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Principal: Sean Stromberg
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Kitscoty Elementary School

Learning Together, Growing Together

2022-2023

Instruction begins at 8:55 am. Students are expected to remain outside the school until 8:40 am. Bus Supervision begins at 8:42 am as the buses disembark. Please be aware that there is no playground supervision before or after school.

We ask parents to make transportation arrangements and communicate them to their children before they come to school. We request that messages are received at the office by 1:30 pm so they can be delivered before last recess.

ATTENDANCE POLICY

Parents are expected to contact the school to advise us of any absences. Should your children's attendance affect their academic success, the school will contact you to discuss a collaborative plan to improve attendance.

SIGN-OUT BOOK

Students arriving late must sign in at the office. Students leaving early must be signed out by a parent, or someone with parental permission, and must be picked up at the office.

STUDENT DROP OFF/PICK UP AT SCHOOL

Please remember to choose safety over convenience when dropping off or picking up your children. **We ask that no one drive in or out of the school parking lot between 8:30 – 9:00 am and 3:00 – 3:45 pm.** Students and parents are reminded to cross only at the patrol crosswalks.

PERMISSION FORMS

An annual permission slip will be sent home in September. This will allow your child to participate in any "Kitscoty-area" activities, such as "Exploring our Village," "Village Clean-Up," etc. Please complete and return the form. Your child cannot participate in off-campus activities without your written consent. Any out-of-town trips will require a specific permission form which will be sent home prior to each event.

VOLUNTEERS

The Kitscoty Elementary School staff recognize one of the best ways to involve the community is through volunteer help. If you would like to volunteer to assist with school or classroom activities, please call the school.

SCHOOL NEWSLETTER/CALENDAR

A monthly school newsletter and calendar will be sent to each family by email and will be posted on the school website, <http://kes.btps.ca>. The newsletter highlights upcoming school and community events, and provides important information. Please ensure the office has your email address. If you would prefer a paper copy, please contact us. If you, or a group you represent, have activities you would like to appear on the calendar, please phone the school by the 21st of the month.

REPORT CARDS

Buffalo Trail Public Schools no longer issues paper report cards, parents can check their child's progress through Parent Portal access to Powerschool. If you need help to find or create login information, please call the school.

PARENT-TEACHER INTERVIEWS

There will be two rounds of parent-teacher interviews. The first round will be held during the third week of October. The second round of interviews will be held during the third week of March. Parents can choose interview times using the booking system on the KES website. Details about scheduling and procedures will be sent home before the interview dates. Parents can also contact the office to schedule their interviews.

HOT LUNCH PROGRAM

With the help of parent volunteers, we are able to offer a hot lunch program at our school. Hot lunches will be available for purchase on select Wednesdays by ordering through kes.hotlunches.net. Profits from the hot lunch programs help subsidize the cost of school field trips.

At Kitscoty Elementary, students are not allowed to go downtown at noon hour. Children are expected to bring their lunches from home to eat in their classrooms. With parent permission, town students may go home for lunch.

LIBRARY

The Kitscoty Elementary School Library and the Kitscoty Public Library are housed together in our school. Students have access to a large number of materials within our library and may borrow up to two items at a time on their student library card. Our students may also obtain a Kitscoty Public Library card with their families' consent. This card gives them access to additional digital resources, and more, through our affiliation with the Northern Lights Library System.

STUDENT ACTIVITIES

- 1. After School Sports** – Grade 5 and 6 students may participate in Volleyball, Basketball, and Run Club.
- 2. Family Christmas Celebration** - An evening Christmas celebration will be held if possible.
- 3. Intramurals** - Students are placed in multi-grade groups that take part in various activities during noon recess and on spirit days.

4. Field Trips - A school sponsored field trip shall: enhance the curriculum and extend student learning, and meet the needs of the students and the class. Field trip destinations will be determined by the teacher each year and will be based on: curriculum, student needs, funding availability, and parental support. Final decisions rest with administration.

5. Terry Fox Run - Our students participate in the Terry Fox Run each year.

6. Service Learning – Students may have the opportunity to help the global community by participating in events to support various charitable organizations.

7. Grade Six Leadership – Grade six students may have the opportunity to take on leadership roles within the school.

8. Klondike Relays – Students in grades four, five, and six are invited to try out for the Klondike Relays Track and Field Team. Team members compete in the Klondike Relays event in Edmonton.

SPECIAL EVENTS

Kitscoty Elementary School invites various groups to perform for our students. In addition to cultural growth we feel these performances provide our students with the following benefits:

- an appreciation for music and drama,
- an awareness of career opportunities,
- alternatives for leisure time activities, and
- a further understanding of communication which is a vital part of our curriculum.

All parents and community members are welcome to attend these performances.

KITSCOTY SCHOOLS COUNCIL

With the registration of your children in Kitscoty schools you are a part of our School Parent Council. Your involvement in your children's education contributes to their success at school, at home, and in the community. School Council's purpose is:

- To provide a means of communication between parents, students, staff, and the School Division;
- To act in an advisory capacity to our schools on issues ranging from academic programs to school policies and budgeting.

Issues that we have discussed in the past include the school calendar, curriculum changes, education funding, technology, field trips, transportation, etc.

We invite you to come and see how you can be involved in your child's education. The 2022– 2023 School Year meeting dates are as follows:

September 21, 2022; November 16, 2022; January 18, 2023; March 15, 2023; May 17, 2023 (AGM)

If you'd like more information on School Council, there are a variety of ways to contact us:

Christine Popowich/ Kerry Phillips, Co-Chairs Kitscoty Schools Council kitscotyschools@gmail.com	Kitscoty Elementary School Phone: 780-846-2822 kes@btps.ca http://kes.btps.ca/	Kitscoty Jr. Sr. High School Phone: 780-846-2121 khs@btps.ca http://khs.btps.ca/
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If you can't attend a meeting but would like more information, or would like the minutes emailed to you, please contact one of the above. We look forward to hearing from you!

BUSES AND INCLEMENT WEATHER

When cold temperatures or impassable roads do not allow us to operate our contract operated buses, schools will be open, classes will occur and student learning continues. As with any absences, students who miss material will be provided with an opportunity to receive instructional material through an alternate means or catch up on missed school work upon return to school.

It is always the decision of the parent/guardian(s) to use the school bus service.

A jurisdictional decision to cancel bus service will be made for the following reasons:

- i. When a temperature is projected to be -40°C or below (with or without a wind-chill factor) between the hours of 6:00 a.m. and 9:00 a.m. and/or between 3:00 p.m. and 5:00 p.m. when buses are on route.
- ii. When special warning statements are issued by Environment Canada or Alberta 511 regarding road conditions and roads are deemed to be impassable.
- iii. Buses will run in the afternoon, unless the projected temperature the night before was -40°C or colder between 3:00 p.m. and 5:00 p.m.

You may check the most recent bus information at the BTPS website: <http://www.btps.ca/>.

During regular school hours when a storm is in progress or threatening, the contractor or bus operator decides to make the run or to return students to their places of residence. Discuss with your child and bus driver your plans pertaining to those days when the bus driver decides to transport students home early. Do your children have access to your house if you are not home? Is there a safe place for your children to go?

DRESS

Students are expected to have separate footwear for inside and for outside the school. They need to have footwear on at all times, in case of an emergency. During winter, children must be suitably dressed for the weather conditions. The administration may ask a child not to wear clothing that is deemed to have inappropriate coverage or messaging.

RECESS

Students go outside for recess and after lunch with the following exceptions:

- inclement weather - supervisors will use their professional judgment to decide whether there will be a regular recess, shortened outdoor recess or indoor recess. **Parents, please ensure that your children have appropriate outerwear for potential weather conditions.**
- when the teacher requests that they stay in.

ACCIDENTS AND ILLNESS

Minor “first aid” will be given to students injured at school. If the accident is of a serious nature, the parent/guardian will be notified immediately. **Please make us aware of any special health conditions of your children.**

If your children are not well enough to be outdoors at recess, they should not be at school. If in doubt, please keep your children at home.

SCHOOL PATROLS

Kitscoty Elementary School AMA Crosswalk Patrols operate after school. We expect our visitors and students to obey the instructions of our school patrols. It will make their job easier and will help us maintain safety at our school.

ANIMALS

While animals can provide valuable learning opportunities, in a classroom they may pose potential health risks. Therefore, for the health and safety of our students and staff, the presence of animals must be cleared by administration.

LOCKERS

Students in Grades 2-6 are assigned lockers. Students use the lockers to store clothing and backpacks. Locks are not allowed.

PERSONAL PROPERTY - LOST AND FOUND

Please label all your children’s clothing and school belongings with a permanent marker. Many students have identical jackets, boots, pens, pencils, etc. making it nearly impossible to determine ownership if they are misplaced. Found clothing items will be placed in the lost and found area located in the front entrance. Watches, rings, and other small articles are turned into the office. At regular intervals, and at the end of the school year, all unclaimed items are donated to charity.

PERSONAL ELECTRONIC DEVICES

(cell phones, iPads, personal computers, etc.)

All personal electronic devices must be turned off and out of sight during instructional times or in spaces where instruction is occurring, except with the specific permission of the principal when their use is planned, purposeful and educationally motivated.

Use of electronic devices is prohibited in change rooms and washrooms and therefore they must be turned off and out of sight.

The use of personal electronic devices shall not:

- *interfere with student learning;*
- *compromise personal safety or the safety and well-being of others;*
- *infringe upon an individual's right to privacy.*

Should a student contravene this policy the electronic device will be confiscated, turned over to the school principal, and stored in the school office.

- *On the first occurrence, the device will be confiscated, turned over to the school principal and returned to the student at the end of the school day.*
- *On the second occurrence, the parent/guardian will be contacted by the principal and the electronic device will be returned to the student at the end of the school day.*
- *Subsequent infractions will require a meeting between the principal and the parents/guardian prior to the return of the electronic device. Disciplinary action will be subject to the school discipline policy.*

BTPS 304BP Personal Electronic Devices

SOCIAL EMOTIONAL COACH PROGRAM

The SEC program provides leadership, short term counseling (skills/strategies) to students, and coaching to grow students, families and teachers' capacity in the area of social-emotional health and wellness. SEC team members are available to assist and support students, and their corresponding families, with a wide range of social, emotional and/or behavioral challenges. SEC team members possess the skills necessary to facilitate a number of other services and supports, including: consultation with multidisciplinary teams; student, family, staff, and/or small group facilitation; and school staff professional development, etc. with the approval of the Director of Inclusive Learning.

STUDENT CONDUCT POLICY

The Kitscoty Elementary School mission statement: **As a caring and respectful community, we learn and grow together**, guides our work when teaching children responsible behaviour. We believe all students in our school have certain rights and responsibilities.

Rights and Responsibilities of the Child

Our discipline policy is based on four basic rights and corresponding responsibilities of each student. They are as follows:

Every child has the RIGHT to be safe in the school and the RESPONSIBILITY to make the school a safe place.

Every child has the RIGHT for his/her property to be safe and the RESPONSIBILITY to obtain permission before using anyone's property.

Every child has the RIGHT to be respected in the school and the RESPONSIBILITY to treat others respectfully. He/she will accept other students' differences.

Every child has the RIGHT to learn and the RESPONSIBILITY to obey the rules of Kitscoty Elementary School and the classroom, so everyone may learn.

Kitscoty Elementary School staff:

- a) enforce rules of safety, courtesy, and appropriate behaviour;
- b) provide meaningful discipline;
- c) ensure consequences are logical; and
- d) guide students toward empathy through consideration of others.

Unacceptable Behaviors

Unacceptable behaviors are those that interfere with the safety and well-being, as well as the rights, of ALL staff and students. Unacceptable behaviors include: physical aggression, social alienation, verbal aggression, intimidation, sexual harassment, and bullying (including cyber bullying).

Bullying is when someone is being purposefully hurt, either by aggressive words or actions, over and over again. The person being bullied feels powerless to stop it. Bullying can be physical and/or emotional and may result in feelings of isolation, insecurity, and despair.

Not every conflict is bullying. At Kitscoty Elementary School we feel it is important for students to learn how to resolve conflicts with peers positively. Students are guided to treat others with respect as they work together to solve problems.

When dealing with behaviors, staff will determine appropriate consequences. Students on a Positive Behavior Support Plan will, in most cases, follow the consequences of that plan.

Should threat making behavior occur, the school will complete a violence threat risk assessment (VTRA) to ensure children do not pose a threat to themselves or others. Our goal is to provide a safe and caring environment for all students and staff.

RESOLVING PROBLEMS

Kitscoty Elementary School and Buffalo Trail Public School Division provide a framework to appeal decisions which significantly affect a student's school experience. Student appeals will be considered based on fairness, justice, impartiality, and consistency. Decisions which significantly affect the education of any student may be appealed to the next level:

Teacher – Principal – Superintendent – Chairman of the Board

202.3AP Appeals Concerning Student Matters Admin Procedures

BELL SCHEDULE

Entry Bell, Announcements, O'Canada	8:40 AM	
Math Matters	9:00 AM	9:12 AM
Period 1	9:12 AM	9:48 AM
Period 2	9:48 AM	10:24 AM
Recess	10:24 AM	10:35 AM 10:37 AM
Period 3	10:37 AM	11:13 AM
Period 4	11:13 AM	11:49 AM
Lunch	11:49 AM	12:09 PM
Noon Recess	12:09 PM	12:28 PM 12:30 PM
KES Reads	12:30 PM	12:43 PM
Period 5	12:43 PM	1:19 PM
Period 6	1:19 PM	1:55 PM
Recess	1:55 PM	2:06 PM 2:08 PM
Period 7	2:08 PM	2:44 PM
Period 8	2:44 PM	3:20 PM
Bus Wave 1 Dismissal	3:20 PM	
Dismissal of Non-bus Students	3:22 PM	
Bus Wave 2 Dismissal	3:24 PM	



2022-2023 BTPPS SCHOOL YEAR CALENDAR

Buffalo Trail Public Schools is committed to maximizing student learning, in a safe and caring environment, supported by a highly effective team.

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

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

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

STUDENT NON-ATTENDANCE DATES

August 1	Heritage Day	Dec 26 - Jan 6	Christmas Break
August 24	BTPPS Learning Day	January 30	School Based PL
August 25	School Based PL	January 31	Self Directed Teacher Day
August 26	Self Directed Teacher Day	February 16 & 17	ATA Teachers' Convention
August 29	Self Directed Teacher Day	February 20	Family Day
September 5	Labour Day	March 10	BTPPS Learning Day
September 30	National Day for Truth and Reconciliation	April 7	Good Friday
October 7	School Based PL & Support Staff PL	April 10 - 14	Easter Break
October 10	Thanksgiving Day	May 5	School Based PL
November 7	School Based PL	May 18	Designated Day-in-Lieu (Staff Meeting)
November 8	ATA Professional	May 19	Designated Day-in-Lieu (Parent Teacher Interviews)
November 9	Designated Day-in-Lieu (Staff Meeting)	May 22	Victoria Day
November 10	Designated Day-in-Lieu (Parent Teacher Interviews)	June 28	Self Directed Teacher Day
November 11	Remembrance Day		

** Central Office Closure will be July 24th - August 4, 2023

LEGEND

- Holiday
- Self Directed Teacher Day
- School Based PL
- BTPPS Learning Day
- Central Office Closed
- Day-in-Lieu
- Convention / ATA PL Day
- First Student Day of Semester

The first day for students is **August 30th, 2022**. **February 1st, 2023** is the first day of Term 2. **June 27th, 2023** is the last day of school for students.

Please be reminded that when inclement weather does not allow us to operate our buses, schools will be open, classes are occurring and student learning continues. As with any absence, students who miss material will be provided with an opportunity to receive instructional material through an alternate means or catch up on missed school work upon return to school.

Students are required to be in attendance until the last day of school as identified by the BTPPS Board Approved Calendar. Final exams at the Grade 7 to 9 level will occur during the last five student days each semester. During non-examination times, tutorials, course review and alternate activities will occur. Final exams in non-diploma courses at the Grade 10 to 12 level will occur during the last five student days each semester. During non-examination times, tutorials, course review and alternate activities will occur. Final exams in diploma courses will occur as described in the Alberta Education Diploma exam schedule (www.education.alberta.ca) and submission of marks will occur the day prior to the diploma marks submission date. During non-examination times, tutorials, course review and alternate activities will occur.

The total student days in this year's calendar equals 181 days.