



ÉCOLE
CORINTHIA PARK
SCHOOL

Parent Handbook 2024-2025

**127 Corinthia Drive
Leduc, AB T9E 7J2
780-986-8404**

<https://ecps.blackgold.ca/>



**BLACK GOLD
REGIONAL
DIVISION NO. 18**

Table of Contents

[Table of Contents](#)

[MESSAGE FROM THE ADMINISTRATION](#)

[SCHOOL PHILOSOPHY](#)

[General School Information](#)

[Class Times](#)

[2024-2025 School Staff](#)

[Learning and Working Environment](#)

[Student Support](#)

[Report Card and Conference Dates](#)

[Report Cards and Conferences](#)

[Academic or Behavioural Support Services](#)

[School Support Services](#)

[Individualized Support Plans](#)

[Library Services \(Learning Commons\) – A wealth of resources are available to students, staff and parents, including a parent resource section.](#)

[Computer Literacy – The school has multiple sets of Chromebooks for student use, and internet access is available for all students from K-6.](#)

[Supervision/Recess](#)

[Parental Support](#)

[Being School Ready](#)

[Attendance](#)

[Homework](#)

[Vacations](#)

[Communication](#)

[Volunteers & Visitors](#)

[School Council & Parent Association](#)

[Committees](#)

[School Communication](#)

[Communication and Information](#)

[School Calendar](#)

[Announcements](#)

[Assemblies](#)

[Information Updates](#)

[Electronic Messages](#)

[Class DOJO & Facebook](#)

[Medications](#)

[Illness & Injury Procedures](#)

[SCHOOL ACTIVITIES AND FEES](#)

[School Fees](#)

[Parent Association Fee](#)

[School Assemblies](#)

[Field Trips](#)

[SPORTS & FITNESS ACTIVITIES](#)

[Intramurals](#)

[Interschool Athletics](#)

[Swimming Lessons](#)

[Cultural Performances](#)

[STUDENT BEHAVIOURAL EXPECTATIONS](#)

[School Discipline Procedures](#)

[Dress Code](#)

[Tobacco, Vaping, Alcohol, And Drug-Free School Grounds](#)

[School Property](#)

[Electronic Devices](#)

[Cell Phone Use](#)

[Lunch Policy](#)

[TRANSPORTATION](#)

[Buses](#)

[Bicycles/Scooters/Skateboards/Rollerblades](#)

[Parking](#)

[EMERGENCY PROCEDURES](#)

[Inclement Weather](#)

[Emergency Drills](#)

MESSAGE FROM THE ADMINISTRATION

Welcome to École Corinthia Park School and home of the Cougars! We are excited to have your child as a member of our school community and family. École Corinthia Park School staff endeavor to provide a warm and caring learning environment for your children. The staff are dedicated, hardworking and strive to meet the needs of each of our students.

The education of a child is a journey that requires a partnership between the home and school. When we work together, your child is provided with the best opportunity to learn and grow to their potential. We hope to build a positive home-school relationship and encourage you to be actively involved in your child's educational pursuits. We do our best to ensure that the children in our care grow academically, socially and emotionally. If you ever have any questions or concerns, please contact your child's teacher as soon as possible so that issues may be resolved before they become a great concern. We are here to work with you and your child.

We encourage you and your child to get involved in school activities and events. There will be numerous activities for both students and families throughout the school year. As well, all parents are encouraged to take part in our School Council or the Parents' Association to help with decision-making and allocation of funds to school projects. We appreciate all of our parent volunteers, who help out throughout the year, in making ÉCPS such a great place for students.

This handbook has been prepared to help provide you with information about our school policies and procedures. Should you require additional information, please call the school (780-986-8404) or check out the school website

<https://ecps.blackgold.ca/>

Welcome to all of our new and returning families! We look forward to the coming school year and in working together to provide the best educational experience possible for your child.

Mme R. Djordjevic, M.Ed.
Principal-Directrice

SCHOOL PHILOSOPHY

At École Corinthia Park School, we attempt to provide a range of quality learning opportunities for students, thus developing their potential to become respectful, productive citizens and lifelong learners.

Our vision is to be a professional learning community committed to exemplary teaching and a positive and productive learning environment that encourages staff, students and parents to achieve success by working together. The school motto is Excellence, Commitment, Perseverance, Success - ECPS.

The school philosophy supports the Black Gold School Division Vision and Values of:

Vision

To Inspire Success

Values

Student-Centered Learning

Relationships

Safe, Supportive Environment

Passion

Responsible Resource Management

General School Information

Bell & Class Times

Grades 1 – 6:

8:29 am	Warning Bell
8:35 - 9:10	Block 1
9:10 - 9:40	Block 2
9:40 -10:10	Block 3
10:10 -10:33	Recess
10:34 -11:10	Block 4
11:10 -11:40	Block 5
11:40 -12:10	Block 6

Kindergarten

Morning Class:
8:35 - 11:20

PreK

Morning Class:
8:35 - 11:15

12:10 -12:33	Recess
12:33 -12:55	Lunch
12:55 -1:30	Block 7
1:30 - 2:00	Block 8
2:00 - 2:30	Block 9
2:30 - 3:05	Block 10
3:05	Dismissal

PreK
 Afternoon Class:
 12:15 - 2:55

2024-2025 School Staff

Classroom Teachers:	English	French
Kindergarten	Shannon Weatherby	Amy Shipley
Grade One	Lori Huber	Vonne Boisvert
Grade One		Suzanne Yakimoski
Grade Two		Sydney Emerson
Grade Two/Three	Bailey White	
Grade Three	Leanne Publow	Pam Nsengiyumva
Grade Four	Draizen Boyer	Amber Jackson
GradeFour/Five		Nicole Coté
Grade Five	Jenna Devine/Monica Polanica	
Grade Five/Six		Kim Murley
Grade Six	Karlee Maltby/Matt Maron	Emilie Robichaud=McKay
PreK - am/pm	Lia Chernenkoff	
PreK - am/pm	Maya Unterschultz	
PreK- pm	Shannon Weatherby	

Other ECPS Staff:

Principal	Rachel Djordjevic
Assistant Principal	Monica Polanica
Music	Karlee Maltby
Phys. Ed.	Matt Maron
Learning Support	Jenna Devine
Student Advocacy	Amy Shipley
Head Secretary	Jackie Swinamer
Secretary	Wendy McFarlane
Library Clerk	Jennifer Bendfeld
Education Assistant	Sharon Sereda
Education Assistant	Linda White
PreK EA/EA	Cheryl Tyson
PreK EA/EA	Rhea Venus
PreK EA	Terri Newman
PreK EA	Trish Adamkewicz
PreK EA	Melissa Dubé
PreK EA	Vanessa Cox
PreK EA	Holly Drummond
PreK EA	Tammy Hutman
PreK EA	Lyla Purcha

PreK EA	Kim Slagman
PreK EA	Megan Treptau
PreK EA	Amber Urlacher
Head Custodian	Mike Unger
Custodians	William, Sharon Besa

Learning and Working Environment

General

To promote and create a safe learning and working environment, we ask that you:

- Please check in at the Office upon entering the school building.
- Encourage your children to use an inside voice while in the school building.
- Please be respectful while O'Canada is playing in the morning - stand and stop walking while the music is playing.

Maintaining Cleanliness

A clean, tidy school is important for the health of our students and staff. As such, we ask that you assist with keeping our school clean. Students should have indoor and outdoor shoes suitable for each changing season. Parents and visitors are reminded to please remove outdoor or soiled footwear when entering the school building.

School Spirit and Recognition Days

- Throughout the school year, there will be numerous School Spirit and Special Event Days.
- Themes for School Spirit Days are suggested by our Student Leadership Team and help to promote a sense of community.
- Special Event Days throughout the year honour and acknowledge a specific theme, topic or event.
- Students, staff, and parent volunteers are encouraged to participate in our monthly School Spirit days.
- Please do not feel you need to purchase items for these days; participate in whatever way you may be able to do so.

Student Support

School Programs

Parent information about the Alberta Program of Studies is available on Alberta Education's website at: [Curriculum Implementation Information Hub](#)

Assessment and Evaluation of Student Progress

Each teacher will keep a record of student assessment and achievement (i.e. marks, anecdotal records, behaviour checklists, rubrics, etc.). This record will be maintained in PowerTeacher Pro and is accessible to parents through PowerSchool. Instructions for accessing PowerSchool can be found here: [Viewing Student Grades and Learning Outcomes in PowerTeacher Pro.do...](#)

The full School Assessment Plan will be available on our school website.

Report Card and Conference Dates

**Term 1 Parent-Teacher Conferences -
Term 1 Report Cards sent out**

**Week of November 4-8
Tuesday, January 28**

**Term 2 Parent-Teacher Conferences -
Final Report Cards are Out**

**Week of March 24-28
Wednesday, June 25**

Report Cards and Communication Week

Report cards are issued to students in January and June. Communication Week (Parent Teacher Conferences) are scheduled in November and March. However, you may contact your child's teacher at any time if you have any questions about student progress. The teacher should be your first contact with any questions as they are responsible for day to day learning outcomes. Grades are updated regularly on PowerSchool and can be checked at any time prior to report cards.

Academic or Behavioural Support Services

Black Gold Regional Schools provide psychologists and other consultants who assess and support programming for students who have been identified as requiring additional academic, social or behavioral support. Students may be referred for an assessment by their classroom teacher after consultation with the school's special needs team and parents. Written parental permission is required for such an assessment. Parents will be contacted to meet with school personnel after an assessment and will be given copies of all reports.

School Support Services

In addition to the regular programs of study as mandated by Alberta Education, École Corinthia Park School is able to connect eligible students, in need of support, to supplemental programs and services. Please speak with your child's teacher to begin the process.

Services available include:

- Speech/Language Services
- Occupational Therapy
- Physiotherapy
- Universal Mental Health supports through the AHS Mental Health Capacity Building team

Individualized Support Plans

- Individual Support Plans are required for students requiring adaptations and modifications to their program beyond what is done universally for all students.
- Individual Support Plans will be reviewed and discussed with parents early in the school year, with parents providing input for their child's academic, social and behavioural expectations.
 - Parents will sign off on the ISP goals and receive a copy.
- ISPs are then reviewed and updated with parents and signed at the midpoint and end of the school year
- Year End Final Reviews of ISPs must occur by mid-June.

Library Services (Learning Commons) - A wealth of resources are available to students, staff and parents.

Computer Literacy - The school has multiple sets of Chromebooks for student's educational use, and WIFI access is available to any student with a registered personal learning device from Grades 1-6.

Supervision/Recess Breaks

Recess breaks are an important time for children to be active and to interact socially with their peers. This year recess breaks have been adjusted to allow more time for students to be outside and active.

- Before school supervision begins at 8:10 am. Please do not send your child to school prior to 8:10 if they are walking or being dropped off.
- All recesses and bus loading and unloading times are supervised.
- Your child should come to school dressed for all weather conditions, as all children are expected to go outside for all recesses. If your child is too ill to go outside for recess, they are probably too ill to be at school.
- **Unless it is extremely cold, students go outside for recess and noon breaks daily.**

Parental Support

Parents are encouraged to get involved with their child's education as active partners in the learning process. Some ways that parents can support the school's endeavors with learning are:

Being School Ready

Students learn and achieve best when they are ready for school. Please ensure that:

- your child is well rested, properly nourished and dressed for the weather conditions
- your child arrives at school on time
- you provide healthy, nutritious snacks and lunches that your child will eat; if they won't eat something at home, please don't try to make them eat it at school
- your child has the necessary school supplies and materials
- you mark all school supplies as well as shoes, boots and outdoor clothing with your child's name.

Attendance

- Regular and punctual attendance by students is important for good progress at school; however, parents are encouraged to keep children home when they are ill.
 - As a general rule, if your child is too ill to go outside, they are most likely too ill to be at school.
- Please have your child arrive on time as late attendees are disruptive to the learning of other students.

- **If your child will be away please call the school at 780-986-8404. This line has an answering machine to take your calls 24 hours a day, so please try to call as soon as you know your child will be away.**
- If a child is absent and we have no prior information pertaining to this absence, you will receive an automated safety call.
 - Please note that if we are unable to contact the parents or guardians, staff will be contacting the emergency contacts listed on the registration forms.
 - This can be alleviated by calling or emailing the school to notify of the absence.
- The Administrative staff monitor attendance and will contact parents should attendance become a concern.
- Once students have arrived at school, they must not leave the school grounds without parental and office permission.
 - If it is necessary for students to leave, **they must be signed out at the school office.**
 - Upon return, students are expected to be signed back in at the school office.

Homework

If homework is assigned, it is for one of two reasons:

1. the child was unable to complete the required amount of work during class time; or
2. a review, practice or study time is necessary to master the topic, or prepare for a test.

Parents are encouraged to help their child take homework assignments seriously and to develop an effective home routine for getting the assignment completed. Setting aside adequate time and a quiet workspace are important considerations.

Suggested Homework Time:

Grades One to Three: Daily reading or math games (10 to 15 minutes)

Grades Four to Six: 15 to 30 minutes daily reading and class work/assignments as per required to be completed.

If a child is away from school due to illness, they can usually catch up on their work or the teacher can send it home when the student returns to school.

- If your child will be away for an extended time due to illness, please contact the teacher to make arrangements for work.

Vacations

It is the expectation that students will attend school on scheduled school days and take holidays according to the school year calendar.

- In the event that parents choose to take their child out of school at times other than school holidays, teachers will not provide work for that time.
- Any missed work or tests will be made up when the student returns, at the teacher's discretion.

Communication

Parents are a child's first and most important 'teacher' and as such, you can provide the classroom teacher with valuable information and support by:

- attending meetings and parent teacher conferences
- maintaining communication with teachers to discuss your child's progress, and any questions or concerns

- informing the teacher of anything that may have an impact on the child's learning - health concerns, family changes, illness or death of significant family members, etc.

Volunteers & Visitors

- We encourage parents who are interested in volunteering to contact their child's teacher for possible opportunities throughout the year.
- All volunteers must have filled out a Volunteer Registration Form prior to volunteering. These are to be submitted to the office.
 - Please review the confidentiality requirements associated with volunteering.
 - Photos of school activities and events should not be posted to social media due to privacy issues.
- All visitors and volunteers must sign in at the Office and wear a visitor tag. Please sign out and return the tag when leaving the school.
- Parents wishing to drop off any student items will be asked to do so at the office, and we will ensure that those items are delivered promptly.

École Corinthia Park School School Council & Parent Association

School Council

The school encourages parental involvement in the learning process. The École Corinthia Park School Council provides support and input for the school programs, activities and events. All parents are encouraged to attend and support the School Council meetings and activities. For information regarding the School Council and Parent Association, please contact the principal or the current School Council Chairperson.

- ❖ The School Council works to promote the well being and effectiveness of the entire school community.
- ❖ The first School Council Meeting will take place on Tuesday, August 27 following our Meet the Teacher event. Meetings are generally held monthly. Other meeting dates will be set at that time and this handbook will be updated to include the dates and times.
- ❖ Meetings generally take place at 7:00 pm in the learning commons on the following dates: **TBD**
 - **August 27 - AGM**
 - September February
 - October March
 - November April
 - December May
 - January June

All parents are welcome to attend.

Parent Association

The Parent Association is a body of parents who are involved in helping to make the school a better place for the students. The Parent Association is responsible for the Fundraising activities for the school, as well as for organizing and hosting special events and programs such as the Hot Lunch Program. Meetings are held in conjunction with School Council Meetings. For information regarding the School Council and Parent Association, please contact the principal or the current School Council Chairperson.

Committees

The PA Group oversees committees which add to the school environment. These include:

- **Hot Lunch Committee** – provide special lunch days throughout the school year
- **Fundraising Committee** - raise funds to support school projects and events

Volunteers are needed to ensure these things keep happening in our school. If you are able to help out, we would love to have you in the school, and we appreciate whatever time you may have to give. Please contact the Parents Association Chairperson or the school for more information.

School Communication

Communication and Information

Your most accurate source of information is through your child's teacher, our school website and Facebook pages or through direct contact with the office by phone or by appointment. We urge you to maintain communication with the school personnel.

- Notify the secretaries of any changes in address, phone number, work phone number or child care arrangements as soon as possible.
- The office staff and classroom teacher should be informed of any medical conditions that your child may have or of custody arrangements.
- Parents will be notified of illness or accidents that happen at school by the school staff.
- Please remember that the teachers are with students all day and are not available to take phone calls or meet with parents during the school day except when arrangements have been made in advance.
- Teachers are also not able to check messages or return phone calls until the end of the school day due to their teaching, supervision and coaching duties.
- It is always best to make an appointment if you would like to meet with one of the teachers or administrators to ensure they are available..

School Calendar

A master school year calendar is available on the website. Please check regularly to see what is happening in the school. The school year calendar is available here: [2024-25 School Year Calendar](#)

Announcements

Announcements take place each morning between 8:35 - 8:40am followed by the national anthem. All students, parents and staff are asked to pause and listen while announcements are being made.

Assemblies

Assemblies will occur on Friday mornings. Monthly, there will be one assembly to recognize Students of the Month, and two assemblies (Gr. K-3 & Gr. 4-6) to focus on Character Education. Special Event Assemblies will also take place throughout the school year.

News Updates

News updates are sent out electronically throughout the month. These include upcoming events, important announcements and other information useful to parents and students. Information is also available on the school website.

Electronic Messages

An electronic messaging system is available to share information and school reminders with parents. Alerts will also be sent out should parents need to be notified of an emergency.

Facebook

Follow the “École Corinthia Park School” page on Facebook for information about important dates, events and activities.

Medications

Children who must take medications during the school day must have a medical procedures form filled out and left in the office. Medications must be kept in the office in an original labeled container (other than emergency medications such as Epi-pens and inhalers, which are to be kept with the student). A log will be kept of times medications are provided.

Illness & Injury Procedures

Normally, children who are too ill to go outside for recess are too ill to be at school. If a student becomes ill or is injured while at school, the following procedures will be followed:

- First Aid will be administered and the student will be made as comfortable as possible. If necessary, 911 will be called.
- A member of the staff will contact the parent/guardian or the person listed for emergencies. Please ensure these numbers are kept up to date.
- If the parent/guardian cannot be reached, the child will remain in the infirmary at school.
- If the illness/injury appears serious, the child will be taken to the Leduc Community Hospital. A staff member will remain with the child and will act “in place of the parent.”

SCHOOL ACTIVITIES AND FEES

School Fees

Mandatory school fees for all students are listed below. These fees are due by September 30. Should you require additional time or need to make arrangements to pay in installments, please contact the school office.

Kindergarten Fee:	\$100
Grades 1-3:	\$20
Grades 4-12 Technology/Software Fee:	\$50
PreK fees - 3 Year Old	\$40
PreK Fees - 4 Year Old	\$60

A complete list of possible fees for each grade level is provided on the school website. These include fees for Field Trips and extracurricular activities, if applicable. The fees listed are the maximum possible fees for the activities.

Parent Association Fee

There is an optional Parent Association fee of \$5 for each child enrolled in the school. This fee is used to cover administrative costs of the Association and liability insurance for members who act on your behalf as they help support and enhance programming and school projects. These funds may also be used to support extra-curricular activities, specialty physical education and music equipment, field trips, etc.

Field Trips

Field trips are a valuable and enriching educational experience for students. Teachers plan field trips to enhance the learning in the classroom and to provide opportunities for students which they may not get otherwise. Due to the work involved in planning and organizing these trips, a minimum participation level may be required in order for the trips to take place.

Parent support is essential to providing these experiences for our children. We ask that you complete the online permission forms by the due date. It is imperative for student safety that we provide adequate supervision during field trips, so we encourage you to contact your child's teacher if you are able to volunteer. Students may require one to one parent supervision or may be excluded from going on field trips if their school behaviour jeopardizes their own safety or the safety of others.

The Parents' Association and/or parents may be responsible for field trip fees including admission and bussing costs where applicable. Teachers do their best to ensure costs for field trips are kept to a minimum. If you feel you are not able to cover the costs of these trips, please contact the classroom teacher or Principal to request a fee waiver or set up a payment plan. We want to make sure all students have access to these opportunities.

School Photos

School pictures of individual students and class group pictures are scheduled during the school year. In both cases, there is no obligation to make a purchase.

SPORTS & FITNESS ACTIVITIES

Intramurals

During the school year, students may be able to participate in noon hour and after school sports activities thanks to staff members volunteering to coach and organize these activities.

Interschool Athletics

Students may have the opportunity to take part in a school team or to be selected for inter-school tournaments or league activities.

Swimming Lessons

Swimming lessons may be offered during the school year for specific grade levels. This is dependent on the availability of the LRC to accommodate these programs.

Special Performances

Presentations by professional theatre, performing arts groups, and individuals provide educational and entertainment opportunities to students. These will be booked on occasion throughout the school year.

STUDENT BEHAVIOURAL EXPECTATIONS

The basic purpose of discipline is to develop, as far as possible, in all students, the capacity for self-control. Reasonable behaviour is essential to help ensure student learning and social and emotional growth.

Provincial Law states:

Section 31 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 behaviour 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 Discipline Procedures

School staff have worked to put together a comprehensive School Discipline Procedures document. Students will be dealt with according to their age, capacity to understand their actions, and individual circumstances. The following procedures may be used at the discretion of the School Staff and Administration and according to the Discipline Procedures Plan:

- verbal and nonverbal warnings and cues
- proximity to student
- time-out or removal from activities
- Reflection forms
- parent contact/meetings
- detentions
- suspensions - In-School or Out-of-School

Dress Code

Student clothing should contribute to a positive school atmosphere, be comfortable, and facilitate engagement in learning. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). Our school is responsible for seeing that student attire does not interfere with the health and safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group.

Students Must Wear:

- Shirt
- Pants
- Shoes

Students Cannot Wear Clothing With:

- Violent language or images, hate speech, profanity, or pornography
- Images or language depicting drugs, alcohol, vaping or related paraphernalia
- Images or language that creates an intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Accessories that could be considered dangerous
- Any item that obscures the face or ears (except as a religious observance)
 - Hoodies may be worn so long as the hood stays down - see above.

Tobacco, Vaping, Alcohol, And Drug-Free School Grounds

Smoking, vaping, chewing tobacco, marijuana or other drugs are not permitted in the building or anywhere on the school grounds. No students are permitted to bring these products or attend school under the influence of these products. Not adhering to these rules will result in disciplinary measures, which may include police involvement. Parents/volunteers are also not allowed to use these products while on school property or during school field trips.

School Property

Students are taught to respect school property. If there is school property that is damaged, lost or requires repair, those costs are to be paid for by the student involved. This applies to Chromebooks, textbooks and library books as well as any equipment in or outside the school including school buses used daily or for field trips.

Electronic Devices

Electronic devices can be a useful tool in the classroom, but conversely may also cause a distraction in the school environment if used inappropriately.

- We work to help our students make positive choices with technology and as such each classroom teacher will be discussing responsible Digital Citizenship with the students in their classrooms.
- A form outlining the expectations and Admirable Use of Technology is included in the Student Registration verification package. A copy will also be reviewed with the students at school. Please ensure that your child understands the expectations for technology use.
- Students who are not in accordance with the Admirable Use of Technology Policy may lose the privilege to use teach at school for a given length of time.

Cell Phone Use

Some students may have a cell phone for their personal use and safety before and after school. However during the school day while at school, including during recess breaks, students must ensure that their devices are stored away in their backpacks.

- If a student needs to use a phone during the school day, they should ask their teacher for permission to call using the classroom phone or use the student telephone in the office.

Lunch Policy

Students will be supervised for both lunch and noon recess break. If your child will be going home daily for lunch please discuss this with the classroom teacher. **Parental permission is required for students to leave school property during the noon break. Trips to the store are not permitted.**

TRANSPORTATION

Buses

- Yellow bus service is available to and from school where applicable. No lunchtime bus service is available.
- Every child riding a bus is required to apply annually for transportation and use a scan card. Replacement cards are available for a fee should you lose your card.
- Bus information and schedules are available on Bus Planner.
<https://bgrs.mybusplanner.ca/>
- Parents should make bussing arrangements before the end of June for the next fall to ensure that students are able to access the bus at the start of the school year.
- Children should know their bus number and bus stop location. They should also know what to do in the event that they miss their bus, either at their home stop or at the school. Please discuss this with your child.
- Children are expected to follow the bus safety rules on the bus and at the bus stops. Please review the material that is provided by the Transportation Department with your child.
 - Poor behaviour on the bus or at the bus stop may result in disciplinary action or removal from the school bus.

Bicycles/Scooters/Skateboards/Rollerblades

- Due to safety concerns, bikes, scooters, rollerblades and skateboards must not be ridden on school property during the school day.
- Heely type shoes are also not permitted to be used in the school or on the school grounds.
- Bikes should be locked up in one of the bike racks upon arrival at school (spare key or combination should be kept at home).
- Use of helmets with bikes is mandatory and is encouraged with scooters, skateboards and rollerblades.
- Children should ride safely and obey the rules of the road when riding to and from school.
- The school cannot take responsibility for loss or damage to bicycles or scooters.

Parking

- For the safety of our students, please respect and follow the parking signs around the school.
- All members of the school community are asked to use the sidewalks and marked crosswalks for safety.
- Please remember that Staff Parking is for school staff only. DO NOT enter the Staff Parking area during the school day as we have limited space for staff.

- **Crossing in the middle of the street and U-turns** are two of the most common traffic issues. Please remember that these are both illegal and subject to fines, as well as being dangerous for the students.
- Drop-off and pick up times are extremely busy; please slow down and help keep all of the students safe.
- Parents are asked to not enter the Bus Loop during the times of 8:00-8:30am and 3:00 to 3:30pm to ensure the safety of our students.

Dogs on the Playground

- Animals are not allowed on the school grounds during the school day. We have a number of students who have allergies or are fearful of animals. As well, animals may react unexpectedly around large and unfamiliar groups of people. Please ensure your pets are off the school grounds.

EMERGENCY PROCEDURES

Inclement Weather

At Black Gold safety is our top priority, therefore buses may be canceled if the temperatures dip lower than -40C (with or without windchill). The concern is that a bus may break down with students on board, and/or there may still be students waiting outside for a bus.

Bus status notifications will be updated prior to 6:30am or as soon as possible. The bus status notifications will also be posted on our website at www.blackgold.ca as well as the individual school websites – please click on the [Bus Status App](#) icon.

[How to download the Bus Status 4 App](#)

Schools always remain open for those that walk or are transported to the school. If your child will not be in attendance, please let the school know as soon as possible.

Please keep in mind that when temperatures are cold, regardless of your child's age, you need to be at the bus stop with your child for safety reasons. Your child needs to be dressed appropriately for the weather conditions.

Schools are always open unless there is a specific school-related emergency.

Please Note: School Staff are not directly advised of school closures or bus cancellations.

Emergency Drills

- Black Gold Regional Schools has developed a comprehensive Crisis Response Manual to guide our actions in case of an emergency situation. The Hour Zero program is used in all schools in our division.
- Information about the Hour Zero program and protocols can be found here: <https://www.blackgold.ca/about-bgsd/emergency-response-program-hour-zero/?highlight=Hour%20Zero>
- Regular practice of Hour Zero protocol drills will be carried out at the school throughout the school year.
- In the event of a school evacuation, students will go with teachers to a safe off- campus location (**Leduc Composite High School**) and parents will be notified.