



# NICHOLAS SHERAN ELEMENTARY SCHOOL

380 Laval Blvd West  
Lethbridge, AB T1K 3Y2  
(403) 381-1244

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<http://ns.lethsd.ab.ca>

## 2022-23 Bell Schedule

Warning Bell Monday to Friday	8:40am
Grades 1-5 Monday to Thursday	8:45am-3:48pm
Grades 1-5 Fridays	8:45am-12:35pm
Full Day M/W Kindergarten	8:45am-3:48pm
Full Day T/Th Kindergarten	8:45am-3:48pm
Full Day Alternating Fridays	8:45am-12:35pm
AM Kindergarten Monday to Thursday	8:45am-11:55am
AM Kindergarten Alternating Fridays	8:45am-11:55am
AM EEP Monday to Thursday	8:30am-11:15am (11:15am-11:45am Targeted Programming)
PM EEP Monday to Thursday	(12:15pm-12:45pm Targeted Programming) 12:45pm-3:30pm

## Nicholas Sheran Values

COLLABORATION – You work together toward a shared goal

RESPONSIBILITY – You do things you are expected to do and accept the consequences of your actions

COMPASSION – You show kindness, caring, and willingness to help others

RESILIENCE – You bounce back or recover from challenges

## Vision Statement

We are respectful, lifelong learners that are ready for the challenges of the future.

## Mission Statement

Nicholas Sheran School is an inclusive and collaborative community, where students build resiliency by embracing challenges with innovative and critical thinking.

# Principal's Message

Dear Families,

Welcome home to Nicholas Sheran Elementary School for the 2022-2023 school year! Whether you have been a part of this community already, or you are new to our school we are so happy to have everyone here. Nicholas Sheran Elementary School is a special place and I am excited to get to know all of our students and their families. The staff has been very busy planning and preparing to welcome our students back and I know your children will have an awesome year.

Thank you for being a part of our school community. We look forward to working with your child(ren) and your family! Reach out if you have any questions.

Take care,  
Ms. Dawn Walmsley  
Principal

## Office Hours

8:15am to 4:15pm    **Monday to Thursday**  
8:15am to 1:15pm    **Friday**

## Attendance Procedures

Please be proactive and report absences through the SchoolMessenger system before 8:30am by calling 1-866-879-1041, inputting the absence on the website <http://go.schoolmessenger.ca> or using the SchoolMessenger app on your mobile device. Otherwise, you will receive a call from the system to confirm your student's absence. For early departures or same day leave-and-return absences, please come to the office when picking up or dropping off your student to sign the student out. This is a safety procedure to help both the parents and the school to be assured that your child has arrived at school safely or is at home. Please **do not** call the school to report a child's absence.

If parents cannot be reached, the school may call the emergency number the parent has given to the school. **Please make sure that you update the office with phone number or address changes.**

Our school highly encourages punctuality. It has been determined that the amount of time missed due to lateness or absence directly affects the child's learning progress.

Children must report to the school office when late. Late students will come to the front door and ring the doorbell. We would appreciate anything you can do to assist the school in knowing the whereabouts of your child(ren) during the school day.



SCHOOLMESSENGER®

## School Fees & Supplies

Grade 4/5 students require a \$10.00 recorder and there is a \$8.00 agenda fee for all students in Grades 2 to 5. There may also be field trip fees depending on grade level field trip choices. Kindergarten, Grade 1, 3 & 5 all provide some school supplies with one school supply fee at the beginning of the school year. All fees are to be paid online at <https://lethbridge.schoolcashionline.com>. Grade 1-5 supply lists are available at <http://ns.lethsd.ab.ca>. We would appreciate parents labelling all school supplies with the child's name prior to sending them to school unless asked otherwise.

## Student Programs

### Learning Support Program

Our Learning Support teachers work collaboratively with classroom teachers to meet a broad range of learner needs within the school. The LSTs facilitate Learning Team meetings and Response to Intervention meetings that are based on the supports provided in our Pyramid of Interventions. The LSTs oversee the creation of Individual Program Plans and behavior plans. The LST also provides individual and small group support with identified students in literacy, numeracy and English language learners (ELL). Additionally, the LSTs coordinate supports through speech, occupational and physio. Other members of the Learning Support Team include the school division psychologist, administration, teacher counsellor, student support worker, educational assistants and a variety of other Division and community professionals working to support students and families.

### Nikki's Den

Nikki's Den skill development programming supports elementary students who have significant delays in most or all developmental areas. It is a Lethbridge School Division program designed to provide opportunities for students with multiple physical, sensory, medical, cognitive, and behavioral challenges to receive individualized programming in a specialized learning environment. The program is staffed by a teacher and several educational assistants based on student enrolment. Programming facilitates the development of essential skills in a variety of settings including individual, small group, the regular classroom, throughout the general school population and within the community. The program is designed to maximize opportunities for social participation as well as provide specialized supports.

### "It's A BLAST" Program

"It's a BLAST" is a childcare program for children ages 6-12. It is administered by a non-profit society called the "Lethbridge Community Out of School Association". Qualified staff provide before and after school care for families that require this service. Programs are also offered over holidays and during the summer. A variety of indoor and outdoor activities are offered including board games, Lego, craft projects, play centers, group games and much more. Monthly program fees are available. Please contact the BLAST office at 403-320-3988 or visit their website [www.itsablastprogram.com](http://www.itsablastprogram.com).

### Assemblies

Nicholas Sheran School assemblies will take place once a month. Assemblies will be held as a school community or virtually for all to view. These assemblies will celebrate student's work with the school's values, celebrate different events and highlight school community groups and activities.

### Learning Commons

Students have regularly scheduled weekly "Learning Commons" periods for book exchange, literacy

learning and appreciation. Our school emphasizes the long-term goal of developing respectful, lifelong learners who are ready for the challenges of the future. Parents can play an important part in fostering positive attitudes toward reading and learning by sharing the library and classroom resources their child brings home, by helping the child find a special place to keep borrowed materials and by reinforcing basic rules about taking responsibility to care for the materials and return them on time.

### **Lunch Break and Recess Supervision**

Students in grades 1 to 5 will have two outdoor Recess Breaks and a lunch break in the classroom. All students will eat in their classrooms and are supervised by their teacher. A weekly rotating supervision schedule by adult staff is organized for the recess breaks. We will alternate playgrounds so that students in grade 1-3 play together at one park while students in grade 4-5 play at the other park.



### **Field Trips**

Throughout the year, teachers at our school attempt to extend and enrich the educational experiences of students by going out into the community. This involves taking students beyond Nicholas Sheran Park. To give students as many extra experiences as possible, parents are asked to help out by assisting with supervision on field trips, filling out and returning permission forms and helping children in preparing for the field trip experiences (gathering the necessary resources).

There is an online permission form that parents will need to fill out for most trips. It is expected that children will attend field trips with their class or remain at school under the supervision of another teacher. Staying at home for the day is not considered an alternative to a field trip. Parents are encouraged to call the teacher if they have any questions about the field trip. Student activities that take place within the park setting around our school are not considered field trips away from our school site.

A field trip is carefully planned by the classroom teacher to support the school curriculum. Students are expected to follow the same behaviour guidelines as they would in their classroom. Further to this, the students represent the school when they are in the larger community and they are, therefore, expected to conduct themselves appropriately and in a manner, which brings pride to the school. Students unable to follow behaviour guidelines at school or on field trips may lose the privilege of participating in future field trip experiences and will instead remain under supervision at school. Parents will be informed if this situation occurs.

### **Field Trips**



### **Affiliation with the University of Lethbridge and Lethbridge College**

Nicholas Sheran School benefits greatly from a long standing and excellent relationship with both the University of Lethbridge and the Lethbridge College. The University regularly places many of its practicum students with us from the Faculty of Education Field Experience Program. The College places practicum students from both its Child and Youth Care and Special Needs Educational Assistant Programs. This creates a win-win environment where the practicum students learn and practice many new skills under the supervision of qualified school staff, and staff and students reap the benefits of their time and talents.

### **Recycling**

At Nicholas Sheran School, we believe in the four R's of environmental awareness: REDUCE, RECYCLE, REUSE AND REFUSE. We encourage the reduction of paper in the office and classrooms. At Nicholas Sheran, we participate in recycling paper, cardboard and drink containers. Our School Green Team educates and involves students in recycling.

# Discipline & Student Expectations

## Tips for a Successful School Year

Homework is a valid and appropriate extension of classroom learning when related to the school's overall educational goals. Homework is intended to enrich the school experience of the student by fostering initiative and the ability to work independently. Completing assignments not finished during class time and handing them in on time will help students learn responsibility. Homework should reinforce learning through additional practice and application. In addition to formal homework, many activities can enrich the learning of any age student at home. Computers, games and books certainly provide opportunities not only for learning, but also for "bonding and modeling". For example, old-fashioned card games such as rummy and cribbage not only provide enjoyment, but also teach skills such as thinking, developing strategies and counting. Good study skills and habits are encouraged. Providing a quiet place, regular time and the proper tools (e.g. dictionary, atlas, thesaurus, etc.) are a good beginning.

Get to know your child's teacher by attending "Back to School" evenings, Parent/Student Teacher Conferences and other special events. Become aware of the teacher's expectations, standards and approaches to learning. Provide input to assist the teacher in setting realistic goals for your child. Attempt to volunteer in your child's classroom. Don't wait for things to go wrong before becoming aware of how your child is doing in school.

Teach your child some independence, especially when carrying out school assignments. Read to and with your children. Few things are more important than reading to children. Set a regular time daily for your child to read. The only way to improve reading is to read.

Learning is a continuous process. A child can and does improve as a learner. Learning is not just an intellectual development. It involves the total child, socially, emotionally, creatively and physically. Not all children learn at the same rate. The progress your child has made is important. Celebrate this progress with them.

We believe that every student, by nature, possesses an inherent value and is worthy of our respect and efforts. Regardless of behavior, the worth of a student as an individual human being remains intact. Every student possesses considerable positive potential for growth in all areas.

A societal expectation is that all of its members respect each other. Learning in a public school is an ongoing process which requires a commitment to appropriate forms of behavior. Therefore, acceptable behavior is both an end in itself and a means to an end. The idealized end product is a healthy individual who functions with a sense of self control and purpose within the framework of society. The key person in correcting a student's inappropriate behavior is the student. Students make decisions and choices and must accept responsibility for the consequences that follow. At Nicholas Sheran, students are expected to "do the right thing even when no one is watching."

It is in the student's best interest if the home and school can work together as a team with the student who is having persistent and/or severe discipline problems.

The staff at Nicholas Sheran School believes that students have the right to learn to the best of their ability and to be in a school setting that is productive and free of unnecessary disruptions by other students. The staff also believes in positive discipline measures focusing on clear explanations; firm, fair, consistent consequences when expectations are not met; and student acceptance of responsibility and self-control.

Students are expected to demonstrate respect for self and others, concern for the safety of self and others, respect for school and classroom rules and concern for our environment.

## **To promote an attitude of respect for self and others in our school and on our school grounds:**

1. Bullying, teasing and/or aggressive physical and/or verbal behavior will not be tolerated.
2. Use of profane or unacceptable language and/or inappropriate comments will not be tolerated.
3. Inappropriate gestures and/or touching will not be tolerated.
4. Classroom expectations will be established in each homeroom by the teacher and students.

## **To promote safety for self and others in our school and on our school grounds:**

1. Everyone is expected to walk in the school building.
2. Students are encouraged to arrive at school no sooner than 8:30am when there are supervisors on duty.
3. Students must remain on the school grounds at all times during the day. Permission to leave the school grounds may only be given by the administration subsequent to permission being obtained from the parent or guardian.
4. All students will play outdoors prior to school and at recess unless it is excessively cold (-20C or lower). At these times, indoor supervision will be provided. At Nicholas Sheran School we place a high value on learning from the outdoors. Dress with layers to be ready for the changing forecast throughout a day.
5. Students require permission and/or a supervisor in order to be in the school during break periods or before or after school.
6. Students will use their assigned doorways. NO parent or adult visitors permitted in the building unless entry was granted for an appointment. Invited visitor entry will be at the front door only.
7. Rough play, tackling or wrestling activities are unacceptable.
8. Bicycles and scooters are to be “walked” on the school grounds.
9. Skateboards, pogo sticks, hockey sticks, hardballs and other equipment deemed unsafe are not acceptable at our school and should be left at home.

**To promote an attitude of respect for school and classroom rules and concern for our environment:**

1. Students are encouraged to keep our school and playground areas clean, as the environment we work and play in is important.
2. The telephones in the office are for school business. Students are to make arrangements for rides home or to go to a friend’s house prior to coming to school.
3. Students are encouraged to leave special toys and other valuable possessions at home to prevent damage or loss. Trading cards of any kind (ie. Pokemon) cause problems and are to be left at home.
4. Gum chewing and unshelled sunflower seeds (“spitz”) are unacceptable.
5. Ball caps will be removed upon entering the school.

If a child fails to meet the general expectations of behavior at Nicholas Sheran School, the homeroom teacher will be informed. The homeroom teacher will review behavioral concerns with the student. If concerns persist, parents will be advised. In some cases, a Learning Team meeting may be convened to develop strategies to support positive behavior.



## **Co-Curricular Programs**

We offer grade 5 Basketball, Junior and Senior Choir and Handbell Choir either at noon, recess or after school.

## **Student Assessment & Reporting**

There will be three formal reporting periods during the school year. These will occur in October, March and June. The elementary report card is designed to communicate the learner’s achievement relative to his or her subject area and grade level – what a student needs to know and be able to do in order to proceed from one level of the curriculum to another. Staff at Nicholas Sheran School will use a variety of assessment strategies to gather authentic and on-going evidence of a child’s growth and learning.

Parent-student-teacher conferences provide opportunities to review student progress and set goals for future learning. Conferences are held in both October and March. Please remember that additional conferences with your child's teacher may also be scheduled at any time throughout the year. If you have any questions about how your child is doing, please contact your child's teacher immediately.

In addition to these formal reporting periods, many informal contacts will be initiated by both parents and teachers during the school year. Teachers will make their first informal contact with parents before the end of September.

## 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 Division 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 the policy on the division website at [www.lethsd.ab.ca](http://www.lethsd.ab.ca) for full details.

## Use of Technology

### Cell Phones and Electronics

We understand that parents want to be connected with their children after school to be certain they have arrived safely at home or a caretaker's. During the day, parents can call the school at any time to talk to or get a message to their child. Therefore, students choosing to bring a cell phone to school must turn them off and leave them in their backpacks, at their own risk.

Electronics such as iPods, NDS, Gameboy, etc. should never be brought to school. In the event that students do bring them, they too will remain in the student's backpack until the end of the day. The school is not responsible for lost, stolen, or damaged cell phones or other electronics.

### Computer and Technology Lab

We have one computer lab and a computer workstation in every classroom. We also have a mobile laptop and iPad carts that can be used in the classrooms. These 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 e-mail and Internet services to enable students to locate current information resources and exchange messages with students around the world. Surfing the Internet freely is not allowed, but teachers and school technologists access websites through pre-determined bookmarks for the students. The school division has installed a filter to help monitor inappropriate websites. Staff will provide close supervision to students using these resources. However, it is presumed that users will comply with school and division standards of technology use. These standards and codes can be found on the Lethbridge School Division Website: <http://new.lethsd.ab.ca/public/frameset.cfm>

# Student Services

At Nicholas Sheran School our Student Support Worker offers programming in small group settings to all children in our community and on an individual level (where this support would benefit the child educationally). These individual support services are voluntary and confidential and are accessed by referral through the classroom teacher or the administration team with the written consent of the parent/guardian.

Our Student Support Worker is not able to provide “therapy” or “family counselling” as these needs fall outside the role description for Lethbridge School Division Instructional Services. *HOWEVER*, when these needs are present, the Support Worker will assist the family in finding the appropriate community agency for the need at hand.

## Youth Engagement Officers

The Lethbridge Police Service provides the services of a police officer at the school. The Youth Engagement Officer assists with resolving difficult conflicts and meets with children who may be involved with some potentially serious activities. We enjoy having students come to know our YEOs as approachable and helpful.

# Student Medication

In cases where the health of the student depends on the administration of medication, it is the responsibility of the parent/guardian to file a detailed “Request for School Assistance with Administration of Medication” form with the school. These forms are available in the school office. Any medication must be kept locked in the office area and will be administered only if the above procedures are followed.

## Anaphylaxis Protocol

When a child is identified with an anaphylactic, diabetic, epileptic, or other life-threatening condition, the school will follow a number of procedures:

1. A letter will be sent home to all class parents requesting that food that contains harmful allergens not be sent to school as a snack, lunch etc.
2. There will be a classroom rule of ‘no sharing food’.
3. The food allergens involved will not be allowed in the classroom.

While anaphylaxis is a frightening disease, and can appear suddenly, violently and without warning, working as a team of parents and school staff, we can make it manageable. Death can occur within minutes and trace amounts, or even breathing the aroma of an allergen, can cause a reaction. Every attempt will be made to help ensure the safety of these children. While Nicholas Sheran School is a “nut aware” school, we cannot guarantee that it is nut free.

## Head Lice Protocol

For the prevention and detection of head lice, we strongly urge parents to conduct weekly detection combing at home. Information about this from Alberta Health Services can be found on our school website and will go home with the newsletter at the beginning of each school year. As per 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.

## First Aid

When a child is injured at school, the child may be given emergency first aid by the school staff. Depending on the nature and severity of the injury, parents, or the person listed as the emergency contact on the student registration form, may be notified. An alternate emergency number is most important



should we be unable to reach the parent. Band-Aids are a required item on school supply lists. For financial and hygiene reasons, the school will no longer be providing ice packs for bumps and bruises.

## School Council

The Nicholas Sheran School Council is a group of parents and staff who work together to enhance the learning experience of all of our students. School Council plans and carries out fundraisers for special events (ie. Fine Arts performances, fundraising, school wide activities, etc.) and projects (ie. Playground Replacement Project 2015, etc.) and also plans a monthly hot lunch for students that parents can pay for online at <https://lethbridge.schoolcashonline.com>. Please check the school calendar/newsletter to see when the meetings will be held each month to plan activities and discuss important items. All parents/guardians are welcome to attend. By attending the regularly scheduled School Council meetings, parents and guardians can keep informed of school issues and take an active role in their child's education. Please see the monthly school newsletter for more information.

## School Policy & Procedures

### Parking and Picking up Children

Parents are encouraged to park in one of three locations:

- 1) Our visitor parking lot
- 2) Along Laval Blvd. excluding bus zones.
- 3) Along Columbia Blvd.



If parents wish to drop off students, they can use the Loading Zone by the front playground. This zone is strictly a loading zone and not to be used for parking. We do encourage parents to use the "Park & Walk" system if able to. This is where parents/guardians park a little further from the school building and students walk the rest of the way to decrease congestion, improve safety and increase physical health.

### Lost and Found

Lost and found articles in the school are taken to the Lost and Found box. We attempt to get items back to the rightful owner, but children are not always sure of their things. If children's names are not clearly marked on all of their items, it makes it very difficult to match them back with their rightful owners. You can help us by labelling all of the articles that your child brings to school. If you have a question about lost articles, please call the school. The school is not responsible to replace lost items. Parents, when you visit the school, please make it a habit to check the lost and found area for family belongings.

### Student Dress

Students are encouraged to dress appropriately for the prevailing weather conditions (i.e. mittens, boots, warm coats, hats, etc.) Parents are urged to ensure children dress appropriately and tastefully for school. Clothing needs to cover students well enough to allow for all sorts of activities. Offensive messaging on clothing are considered inappropriate. Parents are encouraged to see that their children are dressed appropriately for an elementary school experience. Students arriving at school with inappropriate clothing will be required to go home to change or call their parents to bring a change of clothing.

### Bicycles

Students riding bicycles to school must know and practice the safety rules. The following guidelines have been established to prevent accidents and to help the students develop good bicycle riding habits.

- All students may ride their bikes to school.
- Bicycles are not to be ridden on the school grounds during school hours or during the hours of after school recreation activities. They must be walked.
- Riding double on a bicycle is not safe and therefore, not permitted.
- Helmets are required by law for cyclists under 16 years of age.

The bicycle racks on the north side of the school are to be used by the students. Bikes should be placed in the racks and locked until the end of the school day. We are experiencing an increase of stolen bikes that are not locked during school hours, so children are encouraged to lock their bikes every time they are placed in the bike racks. While every effort is made to provide a secure place for bicycles during the school day, students should realise that they bring their bicycles to school at their own risk. Scooters are to be treated like a bicycle. They must also be walked on the school grounds. The school is not responsible for lost or stolen bikes or scooters.

### **School Bus Transportation**

Lethbridge School Division contracts with Southland Transportation to provide school bus transportation to all students who live over 2.4 km from the school. Students riding the bus must adhere to the following rules:

1. Follow the directions of the driver. Only quiet conversation is permitted on the bus.
2. Remain seated while the bus is in motion. The driver may assign seating.
3. Keep all objects and parts of the body inside the bus.
4. Open beverage containers and eating are not permitted on regular bus runs. At the beginning of each school year students receive pamphlets from Lethbridge Transit that outlines expectations for students. Students who do not comply may be suspended from riding the school bus. In this case, parents will be responsible for the transportation of their children to school. Detailed bus route maps are available on the school website at <http://ns.lethsd.ab.ca>.



### **Two-Shoe Rule**

Students will be required to have an extra pair of shoes at school that will be worn inside of the school at all times. This will ensure they have proper footwear for physical education in the gym as well as reducing the amount of sand and mud that is tracked in from shoes worn outside. In case of fire, students are required to wear shoes at all times during the school day. "Heelies" are a safety concern and should not be worn at school.

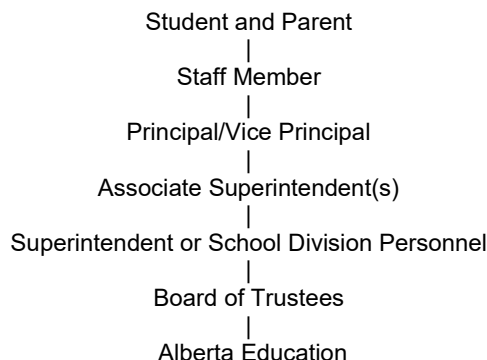
### **Parent and Community Volunteers**

Parent volunteers are very important to Nicholas Sheran School. Parent volunteers assist on our School Council, serving as a classroom resource, or serving as a room representative. Parent and community volunteers assist in many other areas and through their generosity we can offer many extra educational and recreational activities. As a volunteer, the time given is entirely up to you. Volunteering time to help in the classroom, or at school events, allows you to spend quality time as a partner in your child's education. If you are interested in volunteering at Nicholas Sheran, please contact your child's teacher or the school office. There is a document that must be on file each year.

### **Communication and Collaboration**

The research on effective schools is clear. Students achieve better in schools where parents and teachers work well together. Problems and concerns are more effectively resolved when communication occurs early. At Nicholas Sheran, we encourage everyone to practice the four values: collaboration, responsibility, compassion, and resilience. Please think about these before and during conversations with staff and other community people. If you have any concerns about your child, please make contact with your child's teacher. If a parent/guardian disagrees with a school-based decision, the proper appeal procedure should

be followed:



### Visitors to the School

Occasionally there are persons in our school who cannot be readily identified. Unfortunately, we don't know all of our parents by sight. The concern is primarily for the safety of pupils but extends beyond that to the security of the building. It is for these reasons that our doors remain locked throughout the day. Parents and other visitors to the school must ring the doorbell at the front of the school and then check in at the office when delivering items such as lunches or picking up children for appointments. All visitors to the school are asked to sign the Visitors iPad in the school's front foyer. Volunteers must sign documents in the office for the school year.

### Important Emergency Information

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 the University Drive Alliance Church until regular dismissal times. 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.

### Fire Drills

To ensure that your child receives proper guidance in coping with emergencies, Nicholas Sheran School conducts regular emergency drills to evacuate the building. Strict adherence to evacuation procedures is a must for everyone in the building. Fire drills are practised 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**

As well as practising for fire drills, Nicholas Sheran School will practise safe lockdown procedures. Lockdowns occur when it is felt there is a person in the school, or in the vicinity, who may cause harm to either the children or adults in attendance at the school. The staff will keep the students quiet in a locked space until they are advised the school is safe. Strict adherence to lockdown procedures is a must for everyone in the building. Lockdowns are designed to be a preventive, proactive measure to help ensure the safety of our children, staff and parents. Lockdowns are practiced twice each school year with School Resource Officers from the Lethbridge City Police Service in attendance.

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

Our school policy is to release students only to parents or guardians listed on the registration form. The office will call the student to be released from class and meet up with the parent or guardian. If someone else will be picking students up from school, a note is necessary. No student shall be sent home from school for any reason, unless the parent or designated guardian is informed according to Policy 355.

Students are not permitted to leave the school grounds between arrival and dismissal hours without permission from the Principal or designate subsequent to notification of the parents.



### **Custody and Access**

Parents are encouraged to share with the staff any unusual problems 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 the school.

### **School Newsletters and Other Sources of Information**

The school newsletter and monthly calendar will be posted on the school's website at the first of each month. Parents may request a paper copy be sent home by contacting the school office. Please provide the office with your email address if you have not already done so. Our school Twitter (@nikkisheran), our webpage (<https://ns.lethsd.ab.ca/>) and the School Calendar bulletin board are also great sources of information.

## **Search & Seizure of School or Student Property**

As per policy 502.11, 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 division 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 students.

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.

## **Threat/Risk Assessment for Students**

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, brings a weapon to school, or makes direct verbal or written violent threats to others. The Threat/Risk Assessment regulations are outlined in Policy 504.9 in the School Division Policy Handbook available at [www.new.lethsd.ab.ca](http://www.new.lethsd.ab.ca).