



A School of Dignity and Respect

# School Handbook

## 2021-2022

### **Administrative Team:**

Principal ~ Mr. Tracey Arbuthnott  
Assistant Principal ~ Ms. Sheryl Tsiclas  
Counsellor ~ Ms. Kayla Rusnell

### **Office Support:**

Secretary – Mrs. Lisa Waselenkoff  
Secretary - Mrs. Lisa Leitch

**133 Pine Street**  
**Sherwood Park, Alberta**  
**Telephone: (780) 467-2246**  
**Fax: (780) 464-2761**

**Web Site:** <http://www.pinestreet.ca>

**Please visit our website for the most current information concerning the calendar, staff and e-teacher pages, special events, important announcements, Pine Street Advisory Council information, school procedures, parent resources, newsletters, assessment information, etc.**

**MESSAGE FROM PINE STREET STAFF**

Welcome to Pine Street Elementary School! Our students, staff, and families continue to demonstrate *A Tradition of Pride and Excellence* by actively supporting our vibrant learning community and assisting students to achieve academic, social, and behavioral growth. The Pine Street community believes in a diversity of growth opportunities for every child through active, daily involvement in learning, both in the home and at school. Students also benefit from the gifts and talents of community volunteers who share their expertise and enhance our learning environment. Our staff and families demonstrate character, competence, and compatibility by fostering relationships that make learning possible and this translates into success for all students.

**Our Vision**

## *Pine Street Elementary*

*Everything we do is about helping students achieve all that they can be. It is believing in dreams and building the skills needed to achieve them.*

*We engage, motivate and inspire by focusing on individual strengths, interests, real world activities, and building partnerships with our families.*

*We ensure our students have the skills for successful futures.*

**Our Mission**

Our safe and caring school community is built upon meaningful relationships and is committed to providing quality learning opportunities where students achieve academic excellence as self-directed, life-long learners and develop into responsible global citizens.

## Our Beliefs

- All children can learn and experience success.
- Children have the best opportunity for growth when home and school work as a team.
- The most successful children are those who take responsibility for their learning and for their actions.
- Children learn from peers, adults, and members of the greater community.
- When children are taught in meaningful and engaging ways, their knowledge, skills, and attitudes improve.

## Pine Street Elementary School Goals

# *Pine Street Elementary School Goals*

**Goal 1:** Pine Street School will enhance student engagement and achievement by focusing on research based effective teaching practices and their implementation throughout the school.

**Goal 2:** Pine Street School will enhance students' critical thinking, problem-solving skills, and creativity.

**Goal 3:** Pine Street School will maintain our positive school culture that acknowledges the academic, emotional, and social needs of students.

---

**PINE STREET STAFF**

Principal	Tracey Arbuthnott
Assistant Principal	Sheryl Tsiclas
Counsellor	Kayla Rusnell
PALS	Rachelle Gagnon
PALS	Shannon Robinson
ECS	Jennifer Appleby
Grade 1	Jocelyne Kavalinas
Grade 1	Lorna Magnan
Grade 2	Wendy Forbes
Grade 2 –3	Heather Ferguson
Grade 3 – 4	Susan Woodbeck (am)
Grade 3 – 4	Deneen Zielke (pm)
Grade 4	Debbie Bessette
Grade 5	Heather Weber
Grade 5 – 6	Heather Lockwood
Grade 6	Cheryl Hawryluk
Grade 6	Sheryl Tsiclas
Music	Michelle Vetro
Secretary	Lisa Waselenkoff
Secretary	Lisa Leitch
Library Technician	Darlene DeMarco
Educational Assistant	Janelle Caldwell
Educational Assistant	Denise Conrad
Educational Assistant	Stacey Fehr
Educational Assistant	Carmen Jones
Educational Assistant	TBA
Educational Assistant	Linsey Marwick
Educational Assistant	Anika Poelzer
Educational Assistant	Leanne Rosko
Educational Assistant	Nikki Rufenack
Educational Assistant	Mellissa Willisko
Custodian	Michael Exconde

## **Pine Street School 'Year at a Glance' Calendar – 2021-2022**

\*Be sure to check the calendar on the Pine Street School website as dates may change.

1-Sep	First instructional day for students
2-Sep	Meet the staff/open house 3:30 - 5:30
6-Sep	Labour Day - School closed
8-Sep	Early Dismissal 2:15 p.m. - Staff Meeting
14-Sep	School Council Meeting 6pm
24-Sep	Terry Fox Run
29-Sep	Orange Shirt Day
30-Sep	School Closed – Truth & Reconciliation
6-Oct	Early Dismissal 2:15 p.m. - Staff Meeting
12-Oct	School Council Meeting 6pm
Oct 13 & 14	School Picture Days
18-Oct	Professional Learning Day - School Closed
27-Oct	School Picture Re-Takes
Nov 1-3	Parent/Teacher Conferences 3:30-5:30
3-Nov	Early Dismissal 2:15 p.m. - Staff Meeting
5-Nov	Remembrance Day Ceremony
Nov 8-12	School closed for fall break
16-Nov	School Council Meeting 6pm
26-Nov	Term 1 Report cards published 3:30
1-Dec	Early Dismissal 2:15 p.m. - Staff Meeting
7-Dec	Christmas Concert at The Park Church
Dec 22-Jan 4	School closed for winter break
5-Jan	Early Dismissal 2:15 p.m. - Staff Meeting
11-Jan	School Council Meeting 6pm
31-Jan	Professional Learning Day - School Closed
2-Feb	Early Dismissal 2:15 p.m. - Staff Meeting
8-Feb	School Council Meeting 6pm
Feb 10-11	School Closed for Teachers' Convention
21-Feb	Family Day - school closed
Feb 22-24	Parent/Teacher Conferences 3:30 - 5:30
2-Mar	Early Dismissal 2:15 p.m. - Staff Meeting
8-Mar	School Council Meeting 6pm
18-Mar	Term 2 Report cards published 3:30
25-Mar	School Closed (day in lieu)
28Mar-Apr 1	School closed for spring break
6-Apr	Early Dismissal 2:15 p.m. - Staff Meeting
15-Apr	School closed - Good Friday
18-Apr	School closed - Easter
4-May	Early Dismissal 2:15 p.m. - Staff Meeting
6-May	Professional Learning Day - School Closed

10-May	Team Photos & Entire Class Photos
18-May	Gr. 6 English Language Arts PAT Part A
20-May	School closure day
23-May	School closed - Victoria Day
1-Jun	Early Dismissal 2:15 p.m. - Staff Meeting
20-Jun	Gr. 6 English Language Arts PAT Part B
22-Jun	Gr. 6 Math PAT
23-Jun	Gr. 6 Social Studies PAT
23-Jun	Last instructional day for PALS students
24-Jun	Gr. 6 Science PAT
27-Jun	Last instructional day for kindergarten
	Last instructional Day for students gr. 1-6
28-Jun	

**ELK ISLAND PUBLIC SCHOOLS INFORMATION AND ADMINISTRATIVE PROCEDURES**

Please visit [www.eips.ca](http://www.eips.ca) for current news releases and to access all EIPS Board Policies and EIPS Administrative Procedures that govern school operations.

**Before and after school supervision**

Morning supervision commences at 8:20 a.m. outside the assigned doors. When students arrive, they should line up at their designated spot outside their designated area until the entrance bell rings at 8:30 a.m.

Afterschool supervision commences at 3:15pm and ends after the last bus leaves our bus pickup area. Students are asked to proceed home right after school as supervision ends at 3:25pm

**ECS: KINDERGARTEN**

[Kindergarten Calendar \(2021-2022\)](#) – Both Group A and Group B dates are included on the same PDF. Pine Street Elementary School’s ECS program follows the same bell schedule as outlined above for our Grade 1 to 6 students.

<b>ECS (Full Day) All Day Class</b>	8:30 a.m. – 3:15 p.m.
<b><i>ECS Group A attends Monday, Wednesday and select Fridays.</i></b>	
<b><i>ECS Group B attends Tuesday, Thursday and select Fridays.</i></b>	

**PALS PROGRAM: PLAY AND LEARN AT SCHOOL**

Pine Street Elementary School offers early intervention programming through our **Play and Learn at School** (PALS) program. PALS programming supports children with assessed severe developmental delays from 3 to 5 years of age and children with assessed mild and/or moderate developmental delays from 4 to 5 years of age. Typically, there are between eight and ten children in each class. PALS programs provide a natural preschool environment with the additional supports needed to ensure learning success. Please reference the brochure to learn more about the [PALS program and principles](#).

**PALS Morning classes run from 8:30 a.m. - 11:15 a.m.**

**PALS Afternoon classes run from 12:15 p.m. - 3:00 p.m.**

PALS classes run Monday through Thursday and select Fridays for Family Oriented Programming (FOPs). There are no PALS classes on early dismissal days (the first Wednesday of each month).

### **ATTENDANCE/ABSENCES**

Regular attendance and punctuality at school is critical to student success. You can report all absences or late arrivals in the following ways:

- Call the school anytime at 780-467-2246.
- Email our attendance secretary at [pneattendance@eips.ca](mailto:pneattendance@eips.ca).

The school must be notified if a child is to be picked up from school during the day by a phone call to the school or an email to [pneattendance@eips.ca](mailto:pneattendance@eips.ca).

### **SCHOOL VISITORS & GUEST POLICY**

All school and school grounds are private property. Only students registered at Pine Street Elementary are authorized to be on school grounds or in the building during school hours. All school visitors must have an appointment and report to the school office.

### **Volunteers in School**

Volunteers are an integral and much valued part of the Pine Street Elementary School community. All volunteers in schools must sign an annual Volunteer Information waiver. This form includes a section on confidentiality and a declaration that the volunteer has never been charged or convicted of a criminal offence.

**All visitors and volunteers are required to check in at the school office.**

### **HOME AND SCHOOL COMMUNICATION**

Pine Street staff believe in the importance of developing a close relationship between home and school through mutual, respectful communication. General newsletters, phone calls, e-mails, and conferences are just some of the ways that our staff works with families to enhance student learning. Classroom information, newsletters, and current school activities can be found on our school website and on our teaching staff's microsites. Classroom teachers may also distribute specific information that may be of interest to families in support of their child's learning program using the student agenda. Reminders and brief messages may be sent home using our automated communication system, Synervoice, if you have subscribed to this, or Twitter (@PNESchool).

### **Noon Hour Supervision**

All students are required to pay a noon supervision fee. The funds cover the cost of noon hour supervisors. Students are supervised for the entire noon break. The teacher should be notified if students are going home for lunch. Supervisors are school employees and persons of authority.

Lunchroom Fees:           \$136.00/student/year  
ECS students \$68.00/student/year

Behaviour expectations in the Lunchroom

- Follow the instructions/directions of the Noon Hour Supervisors.
- Eat lunch at your own desk.
- Remain seated until dismissed.
- Talk in quiet voices.
- Desktops should be cleared before eating and then again when finished eating.
- Deposit garbage and recycled materials in appropriate containers when dismissed.
- Remain on school grounds at all times unless you have written permission to leave.

**STUDENT DRESS CODE**

- School is a place of learning, and we are in the business of education. Students are expected to dress accordingly. Good taste should determine dress and grooming, since personal appearance influences to a great extent how people feel towards each other. T-shirts with inappropriate slogans/pictures, exposed midriff, and revealing tops are not acceptable. Shorts should be at mid-thigh or longer. Tube tops or spaghetti straps are considered inappropriate school attire.
- Students must wear appropriate attire in the classroom.
- Footwear which marks or damages the floor should not be worn.
- In all physical education classes, students are required to wear gym shoes.
- Outdoor footwear should be removed at the doors and placed on boot racks. Students must have indoor footwear.

**INCLEMENT WEATHER**

**Parents must use their discretion when sending their children to school during inclement weather conditions.** If school buses are not operating, the school is still open. For the safety of the students, it is the responsibility of the parents to ensure that their children are suitably dressed for weather conditions and arrangements have been made for alternate shelter for their child if no one is home. Students are kept in for recess during inclement weather in accordance with EIPS policy.

**HOMEWORK POLICY**

The school does not support the assigning of lengthy, continuous homework or curricular material that has not been taught in the classroom. Therefore, teachers plan to ensure that the vast majority of a student's formal instruction and learning will take place at school under the professional guidance of the staff. It is important that students come to school refreshed and ready for more learning, rather than tired and frustrated by forms of onerous homework. At the same time, it is important that students see the connections between the world and the classroom, have opportunities to share their school learning with their parents/guardians, and complete essential work.

Therefore, homework may be assigned in order to:

- finish work that could have been completed in class
- study for tests



- organize notes
- work on special projects
- practice reading

Students are always encouraged to read regularly at home for recreation.

Homework is entered in the daily organizer, along with any other notes to go home. If parents would like extra work or practice to do at home, please talk to the classroom teacher.

**GUIDE TO REPORTING STUDENT ACHIEVEMENT**

Please refer to the Pine Street Elementary website at [www.pinestreet.ca](http://www.pinestreet.ca) for specific details regarding the **Guide to Reporting Student Achievement** and communicating student learning information.

**Progress Reports**

Progress Reports are issued three times during the school year. Parent/student/teacher conferences are held twice during the school year. Final report cards are issued on the last day of school. For students not present on the last day their parents will have access to their report cards via the EIPS parent portal.

**STUDENT-PARENT-TEACHER CONFERENCES**

Discussion about a student’s assessment and achievement are an ongoing process between the student, parents/guardians and the teacher throughout the year. Parents/guardians and staff are strongly encouraged to contact each other at any time to discuss the progress and/or needs of their child.

Conferences are an opportunity to celebrate the progress and achievements of a student, to consider his or her strengths and areas for growth, and to make plans for the future.

**PROACTIVE PRACTICES**

We proactively encourage, teach and recognize responsibility and respect through our Character In Action and Positive Mental Health Program, buddy classes, DARE program, field trips, leadership activities, that all contribute to a positive learning community.

**STUDENT Responsibilities**

Students have a responsibility to respect the rights and dignity of others, and to be actively involved in their own academic and social growth. In accordance with the Education Act, students are expected to conduct themselves so as to comply with the following code of conduct:

- a) be diligent in pursuing their studies
- b) attend school regularly and punctually
- c) co-operate fully with all school staff
- d) comply with the rules of the school
- e) respect the rights of others.

**DISCIPLINE BEHAVIOR PLAN**

In our school we spend the majority of our time teaching and modeling cooperative, respectful and caring behavior. Our school behavior plan is based on the principle of making choices and accepting responsibilities for those choices.

Discipline, not punishment, is used in our school to develop the growth of self-discipline and responsible behaviour. Students are asked to be accountable at all times for their actions with logical consequences. When assigning consequences, the following factors are considered:

- The age of the student.
- The understanding the child has as to the appropriateness of the behaviour.
- The emotional state of the child and if willful intent was present or not.
- The specifics of the situation which may include special circumstances.
- The frequency of the inappropriate behaviour.

Consequences may include time out, restitution, reflection writing, think papers, phone calls/notes home, lunch detentions and office referrals. If necessary, a very serious consequence may include an in-school or out of school suspension.

The Elk Island Public Schools Administrative Procedures for Student Conduct (350) and Suspension or Expulsion of Students (351) are available publicly at [www.eips.ca](http://www.eips.ca).

### **PERSONAL/SCHOOL PROPERTY**

- Any item belonging to the student should be clearly labeled.
- Valuable personal property (such as cell phones, iPods, cameras, etc.) brought to school are the responsibility of the student.
- Lost items may be in the lost and found boxes throughout the school. Unclaimed items will be removed periodically and donated to local charities.
- Bicycles must be placed in the bicycle racks and should be locked. The school is not responsible for any bicycles damaged or stolen on school property.
- Students will have to pay for lost or excessively damaged library books or textbooks. If the book is found on a later date a refund will be made to the student.

### **PERSONAL COMMUNICATION DEVICES AT SCHOOL**

Elk Island Public Schools (EIPS) Board [Policy 24, Personal Communication Devices](#) outlines how students use cellphones and personal devices within EIPS schools. The goal is to ensure all students use technology responsibly and develop skills in digital citizenship.

The policy outlines that students in kindergarten to Grade 6 have no access to cellphones or personal devices during the school day, including during breaks, the lunch hour, and field trips.

If families choose to send a device to school with their student, our expectation is that the personal communication device (PCD) be kept in the child's backpack which are located in an unsecured locker or cubby in the hall.

**Pine Street School staff are not responsible for the loss, theft or damage to any personal electronic devices brought to school by students.**

**STUDENT LOCKERS**

The care of personal property is each student’s responsibility. A hallway locker is assigned to each student in grades 3 through 6 and may only be used with the school provided carabiner. At the end of June, lockers must be empty and clean. The school retains the ownership of the lockers and as such, the administration has the legal right to search lockers as deemed necessary for the wellbeing and safety of the school and any outside locks will be removed.

**FIELD TRIPS**

Various field trips are provided for students throughout the year as enrichment to the school program. You will be notified in advance of field trip plans, and a consent form must be signed by a parent/guardian giving approval for a child to participate. Children who do not have permission to participate will be accommodated in another classroom at school during the time of the field trip. If student misconduct occurs during a field trip, for safety reasons, parents may be required to pick up their child. All school rules are applicable on any field trip. All fees must be in good standing prior to attending the field trip, unless otherwise decided upon by the principal.

**PINE STREET ASTHMA, ALLERGY AND ANAPHYLAXIS SCHOOL PLAN**

Pine Street Elementary School has developed a *School Asthma, Allergy and Anaphylaxis Plan* that outlines procedures and guidelines for the management of students and staff with asthma, a medical condition, and/or those at risk of severe allergic reactions (anaphylaxis) while they are the responsibility of the school. It outlines the plan we have in place to help students and staff be safe at our school.

For those students with asthma or life-threatening allergies (anaphylaxis), parents must annually complete and sign an *Asthma Emergency Plan* or *Anaphylaxis Emergency Plan*. Copies of this document are kept in the office and in the child’s classroom. Students with Epi-pens or inhalers are expected to wear them or keep them nearby, unless special provisions are made by parents. Parents are responsible for checking the expiry dates.

**PINE STREET IS AN “ALLERGY AWARE” SCHOOL**

To ensure the safety of students and staff who have allergies, Pine Street Elementary School is an “Allergy Aware” School. As nut allergies are common in our school, parents are expected to refrain from sending nuts or foods that may have been exposed to nuts or nut products for snacks or lunch. Specific details of a comprehensive medication and personal care policy are available in the office, and on the school website. Thank you for ensuring the safety and well-being of all our students.

**MEDICATION/PERSONAL CARE**

Some students will require prescribed medication or personal care during school hours. Parents and staff members will work together to ensure safe procedures are in place. However, final responsibility for treatment rests with parents.

- Only Physician prescribed medication that cannot be administered at any other time than during school hours will be considered.
- Parents will annually complete and sign the *Child/Student Medication/Personal Care Parent/Guardian Consent Form*, and/or *Child/Student Personal Care Management Plan* as needed. If any changes occur, parents must notify the school immediately and complete/update the form.
- Any medicine to be administered by staff during the school day will be carefully labeled and kept in a locked cabinet in the office. The only exception to this would be an antibiotic that needs to be refrigerated. Medications will be administered by the secretary, in most cases.

### **ACCIDENTS/ILLNESS**

- If a child has an accident at school or becomes ill, parents are contacted to take the child home. If parents are unavailable, the school will call the emergency contact person.
- If the accident/illness appears to be severe, the principal or designate will decide as to whether medical attention is required immediately, in which case an ambulance will be called. Staff will continue to try to contact the parents and/or the emergency contact.
- Parents are asked to make sure that emergency contact information is current, and contacts are available to take telephone calls.
- Whenever a child has received a minor injury at school, the parents may be notified even if no action is required.
- If a child is ill, he/she should remain at home until healthy. Instances do occur when students become ill during the school day and are unable to participate fully in their school program. If an illness does not appear to be severe, a child may spend time in the make-shift school infirmary and parents may be contacted. Students who have a fever or who are displaying flu-like symptoms will be sent home.

### **ILLNESS PROTOCOLS FOR COVID-19**

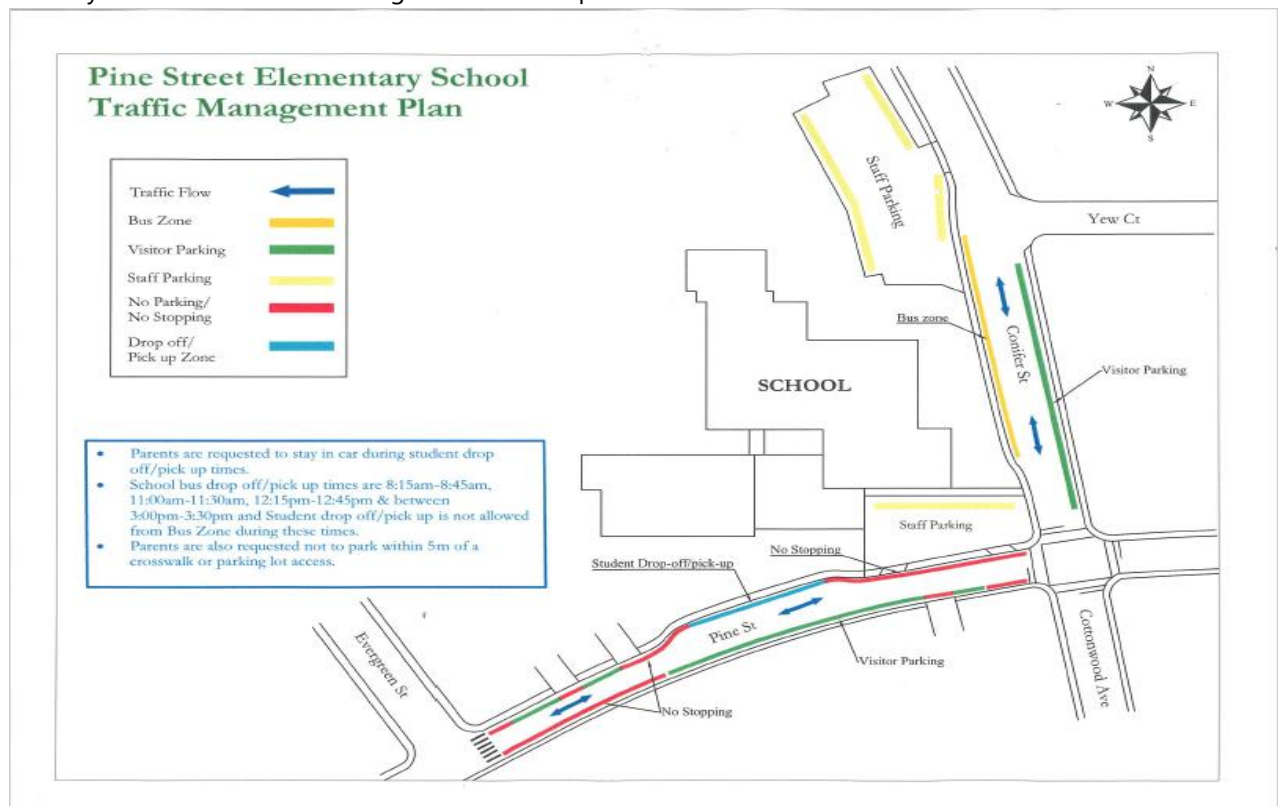
- To ensure the school is safe for students, teachers and administration and all school staff and families must mentally complete a [COVID-19 Screening Questionnaire](#) every day.
- No one is permitted in an EIPS-operated building or bus if they have symptoms consistent with Covid-19 that are unrelated to a pre-existing condition.
- Should a student exhibit symptoms of Covid-19, please follow the guidelines set out by EIPS on [Student illness](#).
- For the most up-to-date information, please refer to the [EIPS School Re-Entry Plan](#).

## TRAFFIC SAFETY

At Pine Street Elementary, the well-being and safety of our students and school community are paramount. In order to create a safe environment for our students, we encourage students and parents to support our staff and follow all safety rules. The key points in regard to traffic safety are:

- The parent drop-off/pick-up zone is located on the north side of Pine Street across from the green area/Cottonwood Park. Cars are to move steadily through this area to allow for drop-off/pick-up only. Parking is not permitted in order to ensure quick access and departure and to keep the line moving safely and efficiently.
- A second drop-off/pick-up zone is available on the west side of Conifer Street in the current bus zone *before and after* scheduled bus times posted on signage.
- The one-way access via the parking lot on the north side of Pine Street is for handicapped/specialized transportation and staff parking only.
- Parents wishing to come into the school with students are asked to please use the limited parent parking available on the south side of Pine Street in front of Cottonwood Park or the street parking available further along Pine Street, the east side of Conifer Street, or along Cottonwood Avenue and Evergreen Street. Be sure to follow posted parking signs in these areas.
- We encourage all students to use the crosswalks at the corner of Pine Street/Conifer Street or Pine Street/Evergreen Street when walking or being dropped off.

Thank you in advance for working with us to keep our children safe around our school streets.



**SCHOOL COUNCIL**

School Council is made up of representatives from the Pine Street School parent group, school staff, and school administration. The council advises and assists the school in its operations. All parents are welcome to attend the meetings and take an active role on School Council. The Pine Street Volunteer Parents Society is a separate group that oversees school fundraising initiatives. The Parent Society determine how funds are spent based on "Robert's Rules of Order" where a motion must be made, seconded, discussed and then decided on by vote. A quorum, pre-determined by Operating Procedures, must exist for a vote to be considered. For a copy of the Pine Street School Council Operating Procedures, please contact a school council representative via email [pinestreetsvp@gmail.com](mailto:pinestreetsvp@gmail.com)

**SCHOOL EMERGENCY PREPAREDNESS AND RESPONSE**

Elk Island Public Schools' priority during an emergency is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan framework called *Hour Zero* works in collaboration with first responders and other local emergency preparedness plans. Division and individual school plans are reviewed and revised annually and following each emergency.

The division and school emergency plan use well established functional protocols and procedures that address a wide variety of incidents. The actions taken during any emergency will depend on the specifics of the incident. Each school year a minimum of 6 evacuation drills and an additional two drills which may include, shelter in place, hold and secure or lock down are conducted. School bus evacuation drills are also conducted on an annual basis. These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child's fear should a real emergency occur.

**During an emergency please do not come to the school to pick up your child unless requested to do so.** Although your natural instincts in an emergency may be to go to the school to safeguard your child, please understand that doing so may interfere with emergency crews' and school personnel's effort to respond to the situation. During an emergency it is unlikely you will be able to reach the school by phone. We will however make every effort to contact you with further instructions through our crisis notification network, social media, EIPS website and our Community Hotline 780-417-8122.

<b>Evacuation</b>	<b>Evacuation</b> requires all students and staff to leave the school and go to a designated location. In some cases, this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to a designated evacuation center. Parents would be informed of the alternate location via the school's crisis notification network.
-------------------	--

<b>On Alert</b>	<b>On- Alert</b> gives staff and students a “heads up” of a potential emergency such as severe weather. Staff/students outside would be directed back into the building. All staff and students are accounted for and instructed to keep away from windows and doors and may be directed to a specific location to wait for further instructions. Movement in and out of the school is monitored until an “All-Clear” is called.
<b>Shelter-in-Place</b>	During a <b>Shelter-in-Place</b> students and staff retreat indoors to classrooms or another safe area to seek shelter. Generally, Shelter-in-Place is used during an environmental emergency such as severe weather, wild animal threat or a chemical spill. Each school’s emergency response plan identifies the safest location for its occupants to shelter and how to seal a room from possible hazardous conditions.
<b>Hold and Secure</b>	<b>Hold and Secure</b> is used if there is a security risk <b>outside</b> or in the vicinity of the building. Staff/students outside the building are directed back inside. All exterior doors/windows are locked and interior doors remain in a normal state. Staff/students are kept away from windows and doors. Staff/students may be directed to return to their classrooms and to wait for additional instructions. No one is permitted in or out of the building until an “ALL-Clear” is called.
<b>Lock-Down</b>	<b>Lockdown</b> is used when there is a security threat <b>inside</b> the building. During a lockdown, all staff/students immediately go to the nearest lockable room. No one is permitted in or out of the room once the area has been locked. Staff/students turn off lights, remain quiet, silence cell phones and stay out of sight lines. Suitable lockdown locations are identified on maps located in the classroom emergency folder. Parents or public are not permitted access to the building or to their children until the lock-down is over.
<b>Controlled Student Release or Dismissal</b>	Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised. This means a <b>Parent-Child Reunion Area</b> will be set up and parents will be required to follow specific procedures to pick up their child.

For more information on the division and school emergency preparedness plan visit the division website at <https://www.eips.ca/parents/emergency-preparedness> or contact the school principal.