



## **2023 – 2024: STUDENT – PARENT HANDBOOK**

### **SCHOOL ADDRESS**

3232 COCHRANE ROAD NW CALGARY, AB. T2M 4J3

### **SCHOOL WEBSITE**

<http://school.cbe.ab.ca/school/BanffTrail/Pages/default.aspx>

**PHONE:** (403) 777 – 6120

**FAX:** (587) 933 – 9745

**E-MAIL:** [banfftrail@cbe.ab.ca](mailto:banfftrail@cbe.ab.ca)

### **SCHOOL ATTENDANCE LINE (Open 24 Hours)**

Student Absence and/or Late Arrival: (403) 777 – 6120, ext. 1

### **BUSING AND TRANSPORTATION**

<https://cbe.ab.ca/schools/busing-and-transportation/Pages/default.aspx>

<https://www.mybusstop.ca/>

## **SCHOOL ADMINISTRATION**

**Principal:** Ryan Turner

**Assistant Principal:** Nancy Toy

**Learning Leaders:** Heather Murphy, Sophie Ducharme

**Administrative Assistant:** Elaine Carter

**Office Assistant & Lead Lunchroom Supervisor:** Nikki Schafer

**Library Assistant:** Chelsey Antonello

## **GENERAL INFORMATION**

### **OFFICE HOURS**

**Monday – Friday 7:45 am – 3:00 pm**

### **ATTENDANCE/LATES LINE: (403) 777 – 6120, Ext. 1**

Should your child be absent or late for **any** reason, please call and leave a message on the 24-hour attendance line.

## **CALENDAR TYPE**

The school operates on a **Traditional Calendar** (September to June).

## **SCHOOL BELL TIMES**

### **KINDERGARTEN**

#### **AM/Morning Class (KAM)**

**Monday – Thursday**      School Starts: 7:58 am      School Ends: 10:49 am

#### **PM/Afternoon Class (KPM)**

**Monday – Thursday**      School Starts: 11:39 am      School Ends: 2:30 pm

#### **Friday**

Alternates between AM and PM classes

School Starts: 7:58 am      School Ends: 12:00 pm

See Calendar on School Website

### **GRADES 1 – 5**

**Monday – Thursday**      Morning Bell: 7:58 am      End of Day Bell: 2:30 pm

**Friday**      Morning Bell: 7:58 am      End of Day Bell: 12:00 pm

## **RECESS BREAK**

### **GRADES 1 – 5, Monday – Thursday**

Students have a 12-minute recess break in the morning.

## **LUNCH BREAK**

### **GRADES 1 – 5, Monday – Thursday**

Students have a 41-minute lunch break from 11:30 am – 12:11 pm.

## **SUPERVISION**

### **Morning/Start of Day**

Teachers are outside for school field supervision from 7:43 am to 7:58 am each morning.

\*Note: In the morning, the playground structure is not a teacher supervised area. As such, we ask students not to use this space before school begins.

### **Afternoon/End of Day**

There is no supervision at the end of the school day. Students should go home after school.

\*Note: After school, the playground structure is not a teacher supervised area.

## **DOORS**

Each grade enters and exits through designated doors. Parents with multiple students are asked to meet at the door of the youngest student at the end of the school day.

## **GETTING TO AND FROM SCHOOL**

### **SAFETY, BUS ZONES, STUDENT DROP OFF/PICK UP ZONES AND PARKING**

Safety is a priority at our school. Ensuring our students get to school safely is everyone's responsibility.

When approaching the school please be mindful of speed limits, parking rules, bus zones, crosswalks, and our safety patrollers. Please do not walk between cars or busses and use the appropriate crosswalks.

There are many designated and zoned areas along the perimeter of school property.

Bus parking zones are clearly marked for bus use only. There are also street signs showing where a valid parking placard is required (ex. people with disabilities).

Families who choose not to use the *Hug and Go zone*, should park on streets that are non-zoned and unmarked to drop-off and/or pick-up children. Please obey all traffic signage and rules, for the safety of all families.

The staff parking lot is not to be used for drop off or pick up; this includes before and after school care.

Please be mindful to abide by all signs and regulations for stopping or parking. The area in front of the school is a designated Passenger Loading/No Parking zone.

All visitors to the school must park on the street or in the south/west side of the parking lot (i.e. upon entering the parking lot, anywhere to the left).

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## **BUS ZONE**

The Yellow School Bus Drop Off/Pick Up Zone is located on the east side of the school adjoining the school field/playground (Canmore Road NW).

The City of Calgary has zoned and posted street signage to designate it as a Bus Zone. Please do not park or drop off students along this route.

## **STUDENT DROP-OFF/PICK-UP ZONE (HUG AND GO)**

Immediately along the front side of the school is a designated Passenger Loading Zone (10 minutes, maximum). There is no parking in this area during school hours.

It is used as a *Hug and Go* zone for parents who transport their children to and/or from school by car.

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## **SCHOOL BUS**

Students riding on the bus are responsible for their personal conduct, the safety of themselves and all other passengers. In case of misbehaviour on the bus, the driver will write a misconduct form and submit it to the office.

If rules are infringed upon, loss of riding privileges and/or suspension from school may occur. When entering or leaving the bus, students must observe driver's instructions. The driver is in full charge of the bus and his/her directions must be followed at all times by parents and students.

A child can only ride the bus if they are a registered user. Parents are not permitted to ride the bus at any time.

Occasionally, buses will be late, particularly during inclement weather. Parents can visit the [www.myschoolbusmonitor.ca](http://www.myschoolbusmonitor.ca) website managed by service providers for updates on bus times and to sign up to receive email alerts. Also available is the MyBusStop app which provides real-time information. Register at [www.mybusstop.ca](http://www.mybusstop.ca). You will need our school's unique access code (available through your MyCBE account) along with your child's bus route. This service is managed by the bus service provider.

Should your child not be taking the bus home at the end of the day, please notify the school a minimum of 30 minutes prior to the dismissal bell by leaving a message on the attendance line. Please leave a detailed message including: who will be picking up your child and the pre-arranged meeting spot for pick up.

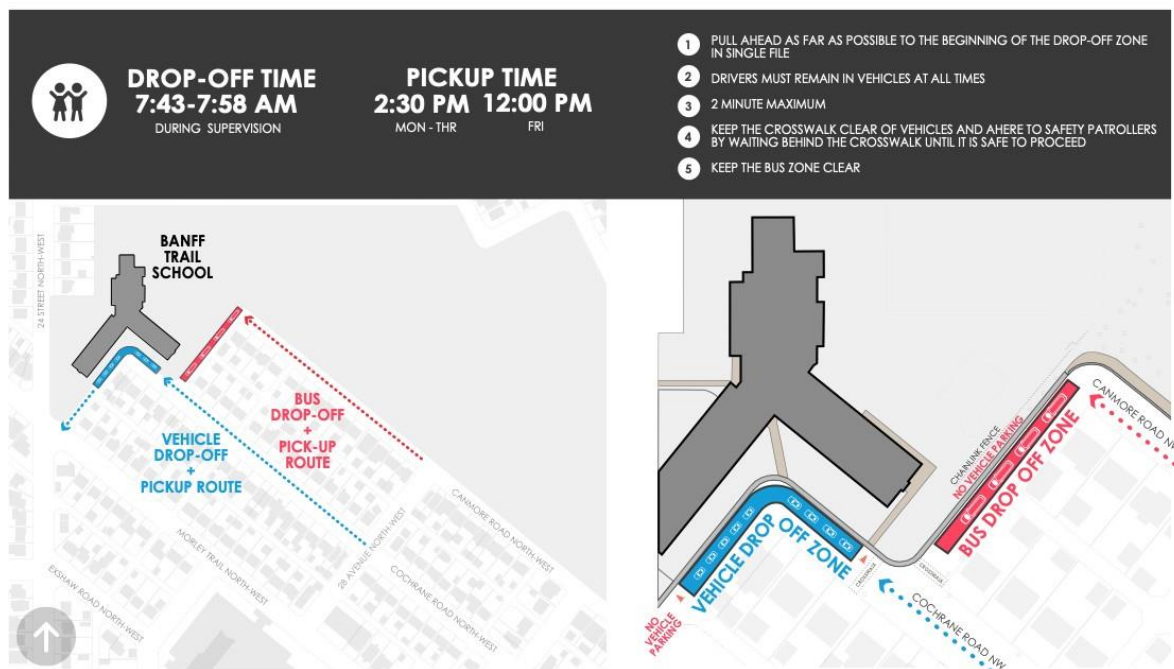
Kindergarten and Grade One students who ride the bus home after school must be received into the care of an adult at their bus stop. If no adult is present at the designated stop, the student will remain on the bus and be returned to the school.

# STUDENT DROP OFF AND PICK UP ZONE (HUG AND GO)

Drop Off Time: 7:43 am - 7:58 am

Pick Up Time: 2:30pm (\*12:00pm Fridays)

## BANFF TRAIL DROP-OFF PROCEDURE



Parents who drive their children to school can use the clearly marked Passenger Loading Zone (Hug and Go) in front of the school. This area is for stopping to let children in or out of the car only. **The driver must remain in the vehicle.**

Proceed as far forward in the queue as possible before stopping your vehicle.

We encourage parents to use the appropriate route along Cochrane Road NW as per the above image, keeping both the bus zone and neighbourhood alleys clear of vehicles.

Working together and following the directions will create a safe and efficient drop-off area.

If you prefer to park and walk your children on to school grounds, there is street parking along Canmore Road NW, Cochrane Road NW, or Charlebois Drive NW.

The staff parking lot is not permitted for drop off or pick up.

## **LATES**

Punctuality is a valued expectation at Banff Trail School. We look forward to seeing your child each school day. Being late has a significant impact on their learning as instruction and educational activities are missed. It also impacts teacher time, the learning of others and student relationships.

Students who demonstrate a pattern of being late will receive a letter home. A copy of the letter will also be placed in the student's file. Parents are expected to have plans in place to ensure their child is at school on time.

Parents/guardians are required to report **all** lates on the attendance line before the start of the day. Should your child be late for **any** reason, please call and leave a message on the 24-hour attendance line (403) 777-6120, ext. 1.

When leaving a message, please: speak clearly, indicate your child's first and last name, state their homeroom number, grade and reason for lateness.

Students arriving late to school **must sign in** and pick up a welcome card from the main office prior to proceeding to class.

## **STUDENT SIGN-IN/SIGN-OUT FOR SAFETY AT MAIN OFFICE**

For the safety of your child, it is very important to know where all of our students are during the school day. Students who arrive late and/or leave school early must be signed in or out at the main office.

## **PICKING UP STUDENTS PRIOR TO REGULAR DISMISSAL TIMES**

Parents/Guardians wishing to pick up children **prior** to regular dismissal times must call the office, ask for their child to be signed out and meet them at the main entrance of the school.

Once the office has verified the parent/guardian has arrived at school, the student will be called down to the main foyer to meet their parent/guardian and allowed to leave the building.

Upon arrival, please ring the school doorbell/intercom located at the front doors of the school (on brick wall).

As students will not be called until parents/guardian arrive at school, please allow for additional time for your child to organize themselves to meet you at the front door.

School staff will sign your child out by recording the date, time and reason for pickup. Children are not to leave the school grounds during the day unless signed out at the office first.

## ABSENCES

Every child is expected to attend classes on all designated CBE school days unless illness or personal reasons make attendance impossible.

Parents/guardians are required to report **all** absences on the attendance line before the start of the day. Should your child be absent for **any** reason, please call and leave a message on the 24-hour attendance line (403) 777-6120, ext. 1.

When leaving a message, please: speak clearly, indicate your child's first and last name, state their homeroom number, grade and reason for absence.

For safety and security reasons, if you do not contact the office to report an absence, the school will contact you.

We appreciate your communication as it helps to keep all students safe.

## ILLNESS AND INJURY

Students showing signs or symptoms of illness should stay home from school.

When children become ill at school, every effort will be made to contact parents, guardians and/or emergency contacts. Upon contact, a parent should arrange for pick up within an hour.

Should a child be injured at school, every effort will be made to contact parents, guardians and/or emergency contacts.

In the event where an injury requires immediate emergency care and a parent, guardian and/or emergency contact cannot be reached, 911 will be called.

In critical situations, 911 may be prioritized if deemed appropriate.

## STUDENT MEDICATION/ALLERGIES

The administration of medication is the responsibility of the parent. For medication to be administered at the school, parents are required to complete a Student Health Plan Form. For the safety of all children, it is imperative that parents/guardians indicate on the School Information Form any food and/or environmental allergies.

If a child has a severe allergy that requires the administration of an Epi-Pen or inhaler, **the child must carry the Epi-Pen or inhaler on their person at all times.**

We are an “**Allergy Aware**” school which means, by educating the community and ourselves, we will better protect the dignity and personal safety of all our students. In support of this, please send only nut and peanut free snacks.



## **PARENT VOLUNTEERS AND VISITORS**

Parents volunteering at school for on and off-site activities must have a valid police clearance to work with students.

Volunteers and visitors must enter through the front doors of the school . They are required to sign in and out using the *Volunteer/Visitor Sign-In Binder* located on the table outside the main office.

Personalized Volunteer name tags are prepared for each volunteer who has met police clearance/screening requirements.

**Volunteer/Visitor name tags must be worn visibly on the person.**

Name tags are to be returned to the office after each visit.

## **FIELD TRIPS AND FORMS**

On-site and off campus field trips are valuable to student learning.

For each grade group, field trips are scheduled throughout the school year. Your child's classroom teacher will send information home detailing the curricular learning intentions, request for parent volunteers and any associated costs for the trip.

The organization and booking of field trips is always based on the number of students in each grade. When booking field trips, the cost is calculated based on student enrolment, not if all the students will attend school that day.

Payment of fees is expected whether a child is present or becomes unexpectedly absent. If your family has a financial concern, please contact the Principal.

## **COMMUNICATION**

Communication between home and school is on-going.

Teachers can be reached through their school e-mail at any time. Please allow a full business day for a response.

Regularly, the school office will send out communication to the whole school community. It is important that your contact information is accurate and up to date to receive information and messages.

Please contact the school with any changes to home address, phone number and/or email.

## **FIRE DRILLS/LOCKDOWNS/EVACUATIONS**

Schools are required to complete six fire drills and two lockdown drills each year.

All drills are designed to practice procedures to prepare students for potential unforeseen emergencies or threats both inside and outside the school.

All visitors are expected to follow directions and procedures for emergency drills and/or unforeseen events.

## **FEES AND WAIVERS**

For information, registration, payment options and fee waivers, please visit, <http://www.cbe.ab.ca/parents/fees.asp>

All Calgary Board of Education schools require payment for Noon Supervision. Students staying at school during the lunch break must register in the noon supervision program and pay lunchroom fees.

Registration for bus transportation normally occurs in June.

## **DRESSING YOUR CHILD FOR SCHOOL**

Please ensure your child wears clothing suited for the weather conditions of the day.

All students are expected to go outside except in extreme weather conditions (-20°C or below, including wind chill factor). The weather in Calgary can be unpredictable. Please dress your child appropriately.

The school is a place of learning and a worksite. We encourage all members of our learning community to dress in a neat and tidy manner, appropriate for learning.

## **SCHOOL COUNCIL**

The Banff Trail School Council is very supportive and active. All parents/guardians are welcome. Please see the Banff Trail School website calendar for meeting dates, meeting minutes and ongoing updates/information. Council meetings are offered as a hybrid format, allowing for both virtual and on-site attendance.

## **WELCOMING, CARING, RESPECTFUL AND SAFE ENVIRONMENT**

All students, staff, volunteers and visitors are expected to foster a welcoming, caring, respectful and safe environment at Banff Trail School. Please see AR6031 for more information. Thank you.

## **DECISION-MAKING AND CITIZENSHIP AT BANFF TRAIL SCHOOL**

### **EVERYONE DOES THEIR PART**

The **teacher** establishes clear expectations, models appropriate behaviour and attitudes, reinforces correct behaviour, and is alert to students who need support and/or assistance.

The **student** is aware, understands and follows expectations to help maintain a safe and appropriate learning environment. Students model appropriate behaviour for others in the school.

The **parent** supports, cooperates, provides input and models a positive attitude and behaviours conducive to learning experiences for their child.

## **STUDENT CODE OF CONDUCT AND PROGRESSIVE DISCIPLINE**

The Calgary Board of Education is committed to providing students and staff with a safe, respectful, and welcoming place to work and learn.

To this end, system-wide policies have been developed to support all schools in developing and maintaining positive learning environments that foster respect and honour diversity. All staff and administration share the responsibility of knowing and applying these board policies.

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

<https://www.cbe.ab.ca/GovernancePolicies/AR6006-Progressive-Student-Discipline.pdf>

When a student's conduct disrupts the learning environment, the school will implement consistent responses to support the student's personal development and character through a series of fair and predictable approaches.

Staff members working with the student will attempt to resolve the issue if it is relatively minor. Reoccurring infractions or major infractions will be supported by school administration.

Parents will be notified of incidents by email, agenda message, telephone call or letter. The following approaches may be used:

#### Minor infractions

- Loss of recess time to discuss, reflect, and/or plan how to remediate the situation
- Community service
- Loss of privileges such as club participation or intramural activities
- Loss of ability to participate in or attend special events
- Loss of ability to participate in field trips

#### Major infractions

- In-school suspension
- Temporary suspension out of school (1 – 10 days)
- Suspension with recommendation for expulsion

**Thank you Banff Trail School Students, Parents and Families!**

