



PARKLAND SCHOOL

A DIVISION OF PARKLAND COMMUNITY
LIVING AND SUPPORTS SOCIETY

INFORMATION HANDBOOK
2024/2025

IMPORTANT INFORMATION

CLASSROOM TEACHER:

MY CHILD'S SPECIALIZED AIDE:

BUS DRIVER NAME & PHONE #:

SCHOOL PHONE NUMBER: 403-347-3911
SCHOOL FAX NUMBER: 403-342-2677
SCHOOL E-MAIL: prkland@shaw.ca
ACTION BUS # (IF APPLICABLE): 403-309-8400

MISSION STATEMENT

THE PARKLAND COMMUNITY LIVING AND SUPPORTS SOCIETY EXISTS TO IMPROVE THE QUALITY OF LIFE OF CHILDREN AND ADULTS WITH DEVELOPMENTAL DISABILITIES THROUGH INDIVIDUAL CHOICES, DIGNITY AND RIGHTS.

PARKLAND SCHOOL OPENED IN JANUARY, 1960 IN A CHURCH BASEMENT WITH A SINGLE TEACHER/BUS DRIVER. IN 1963, THE SCHOOL WAS BUILT. A FURTHER ADDITION WAS BUILT IN 1982 TO PROVIDE OFFICE SPACE AND AN ADDITIONAL CLASSROOM. A CREATIVE PLAYGROUND WAS ADDED IN 1983. A NEW COMPUTER LAB AND SNOEZELEN ROOM WERE ADDED IN 1996. A PORTABLE WAS OPENED IN SEPTEMBER 1997 WITH A SECOND PORTABLE OPENED IN 1999. A BARRIER-FREE, WHEELCHAIR ACCESSIBLE PLAYGROUND WAS COMPLETED IN 2008.

PARKLAND SCHOOL OPERATES A PROGRAM DESIGNED TO MEET THE EDUCATIONAL NEEDS OF CHILDREN AND YOUNG ADULTS WITH DISABILITIES. OUR PURPOSE IS TO PROVIDE INDIVIDUALIZED PROGRAMMING WHICH WILL ENABLE EACH STUDENT TO MAXIMIZE HIS/HER POTENTIAL. WE PROVIDE THE FULL RANGE OF ACADEMIC, PRE-VOCATIONAL, RECREATIONAL AND SOCIAL SKILLS AREAS WHICH ARE NEEDED FOR SUCCESSFUL AND PRODUCTIVE PARTICIPATION IN COMMUNITY LIFE.

WE VALUE YOUR INPUT AS PARENTS AND ENCOURAGE YOU TO CONSULT REGULARLY WITH YOUR CHILD'S CERTIFICATED TEACHER AND ATTEND ALL PARENT- TEACHER INTERVIEWS TO STAY ABREAST OF YOUR CHILD'S PROGRESS. YOU ARE WELCOME TO VISIT THE SCHOOL AT ANY TIME. IT IS YOUR RIGHT TO LOOK AT YOUR CHILD'S CUMULATIVE RECORD BINDER. THE FILES MUST BE KEPT IN THE SCHOOL SO JUST ASK ADMINISTRATION FOR APPROVAL TO SEE THIS FILE. IF YOU WOULD LIKE A COPY OF PARKLAND SCHOOL'S ANNUAL RESULTS REPORT/THREE YEAR EDUCATION PLAN, PLEASE CONTACT THE OFFICE OR LOOK ON THE WEBSITE (www.parklandschool.org).

PARKLAND SCHOOL IS A WELCOMING, CARING, RESPECTFUL AND SAFE LEARNING ENVIRONMENT

WHERE THE DIVERSITY, SENSE OF BELONGING AND POSITIVE SENSE OF SELF IS ACCEPTED AND NURTURED BY ALL. WE RECOGNIZE WHEN STUDENTS ARE IN THIS ENVIRONMENT, THEY ARE MORE LIKELY TO DEVELOP A SENSE OF COMMUNITY, PURPOSE, IDENTITY, AND THEREBY WILL BE MORE LIKELY TO LEARN AND SUCCEED. A SCHOOL WHICH SUPPORTS THE SOCIAL-EMOTIONAL DEVELOPMENT OF THEIR STUDENTS WILL PRODUCE LEARNERS WHO EXHIBIT CONNECTION AND GROWTH WHICH IN TURN WILL INSTILL SECURITY AND IMPROVED SELF-DETERMINATION.

ENTRANCE CRITERIA

PARKLAND SCHOOL IS DESIGNED TO MEET THE EDUCATIONAL NEEDS OF STUDENTS WITH SEVERE DISABILITIES. FUNDING IS AVAILABLE FOR STUDENTS BETWEEN THE AGES OF FIVE YEARS AND EIGHT MONTHS AND NINETEEN YEARS. THE NEEDS OF EACH STUDENT ARE ASSESSED PRIOR TO ADMISSION IN ORDER TO DETERMINE SUITABILITY WITHIN OUR SPECIALIZED ENVIRONMENT.

OUR WEBSITE

PARKLAND SCHOOL'S WEBSITE (www.parklandschool.org) FEATURES INFORMATION ABOUT THE SCHOOL, CURRENT ALBERTA EDUCATION REPORTS, MONTHLY CALENDAR UPDATES, PARENT HANDBOOK, FUNDRAISING, ANNOUNCEMENTS, EVENTS, AND FAQ'S.

PARKLAND SCHOOL STAFF 2024-2025

ADMINISTRATION:	Head of School/Director	Trudy Lewis
	Principal	Monica Lawes
	Executive Administrator	Julie Randall
CERTIFICATED TEACHERS:	Advanced Senior Junior Primary Secondary	Monica Lawes Deanna Graham Kelly Hornung Rachel Johannson TBA
SPECIALIZED STUDENT AIDES: Alicia Blackwell Emma Burt Sapphire Caron Angela Chabot Chris Dwyer Laurie Gaumont Mila Golub Denise Harrington	Pamela Hayward Toni Justason Michele Lambert Dawn Lundquist Joy Martin Andrea McLeod-Grauman Leanna McSorley Toni Morris	Dakota Mundle Destiney Mundle Megan Noble Corinne Twidale Tina Vandale Tracie Weik Kai Zentner Veronica Zinck
SCHOOL BUS DRIVER - Michele: 403-346-1145 ACTION BUS – MOST STUDENTS IN WHEELCHAIRS 403-309-8400		

COMPULSORY PARENT-CERTIFICATED TEACHER INTERVIEW DATES

NOTE: These may be held in person or by phone/zoom conference (parent/caregiver choice).

October 7, 2024	Parent Teacher Interviews + New Individual Program Plan
January 27, 2025	Revision and Update of Individual Program Plan
June 2, 2025	Sign Off Present IPP + Review Assessments

HOLIDAYS AND PROFESSIONAL DEVELOPMENT

September 2, 2024	Labor Day – NO SCHOOL
September 3, 2024	Professional Development Day 1 – NO SCHOOL
September 4, 2024	Professional Development Day 2 – NO SCHOOL
September 5, 2024	Staff Planning Day – NO SCHOOL
September 6, 2024	Classroom Meetings & Paperwork – NO SCHOOL
September 9, 2024	Student's First Day
September 30, 2024	Truth & Reconciliation Day – NO SCHOOL
October 11, 2024	Teacher Prep Day – NO SCHOOL
October 14, 2024	Thanksgiving – NO SCHOOL
November 8-12, 2024	Remembrance Day and Fall Break – NO SCHOOL
December 23 –January 5, 2025	Christmas Break – NO SCHOOL
January 17, 2025	Teacher Prep Day – NO SCHOOL
February 17, 2025	Family Day – NO SCHOOL
February 18 & 19, 2025	Winter Break – NO SCHOOL
February 21 & 22, 2025	Professional Development Days 3 + 4 – NO SCHOOL
March 14, 2025	Teacher Prep Day – NO SCHOOL
March 28, 2025	Professional Development Day 5 – NO SCHOOL
April 18, 2025	Good Friday – NO SCHOOL
April 21, 2025	Easter Monday –NO SCHOOL
April 22-25, 2025	Spring Break–NO SCHOOL
May 16, 2025	Teacher Prep Day – NO SCHOOL
May 19, 2025	Victoria Day – NO SCHOOL
June 6, 2025	Professional Development Day 6 – NO SCHOOL
June 27, 2025	LAST DAY FOR STUDENTS FOR THE 24-25 SCHOOL TERM

STAFF MEETING DATES

STAFF MEETINGS ARE HELD ON THE SECOND OR THIRD MONDAY OF EACH MONTH WITH A FEW EXCEPTIONS.

STUDENTS ARE SENT HOME AT NOON.

DATES ARE: September 16th, October 21th, November 18th, December 9th, January 20th,
February 10th, March 17th, April 14th, May 12th and June 9th

STUDENTS WILL **NOT** BE GIVEN NOON MEDICATIONS BEFORE LEAVING SCHOOL ON STAFF MEETING DAYS.

SCHOOL HOURS

8:45 – 10:33 AM	MORNING CLASSES (Periods 1-3)
10:33 – 10:48 AM	RECESS
10:48 – 12:00 PM	MORNING CLASSES (Periods 4 & 5)
12:00 – 12:54 PM	LUNCH/SUPERVISED LEARNING, ACADEMICS & WELLNESS PLUS
12:54 – 3:00 PM	AFTERNOON CLASSES (Periods 6 – 9)
3:00 PM	READY FOR DISMISSAL
3:15 PM	FINAL BELL

STUDENTS ARE EXPECTED AT SCHOOL **NO EARLIER THAT 8:45 AM.** STUDENTS BEING TRANSPORTED BY PARENTS SHOULD BE DROPPED OFF **NO SOONER** THAN 8:45 AM AND PICKED UP BY 3:00 PM UNLESS OTHERWISE NOTIFIED.

DAILY COMMUNICATION BOOKS

EVERY STUDENT HAS A DAILY COMMUNICATION BOOK WHICH ALLOWS THE CERTIFICATED TEACHER/AIDE AND PARENT/RESIDENTIAL STAFF/PROPRIETOR TO MAINTAIN CLOSE COMMUNICATION REGARDING THE STUDENT.

MONTHLY CALENDAR

EACH MONTH THE SCHOOL SENDS HOME A CALENDAR WITH SIGNIFICANT EVENTS OF THE MONTH NOTED – DAYS OF EARLY CLOSURE, SPECIAL EVENTS, FIELD TRIPS, MEETINGS AND HOLIDAYS. PLEASE POST THIS IN YOUR HOME AND REFER TO IT TO PREVENT ANY CONFUSION. IT IS ALSO POSTED ON OUR WEBSITE EACH MONTH www.parklandschool.org.

YEARLY ASSESSMENT & CURRICULUM

PARKLAND SCHOOL FOLLOWS THE PROGRAMS OF STUDY/NEW CURRICULUM SET FORTH BY ALBERTA EDUCATION. THE PLANNING, INSTRUCTION AND ASSESSMENT OF STUDENTS IS PERFORMED BY CERTIFICATED TEACHERS IN CONJUNCTION WITH CONSULTANTS PROVIDED BY THE PROVINCIAL LIS TEAM/ECLS TEAM. THESE ASSESSMENTS TRACK STUDENT GROWTH AND ARE REPORTED IN THE ANNUAL EDUCATION RESULTS REPORT SUBMITTED TO ALBERTA EDUCATION. PARKLAND SCHOOL OFFERS A FULL CONTINUUM OF INTERNAL AND EXTERNAL SERVICES WITH A MULTIDISCIPLINARY CONSULTING TEAM APPROACH.

BIRTH CERTIFICATE

IT IS IMPERATIVE THAT PARENTS/GUARDIANS PRESENT A BIRTH CERTIFICATE/LIVE BIRTH CERTIFICATE UPON ENROLLING A STUDENT AT THE SCHOOL. NO STUDENT WILL BE ALLOWED TO START SCHOOL WITHOUT THIS DOCUMENTATION IN PLACE.

SCHOOL SUPPLIES LISTS:

Parents are requested to send the following items on the first day of school: ****PLEASE LABEL ALL SUPPLIES****

PRIMARY CLASSROOM – Certificated Teacher: TBA	
Wet Wipes	Vinyl Gloves (size medium)
Comb or Brush	Box of Kleenex
Diapers	1 Complete Change of Clothes

SECONDARY CLASSROOM – Certificated Teacher: Rachel Johansson	
Comb or Brush	Box of Kleenex
Diapers & Diaper Liners (If Needed)	Wet Wipes
2 Complete Changes of Clothes	1 Non-Toxic Glue Stick
1 Box of Jumbo Markers (Crayola)	Wet Wipes
Pencil Case	Vinyl Gloves (size medium)

SENIOR CLASSROOM – Certificated Teacher: Deanna Graham	
Toothbrush	Toothpaste
Pencil Case	Comb or Brush
Box of Kleenex	Diapers (If Needed)
Diapers Liners (If Needed for Extra Absorbency)	Vinyl Gloves (size medium)
1 Complete Change of Clothes	Jumbo Markers (Crayola)
Wet Wipes	Antiperspirant/Deodorant Stick
1 Non-Toxic Glue Stick	1 Reusable Water Bottle
Indoor Shoes (Non-Marking)	Swimsuit (Sent on Fridays)
1 Package of Swim Diapers (if applicable)	

JUNIOR CLASSROOM – Certificated Teacher: Kelly Hornung	
Toothbrush	Toothpaste
Pencil Case	Comb or Brush
Box of Kleenex	Diapers (if needed)
Diapers Liners (If Needed for Extra Absorbency)	Wet Wipes
2 Complete Changes of Clothes	Jumbo Markers (Crayola) and Regular Markers
1 Ruler	1 Box of Vinyl Gloves (Size Medium)
1 Non-Toxic Glue Stick	1 Reusable Water Bottle
Indoor Shoes (Non-Marking)	Swimsuit (Sent on Fridays)
1 Package of Swim Diapers (if needed)	Scotch Tape
1 Diaper Swim Cover (if needed)	Pencil Crayons
1 Pair of Scissors	Pencil Sharpener
White Erasers (4 pack)	

ADVANCED CLASSROOM – Certificated Teacher: Monica Lawes	
1 Hilroy Exercise Book (½Plain / ½ Interlined)	1 Change of Clothes
3 Duotangs (1 Red, 1 Blue, 1 Yellow)	8 Dry Erase Markers (Thin)
1 Package of 2 Magic Erasers	2 Erasers
1 Liquid Glue	Wet Wipes
2 Large Glue Sticks (Non-Toxic)	1 Box of Kleenex
1 Pkg of Markers (Minimum 10 Pack)	1 Water Bottle
1 Roll of Scotch Tape	1 Pair of Indoor Shoes (Non-Marking)
2 Red Pens	1 Set of Headphones
1 Pair of Scissors	1 Paintbrush
4 Acrylic Paints (color of your child's choice)	
Vinyl Gloves (size medium)	

****PLEASE LABEL ALL SUPPLIES****

STUDENT REGISTRATION AND FEES

IN APRIL OF EACH YEAR, RE-REGISTRATION FORMS ARE SENT OUT TO ALL PARENTS TO DETERMINE STUDENT COUNT FOR THE FOLLOWING YEAR. PLEASE RETURN THESE WITH STUDENT, VIA MAIL OR EMAIL BY JUNE 15TH. IN **EARLY SEPTEMBER OR OCTOBER**, REGISTRATION FEES ARE REQUESTED BY INVOICE FROM PARKLAND CLASS IN THE AMOUNT OF \$60. THIS AMOUNT INCLUDES REGULAR REGISTRATION FEES AND AN ANNUAL YEARBOOK.

STATEMENTS OF ACCOUNT

A STATEMENT WILL BE SENT TO YOU BY THE ACCOUNTING OFFICE AT PARKLAND COMMUNITY LIVING AND SUPPORTS SOCIETY FOR ANY MONEY OWING. PLEASE ENSURE YOU HAVE THE CORRECT ADDRESS ON FILE.

RECREATION FEES

PARENTS WILL BE ASKED FOR A \$10 CONTRIBUTION TO THE RECREATION FUND ONCE OR TWICE PER YEAR TO HELP PAY FOR SPECIAL FIELD TRIPS. ALL OTHER RECREATION IS PAID FOR BY THE SCHOOL.

REQUIRED INFORMATION

THERE ARE OCCASIONS WHEN A PARENT OR GUARDIAN NEEDS TO BE CONTACTED IMMEDIATELY. IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE SCHOOL HAS CURRENT INFORMATION. PLEASE NOTIFY THE SCHOOL IF THERE ARE ANY CHANGES IN ADDRESS, PHONE NUMBER, WORK NUMBERS OR ALTERNATE EMERGENCY PHONE NUMBERS.

IT IS IMPERATIVE THAT TWO ALTERNATE EMERGENCY PHONE NUMBERS OF PEOPLE WITHIN RED DEER BE MADE AVAILABLE IN THE EVENT THAT WE CANNOT CONTACT YOU.

ABSENTEEISM

IF YOUR CHILD IS GOING TO BE ABSENT, PLEASE NOTIFY THE SCHOOL BUS DRIVER OR ACTION BUS **BEFORE 7 AM** (PHONE NUMBERS ON FRONT PAGE). WE ALSO ASK THAT YOU PHONE THE SCHOOL AND LEAVE A MESSAGE ON THE ANSWERING MACHINE REGARDING THE CHILD'S ABSENCE BY 8:00 AM.

STUDENT ILLNESS POLICY

DUE TO THE EXTREME MEDICAL FRAGILITY OF MANY STUDENTS AT THE SCHOOL AND OUR DESIRE TO KEEP OUR STUDENTS AS HEALTHY AS POSSIBLE, IT IS IMPERATIVE TO IMPLEMENT A **ZERO-TOLERANCE ILLNESS POLICY.** IN THE EVENT THAT A TEACHER AND/OR MEDICAL SUPPORT STAFF FEELS THAT A STUDENT IS ILL AND THAT STUDENT'S SUBSEQUENT BEHAVIOR IS INTERFERING WITH CLASSROOM MANAGEMENT OR PUTTING OTHER STAFF AND STUDENTS AT RISK; IT IS THEIR RESPONSIBILITY TO CONTACT THE PARENT/GUARDIAN/RESIDENTIAL STAFF/PROPRIETOR OR EMERGENCY PERSON DESIGNATED BY SAME TO COME AND TAKE THE STUDENT HOME SO THAT APPROPRIATE CARE CAN BE GIVEN.

STUDENTS SHALL NOT RETURN TO SCHOOL UNTIL **SIGNS AND SYMPTOMS** OF THE ILLNESS HAVE IMPROVED WITHOUT MEDICATION.

NUT & SCENT AWARE ENVIRONMENT

PARKLAND SCHOOL IS A "NUT & SCENT AWARE" ENVIRONMENT DUE TO SOME STUDENTS AND STAFF HAVING SENSITIVITIES. IF YOUR CHILD HAS ANY SENSITIVITIES, PLEASE CONTACT THE OFFICE SO THAT WE ARE AWARE.

DRESS CODE

IT IS UNACCEPTABLE FOR ANY STAFF OR STUDENTS TO WEAR SHORT SHORTS, MINI SKIRTS, SHIRTS SHOWING MIDRIFF, T-SHIRTS WITH RUDE OR SUGGESTIVE LOGOS/NOTATIONS ON THEM, OR HAVE ANY UNDERWEAR SHOWING.

LOST AND FOUND

TO PREVENT THE LOSS OF YOUR CHILD'S BELONGINGS, PLEASE MARK EVERYTHING CLEARLY WITH THEIR NAME.

SCHOOL PICTURES

YOU WILL RECEIVE INFORMATION ON DIFFERENT PACKAGES IN THE FALL. YEARBOOKS WILL BE PRINTED AND DISTRIBUTED BEFORE THE END OF THE TERM OR IN SEPTEMBER. THESE ARE PAID FOR WITH YOUR REGISTRATION FEES.

AWARDS

POSITIVE REINFORCEMENT IS PRACTICED CONTINUALLY AT PARKLAND SCHOOL TO REWARD DILIGENCE, PERSISTENCE, COURAGE, COMPLIANCE AND PROPER CONDUCT. "WOW" AWARDS ARE PRESENTED TO STUDENTS ONCE PER MONTH FOR ANY ACCOMPLISHMENTS, DEEDS OR EVENTFUL HAPPENINGS THAT ARE NOTEWORTHY. FORMAL AWARDS ARE PRESENTED TO STUDENTS AT GRADUATION EXERCISES IN JUNE.

FIELD TRIPS:

DETAILS OF ALL TRIPS ARE SENT HOME AHEAD OF TIME FOR PREPARATION EITHER VIA A NOTE OR EMAIL FROM THE OFFICE OR FROM EACH TEACHER IN THE STUDENT'S COMMUNICATION BOOK. PLEASE WATCH FOR THESE NOTES HOME.

OPEN DOOR POLICY NOTE:

PARENTS/GUARDIANS/RESIDENTIAL STAFF/PROPRIETORS SHALL HAVE ACCESS TO THE SCHOOL AT ANY TIME DURING OPERATIONAL HOURS TO MEET/TALK WITH SCHOOL PERSONNEL.

ALL VISITORS MENTIONED ABOVE MUST FOLLOW CORRECT PROCEDURES IN ORDER TO ACCESS THE SCHOOL AND PERSONNEL:

-CHECK IN AT THE SCHOOL OFFICE AND GAIN APPROVAL TO SEE SCHOOL PERSONNEL.

-VISITORS WILL BE DIRECTED TO CLASSROOM OR ASKED TO WAIT WHILE ARRANGEMENTS ARE MADE.

UNAUTHORIZED VISITORS POLICY

NO PERSONS OTHER THAN PARENTS/GUARDIANS/PROPRIETORS/CURRENT RESIDENTIAL STAFF/CONTRACTED SERVICES ARE ALLOWED TO OBSERVE OR VISIT STUDENTS OR STAFF ON THE PLAYGROUND OR IN THE SCHOOL WITHOUT AUTHORIZATION FROM THE ADMINISTRATION.

ALL VISITORS TO THE SCHOOL MUST CHECK IN WITH THE MAIN OFFICE.

STUDENT ACCIDENT POLICY

IN THE EVENT THAT ANY STUDENT SUSTAINS POSSIBLE INJURY FROM AN ACCIDENT, EITHER ON THE PLAYGROUND OR IN THE SCHOOL (FALLEN AS RESULT OF A SEIZURE, HIT BY A SWING, FALLEN OFF A SLIDE, SLIPPED ON A WET FLOOR ETC.), THE FOLLOWING PROCEDURE SHALL BE USED:

***THE STUDENT MUST BE LEFT IN RECOVERY POSITION FOR 3-5 MINUTES (IF SEIZURE, 3-5 MINUTES AFTER SEIZURE IS OVER, OR AS SEIZURE PROTOCOLS DICTATE FOR EACH STUDENT).

***IF STUDENT SHOWS SIGNS OF PAIN OR DISCOMFORT (WHINING, CRYING OR SHOCK-LIKE SYMPTOMS: PALE, SHAKING), HE/SHE MUST BE COVERED WITH A BLANKET AND LEFT IN THAT POSITION WITH STAFF SUPERVISION UNTIL HELP ARRIVES.

***PARENTS/GUARDIANS/RESIDENTIAL STAFF/PROPRIETORS WILL BE CALLED IMMEDIATELY AND INFORMED OF THE SITUATION. THEY WILL BE REQUIRED TO COME TO THE SCHOOL AT ONCE OR GIVE US THE AUTHORIZATION TO CALL AN AMBULANCE IF NECESSARY. IN THE EVENT THAT PARENTS CANNOT BE NOTIFIED, ADMINISTRATION SHALL MAKE THE DECISION REGARDING AMBULANCE.

***IF, AFTER 3-5 MINUTES, THE STUDENT IS NOT SHOWING SIGNS OF PAIN OR DISCOMFORT; HE/SHE WILL BE ASKED TO STAND UP (WITHOUT ASSISTANCE) AND RETURN TO THE ACTIVITY. IF THE STUDENT CANNOT STAND ON THEIR OWN, THE SCHOOL MEDICAL ADVISOR/ADMINISTRATION SHALL BE CALLED TO ASSESS THE SITUATION. IF THE STUDENT CANNOT STAND ON THEIR OWN DUE TO SEIZURE ACTIVITY AND THE GROGGINESS THAT SOMETIMES RESULTS, THEN HE/SHE SHALL BE TRANSFERRED TO A WHEELCHAIR AND TAKEN TO THE SICK ROOM TO REST (WITH SUPERVISION) UNTIL HE/SHE IS READY TO BE MOBILE AGAIN.

***IF THE STUDENT **MUST** BE MOVED, THE UTMOST CARE MUST BE TAKEN IN ANY LIFT OR TRANSFER.

MEDICATION POLICY

OUR MEDICATION POLICY STATES THAT ANY MEDICATION SENT TO SCHOOL ON A PERMANENT BASIS MUST BE IN **BUBBLE PACK OR INDIVIDUAL SYRINGES (IF LIQUID)**. IF TEMPORARY MEDICATION IS SENT IN, IT MUST BE IN ORIGINAL PACKAGING BEARING ALL DETAILS OF WHAT, WHEN, DOCTOR ETC. IF THIS INFORMATION IS NOT AVAILABLE, THE OFFICE WILL CALL YOU TO CONFIRM. IF YOU CANNOT BE REACHED, THE MEDICATION WILL NOT BE GIVEN. ANY MEDICATION SENT TO SCHOOL MUST BE **GIVEN DIRECTLY** TO THE BUS DRIVER/RIDER OR SCHOOL PERSONNEL. PLEASE DO NOT SEND MEDICATION IN LUNCH KITS OR POCKETS – IT COULD FALL INTO OTHER HANDS!!! MEDICATIONS AT SCHOOL ARE ADMINISTERED BY JOY MARTIN/MONICA LAWES/TRUDY LEWIS. THE SCHOOL MUST BE NOTIFIED OF ALL STUDENTS WITH ANAPHYLAXIS ALLERGIC REACTIONS AND AN EPI-PEN MUST BE PROVIDED FOR SCHOOL. THE SCHOOL KEEPS ONE ADDITIONAL EPI-PEN IN THE FIRST AID CUPBOARD FOR EMERGENCIES.

ANY CHANGES/TERMINATION OF MEDICATIONS **MUST** BE REPORTED TO THE SCHOOL OFFICE. PAPERWORK WILL BE NECESSARY FOR ANY MEDICATION GIVEN AT SCHOOL AND WILL BE SENT TO YOU FROM THE OFFICE.

NO NITS POLICY

IN THE EVENT THAT A STUDENT HAS HEAD LICE, THE PARENT/GUARDIAN/RESIDENTIAL STAFF/PROPRIETOR WILL BE INSTRUCTED TO TREAT THE CONDITION WITH APPROPRIATE SOLUTIONS (NIX, ETC.) AND RETURN THE STUDENT TO SCHOOL **ONLY AFTER** ALL NITS HAVE BEEN REMOVED FROM THE HAIR. IF NITS ARE STILL SEEN IN THE HAIR UPON THE STUDENT'S RETURN TO SCHOOL, THE PARENT/GUARDIAN/RESIDENTIAL STAFF/PROPRIETOR WILL BE ASKED TO TAKE THE STUDENT HOME AGAIN AND REMOVE ALL NITS BEFORE RETURNING.

SURE-LOC POLICY

BEFORE ANY BUS TRANSPORTING WHEELCHAIRS IS PUT IN MOTION, THE DRIVER MUST CHECK ALL WHEELCHAIRS TO ENSURE TIGHTNESS AND SECURITY OF ALL SURE-LOCS.

IF THE BRAKES, STRAPS OR MECHANICS ON ANY WHEELCHAIR ARE NOT IN GOOD WORKING ORDER, THE DRIVER MUST NOTIFY THE CERTIFICATED TEACHER WHO SHALL NOTIFY THE PARENT/GUARDIAN/RESIDENTIAL STAFF/PROPRIETOR TO HAVE THE PROBLEM RECTIFIED IMMEDIATELY.

NO WHEELCHAIR WITH FAULTY BRAKES CAN BE TRANSPORTED ON A SCHOOL BUS AS THE SURE-LOC SYSTEM IS NOT RELIABLE UNLESS THE BRAKES ARE FULLY OPERATIONAL.

WHEELCHAIR TRANSPORTATION POLICY

SOME STUDENTS IN WHEELCHAIRS WILL BE TRANSPORTED TO AND FROM SCHOOL VIA THE CITY OF RED DEER'S ACTION BUS SERVICE. STUDENTS MUST BE READY 15 MINUTES EITHER SIDE OF THE PICK UP OR DROP OFF TIME TO ENSURE CONTINUOUS OPERATION OF THE ACTION BUS SCHEDULE. THE ACTION BUS WILL NOT TRANSPORT STUDENTS IF THEIR WHEELCHAIRS ARE NOT IN PROPER WORKING ORDER (i.e. non-working brakes, improper harness, etc.). THE ACTION BUS WILL NOT PICK STUDENT UP IF THE SNOW IS NOT CLEARED FROM THE PICK UP LOCATION.

SWIM POLICY

ALL STUDENTS WITH EPILEPSY MUST WEAR APPROVED LIFE JACKETS WHILE SWIMMING IN ANY COMMUNITY POOL OR LAKE. EXEMPTIONS FROM THIS POLICY WILL BE GRANTED IF THE PARENT/GUARDIAN SUBMITS A WRITTEN WAIVER TO THE SCHOOL ACCOMPANIED BY A WRITTEN STATEMENT FROM A MEDICAL DOCTOR STATING THAT THE STUDENT DOES NOT PRESENT AN EXISTING RISK OF SEIZURE ACTIVITY AND THEREFORE NO REASONABLE RISK IN SWIMMING ACTIVITIES WITHOUT A LIFEJACKET.

COLD WEATHER/CLOSURE POLICY

IN THE EVENT OF TEMPERATURES OF -31 CELCIUS OR BELOW (INCLUDING WIND CHILL) AT 6 AM, THE PARKLAND SCHOOL BUS WILL NOT MAKE ITS SCHEDULED RUN THAT DAY. **ACTION BUSES WILL CONTINUE TO RUN SO YOU MUST CALL AND CANCEL IF YOU DO NOT WANT YOUR CHILD RIDING THAT DAY.** THE SCHOOL STAFF WILL BE ONSITE AND THE SCHOOL WILL BE OPEN AND OPERATIONAL FOR STUDENTS BEING TRANSPORTED BY ALTERNATE MEANS (TO BE ARRANGED BY PARENT/GUARDIAN/RESIDENTIAL STAFF/PROPRIETORS).

IF STUDENTS ARE SENT HOME DUE TO AN EMERGENCY SITUATION, THE OFFICE WILL ENDEAVOR TO CONTACT PARENTS BY PHONE BEFORE THE STUDENTS ARE BUSED HOME. AGAIN, MOST IMPORTANT TO HAVE AN EMERGENCY CONTACT ON FILE.

*** THE SCHOOL WILL BE **CLOSED** ONLY IN THE EVENT OF MAJOR STORMS/BLIZZARDS/DISASTER.

***THESE DECISIONS WILL BE MADE BY THE ADMINISTRATION AND ANNOUNCED ON THE SCHOOL WEBSITE'S HOMEPAGE (www.parklandschool.org) AND PARENTS WILL BE CALLED.

***BUS DRIVERS WILL ALSO CONTACT PARENTS (WOLF CREEK AND PARKLAND SCHOOL).

STUDENT BEHAVIOR AND CONDUCT

Student Code of Conduct

The Code of Conduct herein set out has the following purpose and no other student related code of conduct contradicts this Code of Conduct:

1. The Board and Principal expects that each student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
2. The Board and Principal believe that all students have the right to:
 - be treated fairly, equitably, and with dignity and respect;
 - have their confidentiality protected and respected;
 - self-identification and determination;
 - freedom of conscience, expression, and association;
 - be fully included and represented in an inclusive, positive, and respectful manner by all school personnel;
 - have equitable access to the same supports, services, and protections provided to heterosexual students and their families;
 - 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
 - have their unique identities, families, cultures, and communities included, valued and respected within the school environment.
3. In order to ensure that students conduct themselves in an appropriate manner at all times and shall, to the best of their abilities, conduct themselves so as to reasonably comply with the following Code of Conduct:
 - i. be diligent in pursuing their studies;
 - ii. attend school regularly and punctually;
 - iii. co-operate fully with everyone authorized by the Board to provide education programs and other services;
 - iv. comply with school rules;
 - v. be accountable to their teachers for their conduct;
 - vi. respect others;
 - vii. contribute positively to the environment and culture of the School;
 - viii. refrain from, report and not tolerate bullying or bullying behavior directed towards others in the school, whether or not it occurs within the school building, during the school day, or by electronic means;
4. Activities that may constitute a violation of this Code of Conduct include, but are not limited to, physical harm or assault upon others, harassment, hazing, gang activities, weapons in school, drug and alcohol use, and improper conduct on buses or on field trips.
5. Unacceptable behavior, whether or not the behavior occurs within the school building, during the school day or by electronic means, may be grounds for disciplinary action. This provides the student with an opportunity for critical learning and reflection in the areas of personal accountability and responsibility, the development of empathy, as well as communication, conflict resolution, and social skills development. In the assessment of the potential consequences of unacceptable behavior, the school shall also consider a student's age, maturity, cognitive ability, individual circumstances, and frequency of the misconduct. In addition, the specific circumstances of the situation and of the student must be taken into account when determining appropriate responses to unacceptable behavior.

Parkland School is committed to implementing measures that will:

- Define appropriate expectations, behaviors, language, and actions in order to prevent discrimination, prejudice, and harassment through greater awareness of, and responsiveness to, their harmful effects.
- Ensure that all such discriminatory behaviors and complaints will be taken seriously, documented, and dealt with expeditiously and effectively through consistently applied policy and procedures.
- Develop, implement, and evaluate administrative guidelines to ensure that minorities including gender minorities and their families are treated with respect and dignity in all aspects of the school community.

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When a student engages in unacceptable behavior, the Principal will:

- investigate each instance and pursue disciplinary action in a manner consistent with the school's student suspension and expulsion policy if necessary;
- take into account and carefully consider the special circumstances of the situation when determining appropriate consequences (for example: any special needs including physical, intellectual, behavioral, communicational, trauma-based, etc.);
- will engage in reasonable and caring efforts to support both the individual who may have been the victim of unacceptable behavior and to support the perpetrators of unacceptable conduct to improve their behavior through mentoring, restorative processes and/or counselling.

6. This Code of Conduct shall be made publicly available on the School website and shall be provided to all staff, students, and parents.

7. This Code of Conduct shall be reviewed every year.

CRITICAL CHECKLIST:

These are very important deadlines to adhere to, and all are mandatory by the due dates provided.

Have you paid your **recreation fee** to Parkland School (\$10.00)? **DUE BY SEPTEMBER 30, 2024.**

Have you paid your **school fees** to Parkland CLASS (\$60.00)? **DUE BY SEPTEMBER 30, 2024.**

Have you submitted your RE-REGISTRATION FORM for next year (2025/2026 school year)? **DUE BEFORE MAY 31, 2025.**

Have you completed and handed in your **January** Parent Input Survey? **DUE BY JANUARY 25, 2025.**

Have you completed and handed in your **May** Parent Input Survey? **DUE BY MAY 16, 2025.**

IMPORTANT NOTES:
