

## PARENT/STUDENT HANDBOOK 2010-2011

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Livingstone Range School Division #68

Box 69

Claresholm, Alta.

T0L 0T0

Phone #1-800-310-6579



Livingstone Range  
SCHOOL DIVISION NO. 68

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

## PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to our school. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed by our faculty and administrators to help you and your child learn as much as possible about school policies and procedures and the services we offer students.

We look forward to this school year with great excitement and hope all our students will have a rewarding and successful year.

## MISSION STATEMENT

The W.A. Day Elementary School, in partnership with families and the community, will provide a nurturing, positive learning environment. We will encourage each individual to become a responsible, caring, self-reliant and contributing citizen, engaged in lifelong learning.

## W.A. DAY SCHOOL VALUES

### The W.A. Day Elementary School Values

- \* Personal growth and academic achievement. All children's capabilities.
- \* Responsibility and accountability for the success of our students.

## W.A. DAY SCHOOL BELIEFS

### Children

- \* We believe all children can learn.
- \* We believe all children have the right and responsibility to develop their potential within a nurturing learning environment.

### Parents

- \* We believe that all parents are responsible for providing a positive, nurturing environment.
- \* We believe that parents need to be informed and actively involved in their child's education.
- \* We believe in open, honest and frequent communication between parents and the school.

### Staff

- \* We believe staff will be responsible and accountable.
- \* We believe staff should be fully informed members of the educational team and involved in decision making.
- \* We believe all staff will demonstrate professionalism through respect, honesty, wisdom and integrity.
- \* We believe all staff are valued and will be acknowledged for their contributions.

### Assessment

- \* We believe assessment is a tool to enhance learning.

### Administration

- \* We believe that administrators effectively promote public education.
- \* We believe that administrators play an important advocacy role.
- \* We believe that administrators are problem solvers.

## SCHOOL MANDATE

The W.A. Day Elementary School respects diversity and nurtures the whole child. We maintain a focus on language and mathematics learning.

## SCHOOL EDUCATION PLAN

The W.A. Day Elementary School Education Plan sets out the school goals that support the direction outlined by provincial and divisional education plans. Teachers, parents, and other interested community members have been encouraged to provide input. The **W.A. Day School Council** is an integral participant in providing advice and direction to the school. The W.A. Day plan includes:

**Desired Outcome**—statements that reflect the results the W.A. Day community expects to be accomplished within and across provincially determined goals

**Strategies**—actions taken to meet the desired outcomes

**Measures**—measurement/assessment to determine the degree to which a desired outcome is being performed and/or achieved

<http://www.lrsd.ab.ca/schools/waday>



## BELL SCHEDULE

Monday-Thursday	Schedule Time
First Bell	8:35 a.m.
Opening Exercises	8:40-8:45 a.m.
Period 1	8:45-9:15 a.m.
Period 2	9:15-9:45 a.m.
Period 3	9:45-10:15 a.m.
Recess	10:15-10:30 a.m.
Period 4	10:30-11:00 a.m.
Period 5	11:00-11:30 a.m.
Period 6	11:30-12:00 p.m.
Lunch	12:00-12:40 p.m.
Period 7	12:40-1:10 p.m.
Period 8	1:10-1:40 p.m.
Period 9	1:40-2:10 p.m.
Recess	2:10-2:20 p.m.
Period 10	2:20-2:50 p.m.
Period 11	2:50-3:20 p.m.

Friday	Schedule Time
First Bell	8:35 a.m.
Opening Exercises	8:40-8:45 a.m.
Period 1	8:45-9:25 a.m.
Period 2	9:25-10:05 a.m.
Period 3	10:05-10:45 a.m.
Recess	10:45-11:10 a.m.
Period 4	11:10-11:50 a.m.
Period 5	11:50-12:30 p.m.
Period 6	12:30-1:10 p.m.

# W.A. Day Elementary School 2010-2011

August 2010						
S	M	T	W	T	F	S
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29	<b>30</b>	31				

September 2010						
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October 2010						
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31						

November 2010						
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December 2010						
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January 2011						
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23	24	25	26	27	<b>28</b>	29
30	31					

**August/September**  
 Tues., 24-Thurs., 26.....Teacher Planning Days  
 Mon., 30.....First day of school  
 Mon., 6.....Labour Day  
 Tues, 14.....Back to School Night  
 Fri., 24.....Staff planning, collaboration day

**October**  
 Fri., 8.....Staff planning, collaboration day  
 Mon., 11.....Thanksgiving Day  
 Sun., 31.....Halloween

**November**  
 Mon., Nov 1..... Divisional P.D. Day  
 Sun., 7.....Daylight Savings Time ends  
 Thurs., 11.....Remembrance Day  
 Fri., 12..... Professional Development Day  
 Thurs., 18.....Celebration of Learning  
 Tues., 23.....Parent/Teacher Conferences

**December**  
 Thurs., 16.....Christmas Concert  
 Fri., 17.....Last day of school before Christmas  
 Sat., 25.....Christmas Day  
 Sun., 26.....Boxing Day  
 Fri., 31.....New Year's Eve

**January**  
 Sat., 1.....New Year's Day  
 Mon., 3.....First day back after Christmas break  
 Fri., 28.....Staff planning, collaboration day

**February**  
 Mon., 21.....Family Day  
 Tues., 22.....Day in Lieu of PTC's  
 Wed., 23.....Day in Lieu of PTC's  
 Thurs., 24.....Teacher's Convention  
 Fri., 25.....Teacher's Convention

**March**  
 Sun., 13.....Daylight Savings Time begins  
 Tues., 22.....Celebration of Learning  
 Thurs., 24.....Parent/Teacher Conferences  
 Fri., 25.....Staff planning, collaboration day

**April**  
 Fri., 8.....Staff planning, collaboration day  
 Thurs., 21.....last day before Easter break  
 Fri., 22.....Good Friday  
 Sun., 24.....Easter Sunday

**May**  
 Mon., 2.....First day back from Easter Break  
 Tues., 10.....Gr 3, PAT-LA  
 Fri., 20.....Staff planning, collaboration day  
 Mon., 23.....Victoria Day

**June**  
 Tues., 14.....Gr 3, PAT-LA  
 Thurs., 16.....Gr 3, PAT-Math  
 Tues., 28...Last day of school for staff/students

February 2011						
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27	28					

March 2011						
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June 2011						
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July 2011						
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24	25	26	27	28	29	30
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**Legend:**  
29 No school for students  
29 No school for students/staff  
~~29~~ 1/2 day Friday,  
 1:10 p.m. dismissal time

## CODE OF BEHAVIOR

A relaxed, yet controlled feeling in a school aids learning. Firmness, consideration and respect are keys to effective discipline. The development of self-discipline is encouraged and works for most of the students. Close cooperation and consultation between home and school is encouraged if serious discipline problems occur—it pays dividends for the child.

Parents should help students meet the expectations of the School Act which states that:

A student shall conduct her/himself so as to reasonably comply with the following code of conduct:

- a) Be diligent in pursuing studies;
- b) Attend school regularly and punctually;
- c) Co-operate fully with everyone authorized by the board to provide education programs and other services;
- d) Comply with the rules of the school;
- e) Account to teachers for this conduct;
- f) Respect the rights of others.

## THREAT ASSESSMENT-FAIR NOTICE

The safety of our children is a top priority for us all. We, as a school system, have been involved in intensive safety training with our community partners – the police, Mental Health and Child and Family Authority. Together, we have developed a plan for responding to all situations in which students may be posing a threat to themselves or others.

We want to inform you that we as a school system, now have a policy that requires principals to complete a “threat assessment” in all cases of students making threats to harm themselves or others. The purpose of the assessment is to determine how best to support high risk students so that their behavior does not become hurtful or destructive. If your child comes home to tell you that a student has behaved in a threatening way at school, please be assured that your principal will be taking measures to deal with the situation in a positive and proactive manner. If your principal invites you to a meeting to discuss safety concerns about your own child, please be assured that policy is being followed and that the goal is safety, not punishment.

This notice is intended to serve our community with fair notice that we, as a school community, will not accept “no response” to a threat. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment.

We are proud to be able to provide this level of support to our school communities and are most fortunate to have our community partners at our side.

## CONTINUOUS PROGRESS/GRADE SYSTEM

Implicit to the concept of continuous progress is the focus on the inherent worth of the child as an individual being, and as a social being. School organization creates an environment where the student can continue to progress at a rate commensurate with his/her abilities, aptitudes, and maturity (physical, mental and emotional). By placing the student in the appropriate program, the following conditions have been taken into consideration:

1. Children do not achieve at the same level of proficiency in each subject area.
2. A child’s rate of learning varies. He/she may go through periods of acceleration, regression, and plateaus.
3. Teachers are encouraged to frequently evaluate the progress of the individual student and make decisions on how best to teach that child and with which materials that child will best succeed.

Generally students will progress through Division 1 during three years attendance at the W.A. Day School (excluding Kindergarten attendance). However, for some children, progress may vary from the average. Consultation between the home and the school may determine that a four year program may best suit the needs of the child.

## COMMUNICATION AND CONFERENCES

Parents are encouraged to be involved in their child’s schooling. Communication between home and school is facilitated through newsletters and an open invitation for parents to visit the school for special events and at other mutually convenient times. In instances where parents wish to discuss their child’s progress, the first person to contact is the teacher. Individual interviews may be arranged by teachers or parents at any time during the school year.

A parent who wishes an interview with a teacher or the principal should telephone the school and arrange a suitable time.

Parent/Teacher conferences will be scheduled in conjunction with the issuance of report cards in the fall and spring.

Parents can also contact the school at our website:

[www.lrsd.ab.ca/schools/waday](http://www.lrsd.ab.ca/schools/waday)

## ATTENDANCE POLICY

The W.A. Day Elementary School policy is as follows:

1. If a student misses more than four days per month; or misses one regular day or half day, for example, every Friday or Friday afternoon; this is considered an attendance problem.
2. A student must bring an explanatory note for each period of absence.
3. Teachers will report to the Principal any student who is considered to have an attendance problem.
4. The Principal will send a letter to the parents as soon as attendance issues arise.
5. On the second occasion, the Principal will send a letter requesting a meeting with the parents and setting a time for said meeting.
6. The Principal will visit personally with a student if there is an attendance problem.
7. Records will be kept on each case and filed in the student's file.
8. If, after two such letters, the problem continues, the student may be suspended by the Principal and the standing committee will then be convened to meet with the student's parents/guardians.

If your child is arriving late at school please stop by the office and sign them in.

## HOMEWORK POLICY



At the primary school level children will generally not be given assignments to be done at home which are *in addition* to activities completed independently at school. Upon occasions when children are unable to complete their work in a reasonable time allotment at school, they may be requested to finish the assignment at home. Such work at home should not exceed thirty minutes in duration.

Additionally, teachers and parents should cooperate in setting reasonable expectations for time spent at home on number cards, word cards, library books, remedial and extension activities.

## AWARDS

The W.A. Day School encourages recognition of good work and effort. Throughout the year, teachers may choose to award well done notes, stars, or stickers to recognize such work. To avoid the misunderstanding of primary school aged children of significant academic awards, formal presentations at the end of the year are discouraged.

## PROVINCIAL ACHIEVEMENT TESTING POLICY



The Board of Trustees of the Livingstone Range School Division #68 believes that the Provincial Achievement Testing Program should be utilized in the best interest of the students and the school. The school will inform parents and students of the Provincial Achievement Test Guidelines early in the school year.

## SPECIAL EDUCATION AND LEARNING SUPPORT PROGRAMS

Special Education is an integral part of the society. A major objective is to provide exceptional children with the status, security and as much as his/her potential permits, the educational success that every child has the right to expect from our school division. Parents are contacted regarding placement of their children in Learning Support Program designed for remedial and/or enrichment activities.

Our School Division will cooperate with other agencies to offer even more help to students and families through a **Health Initiative** which has provided for a Family School Liaison Counselor. Contact the school for explanatory pamphlets and further information.

Livingstone Range School Division school staffs strive to work together with all special needs students and parents to design appropriate programming for all students based on shared information. Any concerns can be addressed at the school level with the Learning Support Teacher and Principal, and then if necessary with the jurisdiction to determine the needed next steps. (Policy 14, Livingstone Range School Division #68). Further problem solving might involve the Superintendent of Schools, the School Board or the Minister of Education.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPP)

The purpose of FOIPP is to ensure protection of each individual's privacy. Parents will receive a number of forms requesting signed consent on behalf of their children to participate in a number of activities and to allow for publication of students' names in a number of instances. When you receive the notices, please read them, choose your preferred response, sign the form and return it to the school office. While a number of requests appear redundant, please respond to each missive so that the preferred interest of all parents and students can be addressed.

Thank you for your diligence in helping us incorporate the spirit and the letter of the FOIPP act.

## EMERGENCY PREPAREDNESS PLAN

The school has in place an emergency preparedness plan to coincide with the Town of Fort Macleod in the event of an emergency evacuate.

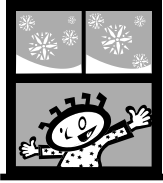
## EFFECTIVE BEHAVIORAL SUPPORT

In response to some of the concerns brought to us by students and staff, we have examined a variety of programs which could really work within our school environment. The most effective program has been implemented at a variety of schools in Livingstone Range Schools. Our staff took time to tour Canyon School, in Pincher Creek, and examine the portions of the program which they implemented at their school. As a result of this visit, we invited their team to present to our whole staff and it was endorsed for the 2006 - 2007 school year and will continue. This program is designed for a specific group of students who need just a little support to make good choices in their behavior. A committee was struck and we have had regular meetings.

As a result of the meetings, we have reviewed the school rules that were in place and examined the referral forms.

The strength of the program is that students are rewarded for good behavior as well as taught the school expectations. There are consequences for students who struggle with complying with the rules.

The positive parts of the program will enhance the atmosphere of the school.



## INCLEMENT WEATHER

On days when the weather is inclement, students are admitted to the hallways. It is expected, however, that children will come to school properly dressed to withstand cold or wet weather.

On days when blizzard conditions may dictate school closing, please listen to "The River", 107.70 FM or "Country", 95.5 FM for information. Decisions regarding school closure are usually made by 6:45 a.m. Your child's bus driver will contact you by phone if the bus is not running. We ask that out of town families attempt to organize a place for their children to stay, with an in town family, if the roads are impassable.

## LIBRARY SERVICES



The Library at W.A. Day School is stocked primarily with reading material best suited to the elementary level. Students can find fiction and non-fiction books for recreational reading and books with subject matter that will be useful for elementary assignments. Children attend the Library during scheduled class times and on an individual basis.

There are special books, children's magazines, CD's, tapes, video cassettes, filmstrips, games and kits available for library and classroom use.

In addition to providing print and non-print materials for students, the library provides access to a Teacher's Resource Section. Parents may also borrow selected materials.

Basic Library skills and rules are taught and followed throughout the year.



## ACCELERATED READER (AR)

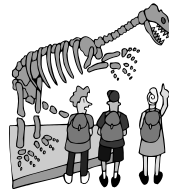
Accelerated Reader (AR) is a computer software program which is designed to improve reading comprehension. The W.A. Day School library has many books which are leveled to match the various reading levels of our students. Students will initially take a quiz so that they can be assigned a reading range (called ZPD) and then will choose library books based on their individual reading level. These books can be identified by a fluorescent tag located on the spine of the books. Once they have read a book, they have the opportunity to demonstrate their understanding by completing a quiz on the computer. Teachers are able to monitor student progress on an ongoing basis and assist them in choosing appropriate books for their designated level.

The staff and students at W.A. Day School are very pleased with the results we have received from the AR Program. It has become yet another way to reach out to our students and provide them with the resources and materials to become better readers!

## PARENT READING GUIDELINES

- ☞ The **Reader** holds the book.
- ☞ **Sit close** enough so both partners can see the words.
- ☞ **Take turns** reading.
- ☞ Go back and **reread** if you don't understand.
- ☞ Turn and **talk**. (Tell your partner what happened. Both partners should talk).
- ☞ **Problem solve** with your partner. (If one partner doesn't want to read so much, the other partner can read more).
- ☞ If your **partner is stuck on a word**:
  - \*Give your partner time to think (wait time).
  - \*Go back and reread.
  - \*Read past the tricky word and come back to it.
  - \*Slide through it.
  - \*Put in what makes sense.
  - \*Sound it out with your partner.
  - \*Cover part of a word and ask, "What does it say?"
  - \*Look at the pictures.
  - \*Ask, "Would you like me to help you?"
  - \*Tell you partner what the word is.
- \***ENJOY READING!**

## FIELD TRIPS



At various times of the year, children may be taken on educational excursions by their teachers. Parents are welcome to participate and to assist in supervision. However, when students travel on buses, parents may be requested to cover costs such as entry fees to events. Signed permission slips must be returned to the school.

Students at W. A. Day School occasionally walk to various local venues. Such as: post office, fire hall, arena swimming pool. Students are always escorted by teacher for these events and may be crossing streets. If you have any concerns regarding these events please contact the school.

## VOLUNTEER PROGRAM



As of September 1, 2003, all volunteers must submit a current Criminal Record Check form with a Volunteer Application form. The original criminal record will remain on file at the W.A. Day School.

**The Criminal Record Check can be obtained at no cost from the local R.C.M.P. office.**

All volunteers are covered by the school division's liability insurance.

If you are coming into the school as a volunteer, please sign in at the office.



## LUNCHES AT SCHOOL

All town students are expected to go home for their noon lunch, if at all possible. We would appreciate it, if before a child is sent to school with a lunch, due to unavoidable family circumstances; every effort be made with neighbors and nearby friends to provide noon hour care. Should this care be unavailable for your child, please contact the principal so that some arrangements can be made.

Students who eat lunch at school are not to leave the school grounds during the noon hour. If a situation arises when the child must leave, please send a note.



## LIVINGSTONE RANGE SCHOOL DIVISION

**Superintendent-Mrs. Elle Elliott**

Associate Superintendents

**Mr. Stephen Harris**

**Mr. Don Olson**

Trustees

**Jim Burdett**

**Gini Decoux-Filipuzzi**

**Kelly Hall**

**Ken Murray**

**Howard Paulsen**

**Dick Peterson**

**Martha Ratcliffe**



## BLOCK PARENTS

The Fort Macleod community is fortunate in that a number of families are participating Block Parents. Block Parents are adults who have offered their homes as places of refuge for children. Helpful training by the Block Parents Association is available and the homes of Block Parents are identified by a sign in the window.

## VISION AND AUDITORY CARE



General vision and auditory assessments are completed by the Chinook Regional Health Authority. Specific concerns should be directed to your family doctor or specialist. Please notify the school of any problems that may interfere with your child's learning.

If a child has been fitted with glasses, please ensure that he/she wears them each day.



## BICYCLES

Bike racks are located at the east and west sides of the school grounds. Students are urged to lock their bicycles.

Bicycles are not to be ridden on the school grounds during the noon hour, but are to remain parked in the bike rack until school dismissal.

Parents, please ensure that your child is aware of traffic rules and has the ability to operate his/her bike with safety and precaution. (Unless this is so, a child should be discouraged from riding his bike to school).