

# École Parkside School

*Principal: Leanne Braun*

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## School Policies and Information

### Student Handbook

A print version of our student handbook which contains our school policies will be available for families at the fall interviews on Monday, September 18th. An electronic version is available on our school website under the About Tab in School Policy at <https://eps.blsd.ca/> A new procedure for student attendance (Student Presence and Engagement) has been developed by Border Land School Division. In addition, a number of policies have been reviewed and amended with student input in 2022-2023. These include: Information Communication Technology Use including personal device use, and Parkside Free time. Additional policies will be reviewed and updated throughout the school year. Under review includes Work Completion and Dress code. Revisions are made with student input where possible as well as with the Parent Advisory Council. As changes are made, notifications will be sent home and shared with students. New updates are noted with the word **NEW** and polices under review are noted with the phrase ([School Policy Under Review 2023-2024](#))

### 2023-2024 Yearbook

Each year Parkside designs a school yearbook that is printed by Friesens Corporation. If your child is interested in purchasing a yearbook for this year, they may pre-order them now. Pre-ordering helps us to determine our orders early in the school year. Email ([parkside@blsd.ca](mailto:parkside@blsd.ca)) or phone the school to pre-order your yearbook. We will arrange payments with you at the time you pre-order. The cost will be **\$25.00**.

### Safe Schools Policies

All visitors to the school must report to and sign in at the main office. A key component of maintaining a safe school is to have all visitors report into the office immediately upon arrival to sign in. This includes all parents, BLSD staff who are not regularly assigned to Parkside, and community members.

Operating a safe school is in the best interest of the students, the adults who work in the school, and the community that we serve. Our Safe School Guidelines address areas such as inclusion of all students, severe weather, lock downs, fire drills, first aid, and access to school facilities. For more information, see the student handbook.

### Attendance

Students are expected to be at school every day. If your child is unable to attend school, please contact the main office (204-324-8206). Attendance information will be shared with teachers. Students who arrive late, are expected to report to the main office before heading to their classes. Students and staff are expected to stay home when ill.

### Doors

The school building doors are kept locked until 8:30a.m. and are locked again at 4:00p.m. Please encourage your student to arrive at school after 8:30am. When students arrive, they can be in their classroom or head outside to play.

### Breakfast Program

We have a breakfast program available for all students. Students who require breakfast can come to the kitchen area between 8:35 and 8:55am. A staff member will be there to help them.

### Lunch Expectations

The lunch period begins at 12:05pm and ends at 12:55pm. Students are encouraged to join their families during the noon meal whenever possible. Students who live within a 15 minute walk are expected to go home during the noon meal.

Students remaining at school for lunch are invited to eat outside (weather permitting) and in their homeroom at their own desk when the weather is poor. Students staying for lunch are expected to remain on the school property during the noon hour. The Altona Nature Pond and the Altona Park are off limits to our students during the school day.

## Lost and Found

There is a lost and found coat rack located in the pit area. Please check with the secretary if you are missing an item. Three times per year (in December, March and June), lost items are delivered to MCC.

## Student Dress

Please see the detailed information regarding student dress in the student handbook (page 5). However, please note the following guidelines:

- Students must use footwear in school
- Runners with non-marking soles are required for physical education classes
- Dress shorts or walking shorts will be permitted (Shorts & skirts, worn with or without leggings, must come past a student's fist when their arms are by their side)
- Undergarments must be covered at all times (sleeveless tops, tank tops, tops with mid-riff showing, exposed boxer shorts are not permitted). The width of 3 fingers is the guideline we will follow for tank tops.
- Clothing with offensive wording, pictures, graphics, symbols or slogans are not permitted

## Injuries

If a student is injured during school hours, it is our policy to phone the parent and if needed, transport the student to the clinic or hospital for a doctor's diagnosis and treatment.

## Inclement Weather

During inclement weather (rain and snow) students are expected to wear appropriate outerwear. Outdoor footwear should be placed on the boot racks provided at the front entrance. If possible, two pair of runners is suggested, one for general wear and one for use in the gym and in physical education class.

## Medication

School policy does not allow the school to administer medication to students unless it has been prescribed by a physician and is accompanied by a form completed by the parent, which gives the school permission to administer the medication. Forms are available at the school. All medication must be in its original container.

## Student Pick-up

Please use the most northwestern approach for delivering and picking up your student during the time when busses are in the loading zone in front of the school. No private vehicles are allowed in the bus loading zone between 8:25am – 9:00am and again from 3:15-4:00pm.

## School Sports Teams

Our interschool sports program consists of the following sports: soccer, volleyball, basketball, badminton, and track and field. Students are encouraged to try out for these teams. All games and practices are held after school hours. Transportation for our interschool sport program is covered by our transportation grant from the school division. There may however, be times when extra games or tournaments occur and students may have additional costs charged to them.

## Student Handbook

Each family will receive a copy of the student handbook which outlines the student and parent policies (print copies will be available at the Fall Interviews on September 18, 2023). We ask that **all students and parents read these policies**. The student handbook is also available on the school website.


## School Communication

Homeroom teachers will use a variety of methods in communicating with families, such as email, phone calls, social media accounts for their classrooms. As a school, we will communicate with you through our school website (<https://eps.blsd.ca/>), Sabres Instagram Account ([parkside\\_sabres](#)), and via email or phone message using a platform called SchoolMessenger. Please ensure that the school always has your most current phone and email on file to help us get the information to you in a timely way. There are times when we also publish school newsletters. These newsletters will be emailed home to the email address you provide. If you do not provide an email address, printed copies will be sent home with your child. Additional printed copies will be available for pick up in the office.

Please use the following checklist to ensure that you complete the necessary paperwork to start the school year.

Complete using the PowerSchool Parent Portal ■

When you log into the PowerSchool Portal you will see the alert pictured. Click on the blue text.

 **Your Action Is Required** - [Click here to review items.](#)

You will be directed to a page with a list of items requiring your attention.

- Registration Verification – Click on the blue Verify Information box. Your child’s student information will be displayed. Follow the prompts to review the information and click that Student & Contact Information Is Correct or contact the school to make the necessary changes.
- Publish or Display Student Work – Click on the blue Review Form box. Review the information and make your selection to give consent or not give consent and click Save My Permission to complete the form.  
Use the tabs at the top of the page to navigate to the other forms that need to be reviewed.
- Media Release – Read and make your selection. Click Save My Permission to complete the form.
- ICT Acceptable Use Agreement – review the information provided and click I agree. Click Save My Permission to complete the form.
- Local Travel Permission – Read the information and make your selection. Click Save My Permission to complete the form.
- School Forms – Movie Viewing Permission. Read the information and make your selection. Click Save My Permission to complete the form.