



**Calgary Board
of Education**

**Harold Panabaker
School**

You can access our website:

- directly at: <http://schools.cbe.ab.ca/b643>
- or, via the *Calgary Board of Education*, at: <http://www.cbe.ab.ca/Pages/default.aspx> – Schools – School Directory – and look up our school under “H”

Both of these sites will provide information updates related to: school and system notices, yearly/monthly calendars, bus route maps, upcoming activities, staff contact information, etc.

HAROLD PANABAKER PROCEDURES (please read thoroughly)

Please note that, for security purposes, all exterior doors to the school are locked shortly after the start of the day and for the duration of the day. As a result, please follow these procedures to minimize school traffic and disruption to the classroom:

Students Arriving Late

Students will have to buzz into the main office to gain entry into the building. There is a camera and speaker system at the main street entrance.

Students Leaving Early

Please send a note with your child, indicating the time they are to be dismissed.

1. The student should show the note to the teacher who has them at the indicated time.
2. They are then to bring that note to the office, so that they can officially be signed out.
3. They'll then wait at the front door for your arrival so that you do not need to come in to the building, via the locked door.

If you forget to send a note, please call the main office line; we will locate your student and send them to the door to meet you. Please understand that this may take a bit of time.

Reporting Absences/Lates

In order for us to convey accurate attendance to our teachers, we would ask that absences and lates be reported to the school **prior to 10:00 AM**. You can do this either by:

- phone: 403-777-7890, and press 1; please speak clearly when prompted.
- email: hpattendance@cbe.ab.ca

Please Note: We use an automated absence call system so, if absences/lates are not reported by 10:00 AM, a phone call and/or email will automatically go out for all unreported students.

Vacation/Lengthy Illness/Other Extended Absences

To report an extended absence, please use the same protocols indicated for daily absences, with start and end dates. It is also important to contact your child's teachers to convey at least some of this information, so that a plan can be discussed regarding missing work. If the attendance message is not conveyed to the office, you will receive an automated call every day your child is away.

Messages for Students

In our attempt to minimize class disruptions, we do not forward outside calls directly into classrooms. If a message needs to be left, it will be relayed via somebody in the office during class breaks. (The exception would be in an emergency situation, where we would send a staff member immediately to retrieve your child to bring them to the office.)

Contacting Teachers or Administrators

Email addresses for all teaching staff can be found under the 'contact us' link on the school's website. Please contact teachers directly if you have information/concerns you would like to pass on, or requests about homework or marks. If you don't receive a response within 48 hours, please contact one of the school's administrators for follow-up.

If you are unsure of which teacher(s) to contact, please ask your child for more information. Due the minimal amount of staffing we have in our main office, we typically cannot gather homework for you.

Appointments with Teachers or Administrators

As our staff have busy schedules, which often conflict, it is very important that you contact them via email to request an appointment rather than just showing up at the school. Staff will make every effort to meet with you in a timely manner.