



School Handbook

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Banff AB T1L 1K1

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Attendance Line: 403-762-4465 Option 1

bes.crps.ca

Instructional hours are from 8:30 am to 3:02 pm. On PD Fridays student dismissal is at 12:05 pm. There are no classes for students on these afternoons.

Office hours are from 8:00 am to 4:00 pm.

Please note: During school hours all outside doors will remain locked.

Parents and visitors enter through the main entrance and are required to sign in and out.

BES Code of Conduct - CUBS Code

With the goal of creating and maintaining a safe, caring, and orderly environment for purposeful learning, all members of the Banff Elementary School Community, as well as visitors to the school, are expected to demonstrate:

C-CARING

We respect ourselves, others, and the environment.

U- UNDERSTANDING

We are responsible for our actions, our learning, and we understand our differences.

B-BELONGING

We show empathy, acceptance, and we are kind to everyone.

S-SAFETY

We think before we act and follow expectations so we are all safe.

Students at BES are expected to behave appropriately and follow the directions of supervising adults at all times, whether at school, going to and from school, or while attending school functions or activities at any location. They are given the responsibility of knowing the expectations, following the expectations, and managing their own behaviour as closely as possible.

In accordance with School Division Administrative Procedure 351, students at BES are expected to meet the standards set out in the *Alberta Human Rights Act* that include the prohibited grounds of discrimination.

We believe that when the Code of Conduct is not followed, consequences for students should be logical and suit the misbehaviour as closely as possible. Learning from one's mistakes and stopping/changing inappropriate behaviours are the goals of all interventions. Therefore, every effort is made by staff members to emphasize a problem solving and restorative approach. Students are encouraged to solve problems independently or by seeking adult help when needed. As students progress through our school, it is expected their behaviour will reflect an increasingly mature level of respectful, responsible and safe activity.

Unacceptable Conduct

- Students will not interfere with the learning of others
- Students will not engage in acts of bullying, harassment or discrimination
- Students will not engage in violent or aggressive behaviour or use offensive language
- Students will not engage in acts of retribution against a person who has reported incidents
- No weapons or toy weapons are to be brought to school

The following is an overview of consequences that may be applied for various levels of student misbehaviour:

Level 1

For misbehaviours that are minor violations (e.g. running in the hallway, arguing over game rules), a staff member:

- Will speak directly to the student and ask him/her to:
 - Identify the unwise decision
 - Review the applicable section of the Code of Conduct (CUBS Code) or school rules
 - Identify and practice a replacement behaviour that would meet expectations.
 - Encourage thoughtful reflection on the effect the behaviour has had on others (may include completion of Think Paper)
 - When appropriate, make an apology
- May apply a consequence such as time out or warning

Level 2

For misbehaviours that are more serious or are repeats of minor misbehaviours (e.g. fighting over a game, out of bounds, repeated disruption in class), a staff member:

- Will speak directly to the child as in Level 1
- Will often involve completion of a Cubs Code Reflection Sheet

- May involve the parents by phone or by setting up a staff/student/parent meeting
- Will apply consequences such as longer time out, restitution, school community service, etc.
- Will communicate these behaviours to the classroom teacher and to the office to be recorded and tracked

Level 3

For non-compliant behaviours, violent behaviours (e.g. bullying, physical aggression or threats against someone who has reported incidents) or vandalism to the school, school staff:

- Will respond as in Levels 1 and 2
- Will arrange to have the Principal and/or the School & Family Wellness Worker involve the parents by phone or by setting up a staff/student/parent meeting
- May become involved in providing specialist services, accessing community services, and/or the development of a plan for improved behaviour
- Will apply consequences which at this level may include restricted privileges, in-school suspension and suspension

Dress Considerations

In our opinion, dress influences the attitudes of students toward themselves and their work. Just as there is a mode of dress suitable for business, professional work, the playing field, the gymnasium, or various social activities, there is also a mode of dress suitable for the classroom. Good taste and judgement are among the educational goals we aspire to develop among our students. Students should consider how they present to others in how they dress. This school is a workplace environment that focuses on respect for all, building self-esteem and supporting diversity and individuality. Clothing articles being racist, sexist, hateful, or disrespectful slogans, drawings, or inferences are prohibited. Students wearing such items will be required to change them if asked by school personnel. Shoes must also be worn at all times in the school.

BES Computer and Internet Use Policy

The use of all technology, personal and school owned, follows our expectations of safety, responsibility and respect.

In Division 1 (K-3), if students are accessing the Internet they will do so either by viewing sites that are pre-selected by the teacher, or by getting the teacher's permission before linking to a site on the Internet.

In Division 2 and 3 (4-8), students may likewise be collecting facts and information from pre-selected sites, however, they may also be expected to find information on their own. Div. 2 students need to become intelligent consumers of information available on the Internet and need to utilize it safely and effectively.

Expectations with respect to Computer Use

- Students are responsible for appropriate behaviour on the school's computer network
- It is expected that students will comply with BES Code of Conduct and the specific rules set out below
- Students are personally responsible for their actions in accessing and utilizing the school's computer resources. Students should never access, keep, or send anything that would be seen as inappropriate by parents or teachers
- Students only have access to the Internet during regularly scheduled instructional activities when a teacher is present, or at the request of a teacher

What are the details?

- Illegal Copying: Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. This includes copyrighted materials such as MP3 files. Students should not copy other people's work or intrude into other people's files.

- Inappropriate Materials or Language: No profane or inappropriate language should be used to communicate nor should materials be accessed which contravene the school code. A good rule to follow is to never view, send, or access materials which you would not want your teacher and parents to see. Should students encounter such material by accident, they will report it to their teacher immediately.
- Searching the Internet: Students are to strictly follow the instructions from their teachers as to which search terms to use when looking for information.
- Image Searching: Students are not to access the 'image search' feature found on some search engines unless specifically instructed to do so by their teacher.
- E-Mail / Chatting / Social Networks: Students are not to access e-mail or participate in chat rooms or social network sites (Facebook, Twitter etc.) from school unless instructed to do so by their teacher.
- Printing: Students must obtain the permission of the teacher before printing any documents.
- Identity Theft: Students must only use their own login number and password and are not to attempt to gain entry to the files belonging to other students.
- Accidental Access: Should students accidentally access material that is in violation of these rules, they are to report it to an adult immediately.

Inappropriate use, including any violation of these conditions and rules, may result in the cancellation of computer and/or Internet access privileges. Teachers at BES have been delegated the authority to determine appropriate use and may deny, revoke, suspend, or close any user privileges at any time.

We ask parents to please read this over and discuss it with your child so they are aware of behaviour expectations and discipline procedures.

BES Attendance Policy

According to the School Act of Alberta, children should be absent from school during regular days only in the case of a sickness or other medical purpose and in urgent unavoidable situations. With the belief that good attendance is essential to good school achievement, the following policy exists:

- a) In cases of unavoidable, prolonged absence, please contact the school.

- b) If a prolonged absence is planned and cannot be averted, please contact the school at least a month in advance. Parents will be asked to have their child(ren) continue working on missed assignments if a child is absent for an extended period of time.

Parents are asked to notify the school about any attendance issues for our students. Please email bes.info@crps.ca or call the attendance line:

1. Dial 403-762-4465 to be connected to the school's voicemail system.
2. When you hear the main greeting, press '1' which is our school's "Attendance Line" extension.
3. Follow the online prompt. Please include the following information:
Name of Parent
Name of Student
Grade of Student
Dates of Absence
Reason for Absence (if your child is ill please include their symptoms)
4. After leaving your message you may hang up.

If your child is absent and you have not contacted the school, we will call you to inquire about the student's absence. Please recognize that this is a process put in place to ensure the highest level of safety for your children. However, this process requires time and resources in which you can assist by emailing or leaving a message on the Attendance Line every time your child will be away.

Health and Safety

- a) It is necessary that your child has a pair of indoor shoes to be worn inside the school. Students must wear some kind of footwear in the school at all times. Gym running shoes are the most practical.
- b) All outer footwear must be worn outside then removed at the entrance and placed neatly on the shelves provided.
- c) Students should be suitably dressed for current weather conditions. The children are expected to play outside during recess and noon hour periods.
- d) Students may enter the school between 8:15 and 8:30 am, using their assigned door.
- e) In case of illness or accident, parents will be contacted and we will ask that you come pick-up your child right away.
- f) Fire Drills are conducted six times during the school year. This is in accordance with Alberta fire and safety regulations. Your children are well prepared for emergency evacuation of the school.
- g) Emergency evacuations and lock down procedures will be practiced throughout the year.
- h) The telephone in the office is for emergencies only. Please remind your

- child to make after school plans before coming to school.
- i) Updated information can be obtained from the classroom teacher or the school webpage.

Active Living

We are committed to providing each child with Quality Daily Active Living programming. This includes a cardiovascular component of vigorous activity for at least 30 minutes every day.

Clean running shoes must be worn during physical education classes.

Lost and Found

Please mark each item of personal property with your child's name. This is most important in determining ownership. Our lost and found box is always filled with expensive and unclaimed items. We encourage children to leave personal toys and collections at home as many times items are lost or damaged and end up in the office or go missing. Due to the large amount of lost clothing, we clean out the lost and found box twice a year. Parents will be notified via the weekly E-News and reminded to check prior to any unclaimed items that we will send to charity.

School Communication

The school uses a variety of ways to inform parents about school accomplishments, events and important news. We use class emails, websites and blogs, along with the Weekly E-News, the BES Facebook page and the Banff Elementary School website. Please [visit the school website](#) for more information about our school.

Learning Support Services

Banff Elementary School supports all students in their learning.

This team consults with classroom teachers, parents and out of school professionals in order to assist with the planning and implementation of programs for students with a variety of needs such as behavioural and learning needs, English as a Second Language, and enrichment.

We believe services for students with special learning needs should be a blended and indistinguishable part of a school's teaching/learning environment. We feel that this can be accomplished best by primarily servicing the needs of the individual students in a classroom environment.

Services provided by F.C.S.S., Speech/Language Pathology, Occupational Therapy and the School Psychologist are coordinated throughout the Learning Support Teacher.

Learning Commons (Library)

Each class is welcomed to visit the library as needed, to introduce children to excellent literature, to exchange books and for students to acquire library knowledge and skills. Students in Kindergarten and Grade 1 are allowed to sign out one book at a time. Students in Grades 2 through 8 may sign out more books depending on their grade level. The loan period is one week, but renewals are possible. Students are responsible for materials borrowed, and will be asked to pay for lost or damaged items.

Parents at BES are also able to have memberships at the school library in order to borrow books from the parent/professional section or to borrow more books for their child(ren). Although there are specific times to sign out a book, the library is always open during the school day.

We encourage all students to make use of the Banff Public Library for additional reading and research materials.

Student Activity

Grades 7 and 8 students are encouraged to undertake many leadership roles throughout the year. This leadership includes being responsible for the organization of school wide theme days, as well as assemblies and other school wide activities. This group is formally called the "BES Spirit Council".

Sports and Clubs

Students are encouraged to participate in the many lunch hour clubs which operate throughout the school year. The choice of clubs varies from year to year pending student interest and staff availability for supervision. Watch for communication from the school for upcoming clubs. We have team sports for Grade 7 and 8 students after school.

Mountain Living: Outdoor Co-Curricular Activities

BES attempts to fully utilize local community resources to enhance the school curriculum. All classes will be provided the opportunity to visit and understand some of the relevant social institutions and natural areas which they may be studying in the classroom. We appreciate the support of the School Council for assisting financially, however there is sometimes a nominal fee associated with these activities. Programs include Outdoor Pursuits and Nature Explorers.

Outdoor Pursuits

- Gr. 1 - swimming
- Gr. 2 - swimming
- Gr. 3 - downhill skiing
- Gr. 4 - cross country skiing
- Gr. 5 - snowshoeing
- Gr. 6 - downhill skiing
- Gr. 7 - tennis
- Gr. 8 - canoeing

Nature Explorers

Nature Explorers is an outdoor learning program that our school runs every year. This land and community based program offers students curriculum connected learning opportunities in and around the community of Banff and the surrounding landscapes. Nature Explorers also infuses Indigenous culture, history, worldviews and ways of knowing.

K - 5 Senses and The Needs of Animals (two half day programs at Central Park)/ Thinking Like and Explorer (a full day program at the Recreation Grounds)

Gr. 1 - Safety in Nature, What to do if you are Lost (Fenland Trail) / Beavers, Ecosystems, and Wildflower Id (Bow Valley Provincial Park)

Gr. 2 - Insects and Bats (Recreation Grounds and Administration Grounds) / Early Banff Townsite History (Historic Banff walk and the Whyte Museum)

Gr. 3 - Rocks, Minerals, and Mountain Formation (Lower Bankhead and Lake Minnewanka) / Life Cycles and Animal Adaptations (Vermillion Lakes)

Gr. 4 - Waste: Problems and Solutions, Wastewater Management (Cascade Ponds and Wastewater Management Plant) / Plant growth and First Nations Lifestyles (Marsh Loop boardwalk and Luxton Museum)

Gr. 5 - Weather and Adaptations (Sulphur Mountain Gondola and Trail to Banff Springs Hotel) / Wetland Ecosystems and Banff National Park History (Cave and Basin and Marsh Loop)

Gr. 6 - Botany Terms, Plant Id (Fenland Trail) / Plant Id and the Uses of Plants in our World over Time (Hoodoo Trail)

Banff Elementary School Lunchtime Supervision Program

The lunchtime supervision program at Banff Elementary School offers parents the option of having their child remain in the school environment during lunch recess to eat their lunch. Families are asked to provide their child with a healthy, nut-free snack and lunch. Cost for this fee (approximately \$150.00 per student) is again being covered by the Canadian Rockies Public School Board for the 2024-2025 school year.

The Supervision Program is managed by the school principal and staff. Should you have any questions or concerns regarding the program, please feel free to contact the principal for more information. If you would like to join our team of highly qualified lunchroom supervisors then please contact the school.

Lunch Program Supervision and Behaviour

Please emphasize with your child that staying for lunch and having supervision is a privilege we want them to enjoy. We require all students to abide by lunchroom and playground rules. Inappropriate behaviour will be referred to the homeroom teacher and principal. If behaviours do not improve, students may be asked to go home at lunchtime. We endeavour to have the lunch hour be as pleasant and sociable as possible for all students, therefore, all students must abide by the code of conduct (posted in all lunch areas). These rules do not differ from regular expectations of student behaviour at any time during the day.

Food for Learning

The Food for Learning program helps support the children of families who are having difficulty providing a nutritious, balanced lunch for their child. It is available free of charge. For more information contact the school office at (403) 762-4465. The program is offered through the generous support of local businesses, community organizations and parent/community volunteers.

School Fees

Through the continued generous support from the Pauw Foundation, Banff Elementary School is able to waive most school fees for students from Kindergarten to Grade 8 to participate in sports and Mountain Living activities. We appreciate this continued support.

Grades 7 and 8 students are offered a variety of Complementary Courses that focus on real world connections to the world around them. Courses include: Foods, Outdoor Education, Career & Technology, Photography, Drama, Art and others. Each year staff work with administration to set the courses being offered

to Grades 7 and 8 students. There may be a fee associated with a particular complementary course to cover the cost of consumable supplies such as ingredients for cooking and paint for art. These costs will be posted to PowerSchool Parent Portal and should be paid by the end of October for each school year.