

Banded Peak School

Parent/Student Handbook



Post Bag 4
Bragg Creek, Alberta T0L 0K0
(403)949-2292

Email: bandedpeak@rockyview.ab.ca

"At Banded Peak, we strive to be the best that we can be"

MESSAGE FROM SCHOOL PRINCIPAL

Banded Peak School is nestled in the shadows of beautiful Kananaskis County with the soaring mountains to the West and the rolling foothills to the South and to the East. At Banded Peak we are a safe and nurturing community who engage and challenge learners to think, to take risks, to collaborate and to become confident, independent, life long learners who contribute as resilient, caring, global-minded citizens. Students at Banded Peak engage in diverse programming to enable them to become self-directed, innovative, ecologically intelligent and entrepreneurial.

Teachers at Banded Peak School work to provide learning opportunities that both challenge and motivate students to learn, but which are appropriately balanced to ensure that literacy and mathematical benchmarks are attained for each student. Students experience the curriculum from kindergarten through to grade eight with teachers who seek to provide real-life, authentic learning opportunities. Opportunities which have allowed students to interact with local politicians and media, engage in profound discussion with business and community stakeholders, and experience our wondrous natural spaces, both adjacent to the school or surrounded by towering peaks in the Rocky Mountains.

We are excited about the opportunities and challenges that each school year affords us. We look forward to working collaboratively with our community partners, parents, students and teachers to continue to improve teaching and learning at Banded Peak School, the “gem in the woods”.

Sincerely,

Simon Pols and Mary Magee

Banded Peak School Administrative Team

About our school

At Banded Peak, all students are at the heart of every decision we make. We believe that all students can learn and make sure that all students have every possible opportunity to be successful and confident learners.

Students in kindergarten to grade 8 attend Banded Peak School. We have an amazing staff who help students develop into lifelong learners. We encourage parental involvement and pride ourselves in being a community school. Our mission: Banded Peak is a community of learners committed to developing and fostering personal excellence, respect for the physical, natural and social environment, and responsible participation in our community. We pride ourselves in building strong relationships between home, school and the broader community. Together we strive to enhance our ability to be the best that we can be. Success for our students at Banded Peak can be described by two words... personal excellence. It is our mission to encourage, enhance and acknowledge the students' efforts to strive for personal excellence in every endeavor that they take on. Whether it be related to academics, the fine arts, sports, leadership or good citizenship, we expect our students to make a commitment to 'do the most with what they have'. Personal excellence therefore, is defined not by standards or comparisons to others, but by doing the absolute best with the skills, knowledge and abilities that they possess at that time.

Who to call when you have a concern

The staff is most willing to help you understand and encourage your child's progress. In addition to scheduled conferences, you are welcome to arrange an appointment to discuss your child's learning, programming, relationships, behaviours and other areas. Your child's teacher is always your first point of contact. If you feel the issues have not been resolved through this channel, you are then invited to inform administration who will then seek further information for clarification and assist in mediating with all parties involved. The Child Development Advisor's role is to assist students who require additional support in addressing developmental and behavioral needs. In almost all instances, issues may be resolved at the school level. All concerns are handled with confidentiality and integrity.

If you still feel an issue has not been resolved at the school level, you may call Rocky View School Education Support Centre and request to speak with Manny Ferreirinha, Director of Schools.

DISCIPLINE AT BANDED PEAK

Declaration of Student Responsibilities and Rights

All students are expected to be aware of the Declaration of Students Responsibilities and Rights, which outlines our expectations of students. The document is prominently posted in each of our classrooms as well as written in student agendas. We encourage parents to discuss the Declaration with their children so that it is clear we are working together as a team to ensure the safest and best educational environment possible.

Declaration of Responsibilities and Rights

- It is my RESPONSIBILITY to act in ways that show respect and caring towards myself, others, and my environment.

I have the RIGHT to a safe and secure learning environment.

- It is my RESPONSIBILITY to treat others as unique individuals, to listen to others, and to honour differences.

I have the RIGHT to be myself, to make appropriate choices, to express myself freely and be heard.

- It is my RESPONSIBILITY to do my best, to support and to value others' contributions.

I have the RIGHT to participate as an active member in my community.

- It is my RESPONSIBILITY to treat others in a fair, just, and reasonable manner.

I have the RIGHT to be free from all forms of harassment.

Grizzly code of conduct is signed by students and parents/guardians at the beginning of each year.

Agendas

All students at Banded Peak School receive and are expected to use, a Banded Peak Student Agenda, paid for through their Instructional Supplies fee. The intent of implementing the use of an agenda on a school wide basis is to help students learn the skills necessary to set personal goals, manage deadlines, better prepare for tests, plan and prioritize tasks, as well as schedule and track school and personal activities.

The agenda can also act as a direct communication link between the home and school. Parents are encouraged to regularly review their children's agendas daily with them and discuss the contents and make suggestions on how the agenda may be even better utilized. Please ensure your child takes responsibility for informing you if there is a personal note from a teacher, or conversely, inform the teacher if you have included a note from you at home.

Parents/Guardians are asked to read through the school information pages found at the beginning of the agenda, with their child. Parents/Guardians and students are then asked to sign the first page of the agenda indicating that the discipline part of the information has been read.

Allergy Aware School

Banded Peak is an “**Allergy Aware**” school. When you walk through the school you will see signs throughout our hallways and classrooms.

- Classrooms which have students with known severe allergies, such as peanuts, nuts, shellfish and milk, will have signs indicating that there are one or more students with severe food allergies in that classroom. We will emphasize the need for all students to take extra care when washing their hands and desks after eating at snack time and at lunch.
- Signs indicating a “**Peanut/Tree Nut Aware**” environment are also posted on the entry doors and throughout the school. For our children’s safety, we request that parents avoid sending foods containing peanuts or tree nuts. Being allergy aware means we take precautions to reduce the chance of exposure for students to allergens while acknowledging that it is impossible to eliminate all risk.

The staff is aware of all students with allergies and has been instructed as to how to handle the situation should an allergic reaction occur. Parents in the classroom are also made aware of the allergy and the teachers talk with their students and make the necessary accommodations within their room. A class presentation may occur to help students better understand.

Parents of students with allergies, severe allergies or asthma are encouraged to complete the medical information portion on the Student Registration Form. Any medical information we have on file on behalf of a student is sent home yearly for parents to make any necessary changes. For those who require epipens, the epipen must be accessible at all times. In collaboration with parents/guardians, a decision on how this will occur will be made for each individual child.

Any medicine a child needs while at school must be kept at the office. All inhalers for students with asthmatic conditions will be kept in the office unless other arrangements are made with school administration.

If it is necessary for staff to administer medication to a student, a Student Medication Administration Approval needs to be completed and signed by a parent and family physician. For more information regarding administering medication or medical treatment for students please visit Rocky View Schools Administrative Procedure 316 or AP316 Administering Medication or Medical Treatment to Students.

[300 - Students — Rocky View Schools](#)

Arrival and Pick-up

We believe that for students, the school is their place of work during the weekdays. Just as most of us enter our workplaces without needing to line-up or wait for a bell, we too expect our students to enter the school on their own any time after 8:25 AM.

As supervision of hallways and classrooms commences at 8:25 AM, we ask that students being dropped off by parents **not arrive** before this time. Of course this does not apply to early morning sports practices and similar morning events.

Regular attendance and punctuality are essential to ensure your child’s continuing academic progress. If your child is going to be absent or late, please contact the school (949-2292) and follow the prompts to access the absence line prior to 10:00 AM and leave a message containing the following information:

- Child’s name
- Reason for absence
- Grade and teacher
- Expected length of absence

The automated Safe Arrival Program initiates parent contact only if the parent has **not** left a message on the **absence line** or **contacted the school secretary directly** by 10:00 a.m. regarding child's absence.

The automated system contacts parents as follows: call to home number, call to mother's cell (unless student resides with father), e-mail message.

Additional procedures to ensure the effectiveness of the Safe Arrival Program:

1. Students who arrive late must sign in at the office to receive a late slip which he/she gives to the teacher upon entrance into class. This late slip signifies to the teacher that the secretary will revise the attendance from 'absent' to 'late'.
2. Students leaving during the day must be signed out at the office by an adult in order for the office staff to update that days' attendance. Students are not permitted to meet parents in the parking lot when leaving school early.
3. To ensure students have arrived at school safely, we have instituted a "Safe Arrival Program" for all students. The "Safe Arrival Program" involves parents/guardians phoning the school before 8:00 a.m. on the morning that their child will be absent. Since students who are absent without notification are followed up by a call to the parents/guardians, we appreciate your call as it allows our office staff to be more efficient with their time.

Parents/Guardians are asked to check in at the office when picking up their children during school hours. Please be sure to sign your child out. When picking up your child at the end of the day, please make arrangements to meet your child in the Student Gathering Area just outside the Banded Peak Office. Please make pick-up arrangements with your child prior to the school day. Only phone the office in the case of an emergency.

Parking Lot

The following are important for the safety of our students:

1. The lane in front of the school is for **buses only at all times**.
2. The student drop-off lane down the middle of the parking lot is for drop-off only. If you need to get out of the car, please park in the visitor parking lot or the angle parking at the side.
3. Students and adults are to use the crosswalk to get to the parking lot.
4. Students are to walk along the sidewalk to get to their buses.

Doors Remain Locked

With the exception of the front entrance door, all doors will be locked at AM

Awards & Recognition

Students in grades 5-8 have the opportunity to be recognized for their effort.

Students receive a certificate at the end of each term for effort. If effort role has been achieved all three terms at Banded Peak School, a medal is awarded.

These awards are given to students in grades 7/8.

- Honors with Distinction requires an average of 90%-100%
- Honors requires an average of 80%-89%

Students receive certificates at the end of each term for these achievements and receive a medal at the end of the year if honour or honours with distinction has been achieved at Banded Peak three terms in a row.

Strives to be the Best Award

This award, in honour of Maureen McCashin, is awarded to the grade 8 student who has best displayed the following throughout their time at Banded Peak School (selected by current grade 7 and 8 teachers with input from other staff):

- Consistently strives to be the best that he/she can be in all aspects of school life
- Takes responsibility for his/her learning
- Is a positive contributing member to the Banded Peak School community
- Displays an awareness for the environment

Athlete of the Year Awards and Musician of the Year Awards will be handed out as well. Criteria for these awards will be in our newsletters throughout this coming year.

Bell Schedule

Kindergarten Bell Schedule – Monday to Thursday

8:30 AM	Entry
11:45 AM	Dismissal

Grade 1-6 Bell Schedule – Monday to Friday

8:30-9:10	Block 1
9:10-9:40	Block 2
9:40-10:10	Block 3
10:10-10:40	Block 4
10:40-10:55	Recess
10:55-11:25	Block 5
11:25-11:55	Block 6
11:55-12:25	Block 7
12:25-1:45	Lunch Break for Grade 5-8
12:25-1:45	Recess Break for Grade 1-4
1:45-1:05	Lunch Break for Grade 1-4
1:45-1:05	Recess Break for Grade 5-8
1:05-1:30	School Wide Reading
1:30-2:00	Block 8
2:00-2:30	Block 9 – Monday - Thursday
2:30-3:00	Block 10 – Monday - Thursday
3:00	Dismissal – Monday – Thursday
2:00	Dismissal – Friday Only

Grade 7-8 Bell Schedule – Monday to Friday

8:30-9:16	Block 1
9:16-10:00	Block 2
10:00-10:44	Block 3
10:44-10:55	Locker Break
10:55-11:40	Block 4
11:40-12:25	Block 5
12:25-1:45	Lunch Break for Grade 5-8
12:25-1:45	Recess Break for Grade 1-4
1:45-1:05	Lunch Break for Grade 1-4
1:45-1:05	Recess Break for Grade 5-8
1:05-1:25	School Wide Reading
1:25-2:10	Block 6
1:25-1:55	Block 6 – Friday Only
2:10-2:55	Block 7 – Monday - Thursday
2:55-3:00	Homeroom – Monday - Thursday
1:55-2:00	Homeroom – Friday Only
3:00	Dismissal – Monday – Thursday
2:00	Dismissal – Friday Only

Bussing

1. All students within school attendance boundaries are provided with bus transportation to and from school. School attendance area includes all properties within the Municipal District of Rocky View, which are located in the subdivision of Redwood Meadows, the Hamlet of Bragg Creek or areas south, west, and north of the Hamlet.
2. Transportation is arranged through Rocky View Schools' Transportation Department. Information, forms, etc. can be access on the Rocky View Schools' website <http://www.rockyview.ab.ca/transportation>
3. Parents of students attending the school from outside of the attendance area are responsible for providing transportation.
4. **Please be sure your child understands the expectations of students that are outlined in the “Bus Regulations and Procedures” that are mailed out in August.** We have high expectations of our students' conduct and anticipate few bus-related problems. However, in the event you have a concern or question, please contact the bus driver first. **The bus driver is the authority on the bus, and is responsible for the safe transport of students to and from school. Your support of this role is appreciated.**

SCHOOL CALENDAR



2016-2017

School Year Calendar

August 26	Organizational Day
August 29	Professional Learning - School
August 30	Professional Learning - School
August 31	Organizational Day
September 1	First day of Classes
September 5	Labour Day
October 7	Professional Learning - Individual Self-Directed
October 10	Thanksgiving Day
October 11	Professional Learning - Community of Practice
November 11	Remembrance Day
November 14	Professional Learning - School
December 22	Last day of Classes - Christmas Vacation
January 9	Classes Resume
January 30	Last Day of Exams
January 31	First day - Semester 2 (high schools)
February 20	Family Day
February 21	In Lieu Day - Teachers (no school)
February 22	In Lieu Day - Teachers (no school)
February 23	Teachers' Convention
February 24	Teachers' Convention
February 27	Professional Learning - Individual Self-Directed
March 20	Professional Learning - School
April 13	Last day of Classes - Easter Vacation
April 14	Good Friday
April 24	Professional Learning - Community of Practice
April 25	Classes Resume
May 19	Professional Learning - School
May 22	Victoria Day
June 28	Last Day of Classes (Kindergarten - Gr. 8)
June 29	Last Day of Classes (Gr. 9 - 12)
June 30	Organizational Day

LEGEND

	School Days
	Holiday
	In Lieu Day - Teachers (for Parent-Teacher Interviews)
	Professional Learning - School
	Professional Learning - Community of Practice
	Professional Learning - Individual Self-Directed
	Organizational Day
	Teachers' Convention
	Christmas/Easter Vacation

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

S	M	T	W	T	F	S
				1	2	3
				School Starts		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Last Day	23	24
25	26	27	28	29	30	31

January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9 Classes Resume	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Last day - Exams	31 Sem. 2 - H.S.				

February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13 Last Day	14	15
16	17	18	19	20	21	22
23	24	25 Classes Resume	26	27	28	29
30						

May 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 Last Day K-8	29 Last Day 9-12	30	

July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Friday	August 26	Organizational Day
Monday	August 29	Professional Learning - School
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Tuesday	April 25	Classes Resume
Friday	May 19	Professional Learning - School
Monday	May 22	Victoria Day
Wednesday	June 28	Last Day of Classes - Kindergarten - Gr. 8
Thursday	June 29	Last Day of Classes - Gr. 9 - 12
Friday	June 30	Organizational Day

Number of Days

Semester 1	Operational Days	Instructional Days
August	4	0
September	21	21
October	20	18
November	21	20
December	16	16
January	16	16
Total Semester 1	98	91
Semester 2	Operational Days	Instructional Days
January	1	1
February	19	14
March	23	22
April	14	13
May	22	21
June (Kindergarten - Grade 8)	22	20
June (Gr. 9 - 12)	22	21
Total - Semester 2 (K - Gr. 8)	101	91
Total - Semester 2 (Gr. 9 - 12)	102	92
Total Number of Days (K - Gr. 8)	199	182
Total Number of Days (Gr. 9 - 12)	200	183

Child Development Advisor (CDA)

The Child Development Advisor's role is to assist students who require additional support in addressing developmental and behavioral needs. Duties and responsibilities include implementing age-appropriate social skill groups, providing behavioral management with identified children within the regular classroom, teaching various social skill strategies, liaising with community agencies, providing support to families in parent education programs, working collaboratively with administration and staff in dealing with discipline issues, and initiating programs with respect to developing a positive school climate.

For more information regarding CDA duties and responsibilities please visit our website.

[Learning Supports — Banded Peak School](#)

Dress Code

Appropriate dress for a healthy learning environment is expected. Teacher discretion is to be used. Clothing with inappropriate language written on it, slogans or pictures depicting drugs, alcohol or weapons, tops that do not cover the mid-section, shorts or skirts that are too short, spaghetti strap tops, and showing underwear of any kind, are not appropriate for our school setting for all grades. Students may be required to phone home for a change of clothing or change into a clean, appropriate shirt provided at school (and then washed at home).

All students are to have **indoor and outdoor shoes**. For safety reasons, all students must wear footwear at all times.

We ask all individuals to remove head gear upon entering the school (this includes bandana's and hoodies).

Emergency School Closure

In compliance with Rocky View School Division Board policy, your attention is drawn to the following:

- **It is your responsibility as a parent/guardian to determine whether or not it is safe for your child to leave for school during severe weather conditions.**
- Due to weather conditions or other emergencies school may be closed.
- In this case decisions to close schools will be announced on radio stations CBC, CHFM Lite96, 66CFR, JACK FM, QR77, Country 105FM, CKMX1060, CJAY 92, the Global News Morning Edition and CITY TV. **It is the responsibility of parents to listen.** This information will also be available on the Rocky View Transportation Information line (250-0016).
- Specific bus routes or portions of routes may be **cancelled** when the driver feels it is unsafe to operate due to weather or road conditions. The bus driver will notify all parents if this should occur and the information will also be recorded on the bus late line (250-0016). **Should you drive your child to school when bus service is cancelled, it is your responsibility to pick the child up from school at dismissal time.**
- Bus routes that are **delayed** in the morning due to mechanical problems, weather or road conditions **will operate** on the afternoon trip home. This information is available by phoning the late bus line (250-0016).
- Once school begins for the day, it will not be closed because of weather conditions until regular dismissal time. Should it be deemed unsafe to dismiss students at the

usual time, students may be kept at the school until it is deemed safe for the buses to depart, or until other arrangements have been made.

- Problems with heating and plumbing etc. at one school may result in students being housed in another location until dismissal time.
- More information can be accessed on the Rocky View Schools website

<http://www.rockyview.ab.ca/transportation/inclementweather>

Emergency Preparedness and Response Plan

Banded Peak School has an *Emergency Preparedness and Critical Response Plan*, which indicates the procedures we would follow in the event of school emergencies. Action will be taken to ensure the safety of all students and staff and that the most effective and efficient action is enacted as quickly as possible. A copy of the *Emergency Preparedness and Critical Response Plan* is available at the school office and/or our web site.

[AP165 - Emergency Preparedness — Rocky View Schools](#)

Field Trips

Out of school excursions play an important role in making connections between classroom learning and the outside world. Such field trips relating to classroom learning are coordinated with the planned learning experiences in the classroom.

In order for students to participate in field trips, a Field Trip Authorization and Release form must be signed by a child's parent/guardian and be on file at the office. Notification and consent regarding individual field trip locations and dates are sent home with students in advance of the event. We hope that interested parents will volunteer on occasion to help as guides or supervisors on field trips. For safety reasons, we would ask that parents volunteering for fieldtrips not bring other children.

We look forward to your continued support in this area. The teacher responsible for planning any particular field trip welcomes your calls for more detailed information.

Gym Strip

All students in grades 5-8 are required to change for active living.

Homework

Learning is a cooperative venture between the student, teacher, and home. Many students are involved in activities outside of school and have opportunities to engage in meaningful, extra-curricular experiences. A balance between school-work, rest time, and other enriching experiences is important in a well-rounded education and homework should therefore be meaningful and reasonable. Parents should feel free to discuss homework with your child's teacher(s) as general expectations will vary.

I:I and other electronics (hand held games included)

Handheld games, or communication devices (iPods, iTouchs, iPhones, iPads, etc) are emerging as valuable tools that can be used to enhance student learning. Use of such digital tools during the instructional blocks, to assist or enhance the learning of students, is at the discretion of the teacher, and students must ask for permission to use them. During recess, or non-instructional blocks, they are not permitted and nor should they be seen in school hallways, common areas, or on the playground. Students must store all personal digital

devices in their backpacks or lockers, when not in use, **and they must be turned off.** Not adhering to any of these policies may result in the item being confiscated. The student is responsible for informing their parents/guardians that the item is in the office.

Personal digital devices are not to be used as communication tools, to send or receive messages, during school hours. Messages should be directed through the main office and students will be notified of any urgent needs that may arise.

Students may use personal or school owned laptop computers, iPads, or iPods in school, with the permission of the classroom teacher. Use of any digital devices must conform to the specific guidelines laid out in the RVS 'Responsible Use Agreement' and to the specific guidelines outlined in our Banded Peak computer use rules. Disregard for any of these guidelines or irresponsible use of any of the digital devices will result in loss of privileges.

Learning Commons

Banded Peak students are able to sign out books and other materials through the Learning Commons. They also have access to thousands of interesting and informative books and other reference materials. For more information regarding the Learning Commons please visit our website at [Learning Supports — Banded Peak School](#)

Learning Support

The school endeavors to address the needs of each individual. In order to best meet student needs at Banded Peak School we operate within an inclusive education practice. All students are integrated within the classroom setting on an ongoing daily basis. Our school team of educators consists of classroom teachers, special needs assistants, resource assistants, a child development advisor and learning support teachers. When a student requires additional assessment, a specific process is initiated. Specific questions about our learning support program may be directed through our learning support teacher.

The School Resource Team works to address the needs of students experiencing significant learning difficulties, as well as those who require additional enrichment. The need for accessing the services of the School Resource Team is typically initiated by the classroom teacher.

The school is able to access the services of a School Psychologist through referral from the School Resource Team. Service can include consultation, observation, meeting with school team and family, assessment, etc. Prior assessment by a member of the School Resource Team precedes these more extensive assessments. Parents of students recommended for assessment will meet with the School Psychologist prior to providing consent for assessment.

The School Psychologist conducts in-depth psycho-educational assessment, which relate to student ability, self-esteem, styles of learning, etc. Based upon the results, the School Psychologist makes recommendations to teachers and parents on how to address identified concerns. Assessment results and subsequent recommendations are included in a written report, which is kept on file.

Students may, at times, have difficulty with their communication skills, which can affect their social and/or academic performance at school. Through Alberta Health Services a range of assessments and treatment follow-ups for speech and language difficulties can be accessed. Referrals to the school's Speech Language Therapist can be made through classroom teachers in consultation with parents. More information is available on our website.

[Learning Supports — Banded Peak School](#)

Lockers

Students in grades 7 and 8 have lockers. Only school locks are to be used. Students are responsible for the repair of any damage to the locker. Students are expected to:

- Only use the lock and locker that are assigned to them.
- Keep the combination numbers a SECRET.
- Not place stickers or permanent marks of any kind on the locker.
- Any abuse of locker use may result in loss of privilege.

Lost and Found

Articles of clothing or other items found around the school or playground are may be found in the "lost and found" box located outside of the music room. Valuables and money are turned into the office. As many students do not claim their belongings, parents are asked to check the box periodically to claim their children's possessions. Sporadically throughout the year and at the end of the year, all unclaimed articles will be boxed and donated to charity.

Please label all your child's belongings that are brought to school, particularly footwear and outerwear.

Reporting Student Progress to Parents

Timely, accurate and informative information regarding progress is important to a student, his/her parents and the child's teachers.

Effective communication of student progress is multi-faceted and complex. At Banded Peak we hold student-led conferences or collaborative conferences mid-term to set goals for the remainder of the term.

Student performance is evaluated relative to the curriculum expectations addressed during a particular period of time.

Information is also sent home on curriculum through the regular school newsletters or through classroom teacher updates.

As always, parents are encouraged to contact their child's teacher if they have any questions or concerns regarding their child's progress at school. On-going two-way communication is vital to your child's success. If there is something you are not clear about, it is important to contact your child's teacher through the agenda, by email or with a phone call.

School Blog

A weekly Banded Peak Update is e-mailed to parents every Friday. These weekly updates contain information on school events, upcoming dates, student and school accomplishments, School Council information, etc. If your email address has changed, please contact the school secretary at 929-2292.

School Council

The School Council is one means by which all parents/guardians and other interested community members can become involved in Banded Peak School. The function of the school council is to provide a formal parent and community advisory voice in school decision making and to support the school in its mission to be the best that we can be.

We encourage all parents to attend the regular school council meetings. The dates and times for all School Council Meetings are available on the school website

<http://bpeak.rockyview.ab.ca/school-council> or through the school office. Minutes from the meetings are posted on the website.

School Fees

School fees help maintain student access to high quality materials and transportation services. You can help reduce the administrative time spent in the collection and record keeping process by paying your school fees as soon as possible. Receipts will be issued for fees paid by cash, or upon request if payment is made by cheque. With the exception of the transportation fee, all amounts are per child. Payments can also be made by Visa or Mastercard. Please note:

- The transportation fee is paid directly to Rocky View School Division. Cheques can be made payable to Rocky View School Division.
- All School fees are paid directly to the school. Cheques can be made payable to “Banded Peak School” and are due on or before September 30th. We appreciate your cooperation in ensuring that all fees are paid on time or that arrangements have been made with administration should the timeline not meet your needs.

Instructional Fees

Rocky View School Division approves the charging of fees in order to meet the instructional needs of students. The purpose of this fee is to offset part of the cost of course textbooks, novels, computer supplies, copying supplies, student agendas, and mailing costs. The K-4 fees include student supplies. Each grade is allocated funds as part of their grade budget for purchase of the above materials. The 2008-2009 mandatory fees are as follows:

Board Established Fees

Kindergarten	\$25.00
Grades 1-8	\$105.00

School Established Fees

Complementary Courses 7/8	TBA with comp course selection sheet
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Sports

Banded Peak’s philosophy on extra-curricular sports is that students working with their coaches will learn about positive participation while working with a team. Participation in extra-curricular sports is a privilege.

We feel that students should have fun, learn new skills, and learn about supporting each other while actively participating in a sport. Even though some teams are more competitive than others, all students at Banded Peak can begin their extra-curricular experiences at the grade 6 level and have the opportunity to carry on with various sports to the end of grade 8. Below you will find individual philosophies and expectations for our teams.

Students must remember that playing on any team is a privilege. It is our desire to have this privilege available to all of our grade 6-8 students. It is the student’s responsibility to have appropriate attire for their sport (this means indoor shoes- NO outdoor footwear is permitted in the gym).

Grade 6 teams (soccer, volleyball, basketball)

- All students who wish to participate will do so as long as coaches are available (no cutting)
- Positive attitude must be displayed on and off the court in order to be/remain a team member (attitude throughout the school community)
- Students must keep up with their school work (assignments, daily homework, etc.)
- Students must be willing and able to attend practices and the tournament
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Junior A teams (grade 7 and 8 students)

Philosophy: Students in grade 7 and 8 will have an opportunity to actively, positively and competitively participate on a team while learning and building appropriate skills.

- Open to grade 7 and 8 students (In the case where there are two participants who are considered equal in their ability to contribute to a Jr. A Team, preference will be given to the Grade 8 student)
- Maximum number on a team is 10-12 (the final number to be determined by the coach/es)
- Students must be able to commit to attendance (must be ready for practice at the designated time) for all practices and tournaments. A schedule of practices and tournament dates will be provided at the outset of the season. Sometimes unavoidable circumstances will prevent players from attending practices and or games – these situations will be dealt with on an individual basis. It is the **students'** responsibility to discuss these absences ahead of time with their coach(es).
- Positive attitude must be displayed on and off the court in order to be/remain a team member (attitude throughout the school community). Poor attitude **WILL** result in being asked to leave the team. Exemplary behaviour during tournaments is also an expectation. Respect for opponents and officials and displaying good sportsmanship is a must.
- Students must keep up with their homework and assignments. Neglecting academic work may result in asking the student to leave the team. In saying this, missing a practice or game to complete an assignment is not a legitimate excuse, nor is incomplete work due to attending a practice or tournament. It is the student's responsibility to manage her/his time accordingly.
- Open to all grade 7 and 8 students (no cuts, providing that we have sufficient number of coaches) tournament dates will be provided at the outset of the season. Sometimes unavoidable circumstances will prevent players from attending practices and or games- these situations will be dealt with on an individual basis. It is the **students'** responsibility to discuss these absences ahead of time with their coach(es).

Junior B teams (grade 7 and 8 students)

Philosophy: Students in grade 7 and 8 will have an opportunity to actively and positively participate on a team while learning and building appropriate skills.

- Open to all grade 7 and 8 students (no cuts, providing that we have sufficient number of coaches).
- Students must be able to commit to attendance (must be ready for practice at the designated time) for all practices and tournaments. A schedule of practices and tournament dates will be provided at the outset of the season. Sometimes unavoidable circumstances will prevent players from attending practices and or games – these

situations will be dealt with on an individual basis. It is the **students'** responsibility to discuss these absences ahead of time with their coach(es).

- Positive attitude must be displayed on and off the court in order to be/remain a team member (attitude throughout the school community). Poor attitude **WILL** result in being asked to leave the team. Exemplary behaviour during tournaments is also an expectation. Respect for opponents and officials and displaying good sportsmanship is a must.
- Students must keep up with their homework and assignments. Neglecting academic work may result in asking the student to leave the team. In saying this, a practice or game to complete an assignment is not a legitimate, nor is incomplete work due to attending a practice or tournament. It is the student's responsibility to manage her/his time accordingly.

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Game and tournament schedules are posted on the Rocky View website.

[Welcome to Rocky View Sports — Welcome to the Rocky View Sports Association](#)

Student Illness/Injury

If a student becomes ill at school, he/she can rest in the infirmary (located in the office area) for a brief time until it is determined if he/she is able to return to class or if the parent/guardian should be notified. Parents/guardians will always be contacted if the illness or injury is deemed serious. Parents should ensure that the office and child's teacher are made aware of any medical problems their child has in order that the most suitable assistance can be provided to that student in the event of an emergency. In a case of a serious injury and an ambulance is required, Rocky View Schools has a contract with Industrial-Alliance Pacific Life Insurance Company to provide student accident insurance to our students while on school premises or a school approved activity such as fieldtrips and sporting trips. Please visit the Student Insurance - Rocky View Schools for more information.

[Student Insurance — Rocky View Schools](#)

Student Personal Items, Locks, and Lockers

We take pride in the fact that Banded Peak School is a secure and safe place. We trust and expect our students to respect the personal space and materials of others and therefore our issues around vandalism and theft are next to none. We do however advise students to leave personal items of value at home. These items might include electronic games and devices, ipods, athletic equipment, etc. **Students who bring valuable personal items to school do so at their own risk.** Some equipment will be available on a loan basis to students for use at recesses and lunch break. The use of skateboards, rollerblades and lacrosse sticks is not permitted on school property for safety reasons.

Students in grades K – 6 will have access to coat hooks and/or “tote-trays” in their classrooms. All personal belongings should remain in a student's homeroom. Students in grade 7/8 have access to their own lockers for the year. Students are only allowed to use a school lock on lockers. A rental fee of \$5.00 (non-refundable) will be charged to each student. Students are responsible for the replacement cost of a new lock or to repair any damage to their locker. The following are the locker-use guidelines that all grade 7 and 8 students are expected to know:

1. I will only use the lock and locker that are assigned to me.

2. I will keep my combination numbers SECRET!
3. I will not place stickers or permanent marks of any kind on the locker. (I understand that I am responsible for any costs incurred due to damage of my locker.)
4. I will store all items entirely inside the locker

Student Registration and Changes in Student Records

The school has a registration form which is designed to meet the requirements of the Freedom of Information and Privacy Protection (FOIP) Act, which has been in effect since September 1, 1998.

During the school year, if you change your address, home or work telephone numbers, or place of employment, please inform the school. Up-to-date information in the school office is essential should the school have to contact you in the case of an emergency or illness.

Technology Use

Students have opportunities to use technology to engage in meaningful work in accordance with the Alberta Education curriculum. Students and parents sign an Internet Acceptable Use Policy at the beginning of each year.

Telephone Messages for Students

To help foster student independence and to reduce the time required for our own secretary to track down individual students, we ask that, whenever possible, arrangements (especially those regarding alternate transportation) pertaining to your child be clear to him/her in advance of his/her arriving at the school. In the case of urgent messages, we ask that the office be contacted directly before 2:30PM.

Vacation

We encourage you to schedule vacations during days already allotted for holidays. We understand that from time to time families go on vacations during school days. Responsibility for the decision and for any impact on the student's progress must rest with the parents. Please discuss the extended period of absence with your child's teacher, and also inform the school office of the dates your child will be absent. Teachers are not obligated to provide instructional materials for students due to extended family holidays.

Volunteers

Among the most important resources of a school are the people of the school community. There is no doubt that students benefit from assistance provided by volunteers. A love for children combined with patience, understanding and some free time are the only requirements necessary to become a volunteer. The time commitment varies according to the individual volunteer and the position. Volunteers are needed to assist in specific ways in the classroom, with general school events, special projects, and to sit on the school council.

A form for volunteers at Banded Peak School is sent home at the beginning of the year. We would be very grateful for your help. If you are aware of community members who do not have children attending our school but who may have some time and/or special talents/interests to share with our students, please invite them to contact us – all support and involvement is welcome. As well, volunteers are required to fill out a "Volunteer Pledge of Confidentiality" Form.

Volunteers are required to submit a new Criminal Record and Vulnerable Sector Checks every 5 years. All volunteers that have submitted a Criminal Record and Vulnerable Sector Check are required to complete a Statutory Declaration form annually.

Volunteers, as well as visitors to the school, are to sign in at the office and pick up a volunteer badge to be worn while in the school.

Please visit Rocky View Schools for more information.

[Rocky View Schools Criminal Record Checks Frequently Asked Questions](#)

To maintain the integrity of the learning environment in the classroom, we would like to request that parents/guardians volunteering in classrooms not bring pre-school children.

Worth Remembering

- Know your child's teacher.
- Read with your child.
- Discuss with the teacher any health or emotional problem your child may have.
- Spend some time with your child on a daily basis to discuss his/her work at school.
- Watch for signs of illness. We do realize that both parents in many families work and making baby-sitting arrangements for your children when they are sick can be very difficult. It would be appreciated however, if your child complains of feeling ill before school, that he/she not be sent to school with the hope of getting better during the day.
- Contact the teacher if your child develops an adverse attitude toward any aspect of the school.
- The development of self-discipline is important for every child. The school operates in such a way as to encourage this growth. The school does impose certain restrictions where the safety of children is involved or where a child's behavior interferes with others.
- Where problems of behavior or academic progress arise which are of a serious nature, you will be contacted immediately. Through mutual understanding and cooperation, we will endeavor to find a satisfactory solution that is in the best interest of your child.
- Help your child to understand and show a respect for others' property and the rights of others.
- Give your child affection and a feeling of security.
- Our children's safety is always a primary concern. Please review with your child appropriate safety practices, particularly bus safety.
- Take the time to listen to and talk with your child – it's worth the investment of time!