

# Lakeview Elementary



# School Handbook

**2025-2026**

# CONTENTS

Vision .....	2
Mission .....	2
School Bell Times.....	2
Administrator’s Message.....	2
Welcome to Lakeview.....	3
Lakeview Elementary Staff.....	3
Attendance Procedures .....	5
Visitors & Volunteers .....	6
Student Arrival & Dismissal .....	6
School Fees & Supplies .....	7
Bussing .....	7
Student Assessment & Reporting .....	7
Nut Aware.....	8
Student Medication & Health.....	8
Use of Technology.....	9
School Spaces .....	10
School Procedures.....	11
Student Program & Services.....	12
Student Code of Conduct & Procedures.....	14
School Records .....	16
Emergency Information & Procedures .....	16
School Council .....	17



## VISION

**Living to Learn, Learning to Live**

## MISSION

**The Lakeview School Community is committed to providing a positive learning environment that promotes the development of responsible, productive citizens.**

## SCHOOL BELL TIMES

Office Hours: 8:00 am to 4:15 pm Monday-Thursday

8:00 am to 12:00 pm Friday

Doors Open	8:30 am
Morning Start	8:35 am
Morning Recess K-3	10:30-11:00 am
Morning Recess 4-5	11:00-11:30 am
Lunch	12:30-12:50 pm
Afternoon Recess K-5	2:30-2:50 pm
Dismissal	3:45 pm Monday-Thursday 11:30 am Friday

## ADMINISTRATOR'S MESSAGE

Oki! It is with joy and enthusiasm that we welcome you all to our school community. Whether you are new or a returning member of Lakeview, we are thrilled to have you here and look forward to a wonderful year of learning, growth and shared experiences.

At Lakeview Elementary School, we are committed to fostering a nurturing and inclusive environment where every student can thrive. This year, we are particularly excited about the

special community evenings we have planned for connection and learning.

Once again, welcome to Lakeview! Your partnership is invaluable to us, and we are excited to embark on this journey with you and look forward to an incredible school year ahead.

Kindly,

Connie Adserballe, Principal

Melanie McMurray, Vice Principal

## WELCOME TO LAKEVIEW

Lakeview Elementary School welcomes approximately 375 students from Kindergarten to Grade 5. Most of our students live in the surrounding southside neighbourhood and are able to walk, bike or scooter to school. Our community is diverse and strong, with our families collectively speaking more than 25 different languages. Our school is next to a generous green space that provides many outdoor play and learning opportunities. The recently built playground promotes wellness and physical activity. This gathering space is the heart of the Lakeview Community and serves as a place where children can build new friendships.

Lakeview Elementary promotes the arts and all students receive programming by our music teacher. Some of our extracurricular activities include handbells, basketball and volleyball. In addition to our diverse student population, our valued team includes a large group of teachers, including a learning support teacher and teacher counsellor, a student support worker, speech language assistant, educational assistants, administrative support, caretakers, a learning commons facilitator and two administrators. We have a vibrant school council and a large group of parent volunteers that further support our school. At Lakeview, everyone belongs!

## LAKEVIEW ELEMENTARY STAFF

Administration	
Connie Adserballe	Principal
Melanie McMurray	Vice Principal
Office Staff	
Karla Dhanda	Administrative Assistant
Grace Hemmerling	Administrative Support
Teaching Staff	
Regan Brooks	Learning Support Teacher
Michelle McFadzen	Teacher Counsellor
Sam Flegal	Music

Hillari Blaylock	Kindergarten
Kathleen Schell	Kindergarten
Jen Carey	Grade 1
Mandy Reimer	Grade 1
Megan Palmer	Grade 1
Pam Ikeda	Grade 2
Ashley Conquergood	Grade 2
Susan Christie	Grade 3
Lindsey Bedford	Grade 3
Michelle Stroud	Grade 3
Cali Caruso	Grade 4
Cody Garner	Grade 4
Sydney Peters	Grade 4
Alex Funk	Grade 5
Anna Gunderson	Grade 5
Sue Huel	Grade 5
<b>Support Staff</b>	
Robert McMann	Head Caretaker
Janice Kirby	Caretaker
Rosie Harvey	Caretaker
Tracie Truscott	Learning Commons Facilitator
Jessica Geerligns	Speech Language Assistant
<b>Educational Assistants</b>	
Cheryl Regier	Team

Naomi Vavra Peacock	Team
Inderpreet Kaur	Team
Barb Slagel	Team
Maleeha Panjwani	Team
Valerie Belcastro	Team
Bryanne Koster	Kindergarten
Cedar Albus	Kindergarten

## ATTENDANCE PROCEDURES

Lethbridge School Division uses an absence reporting system called, *SafeArrival*. Parents/Guardians are asked to report their child's absence in advance using any of these 3 convenient methods:

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select Sign Up to create your account. Then, select Attendance to Report an Absence.
2. Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select Sign Up to create your account. Then, select Attendance to Report an Absence.
3. Call the toll-free number **866-879-1041** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. Do not call/email the school with absences as absences now need to be entered by the parent/guardian.

In addition, we will use the SchoolMessenger Communicate automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence.

If you report your child's absence in advance using the SafeArrival toll-free number, website or mobile app, you will NOT receive these notifications.

### **Students Going Home before the End of the School Day**

Please sign your child out at the office if they leave before the end of the day. They will only be allowed to leave with a person on your child's contact list.

- For illness: When a student becomes ill at school and needs to go home, the school contacts the parent/guardian or emergency contact listed on the registration form.
- For appointments: Parents/guardians are asked to notify the teacher if a student is to leave for an appointment before dismissal time. They must also be signed out at the office.

## VISITORS & VOLUNTEERS

### **Parent/Visitor Access to the School**

Parents and visitors are welcome and encouraged to come into the school. Please ring the buzzer at the Front entrance and sign in and out at the iPad outside of the office. School doors are locked to ensure the safety of our students.

Volunteers are very important at Lakeview Elementary School. Volunteering time to help in your child's classroom or at school events, allows you to spend quality time as a partner in your children's education. If you are interested in volunteering at Lakeview, please contact your child's teacher to inquire about opportunities. Please note that you will be required to complete a new volunteer form each year.

## STUDENT ARRIVAL & DISMISSAL

### **Morning Drop off**

Morning supervision begins at 8:25 am. Please do not drop your child off before this time. Our doors will open at 8:30 am and students will be welcomed into the school through their grade level entrance doors. Students who arrive after 8:45 will need to enter through the front door and check in at the office.

### **Afternoon Pick up**

Students will be dismissed at 3:45p.m. (11:30 a.m. on Friday) through their grade level entrance door by their teacher.

### **Parking**

Please do not park in the staff parking lot or in the bus zone located in front of the school. Parents are encouraged to park along Henderson Lake Boulevard or on one of the side streets.

### **Grade Level Entrance Doors**

Front of the school—next to the gym: Kindergarten, Grade 1

Playground Doors: Grade 2, Grade 3

Portable Doors (facing alley): Grade 4, Grade 5

## SCHOOL FEES & SUPPLIES

All Students in K-5 are charged a field trip fee of 10.25 at the start of the school year. Every effort is made to fundraise for field trips to provide students with enriched experiences and opportunities. In some cases, additional fees may be charged for out-of-town field trips based on the fee structure below. The fee listed is the maximum that will be charged.

Fee Description	2025-2026
Field Trips (In Town)	10.25
Field Trips (Out of Town)	51.00
Recorder and Lanyard for Grade 4/5 Music	6.00

Grade level **supply lists** are available at <https://lv.lethsd.ab.ca/>. We would appreciate parents labelling school supplies with the child's name prior to sending them to school based on the direction in the supply lists.

## BUSSING

The bussing registration process for the 2025/2026 school year is underway throughout Lethbridge School Division for eligible elementary school students. To qualify for bussing, an elementary student's primary residence must be at least **1.6 kilometer** away from their designated school. Please note that Southland Transportation uses a different system than Google maps.

Detailed bus route maps are available in late August of each school year on the school division's website by following this [link](#).

## STUDENT ASSESSMENT & REPORTING

Report cards are accessed electronically through PowerSchool. Usernames and passwords will be provided at the start of the year from the office to families that have not set up an account.

Please note the following assessment dates for the 2024-2025 school year:

October 21	Kindergarten interviews (8:45-3:45)
October 22	School wide interviews (1:00-8:00)
October 23	School wide interviews (8:45-12:00)
November 21	Term 1 Report Card



March 6	Term 2 Report Cards
March 11	Kindergarten interviews 8:45-3:45
March 12	Kindergarten interviews all day; school wide interviews 1:00-8:00
May 7	Celebration of Learning 5:30-7:00
June 24	Term 3 Report Card

*Additional conferences with your child's teacher may also be scheduled at other times throughout the year. If you have any questions about how your child is doing, please contact your child's teacher.*

## NUT AWARE

Each year we have students with severe nut allergies. **Please DO NOT send foods with nuts to school.** Every attempt will be made to help ensure the safety of these students. While Lakeview Elementary School is a “nut aware” school, we cannot guarantee that it is nut free.

## STUDENT MEDICATION & HEALTH

If a student becomes ill at school, parents will be called to pick them up. If parents cannot be reached, other contacts will be called.

### Medication

If the request by a parent/guardian for the administration of medications has been approved by the principal, then the following guidelines shall be implemented for the handling of medications:

1. All medication, whether prescriptions or non-prescription, must be brought into the school office by the parent/guardian and signed in at the office by the school secretary or administrator.
2. All medications must be brought to school in the original containers in one-unit doses. This procedure will ensure that no school personnel will be responsible for measuring out medication or cutting pills into parts. Liquid medication should be administered using a dropper or medicine spoon to ensure accurate administration.
3. A Medication/Personal Care Request and Authorization form needs to be completed with a doctor's signature. Non-prescription drugs such as acetaminophen, cold remedies and inhalants shall not be administered to students without the written permission of the parent/guardian.

### Students with Anaphylactic Allergies

Parents of anaphylactic students, in consultation with their doctors, shall complete Form 504.1.4 Anaphylaxis Emergency Plan at the beginning of each school year. Plans shall be appropriately shared with staff and students.

- It is the responsibility of the anaphylactic student's parents to inform the principal of their child's allergy
- All staff members must be made aware of the students with severe allergies.
- Information to reduce the risk of exposure to anaphylactic causative agents in classrooms and common areas of the school shall be shared with all staff and students as needed.
- Emergency response training will be provided to all employees who are in direct contact with anaphylactic students on a regular basis, including the use of epinephrine auto-injectors such as Epi-pens.
- It is the obligation of the student's parent/guardian and the student where appropriate, to ensure that the information in the student's allergy plan be kept up to date with the current medications that the pupil is taking.

### **Students with Asthma**

For any students with asthma:

- A response plan shall be in place in the event of a severe asthma attack in the school. Primary responsibility for the management of asthma rests with the student, his/her parents (where appropriate), and/or appropriate medical personnel.
- It is the responsibility of the asthmatic student's parents to inform the school principal of their child's condition and Form 504.1.6 shall be completed in consultation with the parent/guardian for students with a severe asthma condition.
- Student shall self-administer medication using an inhaler as outlined in Form 504.1.6.

### **Medical Emergency**

In the event of an emergency:

- The school calls 9-1-1
- A first aid trained staff member will be present
- Parents/guardians are informed as soon as possible

### **Head Lice Protocol**

For the prevention and detection of head lice, we strongly urge parents to conduct regular detection combing at home. Further information can be found from Alberta Health Services by visiting our school website. As per the Lethbridge School Division practice, the school is not responsible to check for head lice, and "alert" letters will not be sent home. Students who have had head lice should return to school when the recommended treatment is completed.

## **USE OF TECHNOLOGY**

### **Cell Phones and Electronics**

Parents may choose to send their children to school with a cell phone, particularly if students are walking to and from school. Students arriving at school with a cell phone, will be required to give the phone to their classroom teacher for safekeeping during the school day. Phones will be returned to students at the end of the day.

All other electronics, such as iPads and gaming devices should not be brought to school unless

permission has been granted by the classroom teacher for a special purpose. Students who bring these devices without permission will have them taken away for the day and parents will be notified.

**Lakeview Elementary is not responsible for lost, stolen, or damaged cell phones or other electronic devices that have been brought from home.**

### **Computers and Technology**

Computers and iPads are used to develop student skills in keeping with the technology curriculum. Lethbridge School Division works to offer the best possible ways to allow students access to email and internet services to enable students to locate current information resources and exchange messages with other students. Students are expected to comply with school and division standards of technology use. These standards and codes can be found on the Lethbridge School Division website.

## **SCHOOL SPACES**

### **WIN Room**

The “*What I Need*” room is a multipurpose space where students can access what they need: a quiet space, a snack, or just a break. This room is used for some wellness options such as, ‘tea and toast’ and is also home to our breakfast club.

### **Sensory Room**

This space provides students with some sensory equipment to regulate by doing heavy work as well as a space to swing with the goal of regulating to enable students to return to the classroom.

### **Play Commons**

The ultimate playroom, this space is open for all our students to engage in play.

### **Computer Lab**

Our computers are used to develop student skills in keeping with the technology curriculum. All students and their parents must sign an Acceptable Use Agreement at the beginning of the school year and are expected to adhere to acceptable standards of behavior while online. Lethbridge School Division works to offer the best possible ways to allow students access to email and Internet services to enable students to locate current information resources and exchange messages with students around the world. Two Laptop carts, iPads and a variety of coding and robotics devices are also technology tools available to students.

### **Gym**

We are fortunate to have a large gym and a stage for various purposes. The gym is used for physical education classes, as well as numerous extra-curricular activities, such as our grade 5 volleyball and basketball league. The gym is also used for BLAST—the before and after school care program.

### **Learning Commons**

The Learning Commons is an inclusive, flexible, learner-centered space for collaboration, inquiry, imagination, and play. We are excited to continue to see our Makerspace grow and for students to develop their skills as “makers” both in the Learning Commons and in the classroom. Makerspaces utilize creativity and collaboration for making, learning, exploring, and sharing. In the Learning Commons, students are also supported to develop competencies or the knowledge, skills, and attitudes for successful learning, living, and working.

### **Art Room**

The art room has tables, a sink, art supplies and is ready to foster creative learning experiences.

### **Music Room**

The instruments and materials in the music room facilitate creative expression through performance, listening and composition. Students receive three fine arts lessons a week from a specialized music teacher.

### **Outdoor Classroom**

We are fortunate to have a beautiful outdoor classroom space. Many of our school assemblies are hosted here and we just received a 3500.00 Wellness Grant from the Community Foundation of Lethbridge and Southwest Alberta and the Lethbridge Auto Dealer Association. These funds purchased outdoor sound equipment to be used in our outdoor assemblies. This space is also wonderful for visiting with families before and after school.

## **SCHOOL PROCEDURES**

### **Inclement Weather**

Students will be expected to be outside during recess breaks. In the event of inclement weather such as blizzards, extreme cold, rain, lightning, high winds, students may be kept inside for the recess if the principal or designate determines the weather is not conducive to appropriate outdoor play. Please ensure your children are appropriately dressed for all weather—i.e warm coat, boots, mittens, hat, scarf, snow pants etc.

### **Student Dress**

Students should dress appropriately for the prevailing weather conditions. As well, students are encouraged to come dressed to school in clothes that they feel comfortable to play/learn and move around in. Clothing that has offensive language or symbols is not allowed and parents will be notified to bring a change of clothing. In case of a fire, students are required to always wear shoes during the school day, and should have a clean pair of shoes to change into. “Healies” are a safety concern and should not be worn at school.

Parents are urged to label all articles of clothing and school supplies belonging to their child. Each year we accumulate a large number of excellent pieces of clothing, footwear, etc. Because no one claims them. We have a designated lost and found area. Please feel free to check this space when you are at school. Unclaimed items are donated to My City Cares throughout the school year after every attempt has been made to return them to families.

### **Bicycle and Scooter Safety**

The bicycle and scooter racks on the school grounds are to be used by the students. While every effort is made to provide a secure place for bicycles and scooters during the school day, students should realize that they bring their bicycles to school at their own risk. The school is not responsible for lost or stolen bikes or scooters. Students riding bikes and scooters to school must follow these rules:

- Need parent permission
- Bicycle and scooters are not to be ridden on the school grounds during school hours. They must be walked and locked during the day

- Helmets are required by law for cyclists under 16 years of age

### **School Communication**

School communication will be delivered through monthly school newsletters sent through School Messenger and posted to our website. Reminders and notices that don't make the school newsletter will be sent out through School Messenger. Lakeview Elementary's Facebook/Instagram pages will also feature events and news of the school that is updated throughout each month. Please ensure the office has your updated email address and phone number registered for School Messenger.

Students achieve better in schools when parents and teachers work well together. Problems and concerns are more effectively resolved when communication occurs early. If you have any concerns about your child, please phone the teacher involved. If, after speaking with your child's teacher, you still have concerns, contact the school administration. Our goal is to work together to ensure that the problem is addressed quickly and appropriately.

## **STUDENT PROGRAM & SERVICES**

At Lakeview Elementary School, we embrace an inclusive approach to education. We believe in creating welcoming environments for every student. Environments are flexible and responsive to the strengths and needs of individual students.

### **Breakfast and Lunch**

Our breakfast opens at 8:30 in the WIN room and is supported by our vice principal and teacher counsellor. This program is supported through a Nutrition grant. This school year, Lakeview received 8200.00 to support a nutritious breakfast. As well, we are fortunate to be supported by the Lethbridge Food Bank through a program called Mindful Munchies. If lunch is needed for your child, please contact the vice principal, your child's teacher or the teacher counsellor.

### **Speech and Language, Occupational Therapy**

Lethbridge School Division employs its own SLPs and OTs. A referral is put in through the Learning Support Teacher for students in Kindergarten to grade 3. Students receiving speech and language services will receive support from our Speech and Language assistant.

### **Learning Support**

We believe that every child is an individual who learns and grows in ways unique to them. We recognize children not by labels and codes, but by celebrating strengths and identifying challenges. Our Learning Support Teacher (LST) works collaboratively with classroom teachers and student support services to meet a broad range of learner needs within the school. The LST will also lead the Learning Team meetings for students who have been identified to receive more specialized supports. Targeted programs include: literacy/numeracy and early literacy support

### **School Psychologist**

A school psychologist is available for consultation regarding programming and supports with learning teams. The psychologist may also provide assessments after universal and targeted support strategies have been utilized.

### **School Counselling**

Our teacher counsellor provides mental health and well-being support to all students. The teacher counsellor consults with families, teachers, and administration to provide proactive mental health supports universally, in targeted groups and individually upon referral. The teacher counsellor also acts as a liaison between home and school regarding counselling issues and coordinates services with outside community agencies when a need is identified.

### **Student Support Worker**

The Student Support Worker provides wellness support and services to students often through universal programs or targeted individual and small group support. Our Student Support Worker will be at Lakeview on Tuesdays for the 2024-2025 school year.

### **University of Lethbridge**

The University's student teacher program places student teachers in classrooms. These teachers often provide small group instruction, whole class instruction and assistance monitored by the regular teacher. Lakeview Elementary School supports the University teacher preparation programs.

### **Field Trips**

Teachers are encouraged to supplement grade level curriculum with appropriate field trips. Unfortunately, these valuable learning opportunities are greatly influenced by Transportation costs. Fund raising programs have to be undertaken in order for field trips to take place.

### **Health Nurse**

All schools within the Chinook Health Region are assigned a health nurse. Our assigned nurse has always been an excellent resource for promoting optimal health for staff, students and families through consultation and collaboration within the school and community. The role involves a variety of activities and responsibilities, including:

- education support/resources
- prevention and control of communicable diseases
- consultation/case conferences/home visits for at-risk families
- liaison/referral to community agencies

### **Human Development**

Lethbridge School Division provides training for teachers to deliver a program on Human Growth and Development to students in Grades 4 and 5. A notice will come home to inform parents as to when instruction will occur, and the information covered. Parents are required to provide consent for students to participate. Students who do not opt in will be provided with alternative work in an alternate supervised space.

### **Kids in the Know**

*Kids in the Know* is the Canadian Centre for Child Protection's national safety education program. The program engages students with interactive activities to help build skills that increase their personal safety and reduce their risk of victimization online and offline. Parents are informed of the content covered before lessons occur and are required to provide consent for students to participate. Students who do not opt in will be provided with alternative work in an alternate supervised space.

## **It's a Blast**

The Lethbridge Community Out of School Association IT'S A BLAST program, is a non-profit organization licensed to provide out of school care for children 6 to 12 years old. Qualified Blast staff offer before and after school care at Lakeview Elementary. Programs are also offered over holidays and during the summer. There is a monthly program fee. If before or after school care is needed, contact the BLAST office at 320-3988.

# STUDENT CODE OF CONDUCT & PROCEDURES

## **Student Rights (Policy 500.1):**

- the opportunity to meet the standards of education set by the Minister
- an education program consistent with the requirements of the School Act and the Regulations
  - a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging
- be heard by school administrators, teachers, and support staff.

## **Student Responsibilities:**

- be diligent in pursuing their studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the Board to provide education programs and services
- comply with the rules of the school
- respect the rights of others
- ensure their conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
  - refrain from, report, and not tolerate bullying or bullying behavior directed towards others in the school, whether or not it occurs on school property
- respect and care for personal and public property; and
- be accountable for their own conduct.

Every child has the right to an environment conducive to learning. Therefore, students at Lakeview Elementary School are expected to exhibit respectful, responsible and safe behaviour. At the start of the year, staff will review school rules with students and practice them.

We believe all students do well if they can, and that many disruptions or student dysregulation is a result of lagging skills (such as lack of conflict resolution skills) or unsolved problems (student is frustrated by an unsolved problem and is acting out). Collaboratively, staff will support students to self-regulate and work on a plan to focus on skill building, making positive choices or solving a problem.

## **Minor Offences**

For minor offences, staff will support the child to self-regulate, reflect on the incident, plan for restitution (if necessary) and create a positive plan of action going forward. Parents will be notified.

## **Major Offences**

For major offences (behaviour that is unsafe, significantly impacts others, or is ongoing), administration will become involved, and a meeting will take place with the parent(s), staff involved, and the child if age appropriate. We will work collaboratively to create an action plan to support the child for learning and growth to occur. Other services may become involved if needed, such as counselling or community supports.

Major Offences may also result in suspension from class activities and/or school activities. After exhausting all interventions available, students who chose to continue to display inappropriate behaviour may be suspended from school. The length of the suspension is determined by the severity of the incident as well as the number of incidents.

Should a suspension take place, the parent(s) of that student may be required to accompany them to school to determine a course of action before the child returns to the class and/or activity.

## **Appeals**

If a parent or guardian disagrees with a school-based decision which significantly affects the education of his or her child, the School Act makes provisions for appealing that decision. As per District Policy, reference “505.9 Appeals”, the first appeal of an employee decision shall normally be made to the employee who made the decision. From there, depending on the nature of the issue, the appeal may be made through the school Principal, to the Superintendent of Schools, to the Board of Trustees. Please refer to policy 505.9 on the district website at [www.lethsd.ab.ca](http://www.lethsd.ab.ca) for full details.

### **Appeal Process:**

Staff member involved → Principal/Vice-Principal → Associate Superintendent(s) → Superintendent or School District Personnel → Board of Trustees → Alberta Education

## **Threat/Risk Assessment (Fair Notice of Violence Threat Risk Assessment VTRA)**

Our School Division believes in creating safe and caring environments for students and staff. Any incident where a student engages in behaviour which threatens or appears to threaten the safety of others will be investigated. Administrators can implement a Risk Assessment for behaviours that are worrisome including writing or drawings with violent themes, references to or involvement in violent activity at school, or an increased interest in activities that are deemed as dangerous to the safety of others.

A Threat Assessment is implemented when a student threatens to kill or injure others, harm themselves, brings a weapon to school, or makes direct verbal or written violent threats to others. The Threat/Risk Assessment regulations are outlined in Policy 502.1 in the School Division Policy Handbook available at [www.lethsd.ab.ca/](http://www.lethsd.ab.ca/).

## **Search and Seizure of School or Personal Property**

As per policy 502.1.5, Lethbridge School Division Board believes that enforcement of the Board and/or school rules may, from time to time, require that school administration conduct a search of property and/or the seizure of prohibited or missing items. The Board authorizes school Principals, in connection with the enforcement of district or school rules, to carry out searches of student desks, lockers, clothing and personal property such as knapsacks, book bags or purses.

The physical search of a student is prohibited. Searches of personal property shall be in accordance with the following:

- searches shall be conducted in the presence of an adult witness



- students may be requested to remove outerwear: hats, jackets, footwear
- students may be requested to empty their pockets and contents of any object which may be used to transport, carry or conceal materials

Weapons of any kind will be disposed of or turned over to the police. They will not be returned to the student.

The principal shall provide police access to the property of a student (see Policy 504.8 Involvement with Authorized Agencies) or personal information regarding the student without informing the parent in the following circumstances:

- when the police officer is in pursuit after the commission of an offence
- when the police officer is in possession of a search warrant or subpoena
- when the police officer possesses blanket powers of search as defined by legislation
- the principal is authorized to seize prohibited items

## SCHOOL RECORDS

The Freedom of Information and Protection of Privacy Act (FOIPP) governs the kind and use of records kept by schools. In accordance with FOIPP and Lethbridge School Division guidelines, the following procedures concerning student records are in effect at Lakeview Elementary School:

1. In the case of students transferring to schools within Lethbridge School Division, all student records will be automatically sent to the new school.
2. In the case of students transferring to other school divisions, special procedures are in effect and will be explained prior to the transfer.
3. At any time, a parent/guardian may inspect his/her child's records. However, reports written by psychologists must be reviewed with the writer of the report. All confidential reports are kept in a secured file.
4. Should a parent/guardian wish to discuss the accuracy of any records; an appointment may be made with the principal.
5. If, after examining your child's records, you do not wish to have some information in the records relating to your child, please notify the principal in writing with reasons stated.

## EMERGENCY INFORMATION & PROCEDURES

Sometimes it becomes necessary to close the school without prior notice. This may be due to loss of utilities, snow and icy conditions, student disturbances, or threatening circumstances. If it becomes necessary to close and evacuate the school for any reason, children will continue to be supervised at **Lakeview Bible Church** (1509 29 St S ) until regular dismissal time. In accordance with Lethbridge School Division Policy 364, students may be released at a time other than the normal school dismissal time in the following situations:

- students may be released to a responsible adult for safe transportation home provided a record is kept of the student's and adult's names

- students who normally walk to school may be permitted to walk home provided it has been determined that there is a responsible adult to receive the child
- students may be sent home on the bus only after the principal is satisfied the media have been notified or that parents have been contacted

In case of a disaster emergency **PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION.** Emergency information and directions for the public will be aired on local radio during an emergency. Please keep the school office informed as to the current emergency contact information for your child. A follow-up message will come from the school through the School Connects/Safe Arrival system after the incident is over.

### **Fire Drills**

To ensure that your child receives proper guidance in coping with emergencies, Lakeview Elementary conducts regular emergency drills to evacuate the building. Strict adherence to evacuation procedures is a must for everyone in the building. Fire drills are practiced at least six times a year to ensure quick, safe evacuation routines. It is important that all children wear appropriate footwear during the school day in case of emergency evacuation.

### **Lockdown Protocol and Perimeter Secure**

Lockdowns are designed to be a preventive, proactive measure to help ensure the safety of our children, staff and parents and are used when there is a threat posed to the occupants of our school. Lockdowns are practiced twice each school year. Strict adherence to lockdown procedures is a must for everyone in the building.

“Perimeter Secured” may also be used if there is a threat outside of the school but students are safe to continue normal operations inside the school. In this case, all doors would be locked and monitored, and students would not be allowed outside. An example of a threat in this situation includes a wild animal roaming in the schoolyard.

### **Children During the School Day**

Our division policy is to release students only to contacts listed on the registration form and must be signed out at the office.

### **Custody and Access**

Parents are encouraged to share with staff any unusual issues regarding guardianship. The school will not become involved in custody disputes and cannot stray from information provided in Parenting Orders or Custody Agreements. Parents are required to provide the most recent copies of these to the school office. If no Parenting Order or Custody Agreement has been provided, the school must assume that both parents have equal access and must provide it. Parents are strongly encouraged to have formal agreements in place to avoid conflict at home and at school.

## **SCHOOL COUNCIL**

We value the hard work and contributions to Lakeview Elementary School by School Council members. School Council is a group of parents who work together to enhance the learning experience of all our students. School Council is also a place for parents to have opportunities to be involved in decisions at Lakeview. All parents/guardians are welcome to attend one or all meetings; it is a great way to connect with other Lakeview parents! By attending the regularly scheduled

School Council meetings, parents can keep informed of school issues and take an active role in their child's education. The Executive for the year is elected at the Annual General Meeting which takes place in early September. The minutes from each meeting will be posted on the school website. Council meetings are not an appropriate forum for airing grievances or complaints. If you have concerns, please make an appointment to speak to your child's teacher (for a classroom related issue) or administrator (for a school related issue).

**The Mission of the Lakeview Elementary School Council:**

- To advocate for our children's needs in the school
- To facilitate communication among all stakeholders
- To encourage full parental involvement and support in the governance and delivery of our children's education
- To actively promote Lakeview Elementary School