



Deer Run School Handbook (2020-2021)



Deer Run School
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www.cbe.ab.ca/b265

Director – Ann Ard 403-777-8412
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Our Beliefs - We believe Deer Run School is a community where students and adults engage together as active learners, a place where students, staff and parents encourage each other's learning. To that end we follow the system mission, vision and values as outlined below.

CBE Mission Statement – “Each student in keeping with their individual abilities and gifts will complete high school with a foundation of learning necessary to thrive in life, work and continued learning.”

CBE Vision – The Calgary Board of Education is the dynamic learning community of choice.

CBE Values

- Students come first.
- Learning is our central purpose.
- Public education serves the common good.

Results | Our Vision for our Students

The Board of Trustees has approved clear direction for student success. We are all committed to achieving these Results and offering learning as unique as every student.

Academic Success	Citizenship	Personal Development	Character
Each student will be literate and numerate, able to integrate and apply the knowledge, skills, attitudes and competencies acquired across all academic disciplines.	Each student will be a responsible citizen.	Each student will identify and actively develop individual gifts, talents and interests.	Each student will demonstrate good character.

learning | as unique | as every student



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PRINCIPAL'S MESSAGE – MRS. MARLENE RAY

Welcome to Deer Run School, a place where students come first. With over 300 students and adults working together within one building, it is extremely helpful to operate with common understanding. To that end, this handbook has been prepared to provide you with basic information regarding the daily operations of the school as well as expectations for behaviour. It is recommended that you read over the contents of the handbook with your child in order to ensure familiarity.

Thank you for sharing the responsibility of your child's education with us. We look forward to an exciting and activity-filled year working with your child. Together we can create something exceptional.

SCHOOL HOURS

KINDERGARTEN:

A.M. Monday - Thursday 8:18 - 11:08 a.m.
P.M. Monday – Thursday 12:08 - 3:02 p.m.

Friday (Alternating AM and PM) 8:18 - 12:30 p.m.

GRADES 1 – 6

Monday – Thursday 8:18 - 11:50 a.m.
 Monday - Thursday 12:35 - 3:02 p.m.
 Friday (early dismissal) 8:18 - 12:30 p.m.

Morning arrival at school during the pandemic will be a soft entry through designated doors beginning at 8:03 am. Although school starts at 8:18am and we expect all students to arrive on time, the doors will remain open until 8:30am to accommodate the few unavoidable lates. Students arriving after the school day begins at 8:18 am should still proceed to their class through their designated entry door. After 8:30, students need to enter through the front door and check-in at the office.

There will be no playground access in the morning or after school and these areas will not be supervised by staff.

ENTRANCE AND EXIT LOCATIONS

Students from Room 1, 2 and 12 – Front Door

Room 1 will enter and exit through the front door for dismissal directly to caregivers. Room 12 (Bridges program) will exit 10 minutes early through the front door.

Students from Room 19 and 20 - Direct Entry and Exit through outside classroom door

To enter and exit, teachers will lead their class out to the east compound to meet parents.

Students from Rooms 4, 5, 6, and 7 - Southwest Compound Door

To enter and exit, students will remain in their classroom until the class ahead of them has exited. The order will be Room 7 -> Room 6 -> Room 5 -> Room 4.

Students from Rooms 10 and 11 – Southeast Compound Door

To enter and exit, students will remain in their classroom until the class ahead of them has exited. The order will be: Room 10 -> Room 11.



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Students from Room 13, 14, 15, and 16 – Direct Entry and Exit Through Classroom Door

To enter and exit, students will leave through their outside classroom door.

Students from Room 9 – Northeast Compound Door

To enter and exit, teachers will lead their class out to the northeast compound to meet parents.

Students from Room 3 – Staff Parking Lot Door

To enter and exit, students from Room 3 will be led by their teacher out the staff parking lot door, around the staff parking lot to the east playground.

SCHOOL VOICEMAIL

To speak with someone at the school or to leave a message please dial 403-777-6840 and then,

Press 1 For the attendance line to report a late or absent.

Press 2 For noon hour lunch supervision. Please use this option to advise if your child will not be at the program or will be staying as a drop in.

Press 0 To reach the main office. Please use this option to speak with a staff member.

COMMUNICATION

Parents are encouraged to bring concerns, questions and suggestions directly to the school – first to the appropriate teacher, then to the resource teacher or to administration. While we may not always have all solutions, we promise to give our best efforts to be understanding, honest and accommodating. Open and honest communication usually reveals that both the school and parents want exactly the same thing; that which is best for the individual student and his or her learning.

General school information will be communicated to parents through a calendar which will be sent home monthly as well as emails through School Messenger. Please also refer to our school website, which can be viewed at <https://school.cbe.ab.ca/school/DeerRun/Pages/default.aspx>, for school events.

PERSONAL PROPERTY

Identification of Personal Property

A student name should be on all items of clothing and other personal property. This is most important in determining ownership of lost items. Although the school endeavours to return lost property to its rightful owner, we cannot accept responsibility for loss or damage to personal property.

Lost and Found

Found clothing is placed in the Lost and Found bins located at both gym entrance doors. Items are placed on display for claiming at each parent/teacher conference and at the end of the year. After that, unclaimed items are laundered and sent to charity. Valuables SHOULD NOT be brought to school. Money, jewellery, cell phones, iPods, and other electronic equipment should be kept at home unless special arrangements are made with the teacher.

DRESS



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Students are expected to maintain acceptable dress and hats are to be removed upon entry to the school. Unacceptable dress includes such items as; T-shirts with inappropriate printing, excessively torn clothing, halter tops, tank tops, half shirts, spaghetti straps, or short shorts. Students who come to school inappropriately dressed will be asked to change. A common explanation for children is that straps on tops should be a minimum of three finger widths and shorts should be longer than the fingertips of your arm as it rests at your side.

Indoor/Outdoor Shoes

A pair of running shoes is a necessity for use in school and physical education classes. Outdoor footwear is not acceptable inside the school. It is imperative that students wear shoes while in the building for three important reasons:

1. Emergency evacuation,
2. Injury Prevention
3. Health and sanitation.

STUDENT SECURITY

During the pandemic, parents and visitors are not to enter the school. In order to address safety and security issues, all parents and visitors are asked to use the intercom at the front doors to talk with office staff. We will then address your needs at the front door as best as possible.

Attendance

Regular attendance is a prerequisite to success at school. Students are required to attend every day that the school is in operation unless prohibited from doing so because of illness or a family emergency.

Only absences where the student is away with the knowledge and permission of his/her parents are acceptable.

Your child's safety is our primary concern. **"Phone in for Safety" program – 403-777-6840 - #1**

Parents are requested to phone the school attendance line if your child is going to be absent or late. If your child is not in attendance and the school has not been made aware of the absence, every effort will be made to contact parents or guardians.

Lates

Students are expected to arrive at school on time. Continued late arrivals will be reported to parents. Parents are asked to help their child(ren) be on time.

Lock Doors for Safety

After 8:30am all entry doors will remain locked.

Early Dismissal of Individual Students

A student may not leave the school prior to regular dismissal times without permission. Students needing to leave for medical or dental appointments or other reasons must bring a note or a guardian must contact the school requesting early dismissal. Students may **not** go home until someone in authority is contacted to give permission.



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Playground Supervision

Before school and noon:

In order to maintain the integrity of our cohorts during the pandemic, the playground is closed before and after school. For students who stay at school for lunch, access to the playground will be available on a rotating basis based upon grade cohorts. Staff provides supervision continuously during the noon hour for those students in the lunch program. In order to maintain the required adult/student ratio, students going home at noon should not return to school grounds until 15 minutes before the afternoon entry bell (12:20 p.m.). Once students arrive on the school grounds, they are expected to stay at school and not leave school property.

After hours: There is no supervision of the playground after school. It is expected all students go directly home after being dismissed. Students using the playground after school are assumed to have prior parental permission. **Safety is a parent responsibility at that time.** Parents are responsible for students going to and from school. Visits to other students' homes, extracurricular activities, etc. **should be arranged at home before students leave for school that day.** If students are requested by a teacher to stay beyond 3:15 pm to complete work, receive help, etc. parent(s) will be informed.

Bikes, Skateboards and Scooters

- In order to ensure safety for students **bikes, skateboards, scooters etc.** must not be ridden on the compound but walked from the fence through the school grounds. A student may make arrangements with his or her teacher for storage space within the classroom for skateboards and scooters if they cannot be locked up outside.
- It is the law for all riders 18 years and younger to wear a helmet.

School Safety Patrols

Two school patrol crossings on the east and west sides of the school on 146th Avenue are in operation. All pedestrians are required to cross at the patrolled crosswalk and to obey instructions of the patrol team.

Patrol Times

8:03 - 8:18 a.m. 12:20 - 12:35 p.m.
11:50 - 11:57 a.m. 3:02 - 3:12 p.m.* *Last patrol time on Friday's will be from 12:30 – 12:45.*

Drop Off and Pick Up of Students

In order to avoid a potentially dangerous situation please DO NOT use the staff parking lot to drop off or pick up students. As stated on the posted sign, to do so is illegal.

A "No Parking" zone is in place on 146 Avenue in front of the main school entrance. This area is for bus and emergency vehicle access. Please do not park or stop in this area. A Handicap Loading/Parking zone is in place on 146 Avenue in front of the main school entrance. This area requires a Handicap Permit to park or load/unload. **U-turns and jaywalking are illegal in a school zone.**

Cell Phones

In order to provide for the safety and security of each student, cell phone use by students is not permitted on school property during school hours. Students who have a cell phone for parent contact before and after school are asked to turn it off and leave it in their backpack during school hours. Alternate arrangements for use during school may be made through specific teachers.



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Severe Weather

Environment Canada is the source of our weather information and direct observation will be the source of rainy day decisions. When temperatures of –20 and below (including wind chill) are reported, or it is raining heavily, it will be declared a time for inside entry and School Patrols will not be on duty.

Communications - Subscribe to stay informed

Due to Canada's Anti-Spam Legislation (CASL), you need to subscribe online if you want to receive email or text messages on "commercial" school topics such as picture days, student fees, field trip costs, yearbooks, fun lunches and more. You will continue to receive messages on non-commercial school topics such as absence and emergency notifications.

In addition, if you want to be able to receive any text messages from school or the Calgary Board of Education, you need to opt-in for texts.

To ensure you can receive messages from the Calgary Board of Education and our schools, please do the following:

1. To subscribe to receive commercial messages, go to www.cbe.ab.ca/subscribe to enter your email address and click Subscribe. Use the primary email address on file at the school.
2. To opt-in to receive text messages, text the word **YES** to the six-digit number **724665**.

If your contact information changes, please:

- Tell the school
- Subscribe online again, if your email address changes
- Opt-in for text messages again, if your cell number changes

Please note:

- Your subscription and opt-in will apply to any Calgary Board of Education school that your children attend; however, if you provided different contact information to different schools, you will need to subscribe and opt-in for every email address and cell number.
- Your subscription and opt-in will continue indefinitely unless you withdraw your consent.
- You can withdraw your consent at any time. To unsubscribe for commercial email and text messages go to www.cbe.ab.ca/unsubscribe. To opt-out of receiving any text messages, text STOP to 724665.

School Nurse

The focus of our community health nurse is immunization, audio and vision screening. Other duties include counseling on request and teaching programs.

Our school nurse can be contacted at the Calgary Health Region, South District Office, phone 403-943-9100, or through Deer Run School.



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Emergency School Closure

In the event of an emergency school closure, children will be sent home if, and only if, we can confirm by telephone fan-out that an adult is at home to receive the child. If the need arises to vacate the school, all students and staff will move to:

Deer Run Community Centre
2223 – 146th Ave. S.E.
Telephone # 403-278-3117

Students will be dismissed from this site at usual school hours, and they will cross major street crossings under staff supervision.

STUDENT CONDUCT

At Deer Run School an emphasis is placed upon the development of socially responsible behaviour, which includes respect for the rights, and well-being of all. We function through the power of three simple guiding principles:

<i>Take care of yourself</i> <i>Take care of each other</i> <i>Take care of this place</i>

Student Behaviour Policy

Please refer to AR 6005 to review CBE's Code of Conduct for Students

<https://www.cbe.ab.ca/GovernancePolicies/AR6005-Student-Code-of-Conduct.pdf>

At Deer Run School, we believe that:

- Each person in the school shares the responsibility for making our school a safe and respectful place
- Each person is unique, has individual needs, and should receive an education that best meets his or her individual needs
- Each person should be treated in a respectful, dignified manner by all other people in the school
- The process of discipline is the shared responsibility of students, staff, and parents

The purpose of our approach to discipline is to:

- Maintain an environment that allows for the most effective teaching and learning for every student
- Instruct and teach rather than punish
- Develop self-discipline and self-control in students
- Help students accept responsibility for their actions
- Develop responsible citizens

It is important that each Deer Run student:

- Treat others with respect and courtesy
- Respect school property and the property of others
- Listen to and follow the directions or instructions of adults in the school
- Use appropriate language at all times
- Walk through the halls in a quiet manner
- Remove wet or muddy footwear at the doors



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- Play in designated areas
- Remove hats when indoors
- Enter and exit school through designated doors
- Refrain from:
 - Chewing gum in school
 - Throwing snowballs, ice or rocks
 - Physical aggression, rough play or play fighting

Offences where a student related conference would be appropriate:

- Fighting and violence: we have a zero tolerance policy towards fighting and violence. Students choosing to be involved in this behaviour may face suspension. Minor altercations will be dealt with and recorded for future reference
- **Bullying** – we define bullying as any targeted behavior towards another student which is intended to harm either emotionally or physically and occurs repeatedly over time.
- Instigating or encouraging a fight
- Defiance
- Inappropriate language; swearing, obscene language, name calling, put downs
- Disrespectful behaviour: obscene gestures, vandalism, stealing
- Disruption of learning: chronic speaking out, bothering others, making distracting noises

If misbehaviour occurs, the following disciplinary strategies will occur. The student is given the opportunity to resolve the conflict by:

- Discussing the incident
- Identifying the problem
- Choosing an appropriate resolution
- Choosing and practicing alternative behaviour for future use
- Conversations with parents

If repeated or severe misbehaviours occur, one or all of the following consequences may occur:

- The misbehaviour is documented
- The parent is contacted
- A referral to school support team
- A suspension (1-5 days)
- A formal suspension to Elementary Panel, Student Services

Homework

CBE Regulation 3066 - Homework

The assignment of formal exercises for completion is the prerogative of the teacher, but encouragement shall be given to students (and parents) to set aside some regular time each evening for home study.

Division I: The motivation which comes from parental interest in children's school work can be valuable to a child. Parents and teachers should encourage children to read from books suggested by the teacher. Participation in the home reading program is an essential part of student reading growth.

Division II: Formal assignments or projects may be given at the discretion of the teacher but in general,



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assignments should be of the reading or study type. Parents should be made aware of the teacher's general requirement with respect to home study and the Board's expectations, but no school requirement should exceed 20 minutes per evening in length.

Role of the Student

- ask teacher for clarification or assistance if needed
- take home materials and return completed work

Role of the Teacher

- assign homework when beneficial
- give adequate directions

Role of the Parent

- provide a home environment that facilitates home study
- offer assistance/encouragement when needed

SCHOOL VOLUNTEERS

Volunteers are a valued and integral part of our school program and enable teachers to enhance the teaching and learning process. **Due to the Covid-19 pandemic, volunteers are not permitted in the school at this time. As the year progresses, any changes to this policy will be communicated.**

VOLUNTEER ETHICS

The following code of ethics shall apply to all volunteers at Deer Run School. Volunteers:

- Must be discreet and refrain from discussing children, parents or school staff.
- Respect the professional role and judgment of the teacher.
- Refer any discipline problems to the teacher in charge.
- Must complete an annual registration form and have a current CBE security clearance.

Deer Run School Council

A Deer Run School Council is formed each year. Elections are held in May for executive positions. The purpose of this group is to facilitate communication between the school and parents on matters of educational interest. It also serves as a vehicle for community input and shared decision-making. Deer Run Elementary Parent Association (DREPA), a society partner, provides the vehicle through which additional funds may be raised for educational purposes for our school. *We are currently examining the best way to hold our School Council meeting virtually.*

NOON SUPERVISION

A CBE noon supervision program runs Monday through Thursday on all instructional days at our school. All Grade 1 – 6 students attending Deer Run School are eligible to participate in this fee for service program on a full time or part time basis. **ALL** students must be officially registered and prepaid in the program to participate. Information on fees and registration is available at <https://www.cbe.ab.ca/programs/noon-supervision>.

Lunchroom Expectations

As the lunch period is a part of the school day, the same behavior is expected of the children as outlined in the Deer Run School Code of Responsible Behavior section of this handbook. A Noon



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Supervision Expectations and Consequences document will be sent home to students registered in the Noon Supervision program. This document outlines the “three strike” policy whereby a student can be expelled from attending the lunch program if misbehavior occurs 3 times within one year.

BUSSING

Contact Information

CBE Transportation Services 403-817-7433

Transportation Website <http://www.cbe.ab.ca/transportation/default.asp>

Late Buses - Please refer to the website <http://www.myschoolbusmonitor.ca/> to check the status of your child's bus.

Bus Attendance – As bus attendance is taken every day prior to the bus departing it is imperative that a parent/guardian communicate to the school if alternate transportation arrangements have been made on any given day.

Calgary Board of Education

Administrative Regulation 6096 – Transportation Responsibilities and School Bus Rules

School Bus Rules

8(1) Students riding on a school bus are responsible for their conduct to the bus driver and through the driver to the principal of the school.

(2) Violation of any of the following rules may lead to the loss of riding privileges or to suspension from school or to other disciplinary measures under Administrative Regulation 6001 - School Discipline:

- (a) The driver must be respected. The driver is in full charge of the bus and the driver's directions must be obeyed.
- (b) The driver may assign specific seats to students at any time.
- (c) Students must not extend arms or head out of windows. While the bus is in motion, students must remain seated facing forward, and must not try to get on or off the bus, or move about within the bus.
- (d) Students must not throw paper or other waste materials on the floor or out of the windows of the bus.
- (e) While on the bus, students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
- (f) Scuffling, fighting, smoking, and the use of obscene language on the bus are prohibited.
- (g) Students must not distract the bus driver with excessive noise.
- (h) Students causing wilful damage to a bus will be held fully accountable.
- (i) When leaving the bus, students must observe the instructions of the bus driver, and must not cross the road without having a clear view in both directions.
- (j) No student or parent is permitted on the school bus unless they have
 - (i) a valid bus pass; or
 - (ii) the authorization of the bus driver; or
 - (iii) the authorization of the school principal or their designate.



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2020 - 2021 Deer Run School Calendar Please refer to the school website for updates. (<http://schools.cbe.ab.ca/b265/>)

September 1	First Day of School
September 7	Labour Day
September 23	School Photos
September 24	Parent Teacher Conferences (evening) (Kindergarten all day)
September 25	Parent Teacher Conferences*
October 9	Non-Instructional Day*
October 12	Thanksgiving Day*
October 30	Non-Instructional Day*
November 2	Photo Retakes
November 10	Remembrance Day Ceremony
November 11	Remembrance Day*
November 19	Kindergarten Parent Teacher Conference All Day
November 20	Kindergarten Parent Teacher Conference/ Grade 1 – 6 Non-Instructional Day*
December 4	Non-Instructional Day*
December 11	Report Cards
December 17	Grade 1 – 6 Parent Teacher Conferences (evening)
December 18	Grade 1 – 6 Parent Teacher Conferences*/ Kindergarten Non-Instructional Day*
December 19 - January 3	Winter Break
January 4	Non-Instructional Day*
January 5	Classes Resume
January 29	Non-Instructional Day*
February 11 & 12	Teachers' Convention*
February 15	Alberta Family Day*
March 11	Parent Teacher Conferences (evening) (Kindergarten all day)
March 12	Parent Teacher Conferences*
March 24	Spring Celebration
March 27 – April 5	Spring Break
April 6	Classes Resume
April 12, 13, 14, 15	Gr 1 - 4 Swim Program (subject to change)
April 26	Non-Instructional Day*
April 30	Family Fun Night
May 21	Non-Instructional Day*
May 24	Victoria Day*
June 25	Last student day / Report Cards go home; Early Dismissal @ 12:30
June 28	Non-Instructional Day*
June 29	Appeals Day*
June 30	Organizational Day*

***No School For Students** Non Instructional Time includes Professional Days, Organizational Days, Time Banked Days and Parent Teacher Conferences.



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