

# Southview Community



## School

2425 Southview Drive S.E.  
Medicine Hat, AB T1B 1E8  
Phone: 403-526-4495 Fax: 403-526-4706  
E-mail: [south@sd76.ab.ca](mailto:south@sd76.ab.ca)  
<http://medicinehatsouthview.ss12.sharpschool.com>

## Student Handbook 2017 – 2018





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**SOUTHVIEW COMMUNITY SCHOOL STAFF**  
**2017 – 2018**

<b>Principal:</b>	Todd Samuelson
<b>Vice Principal:</b>	Darren Bartram
<b>Administrative Assistant:</b>	Tina Webb
<b>ELP Program Teachers:</b>	Annetta Labash Nancy Cruz Brittany Ferron
<b>Kindergarten to Grade Six Teachers:</b>	Kaitlin Ressler D'Laine Werner Bev Kruger Christine Foster Marcella Morisseau Claire Colistro Shirma Rose Cassandra Silver Megan Westgarth
<b>Library Assistant:</b>	Kim Rickert
<b>Educational Assistants:</b>	TBA at the beginning of each school year
<b>School Advisory Council Chairperson:</b>	TBA at September <u>Annual General Meeting</u>
<b>Out of School Care Program:</b>	Janice Ramsay
<b>Custodians:</b>	Darrell Wiebe Jack Burns
<b>Housekeeper:</b>	Tracy Lawson

*Please note that staff is always subject to change in the fall.*



## **MEDICINE HAT SCHOOL DISTRICT MISSION STATEMENT**

*As a partner in the community, Medicine Hat School District No. 76 will create inclusive and innovative learning environments.*

*This handbook is an information guide to Southview Community School's policies, programs, organization and expectations. We hope the information will be a useful reference for students and parents.*

### **MESSAGE FROM THE PRINCIPAL**

My career in education began as an educational assistant in a Kindergarten room at the age of 18. I have taught in every grade level from Kindergarten to grade twelve and now feel very grateful to be serving this remarkable community as principal for this amazing school.

I believe my role at Southview Community School is more of a "way of life" than just a job. We are a school that is proud of its history and the students and the families we serve. Our staff is dedicated to making a difference for people that arrive every day to our building.

We are committed to providing the best possible learning experience for the students at Southview Community School. We are committed to our our community and to pursuing an educational path that supports our unique needs. Our staff understands the importance of developing positive relationships with students and all of our stakeholders. Although I believe best educational practices are grounded in solid research, we need to stay current and we can learn a lot from others, I am not overly concerned with what is trending or what is happening in other schools. We do what is best for our students in our community.

Southview has much to be recognized for. A dedicated and caring staff that includes educational assistants, reception, custodians, teachers and an abundance of "partners" and volunteers all coming together to help kids. Southview staff and volunteers have a desire to serve the community, a commitment to continually learn how to improve upon how we educate and an unwavering belief that we are here for the kids. We know that every child can be successful.

I feel fortunate to a part of this school.

Todd Samuelson  
Principal



### ***Southview Community School Mission Statement***

At Southview Community School we are committed to promoting a welcoming, safe, caring and collaborative community. Our diversity and optimal learning environment encourages a positive, open-minded culture which builds lifelong learners.

### **SOUTHVIEW SCHOOL GOALS**

1. To utilize technology that incorporates 21<sup>st</sup> Century authentic learning and skills through inquiry-based learning.
2. To continue to implement and develop comprehensive literacy throughout the school by having a school-wide focus on guided reading.
3. To improve student achievement for all students in reading. Various on-going assessments will be used to make sure students are making progress towards their grade level goals.

**DIRECTORY**  
**SOUTHVIEW COMMUNITY SCHOOL**

2425 Southview Drive S.E.  
Medicine Hat, AB. T1B 1E8  
Phone (403) 526-4495 Fax (403) 526-4706  
E-mail: [south@sd76.ab.ca](mailto:south@sd76.ab.ca)  
<http://medicinehatsouthview.ss12.sharpschool.com/>

**Medicine Hat School District #76**  
**Board of Trustees**

***Members of the Board:***

Terry Riley, Deborah Forbes, Rick Massini,  
Carolyn Freeman, Catherine Wilson-  
Fraser.

*These are elected representatives and are  
subject to change.*

**CENTRAL OFFICE**

***Superintendent***

Mr. Mark Davidson..... 528-6701

***Associate Superintendent: Human  
Resources***

Mr. Lyle Cunningham..... 528-6734

***Associate Superintendent: Student  
Services***

Mrs. Tracey Hensel..... 528-6718

***Secretary-Treasurer***

Jerry Labossiere ..... 528-6728

***Assistant Secretary-Treasurer***

Leanne Dulle..... 528-6744

**SOUTHVIEW SCHOOL TIMETABLES**

**Grades 1 to 6 Schedule:**

<b>8:37 a.m.</b>	<b>Morning Bell</b>
<b>8:42 – 10:40 a.m.</b>	<b>Instructional Time</b>
<b>10:40 - 10:55 a.m.</b>	<b>Recess</b>
<b>10:55 – 12:13 p.m.</b>	<b>Instructional Time</b>
<b>12:13 - 1:00 pm.</b>	<b>Lunch</b>
<b>1:00 – 3:00 p.m.</b>	<b>Instructional Time</b>
<b>3:01 p.m.</b>	<b>Dismissal</b>

**Kindergarten Timetable:**

AM Class	8:42 a.m. to 11:40 a.m.
PM Class	12:10 p.m. to 3:01 p.m.

**ELP Timetable:**

AM Class	8:42 a.m. to 11:10 a.m.
PM Class	12:20 p.m. to 2:50 p.m.

**Office Hours**

8:00 a.m. – 11:30 a.m.  
Lunch is from 11:30 to 12:30 p.m.  
12:30 – 4:00 p.m.

**\*Subject to change each year**

Messages will be delivered to students during the day in EMERGENCY situations only.

Non-emergent messages will only be delivered at 10:30, 12:13 and 3:00 to limit the number of classroom disruptions. Delivering messages to the students during class time is very disruptive to both teachers and other students. **Please make arrangements for after school plans before your child leaves home in the morning.**

We understand that unforeseen circumstances may arise during the day, which will necessitate getting a message to your child. In this event, we will make every attempt to ensure that your child receives your message. Please see your child's homeroom teacher for their direct extension to the classroom. This will allow you to leave a message with your child's teacher.

***If you need to pick up your child during school hours, please check in at the office and you will be either taken to the room or the student will be called to the office.***

**PUNCTUALITY / ABSENTEEISM**

School starts at 8:35 a.m. everyday. It is expected that all students will be in attendance at this bell time. Chronic absences or tardiness affects your child's success at school. Serious situations will be reported to

the Attendance Board. Late students please check in at the office when you arrive. Calls will be made home when absences are not reported to the school.

## **SCHOOL FEES**

Kindergarten \$60.00

All fees are due by September 30<sup>th</sup> unless alternate arrangements are made with the school office.

Payment may be made by cash or cheque at the school office, or by using School Cash On Line at <https://sd76.schoolcashionline.com/>. Debit and credit cards can be used for on-line payments.

We are unable to make change at the school for security reasons. Please bring the correct amount of cash.

## **ILLNESS**

Any child who is ill should remain at home. Please contact the school to inform us your child will be staying home. If a child becomes ill at school, every effort will be made to contact the parents. If your child has a condition, which might require emergency treatment, (i.e. allergies, epilepsy, diabetes) please be sure that the school is made aware. Each child's absence will result in the school calling home to confirm the absence.

## **EMERGENCIES**

At the beginning of the year, the parents are asked to fill out a form including a phone number to call in case an emergency arises and the parents cannot be contacted. It also contains other relevant information, which we feel the school should know in the best interest of your child. As phone numbers change it is important to please inform the office.

## **PARENT INVOLVEMENT**

Southview's success relies on a strong volunteer component. Grandparents, senior

citizens, college students and any other interested adults in our community are encouraged to participate. There are many activities that parent volunteers are able to do to support student learning. We invite volunteers to share their talents with students by offering a variety of courses and activities, which promote lifelong learning.

Parent involvement can benefit our school community and students in many ways. Parents who come into the school develop a better understanding of the objectives and goals of the school. Children enjoy having their parents involved and learn to value education. Former students have indicated that an important part of their education was having their parents work in the school. You are welcome in the school at any time. There are also many opportunities to volunteer, which do not require daytime commitment.

Please contact your child's teacher or Mr. Samuelson if you are interested in volunteering some of your precious time. **Volunteers must sign in and out at the office when visiting the school.**

## **SCHOOL ADVISORY COUNCIL**

The School Act allows for parent and community involvement in school decision-making in an advisory role. This is a welcome step forward. To accommodate this direction from the Government of Alberta, we will have a School Advisory Council, comprised of representatives from parents, community teachers, support staff and administration.

The Council will assess school and community needs and plan how to meet them. The Council will be involved in the management of all the school's operations, except personnel.

The School Advisory Council's function is to advise the principal and staff on the way that we would like to see the school run. In the past, the School Board has asked for our opinion on such matters as when we would like to see teachers Professional Development Days scheduled, school start up times, and

other items that affect the parents and children of the schools.

Our Council has a fundraising committee and with the money raised, we support purchases for the library, author visits, school field trips, year-end activities and any other projects that are approved by council.

As you can see, we directly affect every student in Southview Community School. The Council meeting schedule will be decided at the Annual General Meeting in September. Getting involved in your child's education is vital for a successful educational experience. Please plan to attend.

All people in the executive positions listed below are expected to attend the meetings on a regular basis.

**Chairperson** – chairs the monthly meeting of the Council, speaks to the principal about school matters, sits on other boards and councils when asked, draws up monthly agenda for meetings in consultation with the executive and principal or designate.

**Vice-Chairperson** – takes the place of the Chairpersons as needed, helps with the decision making process for the Council.

**Past Chairperson** - Following the year of Chairperson, this individual assumes the role of past chair for the following year and aides in the decision making for the current year.

**Treasurer** – keeps the financial records of the Council, makes bank deposits, and works with the school secretary to verify records.

**Secretary** – takes the minutes of the Council meetings, types them up and sends them out to all school management volunteers.

**Special Events Coordinator** – coordinates the special events around the school such as year-end fun day, skate-a-thons and other projects throughout the year.

**Room Reps** – bring concerns of the parents, classroom or teacher to the Council meetings, attend monthly meetings.

## **CONTACTING TEACHERS**

Please telephone or email the teacher to make arrangements to set up an appointment to discuss your child's program or progress. **Please contact the office to arrange a time to speak with the teacher outside of instructional time. Thank you!**

The school principal will be available for conferences during the day when he is not in class or in previously scheduled meetings. Please feel free to call for an appointment. For the safety of the students, **all visitors to the school are requested to check in at the office.**

## **DISCIPLINE PROCEDURE**

Homeroom teachers will establish their own classroom expectations, rules, consequences and rewards.

If a student acts inappropriately according to the school rules and expectations the teacher will use his/her discretion in dealing with the behavior.

- Teaching opportunity (students make a lesson for younger students)
- Community service
- Project work
- Others as deemed appropriate

## **STUDENT RESPONSIBILITIES**

**First:** your responsibility is to yourself. This means developing good study habits that enable you to gain the most from your school years.

**Second:** your responsibility is to others around you. You are a member of a group whose reputation depends on you as an individual.



**Third:** your responsibility is to your home and community.

Your school believes in each student doing their best every day. Remember that, as you are, so will be your school. **BE PROUD TO SAY THAT YOU ARE A MEMBER OF SOUTHVIEV COMMUNITY SCHOOL.**

### **LOCKERS**

Children in Grades 4, 5 & 6 are assigned lockers at the beginning of each school year. These are to house the children's coats, boots, lunches, etc. It is the students' responsibility to ensure that the locker is locked at all times. Parents may provide a combination lock. Please do not provide locks with keys. Students must give the combination to their homeroom teacher prior to the lock being placed on the locker.

The lockers also maintain a measure of privacy and security from other students; however, these lockers are property of the school district. This means that school authorities have full access and the right to search lockers throughout the year.

### **TIPS FOR PARENTS**

- Help your children to have friends their own age with whom they can play actively and imaginatively.
- Help your children develop a wider vocabulary and any special interests.
- Read to your children. Encourage reading a variety of books to develop life-long learners.
- Treat your children's ideas and questions sincerely. Listen to and share their experiences.
- Give your children encouragement when they show you their schoolwork. If there is something you do not understand, please contact the teacher.
- Visit the classroom. Discuss school subjects and study habits with your child's teacher.
- Limit technology and or screens before bedtime to ensure proper sleep.

### **HEAD LICE**

Unfortunately, head lice are a common occurrence anywhere children gather together, such as schools, community clubs and daycares. Southview School, in consultation with the Public Health Unit, encourages a lice-free policy at the school. This means that when live head lice are found on a child, the student must be sent home where they can be properly treated for the lice by the parent(s). Support from the Public Health Unit is highly encouraged. A case of head lice spreads very easily and quickly, so we need to do our best to keep this problem to a minimum.

### **GET ACTIVE**

Get Active is a physical literacy-based program targeting economically disadvantaged children in grades 1 to 6 in our community. The primary objective is to help kids enhance their physical literacy skills, expose them to non-traditional sports, and increase the amount of unstructured play in our community.

Some of the activities that are offered include:

- Badminton
- Soccer
- Tennis
- Wrestling
- Basketball
- Gaga Ball

### **SCHOOL ATTIRE**

All students are required to wear appropriate clothing. Clothing should not have rude or inappropriate words, pictures or slogans. Inappropriate clothing includes, but is not limited to: short shorts, halter tops, swim tops, spaghetti straps, shirts that do not cover the stomach area, muscle shirts and visible undergarments. Students wearing inappropriate clothing may be asked to go home and change into something more appropriate. These guidelines are necessary to provide a comfortable learning environment

for all. The staff decision in these matters will be final.

## **GENERAL ADMINISTRATION**

We believe a school and classroom can give the best training by operating with a minimum of rules. Students must see the need for appropriate behavior in the varying situations in which they function. We believe there should be proper and appropriate respect shown to both peers and adults. For all problems, which affect the school or welfare of the children, there is consultation with staff members before a course of action is decided.

Within the classroom, we believe students must learn to function as a member of a group and also develop, as fully as possible, as an individual. To function most effectively as an individual, each student from the moment of entry must be led to accept responsibility for their own development in each of his/her area of study.

We recognize that learning is a personal experience and that there should be a warm personal relationship between the teacher and the student. Each student must feel cared for as a unique individual.

## **ARRIVAL AT SCHOOL**

Supervision is provided from 8:20 to 8:35 a.m. before school and from 12:13 to 1:00 p.m. during the lunch break. **Students are expected to arrive within this period unless registered in our Out of School Care.** Supervision does not begin on our playground until 8:20 am so students are asked not to arrive at school prior to the supervision. Thanks for your cooperation ensuring students are safe and supervised at all times.

**Students are to use the playground entrances when entering or exiting the school.** The front entrances of the school are for adult use, as we want to assure the safety of our students around the front parking lot. The playground doors will open at 8:20 a.m. each morning. The main doors will be open

at 7:00 a.m. for the “Before School Program” students only.

Safety patrols will be on duty in the morning, before school, during the lunch hour and after school to assist students with crossing at our intersections.

## **LEAVING SCHOOL GROUNDS**

Once pupils have arrived at school, they are not allowed to leave the school grounds without permission from the supervising teacher or principal. A note from the parent/guardian granting permission to leave must be provided each time a student is leaving the school grounds.

## **LOST AND FOUND**

There is a “Lost and Found Box” to which the students and parents have access. Periodically we display all articles in the hall for pupil inspection.

**We encourage you to label items worn or brought to school by your child. Parents are invited to visit the school to look for missing items at any time. All articles unclaimed by the end of December, Easter break and the end of June are donated to charity.**

## **SOUTHVIEW COMMUNITY SCHOOL LIBRARY**

The school library supports the curriculum with all types of resource materials. The library is available to the students during the school day until 3:45 p.m. daily, with teacher supervision.

The students will have one regularly scheduled period in the library each week supervised by a teacher. They may also use the library at any time that their teachers allow.

Books and magazines may be checked out for a one-week period but students may exchange them any time before the due date. Students are expected to pay the cost of a lost or badly

damaged book. We encourage regular daily reading each evening at home.



## **WHAT IS HUG?**

The Mental Health Capacity Building (MHCB) in Schools Initiative works to promote positive mental health in children, youth, families and support individuals in the community who interact with children and youth. Helping Us Grow (H.U.G.) is one of 37 locally planned, coordinated and implemented MHCB programs that operate across the province.

Building relationships, positive communications and innovative programming to aid in the physical and emotional well-being of our families are key goals of H.U.G.

H.U.G. and MyPlace consists of 6 McMan Success Coaches and one program coordinator delivering universal supports around mental wellness to 13 schools in SD#76 in collaboration with many community agencies. The mandate of MHCB is the promotion of positive mental health and prevention and mental illness through the universal supports offered at schools and in the community.

## **Programming Goals:**

- Enhance physical, social and mental well-being of the school community
- Establish healthy relationships
- Raise awareness of positive mental health
- Build resiliency skills
- Cultivate character development
- Encourage positive behavior
- Facilitate leadership and positive role modeling
- Strengthen school-community connections
- Promote self-confidence and empathy
- Support transitions

## **H.U.G. Program Partners:**

- Medicine Hat School District #76McMan Youth, Family and Community services
- Alberta Health Services-Mental Health and Addictions
- Alberta Education
- Medicine Hat Police Service
- Moving and Choosing
- City of Medicine Hat Community Workers
- And other community Partners

## **Contact information:**

[HUG@sd76.ab.ca](mailto:HUG@sd76.ab.ca)  
403 526-4495 extension 5833  
Lori Frelick  
Program Coordinator  
HUG/MyPlace SD#76  
Southview Community School  
403 526-4495 ext. 5833

## **COMMUNITY WORKER PROJECT**

The purpose of the Community Worker Project is to facilitate a community based preventative approach for the support of children and families. The management working team includes representation from school personnel, School Councils, Palliser Health Authority, Alberta Social Services, the City of Medicine Hat Police Services and the community. The community worker works closely with the Southview teachers to develop programs and assess the needs of families at our school. For additional information contact our community worker at 403-526-8046.

## **McMAN PARENT LINK CENTRE**

Located within our building is a fabulous partnership with McMan. The McMan Parent Link Centre is located within the community wing of the building and is a wonderful resource for families throughout the Southview community and the rest of Medicine Hat. They provide services, resources, and play groups

to families with younger children. This agreement is quite unique, as people throughout Alberta have visited our building to view the partnership. I encourage all of you to find some time to visit the centre and observe their programs. For more information regarding the Parent Link Centre please contact them at 403-504-0833.



## **ALBERTA HEALTH SERVICES - HEALTH UNIT**

The Health Unit provides the following services to the students:

### **Control of Communicable Disease**

Public Health Nurses are available as a resource regarding such concerns as head lice, impetigo, scabies, etc.

### **Health Education**

Public Health Nurses will do presentations on health related topics, e.g., nutrition.

### **Immunization**

Immunization is updated for children who have not had their pre-school booster. Your consent will be requested prior to an immunization, and you will be notified following the immunization so that you can keep your records up-to-date. Grade 5 students are offered Hepatitis B immunization (series of 3 shots) by the province free of charge.

### **Dental Program**

The Alberta Health Services Dental Program provides teeth cleaning and fluoride treatments for children ages 4-12 whose families do not have dental insurance.

For further information regarding our school dental care please call 403-502-8240.

### **Speech Pathology**

This is one of the services provided by the Medicine Hat School District, but is now being provided by Alberta Health Services.

## **CHILDREN'S SAFETY**

- Show children the safest route to school.
- Send them on time so that they don't have to rush.
- Teach them to cross at corners or with the School Patrol.
- Teach them to **Stop, Look and Listen** before crossing the street.
- Teach them to respect and obey the safety patrols, which are assigned to assist them at busy intersections.
- Instruct them to be aware of strangers.

## **BICYCLES**

Bicycle racks are provided for those who ride their bicycles to school. All bicycles must be placed in the racks and need to be locked, as there have been many bicycle thefts from school playgrounds in Medicine Hat.

Please ensure your child is aware of the bicycle safety rules when riding to school, especially the law that requires children under the age of 18 to wear a CSA approved helmet.

Children who wish to bring scooters, skateboards, etc. to school are asked that these not be used in the school or on the playground during school hours.

## **STAFF PARKING LOT**

**Please remember that the parking lot in front of the school is for staff only!** Staff members pay for their parking stall.

In accordance with the city by-law, the lane adjacent to the building is designated as a fire lane. Please **DO NOT** park here at any time. Tickets may be issued by the Medicine Hat Police Service.

During school hours this area has great safety concerns. We advise students to stay clear of this area for their well-being. Please encourage your child to use the playground entrances at the back of the school.

In conjunction with the Alberta Motor Association, we have safety patrollers working at busy intersections and we expect students will cross safely at these crossings. We ask for

everyone's cooperation to ensure our children use appropriate safety measures.

At busy times of the day, pylons will be set up at the parking lot entrance and exit to ensure no vehicles enter or exit the lot when students arrive and are dismissed. We ask for your cooperation in this matter as safety for all students is our primary concern.

## **PETS AT SCHOOL**

Many classes have children who are allergic to cats and dogs; therefore, students may only bring pets **after** getting permission from their teacher. Parents are requested to pre-arrange and make necessary arrangements for delivery and pick up so the pet is not left at the school.

## **REPORT CARDS**

Students in K through 6 will receive report cards detailing their progress and achievement three times throughout the year.

You will receive notice regarding parent, teacher and student conferences twice during the year. Please feel free to contact the teacher at any time for an update on your child's progress.

Provincial achievement tests are administered to Grade 6 students in Language Arts, Social Studies, Mathematics and Science. These are marked by the teachers and then sent to Alberta Education in Edmonton. Parents will receive a summary of their child's performance when the results are received.

## **OUT OF SCHOOL CARE**

We offer a Government Licensed program within our school to accommodate working parents. Supervision is available from 6:45 a.m. until classes begin and from dismissal to 5:30 p.m.

No child may be left at S.V.C.S. before 6:45 a.m. or after 5:30 p.m. any day. A fee of \$25.00 will be charged for any child left after 5:30 p.m. **NO EXCEPTIONS!**

## **Cost of Program:**

A registration form must be completed prior to entering the program and a **registration fee of \$20.00 per child will be collected at that time, as well as any previous amounts owing to the program.**

**The cost of the program is \$5.50 per hour for each child.**

Our supervisor, Mrs. Janice Ramsay, will accept payments or you can pay online using the SD76 school cash online. Cash or cheque will be accepted.

The supervisor will record and bill you at the end of each month. Please remember to ask your children for their statement. **Fees for the program must be paid by the 15<sup>th</sup> of the following month or your child will be excluded from the program immediately.**

**A fee of \$25.00 will be charged for any N.S.F./returned cheques and your children will not be allowed to stay in the program until a cash payment has been made. Also, any future transactions must be made in cash only.**

Out of School Care will provide receipts upon payment. It is the responsibility of the parents to maintain these receipts for income tax purposes. Additional receipts will NOT be provided at income tax time.

K - 6 students arriving for the Before School Care program may enter through the main entrance at the front of the school. **Parents are asked to sign their child in and to sign their child out at the end of the day.**

NOTE: Students must be at least 4 ½ years old to attend the OSC program.

## **SCHOOL CRISIS PROCEDURE**



School District #76 has designed a Crisis Procedure Manual to minimize danger to anyone occupying a school should an emergency occur.

Our objective is to attend to the health and welfare of your child (ren) in the event of a crisis.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the “normal” way of doing things. It will cause inconvenience to all of us. We share the responsibilities as school administrators and you as parents.

**In most emergencies your child(ren) will remain and be cared for at the school s(he) attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as a broken gas or water main, a fire or a loss of utilities in bad weather) students and staff will be moved immediately to that schools’ alternate sites. These sites are: Victory Lutheran Church and the Stampede Grounds - Field House.**

**We ask you to use the following procedure if you hear rumors of any school emergency:**

**Turn on your radio or television.** We will keep the media accurately informed of any emergency.

**Please do not telephone the school.** We have limited phone lines. These MUST be used to respond to the emergency.

**Please do not come to the school unless requested to pick up your child.** Any emergency involving your child’s school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions.

**If, for any reason, Southview Community School, must be evacuated during regular school hours, your child will be taken to and cared for at Victory Lutheran Church.**

Stay tuned to the radio and television stations for updated, accurate reports and information provided by the school district administration about when and where to pick up your child.

### **ELECTRONIC DEVICES**

Educational devices are permitted to come to school, however, they are the responsibility of the student and the school is not responsible for loss or theft.

The staff encourages students to bring these devices when used for educational purposes only. ie: iPad for research, etc. Devices may be held by staff until the end of the day if they interfere with instruction. Parents may be called and asked to pick up the electronic device after school or the following day.

Upon discovery of the illegal/inappropriate use of any electronic devise, the authorities will be contacted and is subject to investigation. If you have any questions or concerns, please feel free to contact the school office.

