Vincent Massey. Parents can always help a little or a lot – whatever help can be offered is greatly appreciated.

All parents are welcome and encouraged to attend. Please call the school for more information. Thank you.

School Council PARENT VOLUNTEERS

There are a number of school and School Council projects that are dependent upon volunteer support to make them successful. No matter how important they may be to our school and our students, these activities cannot happen without a sufficient number of parents volunteering to help. Some of the activities where parent volunteers are needed are:

VM School Council Committees, Family Dances, Christmas Activities, Year End Fun Fitnic Day, Outdoor Education Camp, and Year End Events.

PROACTIVE AND POSITIVE COMMUNICATION

Parents will receive formal report card feedback on student progress three times per year. Parent-Teacher-Student Goal Setting Conferences usually take place in October. Student Led Conferences will also take place later in the school year. All parents are encouraged to participate in these assessment conferences as it provides a very important opportunity for parents, students, and school staff to discuss the learning progress of their child, to address goals or concerns that may be developing, and/or to celebrate individual successes. Parents are encouraged to check the VM School Calendar for these scheduled conferences and dates and times to register. Memos will also be sent home prior to conference dates. If any parent feels it is necessary to discuss the progress of their child, or to discuss any concern they may have, they are encouraged to first contact the teacher to arrange for a conversation (403-527-3750). We are also starting to use the Edsby platform for communication of learning and the manner in which report cards are made available online to families.

NEWSLETTERS

Information regarding classroom happenings, school programs, and activities will be communicated to parents throughout the school year mainly through our newsletter. We will provide a hardcopy of our school newsletter at the start of the year. After this, we will email our monthly newsletter out each month to all VM parents/guardians. If parents would like hardcopy of newsletters, you can request this at the main office or stop by to pick one up each month from the main office. We will also post the monthly newsletter each month on our school website: <http://vincentmassey.mhpsd.ca/>

WE STRONGLY ENCOURAGE PARENTS/GUARDIANS TO PLEASE READ THIS MONTHLY NEWSLETTER TO REMAIN INVOLVED AND INFORMED WHICH WILL ASSIST YOUR CHILD IN MEETING WITH MORE SUCCESS IN THEIR LEARNING.

STAFF PROFESSIONAL LEARNING- PROFESSIONAL DEVELOPMENT (PD) DAYS

The administration and staff of Vincent Massey School are committed to providing our students with the best education possible. To assist us in achieving this goal, VM school staff are active participants in ongoing professional development at both the school and school district levels. These Professional Development (PD) days occur roughly once per month usually at the end of the school week. These provide our staff valuable time to share, discuss, plan, and learn about best practices and approaches which enhance both learning and our annual school and district goals. To remain organized and consistent with school planning, the staff also engages in staff meetings for a small portion of these PD days. We are confident that these PD days improve both teaching and learning in our school community. Please check the school calendar and newsletters for friendly reminders of when these PD days take place.

SAFE & CARING SCHOOLS

Vincent Massey School and Medicine Hat Public School Division have instituted a number of policies which provide a safe and caring learning environment for students. Please take time to reviews these at the back of this handbook. In regards to safety and preparedness, a school plan is developed in addition to several fire drill and lock down preparedness practices throughout the year. **Please also see the back of this handbook for Emergency Protocols information for families as well. Thank you.**

ALBERTA EDUCATION ASSURANCE SURVEYS (previously called Accountability Pillar Surveys)

Please watch for this important survey delivered to you in the mail in mid-January to early February. Parents/guardians with students in Grades 4-6 will receive a survey in the mail from Alberta Education (All teachers and most students in those same grades complete the surveys at school as well). All surveys are anonymous and ask questions about experiences with Vincent Massey School for this current school year. The survey is to be returned to Alberta Education in a provided pre-paid envelope by late February. At Vincent Massey School, we want to continue with our areas of strength and seek opportunities to improve. Therefore, we encourage you to please take time to complete and return these surveys. Your participation in this survey will provide us with richer data and is another opportunity in which your parental voice will be heard. Thank you. More information will be sent home in January.

OUR SCHOOL SURVEYS

Please also watch for and complete the on-line, Our School surveys that come out a month or two after the Accountability Pillar surveys usually in the Spring. This is another opportunity to provide us valuable feedback so we can strive for continual growth.



Medicine Hat School District No. 76
601 – 1st Avenue SW, Medicine Hat, AB T1A 4Y7 Phone: 403-528-6700 Fax: 403-529-5339

September 2022

Dear Parents:

RE: Fair Notice and Process (Student Violence Threat/Risk Assessment: V-TRA)

In Medicine Hat School District #76, the safety of our children is a top priority. Along with our community partners, we are committed to keeping our schools safe for students and staff. The District has developed a plan for responding to all situations in which students may be posing a threat to themselves or others, which includes all staff must report all threat related behaviours.

What is the purpose of a Student Violence Threat/Risk Assessment?

The Violence Threat/Risk Assessment (V-TRA) is designed to be proactive in developing intervention plans that address the emotional and physical safety of those involved; to ensure a full understanding of the context of the threat; and to begin to understand the factors that contribute to the threat-maker's behaviour.

What behaviours warrant a Student Violence Threat/Risk Assessment to be initiated?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. Every threat must be taken seriously, thoroughly investigated and a response and follow through completed.

What is a Violence Threat/Risk Assessment Team?

Each school has a multi-disciplinary V-TRA team that includes the school administration, school based counsellors and support staff, and may also include district resource staff and community partners (i.e. police, mental health practitioners). It is important for all parties to engage in the Student V-TRA process. If for some reason there is reluctance to participate in the process, by the threat-maker or parent/guardian, the threat assessment will still continue to ensure a safe and caring learning environment for all.

What happens in a Student Violence Threat/Risk Assessment?

The process of a Student V-TRA begins when threat making behaviors are reported. The V-TRA protocol is then activated. Interviews will be held with the student(s), the threat-maker, parents, and staff to determine the level of risk and develop an appropriate response to the incident. An intervention plan will be developed and follow-up meetings will occur, as deemed necessary, to ensure that interventions are supporting all those involved.

If your child tells you that a student has behaved in a threatening way at school, please confirm the information with your administrator and be assured that your administrator will take measures to deal with the situation in a positive and proactive manner. If your administrator invites you to a meeting to discuss safety concerns about your own child, be assured that the administrator is acting in the best interest of your child and all students in the school.

This letter is intended to serve our community with fair notice that we, as a school district, will not accept “no response” to a threat in our schools. We are proud to be able to provide this level of support to our school communities and we are fortunate to have the commitment of our community partners. If there are any questions, please feel free to call your school administrator or myself at 403 528-6701.

Sincerely,

Mark Davidson
Superintendent of Schools

The model presented reflects the thinking and work of J. Kevin Cameron, Director of the Canadian Centre for Threat Assessment and Trauma Response.

To: All Vincent Massey Parents/Guardians and Students
Re: STUDENT CONDUCT AND SOCIAL MEDIA FAIR WARNING NOTICE

At Vincent Massey School and in Medicine Hat Public School District (MHPSD), a safe and caring learning environment for students and staff is a top priority.

MHPSD's Policy 612 - "Welcoming, Caring, Respectful and Safe Learning Environments" clearly sets out guidelines to ensure a safe and caring environment for all students. This policy covers behavior not only at District schools, but also at any school-related activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school. This applies whether contact is face-to-face, by phone, fax, e-mail, internet or intranet, or by any other means of communication. **This policy also covers threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school community, including aggressive behaviors such as "cyber" hate messaging and websites created in the student's home, in cyber cafes or other settings.**

Section 31 - "Student Responsibilities" of the Education Act states that "A student, as a partner in education, has the responsibility to":

- (a) Attend school regularly and punctually
- (b) Be ready to learn and actively engage in and diligently pursue the student's education
- (c) Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- (d) Respect the rights of others in the school
- (e) Refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- (f) Comply with the rules of the school and the policies of the board
- (g) Co-operate with everyone authorized by the board to provide education programs and other services
- (h) Be accountable to the student's teachers and other school staff for the student's conduct
- (i) Positively contribute to the student's school and community

Vincent Massey and MHPSD staff remain diligent with attempting to monitor intentionally hurtful and targeted behavior both in school and in terms of social media activity. **This letter is intended to serve our school community with fair notice that we will not accept nor tolerate these types of choices. We take these actions very seriously. We will follow through with Vincent Massey policy and MHPSD's Policy 612 "Student Code of Conduct" which states that when a student's conduct detrimentally affects the welfare of the members of the school community regardless of where that conduct occurs, suspension, expulsion, and possible involvement of police authorities will occur. Thank you in supporting us in our goal to provide all students the most favorable learning experience as possible at Vincent Massey School.**

Sincerely,
Andrew McFetridge
Principal

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 600 – Students

POLICY 612: WELCOMING, CARING, RESPECTFUL AND SAFE LEARNING ENVIRONMENTS

BACKGROUND

Students, staff and school community members within the Division have the right to learn and work in schools that promote equality of opportunity, dignity and respect.

POLICY

The Board of Trustees is committed to providing a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging. The Board of Trustees is further committed to protecting all students from harassment and discrimination during the Division's school-related activities. All those involved with the Division including Trustees, employees, students, parents, volunteers, contractors, and visitors must share in the responsibility for eliminating bullying, harassment and discriminatory behaviors, and expects allegations of such behaviors to be investigated in a timely and respectful manner.

GUIDELINES

1. The Board of Trustees acknowledges its responsibility to ensure welcoming, caring, respectful, and safe learning environments for all students and staff. The Board affirms the rights, as provided for in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, of each staff member employed by the Board and each student enrolled in a school operated by the Board. The Board will not discriminate against students or staff as provided for in the *Alberta Human Rights Act* or the *Canadian Charter of Rights and Freedoms*.
2. The Board of Trustees recognizes the importance of students' emotional, social, intellectual and physical wellness to their success in school and expects students to adhere to 612 P 001 – Student Code of Conduct and schools' codes of conduct.
3. The Board of Trustees expects all Trustees, employees, students, parents, volunteers, visitors, and contractors to embrace and support this policy. This policy covers behavior not only at Division schools, but also at any school-related activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school. This applies whether the behavior occurs within the school building, during the school day or by electronic means. This policy also covers threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school

community, including aggressive behaviors such as “cyber” hate messaging and websites created in the student’s home, in cyber cafes or other settings.

4. In an atmosphere of mutual respect and appreciation for individual differences, ALL staff, students and families, in accordance with the Canadian Charter of Rights and Freedoms, specifically Sections 2 and 15, have the right to:
 - 4.1. be treated fairly, equitably, and with dignity and respect;
 - 4.2. have their confidentiality protected and respected;
 - 4.3. freedom of religion, conscience, expression and association;
 - 4.4. be fully included and represented in an inclusive, positive, and respectful manner;
 - 4.5. have equitable access to supports, services and protections;
 - 4.6. have avenues of recourse, without fear of reprisal, available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying and/or violence; and
 - 4.7. have their unique identities, families, cultures and communities included, valued and respected within all aspects of the school environment.
5. The Board of Trustees expects all incidents of threats, bullying, harassment, violence or intimidation regardless of the identity of the alleged harasser or offender, to be reported to a responsible adult who is a Division employee.
6. Students are required to abide by the Code of Conduct as described in the School Act, Board Policy and individual school’s Student Code of Conduct.
7. This policy is to be reviewed annually by the Board of Trustees.

ADMINISTRATIVE PROCEDURES

[612 P 001 – Student Code of Conduct](#)

[612 P 002 – Supporting Children with Social-Emotional Needs](#) ADMINISTRATIVE

PROCEDURES – EXHIBIT

[612 E 001 – Classroom Management Plan Template](#)

REFERENCES

Alberta Education – School Act
 Alberta Human Rights Act
 Canadian Charter of Rights and Freedoms

Approved: June 26, 2018

Revised:



EMERGENCY PROTOCOLS

INFORMATION FOR FAMILIES



LOCK DOWN

- There is an immediate **THREAT OF VIOLENCE** to students and staff **INSIDE** the school building. Examples can include: an active shooter, armed intruder or hostile incident inside the building.
- The main objective of a Lock Down is to keep the maximum number of people safe by getting them behind locked doors.
- In a Lock Down, doors/windows are secured and lights are turned off, phones are silenced; everyone remains quiet and out of sight.
- No one is allowed in or out of the school or their secured area.
- A Lock Down remains in effect until the **ALL CLEAR** is issued **AND** doors are unlocked by the incident commander and/or police.

*In the event of a Lock Down it may not be possible to communicate with families until after the incident has ended, to ensure effective police response. Families will be notified as soon as it is safe to do so, through School Messenger (phone, text, email), school websites and social media with timely updates and detailed instructions on how to proceed. Once the **ALL CLEAR** has been issued students and staff will be transported to a reunification centre and released to their parent or an authorized adult through a controlled Student Release process (see below).*



HOLD AND SECURE

- There is a **THREAT** or **POTENTIAL THREAT OF VIOLENCE** in close proximity to, or in the general vicinity of the school. Examples can include: a crime in progress, police pursuit or search in the same neighbourhood as the school.
- As a precaution all exterior doors to the school are locked and a notification strobe is activated on the outside of the building.
- The school operates as normal, inside the building. Any outdoor activities, field trips, etc. are cancelled.
- As the incident is occurring outside, access to and from the school is restricted and carefully monitored until the incident commander issues the **ALL CLEAR**.

Once the protocol has been initiated, families will be notified as soon as it is safe to do so. Emergency information will be sent out through School Messenger (phone, text, email), school websites and social media; timely updates will be provided. If an emergency situation persists past dismissal time the incident commander may choose to do a controlled Student Release (see below).



SHELTER IN PLACE

- When it is safer to be **INSIDE** the school than outside and there is no threat of violence. Examples can include: dangerous goods spill, wildlife on the playground, tornado, etc.
- When this occurs, students/staff will be moved to safer spaces; students may remain in a classroom or move to another space.
- Access to and from the school may be restricted depending on the nature of the emergency.
- The protocol will continue until the incident commander issues the **ALL CLEAR**.

Once the protocol has been initiated, families will be notified as soon as it is safe to do so. Emergency information will be sent out through School Messenger (phone, text, email), school websites and social media; timely updates will be provided. If the emergency situation persists past dismissal time the incident commander may choose to do a controlled Student Release (see below).



EVACUATION

- There is possible danger **INSIDE** the school. Examples can include: fire, gas leak, building damage, etc.
- Students will be escorted by staff to a safe location outside.
- No one will re-enter the school until the incident commander issues the **ALL CLEAR**.
- As needed, students/staff may be relocated to an off-site evacuation centre.

Once the protocol has been initiated, families will be notified as soon as it is safe to do so. Information on where the evacuation centre is located, and the process for picking up students will be sent out through School Messenger (phone, text, email), school websites and on social media; timely updates will be provided. If the emergency situation persists past dismissal time the incident commander may choose to do controlled Student Release (see below).

STUDENT RELEASE

A controlled student release team will be in place, as needed, to coordinate and direct the safe reunification of students with their parents or an authorized adult. In the event of a controlled student release, parents will be permitted to sign their child out from the school or evacuation centre after showing photo identification. Parents must follow due process to ensure the safety of all students and staff. Students that are 18yrs old and over can sign themselves out.

FAMILIES DO & DO NOT

DO KEEP CALM AND ONLY ACCESS EMERGENCY INFORMATION FROM YOUR SCHOOL, EMERGENCY OFFICIALS, AND SCHOOL/MHPSD BASED SOCIAL MEDIA PAGES. REST ASSURED THAT SCHOOL AND EMERGENCY OFFICIALS ARE DOING EVERYTHING TO ENSURE CHILD AND STAFF SAFETY.

DO WATCH FOR LIVE UPDATES VIA SCHOOL MESSENGER (PHONE/TEXT/EMAIL), SCHOOL WEBSITES AND SOCIAL MEDIA.

DO NOT CALL OR TEXT YOUR CHILD DURING AN EMERGENCY SITUATION. CALLS AND TEXTS DURING AN EMERGENCY CAN BE DISRUPTIVE, CAUSE PANIC, AND PUT PEOPLE AT A HIGHER RISK BY DISCLOSING THEIR LOCATION OR DRAWING ATTENTION TO THEM.

DO NOT CALL THE SCHOOL AS PHONE LINES NEED TO STAY OPEN FOR EMERGENCY COMMUNICATIONS.

DO NOT COME TO THE SCHOOL. PUBLIC INTERFERENCE MAKES IT DIFFICULT FOR EMERGENCY OFFICIALS TO RESPOND TO THE SITUATION AND CREATES ADDITIONAL RISKS FOR EVERYONE INVOLVED.

EMERGENCY DRILLS

- Schools are required to conduct practice drills several times throughout the school year.
- Practice drills can occur at any time.
- There will be no official information provided regarding these drills from the division level.
- Schools are not required to communicate about drills, but may choose to do so at their discretion.