



Lilian Schick School

A 7 Habits School



Name: _____

Lilian Schick School Handbook
 Mr. Steven Langer – Principal
 (E-mail: slanger@sturgeon.ab.ca)
 Mr. Greg Gibson – Vice Principal
 (E-mail: ggibson@sturgeon.ab.ca)
Lilian Schick School
 4509 – 54 Ave. Box 689, Bon Accord, Alberta
 T0A 0K0 (780) 921-2200
 Toll free (780) 973-4313
 Fax: (780) 921-3113
 Website : <http://lilianschickschool.ca>
Office Hours : 8:00 am to 3:45 pm

Operational Day Schedule

<u>Time of Day</u>	<u>Activity</u>
8:00	Doors open
8:30	Students in Classroom
8:35 – 8:40	Registration
8:40 – 9:30	Block 1
9:30 – 10:20	Block 2
10:20 – 10:28	Break
10:28 – 11:18	Block 3
11:18 – 12:08	Block 4
12:08– 12:28	Lunch Eating
12:28 – 12:48	Recess
12:48 – 1:07	Block 5
1:07 – 1:57	Block 6
1:57 – 2:47	Block 7

Subject to change

Vision and Mission Statement

Learn with Passion
Lead with Confidence

Lilian Schick School provides opportunities for tomorrow’s exceptional leaders to think critically, to think creatively, and to make healthy life choices.

All students at Lilian Schick School are leaders. The *Leader in Me™* process through which staff and students learn about the 7 Habits helps develop the essential life skills and characteristics students need in order to thrive in the 21st century. The *Leader in Me™* process is designed to help teachers develop leadership skills in their students. Helping students discover their own strengths allows teachers to find opportunities for every child to shine- to be a leader. Teachers incorporate the common language of the *7 Habits of Highly Effective People®*, by Dr. Stephen R. Covey, into the curriculum areas. A crucial part of this process is that it is used school wide- everywhere, all the time. Students get the leadership message from everyone throughout the school day. As the students begin to understand and use the 7 Habits, they become more motivated, organized, engaged and will take ownership of their learning.

The 7 Habits of Highly Effective People

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win Win
5. Seek First to Understand, Then to be Understood
6. Synergize
7. Sharpen the Saw

Safe & Caring School

For the safety of our students please enter through the front doors of the school. During school hours all other doors are locked.

PD/Staff Meetings

Staff Meeting days are full school days, on Fridays once per month. See school calendar for dates or check our website at <http://lilianschickschool.ca>.

Visitors & Parking

Please note the bus lane must be free from all traffic during morning when buses unload (8:00 to 9:00 am) and end of day bus loading times (2:00 to 4:00 pm). Please do not drive through, pick up or park in the bus lane during these times. Instead park in the large parking lot at the east end of the school. Visitors are to park in the parking stalls. **Parking in front of the school is not permitted except for emergency vehicles.** Thank you in advance for following this practice to ensure the safety of our students when they are loading or unloading from the buses.

Please respect the needs of the handicapped. Only vehicles with a handicap parking tag are allowed to park in the handicap parking stalls.

Students Leaving the School During the Day

To ensure the safety of our children, students leaving the school for any reason during school hours must report to the school office prior to leaving the school premises. For safety reasons and in order to help our students learn, we will be attempting to minimize interruptions to classroom instructional time throughout the day. Parents/Guardians are asked to please make arrangements for appointments, early pickup, alternate drop off points, etc., with their children before they leave for school in the morning. When an alternate drop off, pick up, etc. is necessary parents/guardians must state their request in writing and send it with their child. Only in emergency situations will we deliver messages to the classroom teachers during class breaks and only after the request has been approved by the principal or vice principal.

Fire Drills & Evacuation Procedures

Fire drills are practiced throughout the year to teach students particular emergency exit routes. If the fire alarm sounds, the building must be cleared, regardless of the circumstances or event in progress. Tampering with the fire alarm system and fire-fighting equipment is extremely dangerous and is an indictable offense that could result in expulsion from school.

Lockdown Information

A school lock down is an emergency protocol used to keep students and staff safe, to protect everyone concerned and are conducted in the unlikely event a real threat happens. Similar to regular Fire Drill practice, Lockdowns are practiced throughout the school year. At times parents/guardians, community members and students will be informed ahead of time as to when the lockdown will be practiced. At other times a spontaneous lockdown will be held. Lockdown drills are repeated regularly so that students become habituated and familiar to a passive response in the face of an emergency. Students are prepared well ahead of time regarding expectations and procedures.

Search & Seizure

Lockers belong to the Sturgeon School Division and may be searched at any time by the school administration. A locker search may be undertaken by the administration if they have sufficient reason to suspect that unauthorized substances may be found in a locker.

Buses and Inclement Weather Policy

The school will always be open during regular hours. School buses may not be operational if weather/road conditions warrant.

Announcements to this effect are made over radio stations CHED, CFCW, AND CISN commencing at 6:30 a.m. as well as posted on our division web site www.sturgeontransport.ca The final decision to send a child to the bus stop or to school rests with the parents/guardians, even though buses may be operational.

If road conditions warrant or in the event that students are sent home early buses may bring students home without prior notification. PLEASE ARRANGE FOR A SAFE PLACE FOR YOUR CHILD TO GO if this happens and if there is not normally someone at home. Please ensure that you have filled out and returned to the bus driver the Student Emergency Card given to you at the beginning of the year. Students should dress appropriately for the weather. Students will be kept inside the school on days when the temperature is below -20° C or if there is a severe cold wind.

Student Dress During Winter Months

All students riding on school buses shall be required to wear winter footwear and to carry with them winter headwear and gloves or mitts from December 1st to March 1st.

A bus driver may refuse transportation to a student who is not appropriately dressed as provided in this regulation.

Instruction of Students during a Period of Suspension of Transportation Service

Schools shall remain open when school bus services are suspended by the Superintendent, and will receive students who are conveyed to school on days when school bus services is suspended because of inclement weather. Parents/Guardians who have brought their children to school on days when school bus services are suspended because of inclement weather or hazardous road conditions will be responsible for picking up their children at the end of the school day. On days when the Superintendent suspends school bus services, teachers shall not conduct examinations, nor introduce new material in their courses.

Absences by students on days when school buses do not operate whether as the result of bus failure, a decision of a contractor not to operate, or suspension of transportation services by the Superintendent, shall be deemed to be excusable and shall not affect the granting of credit in school courses.

Attendance Policy

Regular attendance is essential to success in school and is expected of all students. The School Act requires that every child who has attained the age of six years at school opening date and who has not attained the age of sixteen years must attend school.

Reasons of sickness or other unavoidable causes excuse a student from attendance. It is important for parents/guardians to cooperate with the school by insisting on regular attendance. It is the responsibility of the student to catch up on work missed during an absence.

When your child is absent, students should provide a signed note or a phone call from parents/guardians within 24 hours after each absence that explains why the student was away. Students registering late must report to the general office prior to going to their classes. Otherwise, the office records will indicate an absence and a call will be made to parents/guardians. Students who are habitually late will be required to meet with the school counselor or administration. Parents/Guardians wishing to remove their child from the school during school hours are expected to sign them out at the office. Children will not be released to individuals other than the parent or guardian. Exceptions must receive the prior approval of the Principal.

Communication

Lilian Schick School staff communicate with parents/guardians through the following methods:

- You can contact any of our teachers via email which is accessed through the PowerSchool Parent Portal or via phone at 780-921-2200.
- **PowerSchool Parent Portal** – Parents/Guardians can check on student grades, attendance, and teacher comments. The address is: <https://pschool.sturgeon.ab.ca/public/home.html>
- **Lilian Schick School Web-Site** – Please utilize this web-site for information. The web-site address is: <http://lilianschickschool.ca>.
- **E-mail**- Parents/Guardians are welcome to contact the school for general inquiries or to report an absence through their email. The general school email is: lilianschick@sturgeon.ab.ca. Email that is in regard to your child's progress in a class should be directed to their teacher's email which is accessible in the PowerSchool Parent Portal.
- **Monthly newsletters** – Our monthly newsletter the "Knighly News" will be posted on our website. This newsletter updated you on the activities at Lilian Schick School. Parents/Guardians may request a paper copy to be sent home.
- **Student Agendas** – Each elementary student has access to a school agenda, which has been designed to help students manage their time, list homework and assignments, relay messages from the school to home and from the home to school, list absences and appointments and can be an excellent way for the school and parents to communicate.

Student Expectations

Lilian Schick School operates on the premise that all students have the right to learn and that the school environment guides students towards responsible behavior. It is expected that students, while in school or participating in school sponsored activities, behave in an appropriate manner that does not interfere with the rights and privileges of other students. Home and school alike must share the responsibility for acceptable behavior. The school is a safe and caring location, where there is a joint effort to learn, relate to others and grow. However, education is more than just our school and so we expect more from them. The expectations of our students reflect our hope that we can raise ethical citizens who are active and responsible in all their daily activities.

Expectations of our Students

1. Respect for each other
2. Respect for one's own self
3. Respect for the guests of our school
4. Respect for members of the community
5. Respect for members of the global community
6. Respect for property- their own, their schoolmates and the school
7. Respect for the learning environment
8. Consideration for the safety of others and self

Code of Conduct for Students

Student Code of Conduct is defined in the School Act under Section 12 of the New Alberta School Act. These are legal obligations of all students in Alberta Schools.

- a. Attend school regularly and punctually,
- b. Be ready to learn and actively engage in and diligently pursue the student's education,
- c. Ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- d. Respect the rights of others in the school,
- e. Refrain from, report and not tolerate bullying or bullying behavior directed towards others in the school building, during the school day or by electronic means,
- f. Comply with the rules of the school and the policies of the board,
- g. Co-operate with everyone authorized by the board to provide education programs and other services
- h. Be accountable to the student's teachers and other school staff for the student's conduct, and
- i. Positively contribute to the student's school and community.

It is the belief at Lilian Schick School that it is the responsibility of each individual student to be responsible for complying with our school expectations and Section 12 of the School Act. Staff at Lilian Schick School will help students to adhere to the expectations through a process of learning. Staff shall:

1. Help the student identify the inappropriate behavior(s)
2. Help the student solve the problem(s) created by these behavior(s)
3. Leave the student's dignity intact
4. Share the Code of Conduct with students twice annually, in September and January.
5. Make the Code of Conduct accessible to families by sending out electronically in September and posting on school website for easy access.

Factors such as age, grade, nature of the misbehavior, degree of the situation, emotional stability and past history will be considered when action is taken.

General School Rules

1. Lilian Schick School is an inclusive learning environment. All students have the right to a safe, caring, and respectful learning experience.
2. Personal electronic devices provide a wonderful opportunity to access information and working material in an efficient manner. Student's use of the devices which would interfere with their or someone else's learning or teaching environment is not permitted. Devices are to be used with the intent of using it in an educational manner unless otherwise told to do so.

3. Personal electronic devices are the responsibility of the student. The school may assist students in locating lost or missing devices but ultimately, students need to be responsible for their own materials. Students should lock their personal items in their locker to securely store their devices if need be.
4. Harassment, discrimination, as well as physical, verbal or electronic bullying is not acceptable. Students who participate in these behaviors will be dealt with in an appropriate and timely manner.
5. It is expected that students conduct themselves in an appropriate manner in the hallways. They are to walk quietly and safely to and from all activities.
6. Profane language and/or inappropriate gestures demonstrate disrespect for one's self, others and the school. We ask students to refrain from doing so.
7. As staff are responsible for students, we ask that students remain in class at all times. Students may leave if given permission or if teachers are informed of their whereabouts and have permission to be there under supervision.
8. In order for a student to complete tasks, students need their materials and are expected to be prepared for class by having those materials available. Materials that are lost or need replacement are a responsibility of the student.
9. School desks, lockers and classrooms are used by individual students and may be used by multiple students throughout the day. It is asked that students show respect for the property as they need to be used by others.
10. Vandalism, damage and criminal acts affect all of us at Lilian Schick School. We expect that students report these incidences to the school office.
11. Lilian Schick School has a dress code. For specific information, please see below.
12. For student safety reasons, students are not to be riding skateboards and bikes on school property during the school day. The bike must be placed in the supplied bike rack and secured with a lock until departing the school grounds in a safe manner at the end of the school day. It is required that skateboarders and bikers use an approved CSA helmet.
13. Items which can be viewed as a weapon, or are deemed to be weapons under the Criminal Code, are prohibited from school property. Students who are found to be in possession of items or involved in such incidents are subject to consequences according to Board Policy including but not limited to suspension and/or expulsion
14. Students are not to possess, use or distribute alcohol, drugs or tobacco at school or school sponsored events. Students who are found to be in possession of items or involved in such incidents are subject to consequences according to Board Policy including but not limited to suspension and/or expulsion
15. School buses are part of school. It is expected that students on buses follow school board policy and act appropriately and with respect for one's self and others while on the bus.

Lilian Schick School Dress Code

In keeping with the philosophy of Alberta Education, we at Lilian Schick School strive to help our students become productive citizens who are ready to pursue high school and

eventually careers in the workforce. As a result, students are expected to conduct themselves in a manner that demonstrates respect and to dress appropriately for a school/work setting.

- Footwear must be worn at all times in the school.
- Hats can be worn to school but we ask students to store the hats in their lockers once school begins and not to wear them to class.
- Students must not wear clothing that has inappropriate language, graphics or slogans (i.e. profane language, drug or alcohol related material)
- Students must wear clothing that covers their chest, back and midriff (no spaghetti straps or strapless/off the shoulder shirts).
- Shorts and skirts must be a reasonable length.
- The final determination about appropriateness of dress lies with school staff.

Personal Electronic Devices

Students may bring wireless Personal Electronic Devices to Lilian Schick School once they and their parents/guardians have agreed to the policies stated in the Personal Electronic Device Agreement. Lilian Schick School is not responsible for any loss or damage sustained to personal electronic devices. Cell phones and other devices may be used for personal use during recess and lunch breaks. Since personal electronic devices can provide some exceptional benefits for use in the classroom, students are asked that their PED is used for educational purposes only. Engaging in game playing or social networking is prohibited unless directed by a teacher and in the pursuit of educational outcomes.

Students who use a personally owned device in a manner which is disrespectful to the educational environment whether in class, on school grounds or on division transportation- may be asked to hand over their device to their respective teacher or staff member. The device will be returned to the student or in some cases returned to the parent/guardian if the issue is of a serious nature. Cyber Bullying is a serious offense and will not be tolerated. Any incidents of cyber bullying will be dealt with according to the school code of conduct and discipline policy.

Liability for Damage to School Property

Lilian Schick School will charge parents the cost of repairing damaged property pursuant to Section 16(1) of the School Act of Alberta.

School Store

The school store is available to students during lunch every day. It offers a variety of hot food and snack selections. Under the supervision of school staff, selected students are responsible for the operation of the store. Profits from the store are intended to support identified student needs and school needs. Price and availability of items is subject to change. Lilian Schick School strongly believes that it is our responsibility to provide our students and staff with healthy food choices in our school store.

Counselling Services

Lilian Schick School offers a school guidance and counselling program which is centered on helping individual students meet their growth and developmental needs – educational, personal, social and career. Delivery of these programs is collaborative and multidisciplinary, involving the school counsellor and other school staff. Our school counsellor may also involve outside agencies in assisting in

supporting your child. Program success is based on a close partnership among school, home and community.

Healthy Interactions

Schools in Sturgeon School Division aim to be as open in their dealings as possible and welcome the involvement of community members, especially parents, in a variety of activities. As with all human interaction, concerns will arise. The Healthy Interactions program is intended to help deal with those concerns in a *consistent, comprehensive* and *credible* manner.

To ensure that concerns are handled with consistency, comprehensiveness and credibility and that all steps in the process have been taken, a template has been developed. This template will be used throughout the Division and is currently available from Sturgeon Schools and on the Sturgeon School Division website.

The steps in the process as outlined in the template are:

1. Involvement of the right parties
2. Correctly defining the problem
3. Determining the interests of all Parties
4. Generating Solution alternatives
5. Development of an action plan
6. Follow-up action

For more information regarding the Healthy Interactions Program contact your local school or Sturgeon School Division.

Subject Help

Students can access assistance from their teachers at various times throughout the day or week and in a variety of formats. Students are asked to make individual arrangements with their teachers.

Medication

Students who require the school to administer medication must have a school system form completed by a doctor and returned to school. These forms are available through the school office.

PYRAMIDS OF INTERVENTION

How do we respond when students are not successful?

The staff at Lilian Schick School is dedicated to providing intervention strategies for students. In addition to classroom teacher expertise on differentiation and modifying curriculum the following resources are available:

- school based counsellor
- division based special education team that includes: speech/language specialists, behavior specialists, psychologists and occupational therapists.
- a relationship with Capital Health, Family and Community Services and Morinville RCMP.

What to do if your child needs help?

- Talk to the homeroom teacher. Express your concerns and ask for the teacher's input.
- The teacher might then refer your child for informal/formal assessment with your consent.

- As a team, you, the homeroom teacher, and the school administration will determine possible program modifications or specialized placement for your child.

- The key to appropriate intervention is effective communication between teacher and parent/guardian.

Lilian Schick School Homework Policy

Developing a regular study pattern and skills at an early age helps students achieve success in their education. A regular schedule for homework helps to develop these skills.

Purpose of Homework

Homework assignments vary according to the purpose for which they are designed.

Some of the purposes of homework are:

- to reinforce lessons taught during class time;
- to help students develop self-reliance and good study habits;
- to strengthen the ties between home and school, particularly when parents/guardians can help in some way with assignments;
- to catch up on work or assignments missed due to absences;
- to complete work which was not done within the school day.

Parents/Guardians as Part of the Learning Experience

There are many ways parents/guardians can help with their child's education and learning experience.

These include:

- providing a quiet, regular place to work at home, helping their children organize their time for assignments;
- being the "audience" for reading practice, spelling and math drills;
- providing information and knowledge for projects;
- communicating with your child about what is expected of them and being in contact with their teachers when you have questions;
- regularly monitoring your child's progress through Power School Parent Portal
- volunteering in your child's classroom

The support and interest of parents/guardians will have a large influence on students' attitudes toward learning. If you have questions what your children are learning in class, don't hesitate to talk to their teachers.

General The actual time required for homework will vary with: the grade level; the student's ability; and the student's use of class time.

Parent/Teacher/Student Interviews

Parent/teacher/student interviews are usually held in October, January and April. Student progress can be checked regularly through Parent Portal. **Should concerns arise during the school year, parents/guardians are encouraged to contact the teacher or the school at any time. Lilian Schick School has moved to paperless reporting, which means parents can access students grades at anytime on Parent Portal.**

Logos Grade 5 to 9

A Christian-based perspective:

- LOGOS is a non-denominational Christian-based program offered in a nurturing setting, where children are taught to love God and others

- The Christian environment is enhanced through daily activities such as prayer, assemblies, devotional time, Scripture readings and singing
- Supports the spiritual values parents/guardians teach at home, ensuring each child's faith is nurtured, reinforced and sustained at school.

A strong educational focus:

- LOGOS is part of the public school system and teaches the Alberta curriculum
- Children remain involved in school-wide events, programs and other activities
- Students learn the same subject matter as others in the school system, but most courses are taught with a Christian viewpoint.

PARENT/GUARDIAN INVOLVEMENT

Volunteers in the School

Parents/Guardians are encouraged to volunteer to help the school, both in the classroom and elsewhere. Volunteers can make many different contributions to the educational process in school. Tasks may include: reading to children and listening to them read, assisting with classroom discussions, helping with plays, demonstrating and instructing in arts and crafts, cooking for outdoor education, making charts and games, and accompanying classes on field trips.

Volunteers are asked to sign in at the office so that their contribution and attending in the school may be recorded. Volunteers wishing to offer their gifts of time and talents are asked to contact the school office or their child's homeroom teacher.

Depending on the activity, volunteers may be asked to provide a recent criminal record check.

School Council

Lilian Schick School has an elected school council consisting of parents/guardians, teachers and community representatives:

The purpose of school council is:

- to provide for more effective communication among parents and teachers on matters of common interest;
- to work toward effective school/community relations;
- to act in an advisory capacity to the Principal and/or the Board of Trustees;
- to work cooperatively with the school for the purpose of improving school programs and facilities;
- to provide leadership for the school;
- to serve as a forum for items of mutual concern.

All parents/guardians are welcome to attend the regularly scheduled monthly meetings held at the school. Minutes are recorded at all meetings and are available at the office.

Minor First Aid

Students that come to the school infirmary for minor first aid will be required to bring their agenda books with them. Staff will provide a brief description on the minor first aid report in the agenda. Parents/Guardians will not be otherwise informed of minor issues, but will be able to check the record found in their child's agenda book. Please review the first aid report often and feel free to contact the office if you have any concerns.

Accident

If a student is seriously injured, a qualified person at the school will give any necessary first aid. Parents/Guardians will be advised immediately. If the parent/guardians cannot be reached, we will notify the emergency contact person indicated on our school records. Parents/Guardians are asked to ensure that phone numbers on record at the school are current. Parents/Guardians looking to update their information need to contact the school at 780-921-2200. If required, the student may be taken directly to the hospital or clinic. In the event that an ambulance is required, parents or guardians should forward their Alberta Health Care invoice for the trip to our Director of Transportation Services at our Central Office in Morinville. Payment will be authorized from the School Board's Student Accident policy insurers.

Extra-Curricular and Field Trips

The staff at Lilian Schick School believes that field trips and extra-curricular activities are a valuable part of a child's education. They may not be associated with a curriculum but provide wonderful opportunities for learning.

It is expected that students are:

1. Caught up in all their school assignments
2. Are living up to the expectations of the school
3. Have not been involved in a disciplinary situation at the school which may impact the activity they are wishing to participate in

DISCIPLINE POLICY

Every violation of the Code of Conduct by a student is to be addressed by staff. In order to deal with violations consistently, inappropriate behavior is generally categorized according to three levels of severity with appropriate action steps

LEVEL ONE

Infractions such as:

- Classroom/ hallway misbehavior
- Neglect of homework
- Tardiness
- Playground infractions
- Unprepared for class
- Disrespect
- Dress code violation
- Misuse of language
- Misuse of electronic devices

- 1) A staff member intervenes:
 - The student is made aware of misbehavior.
 - The teacher gives logical consequences for student's action, e.g., student who is late is asked to make up the time at noon.
- 2) If a violation is repeated the student is referred to counselling or administration.

LEVEL TWO

- A. Persistent Level One behavior.
- B. Opposition to authority or willful disobedience such as:
 - Speaking to staff or other adults disrespectfully.
 - Defiance of authority.
 - Verbal abuse (profanity).
 - Minor theft.
 - Roughhousing, intimidating, and/or bullying/cyber bullying.
 - Damage to property.
- 1) Consequences for Level Two violations will include one or more of the following:
 - Loss of privileges; e.g., intramurals, school dances, field trips.
 - Noon detentions.
 - After school detentions.
 - Restitution.
 - 1-5 day in-school or out-of-school suspension.
 - Counselling.

LEVEL THREE

- A. Persistent Level Two behavior.
- B. Extreme violations such as:
 - Fighting/assault.
 - Major theft.
 - Major vandalizing of property.
 - Possession, use, or distribution of cigarettes, alcohol or drugs.
 - Bullying/cyber bullying and/or harassment.
 - Skipping school.

Consequences for level Three behavior may include:

- Loss of privileges.
- 1-5 day school suspension.
- Parent/Guardian conference before student is readmitted.
- Possible referral to appropriate agencies for counselling.
- R.C.M.P. will be called for an illegal activity.
- Possible recommendation to the School Board Discipline Committee for expulsion.

***All students who are suspended out of school are required to meet with an administrator or counsellor prior to being readmitted to the school.**

SCHOOL SPIRIT

Lilian Schick Students are known as **KNIGHTS**.

They are
K - Keen
N - Noble
I - Independent
G - Generous
H - Honest
T - Tireless
S - Spirited

Teams – LS Knights
Colours – Red and Black

- All discipline situations are seen as a learning opportunity for students. Staff will be sure to use a restorative approach when dealing with students, and ensure to leave their dignity intact.