



School Handbook

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BES Code of Conduct - CUBS Code

With the goal of creating and maintaining a safe, caring and orderly environment for purposeful learning all members of the Banff Elementary School Community, as well as visitors to the school, are expected to demonstrate:

C-CARING

We respect ourselves, others, and the environment

U- UNDERSTANDING

We are responsible for our actions, our learning and we understand our differences

B-BELONGING

We show empathy, acceptance & we are a good friend to everyone

S-SAFETY

We think before we act and follow expectations so we are all safe.

To view our full Code of Conduct, please [click here](#).

Canadian Rockies Public Schools

To view CRPS Code of Conduct, please [click here](#).

Behaviours and Expectations

With the goal of creating and maintaining a safe, caring and orderly environment for purposeful learning all members of the Banff Elementary School Community as well as visitors to the school are expected to demonstrate:

- ◆ **Respect:** for self, others and property
- ◆ **Responsibility:** for behaviour and work
- ◆ **Safety:** for self and others

Students at BES are expected to behave appropriately and follow the directions of supervising adults at all times, whether at school, going to and from school, or while attending school functions or activities at any location. They are given the responsibility

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of knowing the expectations, following the expectations and managing their own behaviour as closely as possible. In accordance with School Division Administrative Procedure 351, students at BES are expected to meet the standards set out in the *Alberta Human Rights* that include the prohibited grounds of discrimination.

We believe that when the Code of Conduct is not followed, consequences for students should be logical and suit the misbehaviour as closely as possible. Learning from one's mistakes and stopping/changing inappropriate behaviours are the goals of all interventions. Therefore, every effort is made by staff members to emphasize a problem solving approach. Students are encouraged to solve problems independently or by seeking adult help when needed. As students progress through our school, it is expected their behaviour will reflect an increasingly mature level of respectful, responsible and safe activity.

Acceptable Conduct

- Students will demonstrate Respect, Responsibility and Safety
- Students support each other as positive bystanders
- Students will challenge themselves to exceed the expectation at all times

Unacceptable Conduct

- Students will not interfere with the learning of others
- Students will not engage in violent or aggressive behaviour or use offensive language
- No weapons or toy weapons are to be brought to school.
- Students will not engage in acts of retribution against a person who has reported incidents
- Students will not engage in acts of bullying, harassment or discrimination

The following is an overview of consequences that may be applied for various levels of student misbehaviour:

Level 1

For misbehaviours that are minor rule violations (e.g. running in the hallway, arguing over game rules), a staff member:

- will speak directly to the student and ask him/her to:
 - identify the unwise decision

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- review the applicable section of the Code of Conduct (CUBS Code) or school rules
- Identify and practice a replacement behaviour that would meet expectations.
- Encourage thoughtful reflection on the effect the behaviour has had on others (may include completion of Think Paper)
- when appropriate, make an apology
- may apply a consequence such as time out or warning

Level 2

For misbehaviours that are more serious or are repeats of minor misbehaviours (e.g. fighting over a game, out of bounds, repeated disruption in class), a staff member:

- will speak directly to the child as in Level 1
- will often involve completion of a Think Paper
- may involve the parents by phone or by setting up a staff/student/parent meeting
- will apply consequences such as longer time out, restitution, school community service, etc.
- will communicate these behaviours to the classroom teacher and to the office to be recorded and tracked

Level 3

For non-compliant behaviours, violent behaviours (e.g. bullying, physical aggression or threats against someone who has reported incidents) or vandalism to the school, school staff:

- will respond as in Levels 1 and 2
- will arrange to have the Principal and/or Division Counsellor involve the parents by phone or by setting up a staff/student/parent meeting
- may become involved in providing specialist services, accessing community services, and/or the development of a plan for improved behaviour
- will apply consequences which at this level may include restricted privileges, in-school suspension and suspension.

Dress Regulations

In our opinion, dress influences the attitudes of students toward themselves and their work. Just as there is a mode of dress suitable for business, professional work, the playing field, the gymnasium, or various social activities, there is also a mode of dress suitable for the classroom. Good taste and judgment are among the educational goals we aspire to develop among our students. Students should consider how they present to others in how they dress. This school is a workplace environment that focuses on respect for all, building self-esteem and supporting diversity and individuality. Clothing articles being racist, sexist, hateful, or disrespectful slogans, drawings, or inferences are prohibited. Students wearing such items will be required to change them if asked by school personnel. Shoes must also be worn at all times in the school.

BES Computer and Internet Use Policy

All behaviour, including use of technology, follows our expectations of safety, responsibility and respect.

In Division 1 (K-3), if students are accessing the Internet they will do so either by viewing sites that are pre-selected by the teacher, or by getting the teachers permission before linking to a site on the Internet.

In Division 2 and 3 (4-8), students may likewise be collecting facts and information from pre-selected sites, however, they may also be expected to find information on their own. Div. 2 students need to become intelligent consumers of information available on the Internet and need to utilize it safely and effectively.

Expectations with respect to Computer Use

- Students are responsible for appropriate behaviour on the school's computer network
- It is expected that students will comply with BES Code of Conduct and the specific rules set out below
- Students are personally responsible for their actions in accessing and utilizing the school's computer resources. Students should never access, keep, or send anything that would be seen as inappropriate by parents or teachers
- Students only have access to the Internet during regularly scheduled instructional activities when a teacher is present, or at the request of a teacher

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What are the details?

- Illegal copying: Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. This includes copyrighted materials such as MP3 files. Students should not copy other people's work or intrude into other people's files.
- Inappropriate materials or language: No profane or inappropriate language should be used to communicate nor should materials be accessed which contravene the school code. A good rule to follow is to never view, send, or access materials which you would not want your teacher and parents to see. Should students encounter such material by accident, they will report it to their teacher immediately.
- Searching the Internet: Students are to strictly follow the instructions from their teachers as to which search terms to use when looking for information.
- Image searching: Students are not to access the 'image search' feature found on some search engines unless specifically instructed to do so by their teacher.
- E-Mail/Chatting/Social Networks: Students are not to access e-mail or participate in chat rooms or social network sties (Facebook, Twitter etc.) from school unless instructed to do so by their teacher.
- Printing: Students must obtain the permission of the teacher before printing any documents.
- Identity Theft: Students must only use their own login number and password and are not to attempt to gain entry to the files belonging to other students.
- Accidental access: Should students accidentally access material that is in violation of these rules, they are to report it to an adult immediately.

Inappropriate use, including any violation of these conditions and rules, may result in the cancellation of computer and/or Internet access privileges. Teachers at BES have been delegated the authority to determine appropriate use and may deny, revoke, suspend, or close any user privileges at any time.

We ask parents to please read this over and discuss it with your child so they are aware of behaviour expectations and discipline procedures.

BES Attendance Policy Please refer to our BES re-entry plan for more details with regards to our attendance policy.

According to the School Act of Alberta, children should be absent from school during regular days only in the case of a sickness or other medical purpose and in urgent unavoidable situations. With the belief that good attendance is essential to good school achievement, the following policy exists:

- a) In cases of unavoidable, prolonged absence, please contact the school.
- b) If a prolonged absence is planned and cannot be averted, please contact the school at least a month in advance. Parents will be asked to continue working on missed assignments if a child is absent for an extended period of time.

To ensure a safe and caring school environment, Banff Elementary School has implemented an “Attendance Line” to assist in tracking students’ attendance. Parents are asked to use this process when notifying our school about an attendance issue for our students. By using this system, we can enhance our office procedures relating to attendance. It is a very simple procedure that is outlined below:

- 1. Dial 403-762-4465 and you will be connected to the school’s Voice Mail system.
- 2. When you hear the main greeting, press ‘1’ which is our school’s “Attendance Line” extension.
- 3. Follow the online prompt. The information that our school typically would like to acquire is:
 - Name of Parent
 - Name of Student
 - Grade of Student
 - Dates of Absence
 - Reason for Absence (if your child is ill please include their symptoms)

Example: “Hello. This is John Doe. My son William, Grade 4A, will be absent Monday, September 16 because of illness.”

- 4. After leaving your message you may hang up.

This school year, because of the pandemic, we are asking parents to be more specific when leaving a message, such as letting us if your child is experiencing any of the top 5 Covid related symptoms.

If your child is absent and you have not contacted the school, we will call you to inquire about the student’s absence. Please recognize that this is a process put in place to ensure the highest level of safety for you children. However, this process requires time and resources in which you can assist by calling in every time your child will be away.

Health and Safety

- a) It is necessary that your child have a pair of indoor shoes to be worn inside the school. Students must wear some kind of footwear in the school at all times. Gym running shoes are most common. *Right now, in order to limit hallway traffic, we are asking students to keep their outdoor shoes.*
- b) All outer footwear must be worn outside then removed at the entrance and placed neatly on the shelves provided.
- c) Students should be suitably dressed for current weather conditions. The children are expected to play outside during recess and noon hour periods.
- d) Students remain outside of the school until the bell rings at 8:25 a.m. and 12:53 p.m. On wet and cold days students may be invited into the mudrooms.
- e) In case of illness or accident, parents will be contacted *and we will ask that you come pick-up your child right away.*
- f) Fire Drills are conducted six times during the school year. This is in accordance with Alberta fire and safety regulations. Your children are well prepared for emergency evacuation of the school.
- g) Emergency evacuations and lock down procedures will be practiced throughout the year.
- h) The telephone in the office is for emergencies only. Please remind your child to make after school plans before coming to school. *This year the guest telephone in the office is not in usage, due to Covid Protocols.*
- i) Updated information can be obtained from the classroom teacher or the school webpage

Active Living

We are committed to providing each child with Quality Daily Active Living program. This includes a cardiovascular component of vigorous activity for at least 30 minutes every day.

Clean running shoes must be worn during physical education classes in the gymnasium and Grade 4-8 students are required to change into gym wear (i.e., shorts, t-shirts etc.) for health and safety reasons. The school is equipped with proper change rooms and students are encouraged to store their physical education equipment in an equipment bag and carry it from the classroom to the change room. *This will be applicable once we are allowed to use change rooms again. Until then, students are having their phys.ed time outside when weather permits.*

Lost and Found

Please mark each item of personal property with your child's name. This is most important in determining ownership. Our lost and found box is always filled with

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expensive and unclaimed items. We encourage children to leave personal toys and collections at home as many times items are lost or damaged and end up in the office or go missing. Due to the large amount of lost clothing, we clean out the lost and found box twice a year. Parents will be notified and reminded to check prior to any unclaimed items that we will send to charity.

School Communication

The school uses a variety of ways to inform parents about school accomplishments, events and important news. We use class emails, newsletters, websites and blogs, along with the Weekly E-news and the school website. Please [visit the school website](#) for more information about our school.

Learning Support Services

Banff Elementary School supports all students in their learning. Team members at the school consist of a Learning Support Teacher (LST), and a Reading Support Teacher.

This team consults with classroom teachers, parents and out of school professionals in order to assist with the planning and implementation of programs for students with a variety of needs such as behavioral and learning needs, English as a Second Language, and Enrichment.

We believe services for students with special learning needs should be a blended and indistinguishable part of a school's teaching/learning environment. We feel that this can be accomplished best by primarily servicing the needs of the individual students in a classroom environment.

Services provided by F.C.S.S., Speech/Language Pathology, Occupational Therapy and the School Psychologist are coordinated throughout the Learning Support Teacher.

Technology

The provincially mandated Instructional Communications Technology curriculum is followed at Banff Elementary. Consent for the Technology Responsible Use Terms and Conditions must be provided for each school year as part of the Annual Demographic Update.

Learning Commons (Library) **Our Learning Commons is closed for the time being, but students are asked to select books online and these are distributed to each class, then sit for a while before going into circulation again.**

Each class is welcomed to visit the library as needed, to introduce children to excellent literature, to exchange books and for students to acquire library knowledge and skills. Students in Kindergarten and Grade One are allowed to sign out one book at a time. Students in Grades 2 through 8 may sign out more books depending on their grade level. The loan period is one week, but renewals are possible. Students are responsible for materials borrowed, and will be asked to pay for lost or damaged items.

Parents at BES are also able to have memberships at the school library in order to borrow books from the parent/professional section or to borrow more books for their child (ren). Although there are specific times to sign out a book, the library is always open during school day.

We encourage all students to make use of the Banff Public Library for additional reading and research materials.

Student Activity **Assemblies and large group gatherings are not allowed right now.**

Grade 7 and 8 students are encouraged to undertake many leadership roles throughout the year. This leadership includes being responsible for the organization of monthly spirited, school wide theme days, as well as assemblies and other school wide activities. This group is formally called the “BES Spirit Council”.

Special Events **Canceled for now.**

Throughout the year, a variety of special presentations and workshops will be provided for our students. These are all designed to enhance or enrich the curriculum. Some of these programs come at no cost to the school; others do have a cost associated with them. We are able to provide these opportunities to our students through the \$9.00 Special Events fee, and also with support from School Council and other fundraising activities.

Individual classes also make use of the wonderful opportunities for programs within our community, throughout the year. Programs affiliated with the Whyte museum, the Banff National Park, The Friends of Banff National Park, The Public Library and the Banff Centre, are part of this superb diversity of programs.

Sports and Clubs **Canceled for now.**

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Students are encouraged to participate in the many lunch hour clubs which operate throughout the school year. The choice of clubs varies from year to year pending student interest and staff availability for supervision. Watch for communication from the school for upcoming clubs. We have team sports for Grade 7 and 8 students after school.

Mountain Living: Outdoor Co-Curricular Activities **Canceled for now.**

The school attempts to fully utilize the local community resources to enhance the school curriculum. All classes will be provided the opportunity to visit and understand some of the relevant social institutions and natural areas which they may be studying in the classroom. We appreciate the support of the Parent Council for assisting financially, however there is sometimes a nominal fee associated with these activities. Programs include Outdoor Pursuits and Young Explorers.

Outdoor Pursuits

- Gr. 1 – swimming
- Gr. 2 - swimming
- Gr. 3 - downhill skiing
- Gr. 4 - cross country skiing
- Gr. 5 - snowshoeing
- Gr. 6 - curling
- Gr. 7 - tennis
- Gr. 8 - canoeing

Nature Explorers **A modified program is running this year.**

Nature Explorers is an outdoor learning program that our school runs every year.

K - 5 Senses and The Needs of Animals (two half day programs at Central Park)/
Thinking Like and Explorer (a full day program at the Recreation Grounds)

Gr. 1 - Safety in Nature, What to do if you are Lost (Fenland Trail) / Beavers,
Ecosystems, and Wildflower Id (Bow Valley Provincial Park)

Gr. 2 - Insects and Bats (Recreation Grounds and Administration Grounds) / Early Banff
Townsite History (Historic Banff walk and the Whyte Museum)

Gr. 3 - Rocks, Minerals, and Mountain Formation (Lower Bankhead and Lake
Minnewanka) / Life Cycles and Animal Adaptations (Vermillion Lakes)

Gr. 4 - Waste: Problems and Solutions, Waste Water Management (Cascade Ponds and Waste Water Management Plant) / Plant growth and First Nations Lifestyles (Marsh Loop boardwalk and Luxton Museum)

Gr. 5 - Weather and Adaptations (Sulphur Mountain Gondola and Trail to Banff Springs Hotel) / Wetland Ecosystems and Banff National Park History (Cave and Basin and Marsh Loop)

Gr. 6 - Botany Terms, Plant Id (Fenland Trail) / Plant Id and the Uses of Plants in our World over Time (Hoodoo Trail)

The program runs in the fall from the second or third week in September to mid-late October. In the Spring, it begins in early May and ends in early June.

Banff Elementary School Lunchtime Supervision Program

The existing supervision program was developed at Banff Elementary School by parents who wanted the option of having their child remain in the school environment during lunch recess. As there is no Provincial or Local funding for lunch supervision, this is a user pay program. The program does not provide or include food, it does however provide excellent supervisors to oversee your child's safety.

******The Lunch Supervision fee is applicable to all children staying for lunch and those who go home for lunch and return to the playground at any time before afternoon classes begin.**

❖ \$130.00 – per child/per school year

The Supervision Program is managed by the school principal and staff. Should you have any questions or concerns regarding the program, please feel free to contact the principal for information. If you would like to join our team of highly qualified lunchroom supervisors then please contact the school.

Lunch Program Supervision and Behavior

Please emphasize with your child that staying for lunch and having the supervision is a privilege we want them to enjoy. We do require all students to abide by lunchroom and playground rules. Inappropriate behavior will be referred to the homeroom teacher and principal. If behaviors do not improve, students may be asked to go home at lunch time. We endeavor to have the lunch hour be as pleasant and sociable as possible for all students, therefore, all students must abide by the code of conduct (posted in all lunch areas). These rules do not differ from regular expectations of student behavior at any time during the day.

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Food for Learning

The Food for Learning program helps support the children of families who are having difficulty providing a nutritious, balanced lunch for their child. It is available free of charge. For more information contact the school office at 762-4465. The program is offered through the generous support of local businesses, community organizations and parent/community volunteers.

School Hours

Instructional hours are from 8:30 am to 3:02 pm.

On PD Fridays dismissal is at 12:00 pm. The school is closed on these afternoons.

Office hours are from 8:00 am to 4:00 pm.

Please note: During school hours all outside doors will remain locked. Parents and visitors enter through the main entrance. They will be asked to sign in. During recess, students have access to the school from the playground in case of an emergency. **Rules are different right now and BES is a Closed Campus. Please make an appointment should you wish to see a staff member.**

School Fees

The following school fees have been set for this school year. The Wim & Nancy Pauw Foundation is generously covering any Student Activities, Mountain Living and CTF course fees that we are able to offer this year. **Due to the uncertainty of COVID restrictions, fees may be subject to change.**

Student Activities (Terry Fox Run, Track and Field.)	\$ 0.00
Lunchroom supervision	\$130.00
Mountain Living	\$ 0.00
Grade 7 & 8 CTF Courses	\$ 0.00
Music Instrument Rentals	\$ 0.00
Sport Fees	<u>\$ 0.00</u>
	\$130.00

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