



Lilian Schick School

Name: _____



Lilian Schick School Handbook
 Mrs. Shelley Greenwood – Principal
 (E-mail: sgreenwo@sturgeon.ab.ca)
 Mr. Grant Jensen – Vice Principal
 (E-mail: gjensen@sturgeon.ab.ca)
Lilian Schick School
 4509 – 54 Ave. Box 689, Bon Accord, Alberta
 T0A 0K0 (780) 921-2200
 Toll free (780) 973-4313
 Website : <http://lilianschickschool.ca>
Office Hours : 8:00 am to 3:45 pm

Operational Day Schedule

<u>Time of Day</u>	<u>Activity</u>
8:15	Doors open
8:25	Students in Classroom
8:30 – 8:35	Registration
8:35 – 9:25	Block 1
9:25 – 10:15	Block 2
10:15 – 10:30	Break
10:30 – 11:20	Block 3
11:20 – 12:10	Block 4
12:10 – 12:29	Lunch Eating
12:29 – 12:48	Recess
12:48 – 1:08	Block 5
1:08 – 1:58	Block 6
1:58 – 2:48	Block 7

Subject to change

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>.

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.

At Lilian Schick, our students strive to become KNIGHTS:

- K**een
- N**oble
- I**ndependent
- G**enerous
- H**onest
- T**ireless
- S**pirited

Safe & Caring School

Students, parents and school authorities have responsibilities for ensuring welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self.

When students feel like they belong, it encourages them to stay in school to learn and succeed. These are environments where:

- healthy and respectful relationships are built and fostered
- students feel that adults care for them as a group and as individuals
- positive mental health is promoted
- values, rights, and responsibilities are respected
- support is demonstrated through collaboration, high expectations, mutual trust and caring
- diversity is respected, celebrated and understood as a strength
- expectations are clear, consistent, and regularly communicated

- consequences of unacceptable behaviour take into account the students age, maturity, and individual circumstances
- support is provided for those impacted by inappropriate behaviour as well as for those who engage in inappropriate behaviours
- children, youth and adults model positive social-emotional skills, including empathy and compassion

Students whose school supports social emotional development have a stronger sense of connection to those around them and are more likely to be hopeful about their futures. A sense of belonging gives students feelings of security, identity and community, which, in turn, supports their academic, psychological and social development. Students with strong and rewarding social ties at school are less likely to struggle with chronic absenteeism and to leave school before completion. (Government of Alberta, 2020)

Everyone at Lilian Schick School has a right to feel secure and to be treated with consideration and respect. The school prohibits discrimination in all forms as set out in the *Alberta Human Rights Act*. This refers to any conduct that serves to deny or discriminate against any person or class of persons based on race, colour, ancestry, place of origin, religious beliefs, gender, gender identity, sexual orientation, or physical or mental disability. Lilian Schick is a Safe and Caring School. We aim to support our students emotionally, socially, and academically. Our focus is on building community and providing a comfortable and secure learning environment for all students.

Visitors & Parking

For the safety of our students parents and visitors are asked to enter through the front doors of the school. During school hours all other doors are locked.

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.

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 lockdown is an emergency protocol used to keep students and staff safe and to protect everyone concerned. Lockdowns 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 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.

Hold and Secure

Hold and Secure is a process used to lock all exit/entrance (exterior) doors of the school when there is an emergency situation in close proximity to the school, outside the school on school grounds, and/or unrelated to school.

Search & Seizure

Lockers belong to the Sturgeon Public 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 regarding school bus cancellations 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, whether or not buses are 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 always dress appropriately for the weather. Students will be kept inside the school on days when the temperature is below -25° C or if there is a severe cold wind.

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.

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

We appreciate parents emailing the school in the morning to excuse their child for the day. The school email is lilianschick@sturgeon.ab.ca.

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 counsellor 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 without the prior approval of the Principal.

Communication

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

- **Email or Phone** - You can contact any of our teachers via email which is accessed through the PowerSchool Parent Portal or by phone at 780-921-2200. 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.
- **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>.
- **Monthly newsletters** – Our monthly newsletter the “Knightly News” will be posted on our website. This newsletter provides updates on the activities at Lilian Schick School.
- **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, and list absences and appointments. The agenda can be an excellent way for the school and parents to communicate.

Expectations, Rules, and Policies

Lilian Schick School operates on the premise that all students have the right to learn and that the school environment guides students towards responsible behaviour. It is expected that students, while in school or participating in school sponsored activities, will 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 behaviour. The school is a safe and caring location where there is a joint effort to learn, relate to others, and grow. The expectations of our students reflect our hope that we can raise ethical citizens who are active and responsible in all their daily activities.

Students are expected to demonstrate:

1. Respect for each other
2. Respect for oneself
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

Lilian Schick School is an inclusive learning environment. All students have the right to a safe, caring, and respectful learning experience. The Lilian Schick Student Code of Conduct and School Rules are based on the *Alberta School Act* (Section 12), which describes the legal obligations of all students in Alberta schools.

Students will:

- 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 behaviour 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 each individual student is 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 will:

1. Help the student identify the inappropriate behaviour(s)
2. Help the student solve the problem(s) created by these behaviour(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 misbehaviour, degree of the situation, emotional stability, and past history will be considered when action is taken.

School Rules

1. Harassment, discrimination, physical, verbal, or electronic bullying, or any conduct which threatens the safety of students and staff are not permitted.
2. Profane language and/or inappropriate gestures demonstrate disrespect for oneself, others, and the school. It will not be tolerated.
3. Students are to remain in class at all times unless they are given permission by their teacher to leave. Students who are not working in the classroom must be supervised.
4. Students are expected to be prepared for class and to bring all necessary materials. Materials that are lost or need replacement are the responsibility of the student.
5. Students are to respect school property. Vandalism, damage, and criminal acts will be dealt with by the administration.
6. Lilian Schick School has a dress code. For specific information, please see our School Dress Code Policy below.
7. For student safety reasons, students are asked to refrain from riding skateboards, scooters, and bikes on school property during the school day. Bikes 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, scooter riders, and bikers use an approved CSA helmet.
8. Items which can be viewed as a weapon, or are deemed to be weapons under the *Criminal Code of Canada*, 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
9. Students are not to possess, use, or distribute alcohol, drugs or tobacco (including vapes) at school or during 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.
10. Students are expected to follow the Lilian Schick Knights Code of Honour which outlines behaviour expectations for all areas of the school. This is included on the following page.

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.

The Lilian Schick School Dress Code promotes safety and learning at school and includes the following expectations:

- 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. Students are not permitted to wear hats to class.
- Students must not wear clothing that has inappropriate language, graphics or slogans (i.e. depicts sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco, or which degrade the integrity of individual groups).
- Students are expected to dress in good taste, with integrity as the guiding principle.
- The final determination about appropriateness of dress lies with school staff.

Personal Electronic Device Policy

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. Cell phones are not permitted in class. It is requested that students store their PEDs in their backpacks during class time unless they are requested by the teacher to have them available for educational purposes. Engaging in game playing or social networking during class time 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 place their device in the office. The device will be returned to the student at the teacher's or administration's discretion or, if the issue is of a serious nature, the device will be returned to the parent/guardian.

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.

Lilian Schick Knights Code of Honour: A knight will...

	All Areas	Learning Areas	Common Areas	Out of School Areas	Bus
		Classrooms, gym, kitchen, music room, labs	Learning Commons, hallways, lunchrooms, washrooms	Extra-curricular activities, school grounds, field trips, arena, online activities	Bus
Respect	<ul style="list-style-type: none"> • use appropriate language when communicating with others • be aware of the needs of other • maintain personal space • treat all properly with care • treat others kindly • refer to everyone by their correct names and pronouns 	<ul style="list-style-type: none"> • be mindful of others' learning • use materials appropriately and return with care • listen when others are talking • follow instructions 	<ul style="list-style-type: none"> • maintain personal space • treat school technology, furniture, and equipment with care • follow instructions of all staff 	<ul style="list-style-type: none"> • engage with others in a caring manner in person and online • follow supervisor's expectation • express gratitude often • maintain personal space 	<ul style="list-style-type: none"> • follow all bus rules and instructions • be courteous • care for the bus • use an indoor voice
Responsibility	<ul style="list-style-type: none"> • maintain a safe and clean environment • consider the safety of others • be where you are supposed to be on time • demonstrate digital citizenship • use areas for their intended purpose • follow all school rules 	<ul style="list-style-type: none"> • be active and engaged in your learning • challenge yourself in learning • showing up on time • hand in your best work on time • come prepared ready to learn • use personal technology as directed by your teacher 	<ul style="list-style-type: none"> • keep areas tidy • return materials to their proper place • use school and personal technology appropriately and positively • wipe or remove dirty footwear • walk where you're going 	<ul style="list-style-type: none"> • follow extracurricular/field trip expectations • follow the athletic code of conduct policy • be proactive to catch up on work missed • be where you are supposed to be on time 	<ul style="list-style-type: none"> • follow all bus rules • inform drivers of absence • submit all travel forms punctually • dress appropriately for the weather
Leadership	<ul style="list-style-type: none"> • be KNIGHTS <ul style="list-style-type: none"> ➢ Keen ➢ Noble ➢ Independent ➢ Generous ➢ Honest ➢ Tireless ➢ Spirited • be the best version of yourself and encourage other to be the same • report bullying (be the caring majority) 	<ul style="list-style-type: none"> • take charge of your learning • encourage others to be involved • promote the learning of new things • set SMART goals • recognize your role 	<ul style="list-style-type: none"> • be a positive example • invite participation • include everybody • encourage and support others • report damage / inappropriate use of school technology and equipment • be aware of your surroundings 	<ul style="list-style-type: none"> • lead by example • represent the school in a positive way • report cyber bullying 	<ul style="list-style-type: none"> • help the bus driver when needed • assist younger students

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 behaviour is generally categorized according to three levels of severity with appropriate action steps.

LEVEL ONE

Infractions such as:

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

Consequences for Level One behaviour:

- 1) A staff member intervenes:
 - The student is made aware of misbehaviour
 - 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 behaviour.
- B. Opposition to authority or willful disobedience such as:
 - Speaking to staff or other adults disrespectfully
 - Defiance of authority
 - Verbal abuse (profanity/threats)
 - 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 behaviour.
- 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 behaviour 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.**

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.

School Information

The Knights' Table (School Store) CLOSED until further notice

Our school store, The Knights' Table, 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.

Logos Grade 5 to 9

- 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.

Extra-Curricular Activities and Field Trips

Fieldtrips and Extra-Curricular Activities are on hold as of September 1, 2020.

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

Healthy Interactions

Schools in Sturgeon Public 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 Public Schools and on the Sturgeon Public 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 Public 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, behaviour 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 your child 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 the PowerSchool 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 regarding 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 and March. Student progress can be checked regularly through Parent Portal.

Should concerns arise during the school year, parents/guardians are encouraged to contact their child's teacher at any time. Lilian Schick School has moved to paperless reporting, which means parents can access students grades at any time on Parent Portal.
<https://pschool.sturgeon.ab.ca/public/>

Parent/Guardian Involvement

Volunteers in the School

Due to COVID-19 Protocols, we are currently unable to have 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 when they arrive so that their contribution and attendance in the school may be recorded. 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.

First Aid/Accidents

Minor First Aid

Students who come to the school infirmary for minor first aid (minor cuts and scrapes) will be looked after by trained staff.

Concussion Protocol

If a student has a head injury at any time, the school will contact the parent/ guardian. If there is the potential for a concussion, the school will send home Concussion Protocol information.

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.

