

# Dr Probe School

120 Rocky Mountain Boulevard West  
Lethbridge, Alberta T1K 7J2  
403-381-3103 Fax 403-381-3262

## Parent – Student Handbook 2020-2021



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

# Administrators' Message



Dr. Gerald Probe School is an exceptional learning community which includes dedicated and talented staff, an active parent community and outstanding students. At the heart of our school is an unwavering commitment to student excellence. The 4 C's (Care, Concern, Cooperation, and Courage) along with a focus on leadership skills provides a school-wide foundation to develop the whole-person and prepare students to become life-ready leaders in the 21<sup>st</sup> Century. This year, students will be challenged to become powerful thinkers and learners through projects, engaging learning opportunities and meaningful learning experiences.

We are thrilled to welcome students back into the school! COVID-19 has brought about many challenges and complexities but we are committed to providing a safe learning environment and bringing wellness to the forefront of learning. It is important for everyone to patiently work together to follow protocols in order to minimize the spread of COVID-19. We thank families in advance for abiding by these new restrictions.

It is our desire to work cooperatively with parents to provide the best educational opportunities possible for each student. We invite parents to become active, engaged partners in education. Through this partnership, we strive to support students to develop a lifelong love of learning and build a strong foundation for student success.

We are honoured to work with your children and look forward to a fantastic year of learning in 2020/2021.

Sincerely,  
Keith van der Meer, M'Ed, EdD (c)  
Principal

Carlie Ramotowski, M'Ed, MC  
Vice Principal



## Mission



Dr. Probe is a school community where care, concern, cooperation and courage foster the leader within.

## Vision



Care Concern Cooperation Courage

# Gerald B. Probe School Staff



*\*Assignments may change throughout the year in response to needs and the presentation of COVID-19.*

## Teaching Staff

Keith van der Meer	Principal
Carlie Ramotowski	Vice Principal
Jay Merkley	Kindergarten
Michie Moline	Kindergarten
Kelly Jo Craddock	Grade 1
Heather Neilson (Judd)	Grade 1
Crystal Packard	Grade 1
Ellen Probe	Grade 1
Nicole Fuller	Grade 1 Online Learning
Bernie Boulet	Grade 2
Jordan Logan	Grade 2
Misti Rogers-Olson	Grade 2
Bobbie MacKinnon	Grade 2/3
Jennifer Day	Grade 2/3 Online Learning
Krista Dixon	Grade 3
Sue Howg	Grade 3
Heather Reddekopp	Grade 3
Denise Cunningham	Grade 4
Chris Tuck	Grade 4
Lynda Wilkinson	Grade 4
Adam Campbell	Grade 4/5
Josh Campbell	Grade 4/5 Online Learning
Jen LeGrandeur	Grade 5
Dianne Rajcic	Grade 5
Krystal Wolfram	Grade 5
Meagan De Jong	Music
Regan Brooks	Learning Support
Cathy Kitagawa	Teacher Counsellor
Shelby Armstrong	Elementary Generalist

## Support Staff

Jenny Durling	Administrative Assistant
Char Taylor	Administrative Support
Angie Smid	Early Learning Educator
Tom Brooks	Head Caretaker
Brenda Solberg	Caretaker
Martina Bexte	Caretaker Helper
Lisa Foster	Learning Commons Facilitator
Jennifer Robinson	Student Support Worker
Kenna Filgas	Speech Language Assistant
Dorita Friesen	Speech Language Assistant

## Educational Assistants

Gail Clark	Shannon Johnson
Nikki Coleman	Nathan Lowrie
Matt Danforth	Staci Luchyshin
Andrea Dieser	Elisha Mckinnon
Shirley Emard	Michelle Meyer
Kerry Spanos	Abigail Wright

# School Bell Times



**Office Hours:** 8:00am to 4:00pm Monday to Thursday  
8:00am to 1:00pm Friday

	<b>EARLY ED AM/PM</b> Mon. – Thurs.	<b>KINDERGARTEN AM/PM</b> Mon. – Thurs. Rotate Fridays 8:30-11:30
<b>Morning Class Starts</b>	8:25 am	8:30 am
<b>Morning Class Ends</b>	11:25 am	11:30 am
<b>Afternoon Class Starts</b>	12:10 pm	12:30 pm
<b>Afternoon Class Ends</b>	3:10 pm	3:30 pm

	<b>GRADE 1 – 5</b> Mon – Thurs	<b>GRADE 1 – 5</b> Friday
<b>Morning Start</b>	Grades 3-5 8:25 am Grades 1-2 & 2/3 8:30 am	Grades 3-5 8:25 am Grades 1-2 & 2/3 8:30 am
<b>Break #1</b>	Grades 1 & 4: 10:00-10:35 (play, eat) Grades 2 & 5: 10:30-11:05 (play, eat) Grade 3: 10:45-11:20 (eat, play)	Grades 1 & 4: 10:00-10:15 Grades 2 & 5: 10:20-10:35 Grade 3: 10:40-10:55
<b>Break #2</b>	Grades 1 & 4: 1:00-1:35 (play, eat) Grades 2 & 5: 1:30-2:05 (play, eat) Grade 3: 1:40-2:15 (eat, play)	No Classes Friday Afternoon
<b>Dismissal</b>	Grades 3-5 3:25 pm Grades 1-2 & 2/3 3:30 pm	Grades 3-5 11:40 am Grades 1-2 & 2/3 11:45 am

*\*During breaks, students will have designated play areas outside and stay with their cohort.*

## Attendance Procedures



Punctuality and regular attendance are essential to your child's progress at school, and the attendance system is a legal obligation of the school. Please be proactive and use the SafeArrival website (<https://go.schoolmessenger.ca>), the SafeArrival mobile app, or phone number (1-866-879-1041), when your child will be absent. This is a safety procedure to help both the parents and the school to be assured that your child has arrived at school safely or is at home. Staff cannot bypass the attendance system for you. While they may appreciate the verbal or email information that your child may be away, you will still be required to login to the system to record the absence. If the school does not receive notification, the SafeArrival will continue to call until the absence is confirmed through the system. If parents cannot be reached, the school may call the emergency number the parent has given to the school. Please make sure that you update the office with phone number or address changes.

Our school highly encourages punctuality. It has been determined that the amount of time missed due to lateness or absence directly affects the child's learning progress. Teachers, Administration and the CARE Team work together with students and families to ensure that attendance is not a barrier to academic success.

Children **must report to the school office when late**. We would appreciate anything you can do to assist the school in knowing the whereabouts of your child(ren) during the school day.

*Changes to "At-Home Learners" attendance also need to be recorded through SafeArrival.*

## School Fees & Supplies



A school levy fee of \$20 is charged to help cover the costs of supplementary learning opportunities and materials. Fees can be paid online at <https://lethbridge.schoolcashonline.com>.

Grade level supply lists are available at <http://gpro.lethsd.ab.ca/> . We would appreciate parents labelling all school supplies with the child's name prior to sending them to school.

# COVID-19 SAFETY PROTOCOLS

This year there are significant changes to our policies and procedures due to the COVID-19 pandemic.

## **We're All in This Together**

Our protocol with regards to COVID-19 is determined by Alberta Health Services (AHS) and Alberta Education. All students/staff/families must comply with the Alberta Government requirements. As well, parents should be aware that these requirements may change throughout the year based on new information. Parents will be informed of these changes through email. As well, new information will be posted on our website.

To help families better understand the provincial school re-entry plan, Lethbridge School Division has developed the following documents:

Lethbridge School Division Re-Entry Plan Parent Guide:

<https://www.lethsd.ab.ca/download/283103>

COVID-19 Question and Answer Sheet

<https://www.lethsd.ab.ca/download/283106>

We will be implementing several strategies to keep students and staff safe. These strategies include:

- cohorts
- screening for illness
- strict illness protocols
- handwashing and sanitizing
- cleaning standards
- personal protective equipment (PPE)

As well, students will receive regular instruction about proper hand washing techniques, respiratory etiquette (coughing or sneezing into their elbow), staying home with signs of illness, how to properly use a mask and how to identify symptoms of COVID-19.

## **Cohorts**

Each student is assigned a homeroom cohort. In the event a cohort has more than one teacher (ex. music), the teacher will move and the students will remain in the classroom. This cohort will practice physical distancing as much as possible, however, our classrooms don't allow for being 2 metres apart. Students will have a seating plan in classrooms. Cohorts will allow for efficient contact tracing should someone become infected.

## **Screening for Illness**

Before leaving home each day, staff and students must self-screen for symptoms of COVID-19 using the screening tool. Anyone that reports symptoms must stay home and seek health care advice as appropriate. Staff members, parents, students, and visitors should not enter the school if they have symptoms of COVID-19. Parents and children/students will be provided a copy of the screening tool.

## COVID-19 INFORMATION

# Screening Questionnaire

## COVID-19 ALBERTA HEALTH DAILY CHECKLIST

**PARENTS/GUARDIANS/STUDENTS MUST USE THIS QUESTIONNAIRE DAILY TO DECIDE IF THE STUDENT SHOULD ATTEND SCHOOL**

The tool is meant to be used to assist with assessing attendees who may be symptomatic, or who may have been exposed to someone who is ill or has confirmed COVID-19.

Attendees should fill out this checklist prior entering school daily. If an individual answers YES to any of the questions, they must not be allowed to attend school. Children and youth will need a parent to assist them to complete this screening tool.

As the COVID-19 pandemic continues to evolve, this screening tool will be updated as required.

### Screening Questions

1.	Does the attendee have any new onset (or worsening) of any of the following	CIRCLE ONE	
		YES	NO
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (Pink Eye)	YES	NO
2.	Has the attendee travelled outside of Canada in the last 14 days?	YES	NO
3.	Has the attendee had close contact* with a confirmed case of COVID-19 in the last 14 days?	YES	NO
4.	Has the attendee had close contact with a symptomatic** close contact of a confirmed case of COVID-19 in the last 14 days?	YES	NO

\* Face-to-face contact within 2 metres. A health care worker in a occupational setting wearing the recommended personal protective equipment is not considered to be a close contact.

\*\* 'Ill/symptomatic' means someone with COVID-19 symptoms on the list above

### Illness at School

Following provincial health protocols around illness is a key strategy to slow down or stop the spread of COVID-19. We all must do our part and stay home when we are sick. Children must not be sent to school if they are feeling sick. If a student develops symptoms while at the school,

the student will be moved to our designated isolation area. The parent will be notified to pick up the child immediately. **Parents must have an emergency back up plan in place to ensure their child can always be picked up in a timely manner.**

Schools must keep records of children's known pre-existing conditions. If a child develops symptoms that could be caused by either COVID-19 or by a known pre-existing condition (e.g. allergies) the child will need to be tested for COVID-19 to confirm that it is not the source of their symptoms before entering or returning to school. If the COVID-19 test is negative, this will be noted along with the symptoms on a tracking sheet. The student will be permitted to attend if they exhibit these same symptoms, but if symptoms change (e.g. a runny nose and eyes due to allergies changes to the addition of a cough), they will be required to stay home and will need to be tested again.

#### **If there is a COVID-19 case in the school:**

The zone medical officer of health will work with school authorities to quickly identify cases through testing, identify close contacts and create isolation measures when needed. The medical officer of health will work with school authorities to provide follow-up recommendations and messaging for parents and students. AHS may request the school close in-person classes to allow a public health investigation to take place.

#### **Hand Washing/ Sanitizing**

Hand sanitizing stations will be at each entrance to the school and each classroom and learning space. Staff, students, and visitors are required to perform hand hygiene when entering and exiting the school as well as before entering the classroom. As usual, students will be expected to wash their hands before eating and after using the washroom. Proper hand washing and hand sanitizing procedures will be taught and routinely reviewed.

#### **Enhanced Cleaning Practices**

There will be increased frequency of cleaning and disinfecting of high-touch areas inside and outside the classroom. Classrooms will also be disinfected at the end of each school day. All carpets and soft furnishings have been removed from classrooms. Any shared materials will be cleaned before use by another student.

#### **Personal Protective Equipment (PPE)**

Mask use for students in Grade 4 to Grade 12, as well as all school staff, are mandatory. Staff will be required to wear masks in all settings where physical distancing cannot be maintained, and students will be required to wear them in all shared and common areas, such as hallways and on buses. If students are sitting and not facing each other, masks are not mandatory. If students are moving around and working on group projects, with teachers in close contact, masks would be expected. If a student does not bring a mask (or has forgotten), they must report to the office immediately to receive a mask to use.

Mask use for Kindergarten to Grade 3 students is strongly recommended as space constrictions in classrooms don't allow for students to be socially distanced. Further, mask use is strongly recommended in all common areas of the school (hallways, bathrooms, etc.)

Please ensure grades 4 and 5 students arrive with a clean mask each day. Guidance for wearing and cleaning masks can be found by [following this link](#).

#### **Social/Emotional Learning**

The social emotional well being of our students is at the heart of our planning. We know how essential the work we've been doing around wellness is to our mental health and we will continue to make this a focus.



## Parent/Visitor Access to the School

As per the Division Re-entry Guide, schools will be restricting visitation, including parents.

**Parents will only be permitted to enter through the front door if there is a scheduled meeting or out of necessity;** otherwise, parents are to drop off and pick up children outside of school. When a visitor enters the school, they will be asked to use the self screening tool and use hand sanitizer. A record of all visitors will be kept. All school doors are locked.

## Personal Items

Additional personal items that are not needed at school (i.e. stuffies, toys) are not permitted to come to school at this time.

## Morning Drop off

Morning supervision begins at 8:15 am. Please do not drop your child off before this time. When the bell rings, students will line up and meet their teacher outside of their entrance door for attendance; classes will proceed with a staggered entry into the school through their designated doors.

Students who arrive after the bell should enter through the front door and sign in at the office.

Students need to remain in their designated class meeting area when they arrive to school at the start of the day.

## Afternoon Pick up

All students will be brought outside their entrance door to their designated meeting place at the end of the school day. Parents are welcome to receive their child from the teacher there and will not enter the school to meet their children. Students will be dismissed from this location and encouraged to go directly home or meet their parent/guardian at an alternative location.

## School Busing

Bus students will line up in the bus loading area based on loading the back of the bus first. The bus supervisor will help the students to know where to stand as they prepare to load. There will be a seating plan and household members will be seated together. **All bus students must wear a mask on the bus and while waiting with other students at the bus stop.** Physical distancing of 2 metres between all persons will be supported when possible (except household members). Bus families will receive additional information regarding sanitizing practices and protocols.

## Learning Commons

A Learning Commons is an inclusive, flexible, learner-centered, physical or virtual space for collaboration, inquiry, imagination and play. This space houses books, resources, technology, maker stations and technology.

Due to COVID-19, instead of students accessing this space, the Learning Commons Facilitator will organize and deliver bins of books to each classroom weekly. The books will then be set aside for a designated period of time before going back into circulation.

## Gym

The gym will be used, with students washing or sanitizing their hands before and after using the space. Equipment will be frequently cleaned. More time will also be spent outside for physical education classes.

## **Breakout Spaces**

Each grade will have a designated breakout space for small group work or activities where an alternative location to the classroom is needed. Spaces will be cleaned after use and hand hygiene practiced.

## **Nutrition Breaks**

Classes are grouped into playground cohorts with staggered outdoor breaks in designated areas. Students eat at their desk in classrooms and will wash their hands with soap and water before eating. There are no microwaves. Please pack food items that your child can open independently as well as any cutlery that may be required. **All lunch recyclables and packaging will be packed back into lunch bags to return home.** No outside food will be allowed to share with others (i.e. classroom parties/birthdays etc.).

## **Volunteers**

Due to COVID-19, volunteers will be used only out of necessity for the 2020-2021 school year. All volunteers who work alone with students are required to have a Criminal Record Check on file at the school.

## **Field Trips/School Wide Assemblies**

Field trips and school wide assemblies/events are suspended until further notice.

## **Fire Drills**

Student will exit out their designated door or the closest door if not in their classroom. Students will line up in classes in the field maintaining a 2-meter distance from other classes.

# **Gerald B. Probe, Ph. D.**

**(1936-1989)**

Dr. Gerald B. Probe provided leadership in Lethbridge School District 51 for almost two decades. Gerry began his career in Regina before coming to District #51 in 1970 as Director of Personnel. Dr. Probe was subsequently appointed Associate Superintendent of Personnel and Facilities Planning and served one year (1987-88) as Acting Superintendent.

Dr. Probe played a major role in directing public education in Lethbridge. He was responsible for all aspects of staffing and had significant involvement in the planning and construction of new facilities. His main impact, however, came from the consideration and support which he provided for the many individuals who comprise Lethbridge School District 51. Gerry Probe was described as a people person, who was committed to providing the best possible educational opportunities for children.

## **Gerald B. Probe School Philosophy**

Dr. Probe School holds as its first priority the success of its students.

Dr. Probe School seeks to empower its students as independent learners, to develop in each student a sense of positive self-worth, and to help each student develop and practice personal and social responsibility.

Dr. Probe School recognises the uniqueness of each student and will provide learning opportunities which are designed to enable all students to develop to their personal levels of excellence academically, emotionally, socially, and physically.

Dr. Probe School is a place where students, parents, staff, and community members feel safe, secure, and respected. To create this environment, we will assist each other to develop skills and attitudes in caring, concern, cooperation and courage.

Communication among teachers, parents, and the community is essential to the successes of all of Dr. Probe School's partners in education.

Decisions at Dr. Probe School will be based upon the best interests of our students and society and, where appropriate, will be open to the participation of those interested in and affected by those decisions.

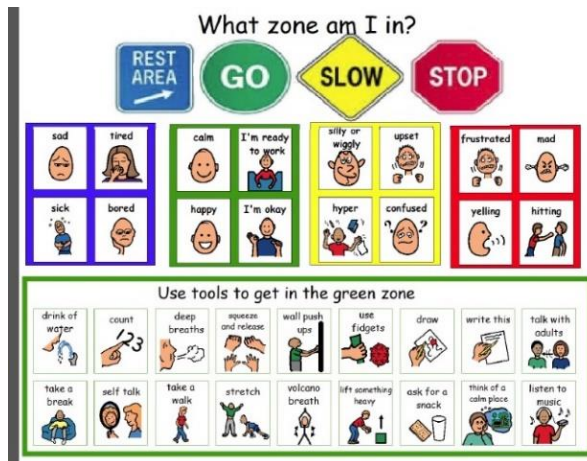
# Student Programs



## Student Leadership

Dr. Gerald Probe focuses on student leadership to prepare students to become life-ready leaders. Leadership skills are taught, modelled, and put into practice in daily interactions with others and through more structured authentic leadership opportunities. Inspiring the leader within empowers students with the leadership and life skills they need to thrive in the 21<sup>st</sup> century.

Many staff members are also trained in and teach *The Leader in Me*, a student leadership program focusing on 7 Habits. There is a parent section that is available at [www.TheLeaderInMe.org](http://www.TheLeaderInMe.org). Here you will find ideas to use at home involving the whole family and reinforcing your child's learning in a fun, interactive way.



[www.zonesofregulation.com](http://www.zonesofregulation.com)

## The Zones of Regulation

The Zones is a systematic, cognitive behavioural approach used to teach self-regulation by categorizing all the different ways we feel and states of alertness we experience into four concrete coloured zones. The Zones framework provides strategies to teach students to become more aware of and independent in controlling their emotions and impulses, manage their sensory needs, and improve their ability to problem solve conflicts. By addressing underlying deficits in emotional and sensory regulation, executive functioning, and social cognition, the framework is designed to help move students toward independent regulation.

## **Co-Curricular Activities**

Unfortunately, Lethbridge School Division is not offering co-curricular activities at this time. Lethbridge School Division is following its Pandemic Plan and will monitor the reopening of schools first. The goal is to reduce contacts for students and staff during the reopening. We want our students and staff to feel comfortable before any of these activities resume. Should the Division move to providing limited extra-curricular activities/ athletics, it will be following a review of the Division's Pandemic Plan and the requirements set out by Alberta Health Services.

## **“It’s A BLAST” Program**

“It’s a BLAST” is a childcare program for children ages 6-12. It is administered by a non-profit society called the “Lethbridge Community Out of School Association”. Qualified staff provide before and after school care for families that require this service. Programs are also offered over holidays and during the summer. A variety of indoor and outdoor activities are offered, including: board games, Lego, craft projects, play centers, group games, and much more. Monthly program fees are available. Please contact the BLAST office at 320-3988.

## **Computer and Technology Lab**

Located within the Learning Commons, our computers are used to develop student skills in keeping with the technology curriculum. All students and their parents must sign an Acceptable Use Agreement at the beginning of the school year and are expected to adhere to acceptable standards of behavior while online. Lethbridge School Division works to offer the best possible ways to allow students access to e-mail and Internet services to enable students to locate current information resources and exchange messages with students around the world. Surfing the Internet freely is not allowed, but teachers and school technologists access websites through pre-determined bookmarks for the students. Lethbridge School Division has installed a filter to help monitor inappropriate websites. Staff will provide close supervision to students using these resources. However, it is presumed that users will comply with school and division standards of technology use. These standards can be found on the Lethbridge School Division website: <http://new.lethsd.ab.ca/public/frameset.cfm>

Computers will be sanitized frequently and students will sanitize or wash their hands before and after using computers or laptops.

## **Field Trips**

Due to COVID-19, field trips are temporarily not offered due to the heightened level of concern for COVID-19. Opportunities will continue to be reviewed throughout the year, directly reflecting Alberta Health Services recommendations and level of risk involved.

## **Recycling and Disposal of Garbage**

Due to COVID-19, lunch food items, containers and wrappers will be kept in lunch kits and sent back home. They will not be disposed of or recycled at the school.

# Affiliation with the University of Lethbridge and Lethbridge College

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

## Discipline & Student Expectations



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

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

Discipline is a framework that provides people with the skills and processes required to manage themselves and to be responsible for their actions. It is in the student's best interest if the home and school can work together as a team with the student who is having persistent and/or severe discipline problems. All students have the right to an educational setting in which their rights, persons, property, and opportunities to learn are secure and free from interference. At the same time, students have the responsibility to behave in a manner which does not negatively affect themselves or others. The staff at Gerald B. Probe School believes that students have the right to learn to the best of their ability and to be in a school setting that is productive and free of unnecessary disruptions by other students. The staff also believes in positive discipline measures focusing on clear explanations; firm, fair, consistent consequences when expectations are not met; and student acceptance of responsibility and self-control.

Our discipline policy is based upon our 4 Cs and is designed to promote respectful behaviour as well as providing sanctions for inappropriate behaviour. The success of the school in its endeavours to achieve the goals of schooling depends upon the active cooperation of staff, students, and parents in securing, for all students, "an environment which is pleasant, safe, and conducive to good learning."

This discipline policy has been developed in accordance with the School Act of the Province of Alberta and in accordance with Lethbridge School Division Policies.

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

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

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

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

1. Everyone is expected to walk in the school building.
2. Students are encouraged to arrive at school no sooner than 8:15 am when there are supervisors on duty.
3. Students must remain on the school grounds at all times during the day. Permission to leave the school grounds may only be given by the administration subsequent to permission being obtained from the parent or guardian.
4. All students will play outdoors prior to school and at recess unless it is excessively cold (-20C or lower). At these times, indoor supervision will be provided.
5. Students require permission and/or a supervisor in order to be in the school during break periods or before or after school.
6. To avoid overcrowding at exits, students are to use their assigned doorways.
7. Rough play, tackling or wrestling activities are unacceptable.
8. Bicycles and scooters are to be "walked" on the school grounds and locked at all times.
9. Skateboards, pogo sticks, Heelies, hockey sticks, hardballs and other equipment deemed unsafe are not acceptable at our school and should be left at home.

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

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

If a child fails to meet the general expectations of behavior at Gerald B. Probe School, the homeroom teacher will review behavioral concerns with the student and notify parents. If concerns persist, administration will become involved. In some cases, a Learning Team

Meeting may be convened to develop strategies to support positive behavior. The child will be an active member of collaborative problem solving.

## Student Assessment & Reporting



There will be three formal reporting periods during the school year. These will occur in December, March and June. The elementary report card is designed to communicate the learner's achievement relative to his or her subject area and grade level. Staff at Gerald B. Probe School will use a variety of assessment strategies to gather authentic and on-going evidence of a child's

growth and learning.

A new process is starting in 2020: The first conference will take place in October, but the first report card will not go home until December. This allows for conversation about learning with parents to take place earlier in the year and gives more time for student learning and assessment before grades are assigned for the first term.

Please remember that additional conferences with your child's teacher may also be scheduled at any time throughout the year. If you have any questions about how your child is doing, please contact your child's teacher immediately.

**Report cards are accessed electronically through PowerSchool.** Your username and password will be provided at the start of the year from the office. Notify your child's teacher if you require a paper copy.

Report Period	Dates
1 <sup>st</sup>	Conference: Thursday, October 15, 2020 (PM) and Friday, October 16, 2020 (AM) *Report card: sent out on December 4, 2020 This allows for meetings to take place earlier in the year and gives more time for student learning and assessment before grades are assigned for the first term.
2 <sup>nd</sup>	Report card sent out in March Conference: Thursday, March 19, 2021 (Afternoon and evening)
3 <sup>rd</sup>	Report card sent out: Thursday, June 25, 2021 No conference

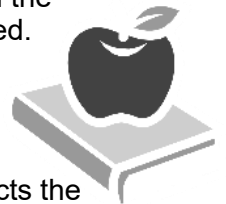
*\*\*At-Home Learners\*\* reporting dates may be different to align with pivot points where the delivery of instruction can be changed.*



# School Records

The *Freedom of Information and Protection of Privacy Act* (FOIPP) governs the kind and use of records kept by schools. In accordance with FOIPP and Lethbridge School Division guidelines, the following procedures concerning student records are in effect at Dr. Probe School.

1. In the case of students transferring to schools within Lethbridge School Division, all student records will be automatically sent to the new school.
2. In the case of students transferring to other school districts, special procedures are in effect and will be explained prior to the transfer.
3. At any time, a parent/guardian may inspect his/her child's records. However, reports written by psychologists must be reviewed with the writer of the report. All confidential reports are kept in a secured file.
4. Should a parent/guardian wish to discuss the accuracy of any records, an appointment may be made with the Principal.
5. If, after examining your child's records, you do not wish to have some information in the records relating to your child, please notify the Principal in writing with reasons stated.



## Appeals

If a parent or guardian disagrees with a school-based decision which significantly affects the education of his or her child, the School Act makes provisions for appealing that decision. As per District Policy, reference "505.9 Appeals", the first appeal of an employee decision shall normally be made to the employee who made the decision. From there, depending on the nature of the issue, the appeal may be made through the school Principal, to the Superintendent of Schools, to the Board of Trustees. Please refer to the policy on the district website at [www.lethsd.ab.ca](http://www.lethsd.ab.ca) for full details.

Staff member involved → Principal/Vice-Principal → Associate Superintendent(s) → Superintendent or School District Personnel → Board of Trustees → Alberta Education

# Student Services



Dr. Probe School works in partnership with a wide range of resource people and agencies to support the endeavours of the home and school. These are some of the programs that may involve your child. Dr. Probe School believes that a comprehensive program for students involves collaboration between classroom teacher, parents and a variety of other support people.

## CARE Team

At Gerald B. Probe School our CARE team (Teacher Counsellor and Student Support Worker) offer programming in the classroom to all children in our community and on a group or individual level (where this support would benefit the child educationally). These individual support services are voluntary and confidential, and are accessed by referral through the classroom teacher or the administration team with the written consent of the parent/guardian.

The CARE Team is not able to provide “therapy” or “family counselling” as these needs fall outside the role description for Lethbridge School Division Instructional Services. However, when these needs are present, the counsellor will assist the family in finding the appropriate community agency for the need at hand.

## Learning Support

Our Learning Support Teacher works collaboratively with classroom teachers to meet a broad range of learner needs within the school. The Vice Principal facilitates Learning Team meetings and Collaborative Response meetings that are based on the supports provided in our Pyramid of Interventions. The LST oversees the creation of Individual Program or Support Plans and behavior plans. The LST also provides individual and small group support in areas such as Jolly Phonics, Precision Reading, ESL and Early Literacy. Additionally, the LST coordinates supports through speech, occupational and physio therapists. Other members of the Learning Support Team include the school district Psychologist, Teacher Counsellor, Making Connections worker, FNMI Liaison, Educational Assistants and a variety of other professionals working to support students and their families.

## School Psychologist

Through Lethbridge School District #51, a trained school psychologist is available to conduct educational assessments. These results are interpreted to teachers and parents to assist in the implementation of appropriate programs. The school psychologist does **not** conduct psychiatric-type assessments.

## **Teacher Counsellor**

Our school's Teacher Counselor is available to listen and to help students and their families. Please feel free to call the school and we will connect you.

Lethbridge School Division believes that school counselling services are an integral and essential component of the educational process for all students as they progress through the educational system. Whether it be through broad-based universal programming, targeted interventions of individual student and family support. The aims of District 51's school counselling services are to provide students with:

- Opportunities to develop knowledge and an appreciation of themselves and others;
- Opportunities to develop relationship skills, ethical standards and a sense of responsibility;
- Opportunities to acquire skills and attitudes necessary to develop educational goals which are suited to their needs, interests and abilities;
- Information which would enable them to make decisions about life and career opportunities.

It is our goal to ensure the safety of our children and families. We aim to do this by building trusted, reliable relationships. There are times where we may require the support of other community agencies. We strive to work together with families in these circumstances.

## **Student Support Worker**

The Student Support Worker provides support and services to students to enhance their ability to engage in the school environment. They also facilitate universal mental health promotion, prevention and early intervention programming. They often act in an advisory role to facilitate students' access to services or provide direct assistance in response to students' needs or teachers' requests.

## **School Health Nurse**

Lethbridge Community Health provides school health services. Our school nurse provides some of the following services and may be reached at 388-6666:

- Immunization boosters (Hepatitis B and Human Papilloma Virus) as required for all students. Before immunization or any screenings are done, a Consent Form with the parent(s) signature is required. This will be sent home with the student.
- The Health Office administers Hepatitis B and chicken pox vaccines to Grade 5 students unless parents indicate differently on the permission card sent out.
- Promotion of student and staff health, prevention of communicable diseases and support for those with medical conditions and/or health concerns.

## **School Resource Officers**

The Lethbridge Police Service provides the services of a police officer at the school. We enjoy having students come to know our SROs as approachable and helpful. Our resource officers are committed to fostering partnerships among the Service, the school and surrounding community, ensuring safe environments to help build successful students.

## Speech and Language and Occupational Therapy

Starting in the fall of 2020, Lethbridge School Division has hired their own Speech and Language Pathologists and Occupational Therapist. Dr. Probe has two speech and language assistants that provide services to individual students and facilitates speech and language centers in kindergarten and EEP. Referrals to the Speech Language Pathologist can be made through the Learning Support Teacher.

### Student Medication and Illness



In cases where the health of the student depends on the administration of medication, it is the responsibility of the parent/guardian to file a detailed “Request for School Assistance with Administration of Medication” form with the school. These mandatory forms are available in the school office and require a doctor’s authorization. School staff are **not** permitted to administer Tylenol, Aspirin, or any other over-the-counter medication to students.

Any prescription medication must be kept locked in the office area and will be administered only if the above procedures are followed.

## Anaphylaxis Protocol

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

1. A letter will be sent home to all class parents requesting that food that contains harmful allergens not be sent to school.
2. Students will be taught the importance of the ‘no sharing food’ rule.
3. The food allergens involved will not be allowed in the classroom.

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

## Head Lice Protocol

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

year. As per division practice, the school is not responsible to check for head lice, and “alert” letters will not be sent home. Students who have had head lice should return to school when the recommended treatment is completed.

## First Aid

When a child is injured at school, the child may be given emergency first aid by the school staff. Depending on the nature and severity of the injury, parents, or the person listed as the emergency contact on the student registration form, may be notified. An alternate emergency number is most important should we be unable to reach the parent. If no one is available, our best judgement will be used for determining appropriate medical treatment. If a student is deemed to be at high medical risk the student will be transported to hospital by ambulance.

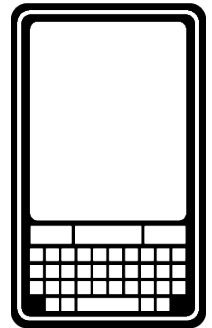
For financial and hygiene reasons, the school will no longer be providing ice packs for bumps and bruises.

# Use of Technology

## Cell Phones and Electronics

We understand that parents want to be connected with their children after school to be certain they have arrived safely at home or a caregivers. During the day, parents can call the school at breaks or after school to talk to or get a message to their child. Therefore, students arriving at school with cell phones will give them to the classroom teacher to keep during the day for safety. They will be returned to the child at the end of the day.

Electronics such as iPods, NDS, Gameboy, etcetera should never be brought to school. In the event that students do bring them, please be aware that students will give these to a staff member to hold until the end of the day. The school is not responsible for lost, stolen, or damaged cell phones or other electronics.



Students shall **not** bring any of these devices to school unless invited by their teacher to do so.

# School Policy & Procedures



## Door Policy - Access to the School

Students will access the school through the designated door close to their classroom. Parents who have pre-scheduled meetings will enter the school through the front door and sign in at the office. All doors are locked throughout the day in our efforts to make the school as safe a place as possible

If you are dropping your child off at school during class time or picking them up during class time, they will enter or exit through the front door and sign in or out at the office.

## Nutrition Breaks and Supervision

At Dr. Probe School, our school implements what is called a “Balanced Day”. This means that our day is divided into three instructional sections, with two nutrition breaks. Some grades will eat first and play second. Students will eat in their classrooms, supervised by rotating teachers, for half of the Nutrition Break and play outside for the other half. Microwaves are not available for student use.

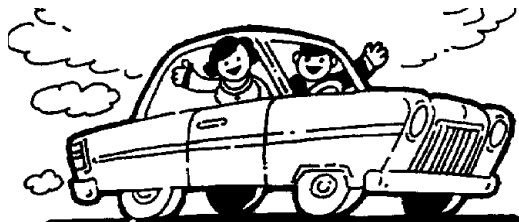
All students are expected to go outside at recess. If children are too ill to go outside at recess, they are considered too ill to be at school.

Staff members are assigned to playground supervision 10 minutes before the morning bell, as well as during morning and afternoon breaks. For safety reasons, students should never arrive to school before supervisors are on duty. In addition, there are no staff supervisors on duty after school, so students are encouraged to go directly home unless there is an adult to supervise them.

## Inclement Weather

Students will be expected to remain outside until the bells and during recess breaks. In the event of severely cold (-20C) weather, students will be permitted to come inside into designated areas. Breaks will be held indoors when the Principal or designate judges the weather to be inappropriate for outside recesses. Please ensure children are appropriately dressed before they head off to school.

## Parking and Picking up Children



Parents are encouraged to park only along Rocky Mountain Boulevard, taking care not to block crosswalks. The fire lane between the school and the playground is strictly off limits, as is the staff parking lot; these both become highly dangerous for children. Be aware that school zones are closely monitored by

the Lethbridge Police Service traffic unit and infractions will result in warnings or fines. All drivers have a responsibility to use extreme caution around the school.

## School Bus Transportation

Lethbridge School Division contracts with Lethbridge Transit to provide school bus transportation to all students who live over 2.4 km from the school. In most cases, bussing will be available for eligible students to the school in the morning and from school at the end of the day. Currently, the only students eligible for bussing are those students living in the Paradise Canyon subdivision. Detailed bus route maps are available in late August of each school year on the school division's website by [following this link](#).



Pick-up and drop-off sites are located on the upper level only of Paradise Canyon. Maps of specific sites are available at the school office and on the website. Students riding the bus must adhere to the following rules:

1. Follow the directions of the driver. Only quiet conversation is permitted on the bus.
2. Remain seated while the bus is in motion. The driver may assign seating.
3. Keep all objects and parts of the body inside the bus.
4. Open beverage containers and eating are not permitted on regular bus runs.

At the beginning of each school year students receive pamphlets from Lethbridge Transit that outlines expectations for students. Students who do not comply may be suspended from riding the school bus. In this case, parents will be responsible for the transportation of their children to school. Parents and students are reminded that all Lethbridge Transit busses are equipped with security cameras and that complaints will be investigated.

## Student Dress

Students are encouraged to dress appropriately for the prevailing weather conditions (i.e. mittens, boots, warm coats, hats, etc.). Parents are urged to ensure children dress appropriately and tastefully for school. Tops exposing the navel and/or midriff and offensive language on T-shirts are considered inappropriate. Also, clothing worn by a younger student may be in good taste, but may not be suitable for older students (halter tops, short shorts). Students arriving at school with inappropriate clothing will be required to go home to change or call their parents to bring a change of clothing.

Dr. Probe School believes that removing hats and caps upon entering the school is a sign of respect and expects all students and adults to go hatless while in the school, except for special activities.

All students take physical education classes and should have appropriate gym footwear available in the school. Footwear which is soiled or wet due to inclement weather will not be worn in the school. Crocs and flip flops are not considered safe for the playground.

## Bicycle and Scooter Safety

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

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

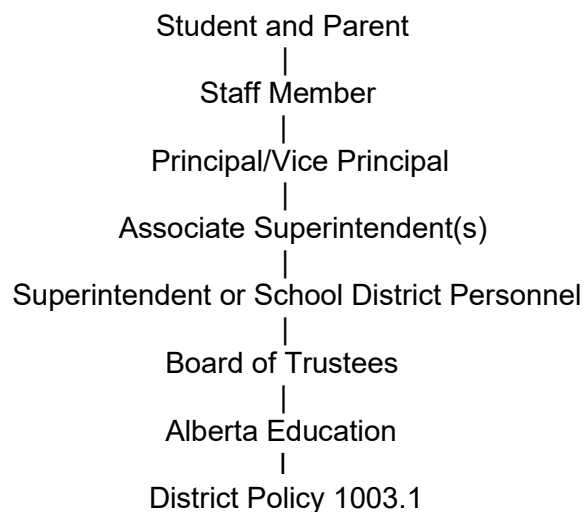
The bicycle and scooter racks on the school grounds are to be used by the students. Bikes and scooters should be placed in the racks and locked until the end of the school day. While every effort is made to provide a secure place for bicycles and scooters during the school day, students should realise that they bring their bicycles to school at their own risk. The school is not responsible for lost or stolen bikes or scooters.

## Two-Shoe Rule

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

## Communication and Collaboration

The research on effective schools is clear. Students achieve better in schools where parents and teachers work well together. Problems and concerns are more effectively resolved when communication occurs early. At Gerald B. Probe School, we encourage everyone to practice Habit #5: Seek First to Understand and then to be Understood. If you have any concerns about your child, please phone the teacher involved. If a parent/guardian disagrees with a school-based decision, the proper appeal procedure should be followed:





# Teacher Requests

Following extensive discussions regarding the merit of accommodating requests for specific teachers, it has been determined that the volume of requests makes it impossible to maintain optimal class balance both with respect to size and composition. As such, we will not be granting teacher requests by name. At the same time, we believe that parents can provide us with invaluable insight with respect to what we should consider when placing your child. Rather than accepting notes, letters, emails or phone calls from parents requesting a specific teacher for their child, a “Student Profile Form” has been created. This form allows for communication of considerations that lie outside of requesting a specific teacher. There is much to consider in the creation of the composition of each class for the upcoming year and this takes us several weeks to work through each spring. We look at physical, academic, second language, and behavioral considerations. We consider children’s personalities and how well they have worked together in the past. Gender ratios help us to balance out the rest. Finally, class sizes are considered so that each grade level class is similar in size. The current year’s teachers play a large role in creating classes based on their experience working with the children in the school. The key is to find the best balance for all of those factors within each class to help ensure that each child, and teacher, has the most successful year possible. Additionally, we need to remember that our staffing process is not completed until summer. Given all of these factors, it is no longer possible to grant requests for specific teachers. Should you wish to complete the form, it will be due by the last Friday in April. For all of the above cited reasons, it is also not possible to request class changes on or after the first day of the school year.

# Important Emergency Information

Sometimes it becomes necessary to close the school without prior notice. This may be due to loss of utilities, snow and icy conditions, student disturbances, or threatening circumstances. If it becomes necessary to close and evacuate the school for any reason, children will continue to be supervised at the **Immanuel Lutheran Church** (20 Rocky Mountain Blvd W) until regular dismissal times. In accordance with Lethbridge School Division Policy 364, students may be released at a time other than the normal school dismissal time in the following situations:

- Students may be released to a responsible adult for safe transportation home provided a record is kept of the student’s and adult’s names.
- Students who normally walk to school may be permitted to walk home provided it has been determined that there is a responsible adult to receive the child.
- Students may be sent home on the bus only after the Principal is satisfied the media have been notified or that parents have been contacted.

In case of a disaster emergency **PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION.** Emergency information and directions for the public will be aired on local radio during an emergency. Please keep the school office informed as to the current emergency contact information for your child. A follow-up message will come from the school through the School Connects/Safe Arrival system after the incident is over.

# Fire Drills

To ensure that your child receives proper guidance in coping with emergencies, Gerald B. Probe School conducts regular emergency drills to evacuate the building. Strict adherence to evacuation procedures is a must for everyone in the building. Fire drills are practised at least six times a year to ensure quick, safe evacuation routines. It is important that all children wear appropriate footwear during the school day in case of emergency evacuation.

## **Lockdown Protocol and Perimeter Secure**

Lockdowns are designed to be a preventive, proactive measure to help ensure the safety of our children, staff and parents and are used when there is a threat posed to the occupants of our school. Lockdowns are practised twice each school year with Lethbridge Police Service in attendance. Strict adherence to lockdown procedures is a must for everyone in the building. Parents are notified in advance of practices and following any unplanned lockdowns.

“Perimeter Secured” may also be used if there is a threat outside of the school but students are safe to continue normal operations inside the school. In this case, all doors would be locked and monitored and students would not be allowed outside. An examples of a threat in this situation includes a wild animal roaming in the schoolyard.

## **Children During the School Day**

Our school policy is to release students only to parents or guardians listed on the registration form. Please come to the office and sign the student out prior to going to the child’s classroom. If someone else will be picking students up from school, a note is necessary. Gerald B. Probe School staff will be alert to observe suspicious persons who loiter in our building and on the surrounding grounds. If such persons cannot readily provide a logical explanation for their presence, the police will be notified immediately. No student shall be sent home from school for any reason, unless the parent or designated guardian is informed according to Policy 355.

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

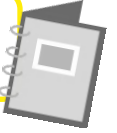
## **Custody and Access**

Parents are encouraged to share with the staff any unusual problems regarding guardianship. The school will not become involved in custody disputes, and cannot stray from information provided in Parenting Orders or Custody Agreements. Parents are required to provide the most recent copies of these to the school office. If no Parenting Order or Custody Agreement has been provided, the school must assume that both parents have equal access and must provide it. Parents are strongly encouraged to have formal agreements in place to avoid conflict at home and at the school.

## **School Newsletters**

The school newsletter and monthly calendar will be posted on the school's website at the start of each month. Newsletters will also be distributed by email through the School Messenger. Please ensure the office has your updated email address and register for School Messenger.

# Search & Seizure of School or Student Property



As per policy 502.1.5, Lethbridge School Division Board believes that enforcement of the Board and/or school rules may, from time to time, require that school administration conduct a search of property and/or the seizure of prohibited or missing items. The Board authorizes school Principals, in connection with the enforcement of district or school rules, to carry out searches of student desks, lockers, clothing and personal property such as knapsacks, book bags or purses.

The physical search of a student is prohibited. Searches of personal property shall be in accordance with the following:

- Searches shall be conducted in the presence of an adult witness;
- Students may be requested to remove outerwear: hats, jackets, footwear;
- Students may be requested to empty their pockets and contents of any object which may be used to transport, carry or conceal materials.

Weapons of any kind will be disposed of or turned over to the police. They will not be returned to the student.

The Principal shall provide police access to the property of a student (see Policy 504.8 Involvement with Authorized Agencies) or personal information regarding the student without informing the parent in the following circumstances:

When the police officer is in pursuit after the commission of an offence;

- When the police officer is in possession of a search warrant or subpoena;
- When the police officer possesses blanket powers of search as defined by legislation;
- The Principal is authorized to seize prohibited items.

## School Council



We value the hard work and contributions to Dr. Probe School by our School Council members. School Council is a group of parents and staff who work together to enhance the learning experience of all of our students. **School Council is also a place for parents to have opportunities to be involved in decisions at Probe.** All parents/guardians are welcome to attend one or all meetings; it is a great way to connect with other Probe parents. By attending the regularly scheduled School Council meetings, parents can keep informed of school issues and take an active role in their child's education.

The Executive for the year is elected at the Annual General Meeting which takes place in early September. The minutes from each meeting will be posted on the school website.

Council meetings are not an appropriate forum for airing grievances or complaints. If you have concerns, please make an appointment to speak to your child's teacher and then to an administrator.

# Threat/Risk Assessment for Students



Our School Division believes in creating safe and caring environments for students and staff. Any incident where a student engages in behaviour which threatens or appears to threaten the safety of others will be investigated. Administrators can implement a Risk Assessment for behaviours that are worrisome including writing or drawings with violent themes, references to or involvement in violent activity at school, or an increased interest in activities that are deemed as dangerous to the safety of others.

A Threat Assessment is implemented when a student threatens to kill or injure others, harm themselves, brings a weapon to school, or makes direct verbal or written violent threats to others. The Threat/Risk Assessment regulations are outlined in Policy 504.9 in the School Division Policy Handbook available at [www.lethsd.ab.ca/](http://www.lethsd.ab.ca/).