



PARKLAND SCHOOL

A DIVISION OF PARKLAND COMMUNITY
LIVING AND SUPPORTS SOCIETY

INFORMATION HANDBOOK
2023/2024

IMPORTANT INFORMATION

CLASSROOM TEACHER/LEADER:

MY CHILD'S AIDE:

BUS DRIVER NAME & PHONE #:

SCHOOL PHONE NUMBER: 403-347-3911
SCHOOL FAX NUMBER: 403-342-2677
SCHOOL E-MAIL: prkland@shaw.ca
ACTION BUS # (IF APPLICABLE): 403-309-8400

MISSION STATEMENT

THE PARKLAND COMMUNITY LIVING AND SUPPORTS SOCIETY EXISTS TO IMPROVE THE QUALITY OF LIFE OF CHILDREN AND ADULTS WITH DEVELOPMENTAL DISABILITIES THROUGH INDIVIDUAL CHOICES, DIGNITY AND RIGHTS.

PARKLAND SCHOOL OPENED IN JANUARY, 1960 IN A CHURCH BASEMENT WITH A SINGLE TEACHER/BUS DRIVER. IN 1963, THE SCHOOL WAS BUILT. A FURTHER ADDITION WAS BUILT IN 1982 TO PROVIDE OFFICE SPACE AND AN ADDITIONAL CLASSROOM. A CREATIVE PLAYGROUND WAS ADDED IN 1983. A NEW COMPUTER LAB AND SNOEZELEN ROOM WERE ADDED IN 1996. A PORTABLE WAS OPENED IN SEPTEMBER 1997 WITH A SECOND PORTABLE OPENED IN 1999. A BARRIER-FREE, WHEELCHAIR ACCESSIBLE PLAYGROUND WAS COMPLETED IN 2008.

PARKLAND SCHOOL OPERATES A PROGRAM DESIGNED TO MEET THE EDUCATIONAL NEEDS OF CHILDREN AND YOUNG ADULTS WITH DISABILITIES. OUR PURPOSE IS TO PROVIDE INDIVIDUALIZED PROGRAMMING WHICH WILL ENABLE EACH STUDENT TO MAXIMIZE HIS/HER POTENTIAL. WE PROVIDE THE FULL RANGE OF ACADEMIC, PRE-VOCATIONAL, RECREATIONAL AND SOCIAL SKILLS AREAS WHICH ARE NEEDED FOR SUCCESSFUL AND PRODUCTIVE PARTICIPATION IN COMMUNITY LIFE.

WE VALUE YOUR INPUT AS PARENTS AND ENCOURAGE YOU TO CONSULT REGULARLY WITH YOUR CHILD'S CERTIFICATED TEACHER/CLASSROOM LEADER AND ATTEND ALL PARENT- TEACHER INTERVIEWS TO STAY ABREAST OF YOUR CHILD'S PROGRESS. YOU ARE WELCOME TO VISIT THE SCHOOL AT ANY TIME. IT IS YOUR RIGHT TO LOOK AT YOUR CHILD'S CUMULATIVE RECORD BINDER. THE FILES MUST BE KEPT IN THE SCHOOL SO JUST ASK ADMINISTRATION FOR APPROVAL TO SEE THIS FILE. IF YOU WOULD LIKE A COPY OF PARKLAND SCHOOL'S ANNUAL RESULTS REPORT/THREE YEAR EDUCATION PLAN, PLEASE CONTACT THE OFFICE OR LOOK ON THE WEBSITE (www.parklandschool.org).

ENTRANCE CRITERIA

PARKLAND SCHOOL IS DESIGNED TO MEET THE EDUCATIONAL NEEDS OF STUDENTS WITH SEVERE DISABILITIES. FUNDING IS AVAILABLE FOR STUDENTS BETWEEN THE AGES OF FIVE YEARS AND EIGHT MONTHS AND NINETEEN YEARS. THE NEEDS OF EACH STUDENT ARE ASSESSED PRIOR TO ADMISSION IN ORDER TO DETERMINE SUITABILITY WITHIN OUR SPECIALIZED ENVIRONMENT.

OUR WEBSITE

PARKLAND SCHOOL'S WEBSITE (www.parklandschool.org) FEATURES INFORMATION ABOUT THE SCHOOL, CURRENT ALBERTA EDUCATION REPORTS, MONTHLY CALENDAR UPDATES, ONLINE EDUCATIONAL RESOURCES, PARENT HANDBOOKS, FUNDRAISING, ANNOUNCEMENTS AND EVENTS, AND FAQ'S.

PARKLAND SCHOOL STAFF 2023-2024

ADMINISTRATION:	Head of School/Director	Trudy Lewis
	Principal	Monica Lawes
	Executive Assistant	Julie Randall
CERTIFICATED TEACHER and CLASSROOM LEADERS:	Advanced Senior Junior Primary Secondary	Monica Lawes Deanna Graham Kelly Hornung Teresa Wright/Joy Martin TBA
STUDENT AIDES: Alicia Blackwell Emma Burt Sapphire Caron Angela Chabot Chris Dwyer Laurie Gaumont Mila Golub Denise Harrington	Pamela Hayward Toni Justason Michele Lambert Dawn Lundquist Andrea McLeod-Grauman Leanna McSorley Toni Morris Destiney Mundle	Megan Noble Corinne Twidale Tina Vandale Tracie Weik Kaileah Zentner Veronica Zinck + One New Aide
SCHOOL BUS DRIVER - Michele: 403-346-1145 ACTION BUS – STUDENTS IN WHEELCHAIRS 403-309-8400		

COMPULSORY PARENT-CERTIFICATED TEACHER/CLASSROOM LEADER INTERVIEW DATES

NOTE: These may be held in person or by phone/zoom conference (parent/caregiver choice).

October 2, 2023	Parent Teacher Tour Day
January 29, 2024	Revision and Update of Individual Program Plan
May 27, 2024	New Individual Program Plan + Sign Off Present IPP

HOLIDAYS AND PROFESSIONAL DEVELOPMENT

September 1, 2023	Teachers/Staff Return
September 4, 2023	Labor Day – NO SCHOOL
September 5, 2023	Professional Development Day 1 – NO SCHOOL
September 6, 2023	Staff Planning Day – NO SCHOOL
September 7, 2023	Professional Development Day 2 – NO SCHOOL
September 8, 2023	Student’s First Day
September 29, 2023	Truth & Reconciliation Day – NO SCHOOL
October 9, 2023	Thanksgiving – NO SCHOOL
October 20, 2023	Teacher Prep Day – NO SCHOOL
November 8-10, 2023	Remembrance Day and Fall Break – NO SCHOOL
December 25 –January 5, 2024	Christmas Break – NO SCHOOL
February 19, 2024	Family Day – NO SCHOOL
February 20 & 21, 2024	Winter Break – NO SCHOOL
February 22 & 23, 2024	Professional Development Days 3+4 – NO SCHOOL
March 15, 2024	Teacher Prep Day – NO SCHOOL
March 22, 2024	Professional Development Day 5 – NO SCHOOL
March 29, 2024	Good Friday – NO SCHOOL
April 1, 2024	Easter Monday –NO SCHOOL
April 2-5, 2024	Spring Break–NO SCHOOL
May 17, 2024	Teacher Prep Day – NO SCHOOL
May 20, 2024	Victoria Day – NO SCHOOL
June 7, 2024	Professional Development Day 5 – NO SCHOOL
June 27, 2024	LAST DAY FOR STUDENTS FOR THE 22-23 SCHOOL TERM

STAFF MEETING DATES

STAFF MEETINGS ARE HELD ON THE THIRD MONDAY OF EACH MONTH WITH A FEW EXCEPTIONS.

STUDENTS ARE SENT HOME AT NOON.

DATES ARE: September 18th, October 16th, November 20th, December 4th, January 15th,
February 12th, March 18th, April 22nd, May 13th and June 3rd

STUDENTS WILL **NOT** BE GIVEN NOON MEDICATIONS BEFORE LEAVING SCHOOL ON STAFF MEETING DAYS.

SCHOOL HOURS

8:45 – 10:33 AM	MORNING CLASSES (Periods 1-3)
10:33 – 10:48 AM	RECESS
10:48 – 12:00 PM	MORNING CLASSES (Periods 4 & 5)
12:00 – 12:54 PM	LUNCH/SUPERVISED LEARNING, ACADEMICS & WELLNESS PLUS
12:54 – 3:00 PM	AFTERNOON CLASSES (Periods 6 – 9)
3:00 PM	READY FOR DISMISSAL
3:15 PM	FINAL BELL

STUDENTS ARE EXPECTED AT SCHOOL **NO EARLIER THAT 8:45 AM.** STUDENTS BEING TRANSPORTED BY PARENTS SHOULD BE DROPPED OFF **NO SOONER** THAN 8:45 AM AND PICKED UP BY 3:00 PM UNLESS OTHERWISE NOTIFIED.

DAILY COMMUNICATION BOOKS

EVERY STUDENT HAS A DAILY COMMUNICATION BOOK WHICH ALLOWS THE CERTIFICATED TEACHER/AIDE AND PARENT/RESIDENTIAL STAFF/PROPRIETOR TO MAINTAIN CLOSE COMMUNICATION REGARDING THE STUDENT.

MONTHLY CALENDAR

EACH MONTH THE SCHOOL SENDS HOME A CALENDAR WITH SIGNIFICANT EVENTS OF THE MONTH NOTED – DAYS OF EARLY CLOSURE, SPECIAL EVENTS, FIELD TRIPS, MEETINGS AND HOLIDAYS. PLEASE POST THIS IN YOUR HOME AND REFER TO IT TO PREVENT ANY CONFUSION. IT IS ALSO POSTED ON OUR WEBSITE EACH MONTH www.parklandschool.org.

ASSESSMENT & CURRICULUM

PARKLAND SCHOOL FOLLOWS THE PROGRAMS OF STUDY/CURRICULUM SET FORTH BY ALBERTA EDUCATION. ASSESSMENTS ARE PERFORMED BY CERTIFICATED TEACHERS AS WELL AS THE CONSULTANTS WE BRING ON BOARD PROVIDED BY THE PROVINCIAL LIS TEAM/ECLS TEAM. THESE ASSESSMENTS ENSURE STUDENT GROWTH AND ARE REPORTED IN THE INDIVIDUAL PROGRAM PLANS FOR EACH STUDENT. PARKLAND SCHOOL OFFERS A FULL CONTINUUM OF INTERNAL AND EXTERNAL SERVICES WITH A MULTIDISCIPLINARY CONSULTING TEAM APPROACH.

BIRTH CERTIFICATE

IT IS IMPERATIVE THAT PARENTS/GUARDIANS PRESENT A BIRTH CERTIFICATE/LIVE BIRTH CERTIFICATE UPON ENROLLING A STUDENT AT THE SCHOOL. NO STUDENT WILL BE ALLOWED TO START SCHOOL WITHOUT THIS DOCUMENTATION IN PLACE.

SCHOOL SUPPLIES LISTS:

Parents are requested to send the following items on the first day of school: ****PLEASE LABEL ALL SUPPLIES****

PRIMARY CLASSROOM – Certificated Teacher: TBA	
Wet Wipes	Vinyl Gloves (size medium)
Comb or Brush	Box of Kleenex
Diapers	1 Glue Stick
1 Complete Change of Clothes	1 Box of Jumbo Markers (Crayola)

SECONDARY CLASSROOM – Certificated Teacher: TBA	
Comb or Brush	Box of Kleenex
Diapers & Diaper Liners (If Needed)	Wet Wipes
1 Complete Change of Clothes	1 Non-Toxic Glue Stick
1 Box of Jumbo Markers (Crayola)	Wet Wipes
Pencil Case	Vinyl Gloves (size medium)

SENIOR CLASSROOM – Certificated Teacher: Deanna Graham	
Toothbrush	Toothpaste
Pencil Case	Comb or Brush
Box of Kleenex	Diapers (If Needed)
Diapers Liners (If Needed for Extra Absorbency)	Vinyl Gloves (size medium)
1 Complete Change of Clothes	Jumbo Markers (Crayola)
Dry Erase Markers (Set of 4)	1 Box of Vinyl Gloves (Size Medium)
1 Non-Toxic Glue Stick	1 Reusable Water Bottle
Indoor Shoes (Non-Marking)	Swimsuit (Sent on Fridays)
1 Package of Swim Diapers (if applicable)	Antiperspirant/Deodorant Stick
Wet Wipes	

JUNIOR CLASSROOM – Certificated Teacher: Kelly Hornung	
Toothbrush	Toothpaste
Pencil Case	Comb or Brush
Box of Kleenex	Diapers (if needed)
Diapers Liners (If Needed for Extra Absorbency)	Wet Wipes
2 Complete Changes of Clothes	Jumbo Markers (Crayola) and Regular Markers
Dry Erase Markers (Set of 4)	1 Box of Vinyl Gloves (Size Medium)
1 Non-Toxic Glue Stick	1 Reusable Water Bottle
Indoor Shoes (Non-Marking)	Swimsuit (Sent on Fridays)
1 Package of Swim Diapers (if needed)	Scotch Tape
1 Diaper Swim Cover (if needed)	Pencils (8 pack)
White Erasers (4 pack)	Pencil Sharpener

ADVANCED CLASSROOM – Certificated Teacher: Monica Lawes	
1 Hilroy Exercise Book (½ Plain / ½ Interlined)	1 Change of Clothes
3 Duotangs (1 Red, 1 Blue, 1 Yellow)	8 Dry Erase Markers (Thin)
1 Plastic Duotang (Light Blue)	2 Erasers
1 Liquid Glue	Wet Wipes
2 Large Glue Sticks (Non-Toxic)	1 Box of Kleenex
1 Pkg of Markers (Minimum 10 Pack)	1 Water Bottle
1 Roll of Scotch Tape	1 Pair of Indoor Shoes (Non-Marking)
2 Red Pens	1 Set of Headphones
1 Pair of Scissors	1 Paintbrush
4 Acrylic Paints (color of your child's choice)	
Vinyl Gloves (size medium)	

****PLEASE LABEL ALL SUPPLIES****

STUDENT REGISTRATION AND FEES

IN APRIL OF EACH YEAR, RE-REGISTRATION FORMS ARE SENT OUT TO ALL PARENTS TO DETERMINE STUDENT COUNT FOR THE FOLLOWING YEAR. PLEASE RETURN THESE WITH STUDENT, VIA MAIL OR EMAIL BY JUNE 15TH. IN **EARLY SEPTEMBER OR OCTOBER**, REGISTRATION FEES ARE REQUESTED BY INVOICE FROM PARKLAND CLASS IN THE AMOUNT OF \$60. THIS AMOUNT INCLUDES REGULAR REGISTRATION FEES AND AN ANNUAL YEARBOOK.

STATEMENTS OF ACCOUNT

A STATEMENT WILL BE SENT TO YOU BY THE ACCOUNTING OFFICE AT PARKLAND COMMUNITY LIVING AND SUPPORTS SOCIETY FOR ANY MONEY OWING. PLEASE ENSURE YOU HAVE THE CORRECT ADDRESS ON FILE.

RECREATION FEES

PARENTS WILL BE ASKED FOR A \$10 CONTRIBUTION TO THE RECREATION FUND ONCE OR TWICE PER YEAR TO HELP PAY FOR SPECIAL FIELD TRIPS. ALL OTHER RECREATION IS PAID FOR BY THE SCHOOL.

REQUIRED INFORMATION

THERE ARE OCCASIONS WHEN A PARENT OR GUARDIAN NEEDS TO BE CONTACTED IMMEDIATELY. IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE SCHOOL HAS CURRENT INFORMATION. PLEASE NOTIFY THE SCHOOL IF THERE ARE ANY CHANGES IN ADDRESS, PHONE NUMBER, WORK NUMBERS OR ALTERNATE EMERGENCY PHONE NUMBERS.

IT IS **IMPERATIVE** THAT AN ALTERNATE EMERGENCY PHONE NUMBER BE MADE AVAILABLE IN THE EVENT THAT WE CANNOT CONTACT YOU.

ABSENTEEISM

IF YOUR CHILD IS GOING TO BE ABSENT, PLEASE NOTIFY THE SCHOOL BUS DRIVER OR ACTION BUS **BEFORE 7 AM** (PHONE NUMBERS ON FRONT PAGE). WE ALSO ASK THAT YOU PHONE THE SCHOOL AND LEAVE A MESSAGE ON THE ANSWERING MACHINE REGARDING THE CHILD'S ABSENCE BY 8:00 AM.

STUDENT ILLNESS POLICY

DUE TO THE EXTREME MEDICAL FRAGILITY OF MANY STUDENTS AT THE SCHOOL AND OUR DESIRE TO KEEP OUR STUDENTS AS HEALTHY AS POSSIBLE, IT IS IMPERATIVE TO IMPLEMENT A **ZERO-TOLERANCE ILLNESS POLICY**. IN THE EVENT THAT A CERTIFICATED TEACHER FEELS THAT A STUDENT IS ILL AND THAT STUDENT'S SUBSEQUENT BEHAVIOR IS INTERFERING WITH CLASSROOM MANAGEMENT OR PUTTING OTHER STAFF AND STUDENTS AT RISK; IT IS THEIR RESPONSIBILITY TO CONTACT THE PARENT/GUARDIAN/RESIDENTIAL STAFF/PROPRIETOR OR EMERGENCY PERSON DESIGNATED BY SAME TO COME AND TAKE THE STUDENT HOME SO THAT APPROPRIATE CARE CAN BE GIVEN.

STUDENTS SHALL NOT RETURN TO SCHOOL UNTIL **SIGNS AND SYMPTOMS** OF THE ILLNESS ARE GONE.

NUT & SCENT AWARE ENVIRONMENT

PARKLAND SCHOOL IS A "NUT & SCENT AWARE" ENVIRONMENT DUE TO SOME STUDENTS AND STAFF HAVING SENSITIVITIES. IF YOUR CHILD HAS ANY SENSITIVITIES, PLEASE CONTACT THE OFFICE SO THAT WE ARE AWARE.

DRESS CODE

IT IS UNACCEPTABLE FOR ANY STAFF OR STUDENTS TO WEAR SHORT SHORTS, MINI SKIRTS, SHIRTS SHOWING MIDRIFF, T-SHIRTS WITH RUDE OR SUGGESTIVE LOGOS/NOTATIONS ON THEM, OR HAVE ANY UNDERWEAR SHOWING.

LOST AND FOUND

TO PREVENT THE LOSS OF YOUR CHILD'S BELONGINGS, PLEASE MARK EVERYTHING CLEARLY WITH THE FIRST AND LAST NAME (IN PERMANENT MARKER).

SCHOOL PICTURES

YOU WILL RECEIVE INFORMATION ON DIFFERENT PACKAGES IN THE FALL. YEARBOOKS WILL BE PRINTED AND DISTRIBUTED BEFORE THE END OF THE TERM OR IN SEPTEMBER. THESE ARE PAID FOR WITH YOUR REGISTRATION FEES.

AWARDS

POSITIVE REINFORCEMENT IS PRACTICED CONTINUALLY AT PARKLAND SCHOOL TO REWARD DILIGENCE, PERSISTENCE, COURAGE, COMPLIANCE AND PROPER CONDUCT. "WOW" AWARDS ARE PRESENTED TO STUDENTS ONCE PER MONTH FOR ANY ACCOMPLISHMENTS, DEEDS OR EVENTFUL HAPPENINGS THAT ARE NOTEWORTHY. FORMAL AWARDS ARE PRESENTED TO STUDENTS AT GRADUATION EXERCISES IN JUNE.

EXTRA CURRICULAR ACTIVITIES/CELEBRATIONS

DURING THE SCHOOL TERM, VARIOUS ACTIVITIES ARE HELD IN THE **DAYTIME**. THE HALLOWEEN DANCE IS A FAMILY AFFAIR AND ALL ARE ENCOURAGED TO ATTEND IN COSTUME!
THE CHRISTMAS PARTY IS A VERY SPECIAL OCCASION FOR THE ENTIRE STUDENT BODY AND THEIR FAMILY/CAREGIVERS. INVITATIONS WILL BE SENT OUT AND WE HOPE THAT YOU CAN ATTEND DURING THE PARTY HOURS OF 1:00 – 3:00 PM.

FIELD TRIPS:

DETAILS OF ALL TRIPS ARE SENT HOME AHEAD OF TIME FOR PREPARATION EITHER VIA A NOTE FROM THE OFFICE OR FROM EACH TEACHER IN THE STUDENT'S COMMUNICATION BOOK. PLEASE WATCH FOR THESE NOTES HOME.

OPEN DOOR POLICY NOTE:

PARENTS/GUARDIANS/RESIDENTIAL STAFF/PROPRIETORS SHALL HAVE ACCESS TO THE SCHOOL AT ANY TIME DURING OPERATIONAL HOURS TO MEET/TALK WITH SCHOOL PERSONNEL

ALL VISITORS MENTIONED ABOVE MUST FOLLOW CORRECT PROCEDURE IN ORDER TO ACCESS THE SCHOOL AND PERSONNEL:

-CHECK IN AT THE SCHOOL OFFICE AND GAIN APPROVAL TO SEE SCHOOL PERSONNEL.

-VISITORS WILL BE DIRECTED TO CLASSROOM OR ASKED TO WAIT WHILE ARRANGEMENTS ARE MADE.

UNAUTHORIZED VISITORS POLICY

NO PERSONS OTHER THAN PARENTS/GUARDIANS/PROPRIETORS/CURRENT RESIDENTIAL STAFF ARE ALLOWED TO OBSERVE OR VISIT STUDENTS OR STAFF ON THE PLAYGROUND OR IN THE SCHOOL WITHOUT AUTHORIZATION FROM THE ADMINISTRATION.

ALL VISITORS TO THE SCHOOL MUST CHECK IN WITH THE MAIN OFFICE.

STUDENT ACCIDENT POLICY

IN THE EVENT THAT ANY STUDENT SUSTAINS POSSIBLE INJURY FROM AN ACCIDENT, EITHER ON THE PLAYGROUND OR IN THE SCHOOL (FALLEN AS RESULT OF A SEIZURE, HIT BY A SWING, FALLEN OFF A SLIDE, SLIPPED ON A WET FLOOR ETC.), THE FOLLOWING PROCEDURE SHALL BE USED:

***THE STUDENT MUST BE LEFT IN RECOVERY POSITION FOR 3-5 MINUTES (IF SEIZURE, 3-5 MINUTES AFTER SEIZURE IS OVER, OR AS SEIZURE PROTOCOLS DICTATE FOR EACH STUDENT).

***IF STUDENT SHOWS SIGNS OF PAIN OR DISCOMFORT (WHINING, CRYING OR SHOCK-LIKE SYMPTOMS: PALE, SHAKING), HE/SHE MUST BE COVERED WITH A BLANKET AND LEFT IN THAT POSITION WITH STAFF SUPERVISION UNTIL HELP ARRIVES.

***PARENTS/GUARDIANS/RESIDENTIAL STAFF/PROPRIETORS WILL BE CALLED IMMEDIATELY AND INFORMED OF THE SITUATION. THEY WILL BE REQUIRED TO COME TO THE SCHOOL AT ONCE OR GIVE US THE AUTHORIZATION TO CALL AN AMBULANCE IF NECESSARY. IN THE EVENT THAT PARENTS CANNOT BE NOTIFIED, ADMINISTRATION SHALL MAKE THE DECISION REGARDING AMBULANCE.

***IF, AFTER 3-5 MINUTES, THE STUDENT IS NOT SHOWING SIGNS OF PAIN OR DISCOMFORT; HE/SHE WILL BE ASKED TO STAND UP (WITHOUT ASSISTANCE) AND RETURN TO THE ACTIVITY. IF THE STUDENT CANNOT STAND ON THEIR OWN, THE SCHOOL MEDICAL ADVISOR/ADMINISTRATION SHALL BE CALLED TO ASSESS THE SITUATION. IF THE STUDENT CANNOT STAND ON THEIR OWN DUE TO SEIZURE ACTIVITY AND THE GROGGINESS THAT SOMETIMES RESULTS, THEN HE/SHE SHALL BE TRANSFERRED TO A WHEELCHAIR AND TAKEN TO THE SICK ROOM TO REST (WITH SUPERVISION) UNTIL HE/SHE IS READY TO BE MOBILE AGAIN. (THE STUDENT NEEDS TO STAND UP UNAIDED WHEN READY TO LEAVE, OR CAREGIVER ARRIVES TO TAKE HOME).

***IF THE STUDENT **MUST** BE MOVED, THE UTMOST CARE MUST BE TAKEN IN ANY LIFT OR TRANSFER.

MEDICATION POLICY

OUR MEDICATION POLICY STATES THAT ANY MEDICATION SENT TO SCHOOL ON A PERMANENT BASIS MUST BE IN **BUBBLE PACK OR INDIVIDUAL SYRINGES (IF LIQUID)**. IF TEMPORARY MEDICATION IS SENT IN, IT MUST BE IN ORIGINAL PACKAGING BEARING ALL DETAILS OF WHAT, WHEN, DOCTOR ETC. IF THIS INFORMATION IS NOT AVAILABLE, THE OFFICE WILL CALL YOU TO CONFIRM. IF YOU CANNOT BE REACHED, THE MEDICATION WILL NOT BE GIVEN. ANY MEDICATION SENT TO SCHOOL SHOULD BE **GIVEN DIRECTLY** TO THE BUS DRIVER/RIDER OR SCHOOL PERSONNEL. PLEASE DO NOT SEND MEDICATION IN LUNCH KITS OR POCKETS – IT COULD FALL INTO OTHER HANDS!!! ALL MEDICATIONS AT SCHOOL ARE ADMINISTERED BY JOY MARTIN/MONICA LAWES/TRUDY LEWIS.

ANY CHANGES/TERMINATION OF MEDICATIONS **MUST** BE REPORTED TO THE SCHOOL OFFICE. PAPERWORK WILL BE NECESSARY FOR ANY MEDICATION GIVEN AT SCHOOL AND WILL BE SENT TO YOU FROM THE OFFICE.

NO NITS POLICY

IN THE EVENT THAT A STUDENT HAS HEAD LICE, THE PARENT/GUARDIAN/RESIDENTIAL STAFF/PROPRIETOR WILL BE INSTRUCTED TO TREAT THE CONDITION WITH APPROPRIATE SOLUTIONS (NIX, ETC.) AND RETURN THE STUDENT TO SCHOOL **ONLY AFTER** ALL NITS HAVE BEEN REMOVED FROM THE HAIR. IF NITS ARE STILL SEEN IN THE HAIR UPON THE STUDENT'S RETURN TO SCHOOL, THE PARENT/GUARDIAN/RESIDENTIAL STAFF/PROPRIETOR WILL BE ASKED TO TAKE THE STUDENT HOME AGAIN AND REMOVE ALL NITS BEFORE RETURNING.

SURE-LOC POLICY

BEFORE ANY BUS TRANSPORTING WHEELCHAIRS IS PUT IN MOTION, THE DRIVER MUST CHECK ALL WHEELCHAIRS TO ENSURE TIGHTNESS AND SECURITY OF ALL SURE-LOCS.

IF THE BRAKES, STRAPS OR MECHANICS ON ANY WHEELCHAIR ARE NOT IN GOOD WORKING ORDER, THE DRIVER MUST NOTIFY THE CERTIFICATED TEACHER WHO SHALL NOTIFY THE PARENT/GUARDIAN/RESIDENTIAL STAFF/PROPRIETOR TO HAVE THE PROBLEM RECTIFIED IMMEDIATELY.

NO WHEELCHAIR WITH FAULTY BRAKES CAN BE TRANSPORTED ON A SCHOOL BUS AS THE SURE-LOC SYSTEM IS NOT RELIABLE UNLESS THE BRAKES ARE FULLY OPERATIONAL.

WHEELCHAIR TRANSPORTATION POLICY

STUDENTS IN WHEELCHAIRS WILL BE TRANSPORTED TO AND FROM SCHOOL VIA THE CITY OF RED DEER'S ACTION BUS SERVICE. STUDENTS MUST BE READY 15 MINUTES EITHER SIDE OF THE PICK UP OR DROP OFF TIME TO ENSURE CONTINUOUS OPERATION OF THE ACTION BUS SCHEDULE. THE ACTION BUS WILL NOT TRANSPORT STUDENTS IF THEIR WHEELCHAIRS ARE NOT IN PROPER WORKING ORDER (i.e. non-working brakes, improper harness, etc.). THE ACTION BUS WILL NOT PICK STUDENT UP IF THE SNOW IS NOT CLEARED FROM THE PICK UP LOCATION.

SWIM POLICY

ALL STUDENTS WITH EPILEPSY MUST WEAR APPROVED LIFE JACKETS WHILE SWIMMING IN ANY COMMUNITY POOL OR LAKE. EXEMPTIONS FROM THIS POLICY WILL BE GRANTED IF THE PARENT/GUARDIAN SUBMITS A WRITTEN WAIVER TO THE SCHOOL ACCOMPANIED BY A WRITTEN STATEMENT FROM A MEDICAL DOCTOR STATING THAT THE STUDENT DOES NOT PRESENT AN EXISTING RISK OF SEIZURE ACTIVITY AND THEREFORE NO REASONABLE RISK IN SWIMMING ACTIVITIES WITHOUT A LIFEJACKET.

COLD WEATHER/CLOSURE POLICY

IN THE EVENT OF TEMPERATURES OF -30 CELCIUS OR BELOW (INCLUDING WIND CHILL) AT 6 AM, THE PARKLAND SCHOOL BUS WILL NOT MAKE ITS SCHEDULED RUN THAT DAY. **ACTION BUSES WILL CONTINUE TO RUN SO YOU MUST CALL AND CANCEL IF YOU DO NOT WANT YOUR CHILD RIDING THAT DAY.** THE SCHOOL STAFF WILL BE ONSITE AND THE SCHOOL WILL BE OPEN AND OPERATIONAL FOR STUDENTS BEING TRANSPORTED BY ALTERNATE MEANS (TO BE ARRANGED BY PARENT/GUARDIAN/RESIDENTIAL STAFF/PROPRIETORS).

IF STUDENTS ARE SENT HOME DUE TO AN EMERGENCY SITUATION, THE OFFICE WILL ENDEAVOR TO CONTACT PARENTS BY PHONE BEFORE THE STUDENTS ARE BUSED HOME. AGAIN, MOST IMPORTANT TO HAVE AN EMERGENCY CONTACT ON FILE.

*** THE SCHOOL WILL BE **CLOSED** ONLY IN THE EVENT OF MAJOR STORMS/BLIZZARDS/DISASTER.

***THESE DECISIONS WILL BE MADE BY THE ADMINISTRATION AND ANNOUNCED ON THE SCHOOL WEBSITE'S HOMEPAGE (www.parklandschool.org).

***BUS DRIVERS WILL ALSO CONTACT PARENTS (WOLF CREEK AND PARKLAND SCHOOL).

