



**BLACK GOLD
REGIONAL
DIVISION NO. 18**

LINSFORD PARK SCHOOL

“Building Healthy, Inclusive Relationships and Academic Competencies”

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STUDENT LEARNING MINISTERIAL ORDER

Student learning at Linsford Park School is based upon the Student Learning Ministerial Order for Inclusive Education (Ministerial Order #001/2013).

The goal of which is to enable all students to achieve the following outcomes:

1. Be engaged thinkers and ethical citizens with an entrepreneurial spirit;
2. Strive for engagement and personal excellence in their learning journey;
3. Employ literacy and numeracy to construct and communicate meaning; and
4. Discover, develop and apply competencies across subject and discipline areas for learning, work and life to enable students to;
 - a. know how to learn: to gain knowledge, understanding or skills through experience, study and interaction with others,
 - b. think critically: conceptualize, apply, analyze, synthesize, and evaluate to construct knowledge;
 - c. Identify and solve complex problems;
 - d. Manage information: access, interpret, evaluate and use information effectively, efficiently and ethically;
 - e. Innovate: create, generate and apply new ideas or concepts;
 - f. Create opportunities through play, imagination, reflection, negotiation, and competition, with an entrepreneurial spirit;
 - g. apply multiple literacies: reading, writing, mathematics, technology, languages, media and personal finance;
 - h. demonstrate good communication skills and the ability to work cooperatively with others;
 - i. demonstrate global and cultural understanding, considering the economy and sustainable development; and
 - j. identify and apply career and life skills through personal growth and well-being.

OUR COMMUNITY

Linsford Park is a dual track school which offers both regular and non-denominational programming. The two programs are strongly united with our school vision: Building Healthy, Inclusive Relationships and Academic Competencies.

Parent Council is an active and important part of our community. Counselling and medical guidance are readily available through Capital Health. A Wellness Coach is also available to guide family access to community services.

PROGRAMS

- Pre-kindergarten, kindergarten and grades one to six
- Individualized programming for literacy and numeracy development
- Chapel and devotional time for students in the Christian program

STUDENT EXPECTATIONS

All students at Linsford Park School:

- 1) are expected to enter and exit the school promptly, at their designated doors at appropriate times.
- 2) will walk in a quiet, orderly manner throughout the school.
- 3) will walk their bikes on school grounds and lock and leave them in the bike rack.
- 4) will remove outdoor footwear upon entering the school and replace them with indoor footwear.
- 5) will not bring potentially dangerous personal property, such as knives, or other weapons to school.
- 6) are expected to demonstrate, by their actions, a respect for themselves, others, and the school.
- 7) are not to be in unsupervised areas of the school and school grounds at inappropriate times.
- 8) who usually eat lunch at school may not leave the school grounds at noon unless they are accompanied by an adult and have written permission from a parent.
- 9) will remove their rollerblades when they reach school property and put on appropriate outdoor footwear. No rollerblades, scooters or skateboards may be used on school property during school hours and functions.

CONTRACTS

Each teacher, student and all parents are expected to complete a contract as applicable to their specific program. We believe that education is a partnership between teacher, student and parent, each with responsibilities. This contract reminds all parties of their specific role in the process.

OPPORTUNITIES FOR PARENTAL INVOLVEMENT

- Parents are encouraged to actively support the school program by:
 - attending special events.
 - reading newsletters and teacher's notes.
 - knowing school rules, program expectations, discipline policies, and grading practices.
 - participating in parent-teacher conferences.
 - encouraging, supporting, and modelling positive attitudes about education.
 - talking with students about school, interests, and friends.
- Parents and interested adults are encouraged to volunteer their services to the school. Volunteers can take an active role in the Linsford Park Parents' Association, and its various programs and activities.
- All volunteers will respect the confidentiality of the teacher and the children, and refrain from discussing them outside the school situation. If you have any questions or concerns, share them with the teacher.
- All volunteers must sign in at the office every time they come into the school to work in a classroom or go on a field trip. All volunteers must fill out a Volunteer Registration Form once a year.

SAFETY PHONE

Parents are asked to phone the school at **780-986-8474** when their child will be away from school. Voice mail makes the number available at any time convenient for you.

A safety phone system provides safety for the students because the names of absentees are checked against the names phoned to the safety phone. Any discrepancies are checked by the school secretary and contacted by our automated calling system. Your cooperation with this process is appreciated.

VISITORS TO THE SCHOOL

All visitors to the school are requested to report to the office prior to going to see a teacher or student. This is one more guarantee toward your child's safety.

OUT OF BOUNDS

During school hours, the area in front of the school, the parking lots, and outside the fence are out of bounds.

LUNCH

Supervised time for eating lunches is provided for students who bring their lunch to school. Please do not send any food or drink in glass containers. Broken glass is a safety hazard. We strongly encourage sending healthy snacks and lunches. Nutrition is needed for optimal learning.

It is expected that respectful, mannerly behaviour be the standard for lunch time. During the remainder of the noon recess students are expected to participate in intramurals if applicable or to play on the playground.

PERSONAL SAFETY OF STUDENTS

To insure the personal safety of your children, we implement the following policies:

Students who usually eat lunch at school are required to bring a note from their parents indicating a change in plans. Students who plan to leave the school grounds to purchase and/or eat lunch, must be accompanied by an adult.

Arrangements for after school activities must be made before students leave for school. If students plan to visit in the homes of other students, both the visiting student and the hosting student must bring notes to school indicating that all parents are aware of and approve of the activity. Permission will not be granted without written notes from the parents involved.

STUDENTS WHO REQUIRE ONGOING MEDICAL NEEDS

Medical treatment, which requires school staff involvement to administer or supervise, is limited to the kind of service which can be administered by non-medical persons following written direction from a medical doctor.

1. It is not a standard responsibility of school personnel to carry out medical procedures or dispense medicine.
2. When a student requires medical procedures or medication, provision of this service will be offered only under the written direction from a medical doctor and permission from the parents/guardians.
3. When medication is to be administered by staff members, it must be provided in the required dosage in a labelled container, along with written instructions from the medical doctor regarding administration. Information must also be included which indicates how the student should be monitored, a description of possible adverse reactions and the procedures to be followed in response to these reactions.
4. All medications, including inhalers for asthma patients, must be kept locked in the office and under the direct supervision of the office staff. Students are not allowed to carry medications of any kind on their person. This is for the protection of all students. We do not want these materials falling into the wrong hands.

ATTENDANCE POLICY

Students are expected to arrive at school on time and be ready to work. If it is known that a child will be absent on a certain day, parents are requested to send a short note with the child stating the dates of the absence and the reason.

If the family sleeps in, please send the students to school as soon as possible. Please do not wait for the afternoon to send students to school.

It is expected that students will attend school on the scheduled school days and take holidays according to the school year calendar. In the event that a student is away due to a family vacation, the onus lies with the parent to provide an educational program. Teachers will not provide detailed daily homework assignments that replicate missed work.

SUPERVISION/SCHOOL ARRIVALS AND DEPARTURES

Students should not be arriving on the school playground before 8:30 a.m. The first bell rings at 8:35 at which time all students shall enter the school, and prepare for classes.

Students should vacate the school immediately after the final dismissal bell (3:15 p.m.) and go directly home so parents know where they are. A note to the teacher indicating alternate arrangements is necessary before we can approve students going to one another's homes. This applies to both those who walk and those who ride bus. If a child is going to be detained more than 5 minutes, parents will be contacted.

Supervision is provided 10 minutes prior to the beginning of the school day, during all recess breaks, the noon hour and for 10 minutes after end of day dismissal.

STUDENT DRESS AND FOOTWEAR

We request that parents supervise children so they are dressed appropriately for the weather conditions. This will include warm coats, hats, mittens, boots, and perhaps scarves in winter. During rainy weather, boots are appropriate to help keep feet dry.

Students should wear shoes at all times. One pair of shoes is to be kept for indoor use only. Safety is a prime concern. Without shoes, children may have the misfortune of stepping on tacks, or slipping and falling on the floor.

During the hot weather of spring and summer many students prefer to wear shorts and other spring type outfits. Shorts are allowed as long as they have a leg and/or a cuff. Tops must cover the midriff and have either sleeves or straps. Bathing suits are not appropriate as classroom apparel.

Clothing displaying suggestive or disrespectful language or messages are not acceptable at school. Caps, hoods, and visors must be removed when students are in the school.

PERSONAL AND SCHOOL PROPERTY

The school is not responsible for the personal property of students. Therefore we request that all personal property be clearly marked with the child's name for easy identification. Expensive items such as toys, ipods, mp3s or video games should not be brought to school because of the disappointment to both children and parents if items are lost, broken, or stolen. Cell phones are not allowed to be used on school property during school hours. Due to privacy rights, students are not allowed to take pictures or record other students or staff on their phones (or cameras). Cell phones will be confiscated and returned to parents if it is deemed that they are being used inappropriately and/or during school hours.

Undue damage or loss of books is charged to the person to whom the books have been assigned. Damage to desks, chrome books and musical instruments is also charged to the student responsible.

HEALTH AND SAFETY

Sometimes students are sent to school when they have felt ill in the morning, or have in fact been ill during the night. We ask parents to assess the situation very carefully before sending their children to school because it becomes very uncomfortable and embarrassing for children when they continue to show symptoms of an illness in the classroom.

Often children are sent with instructions that they are to remain in the school at recess. **Anyone who is too sick to go outside at recess time, is generally too sick to be at school.** Sunshine and fresh air are often important healing agents during illness. Therefore, it is beneficial for children to be outdoors when feeling slightly ill.

When students become ill at school, we attempt to notify the parents requesting that the child be taken home as soon as possible. This helps the ill child receive the proper care and attention as well as preventing the spread of the illness to other students and teachers.

Accidents are reported to the office. Any serious accident is reported to the parents. If emergency care is required, the parents are contacted. If the parents cannot be reached, the injured child is taken to the emergency room at the local hospital and attempts are continued to reach the parents.

INCLEMENT WEATHER

Black Gold Regional Division operates its schools and buses in all but the most extreme winter weather. In the case of inclement weather resulting in buses not running and/or school closures, information will be posted on the Black Gold website and may be broadcast on some radio stations. There will be times when school will be operating, but the buses will not. Parents of bussed students will be notified via a voice call out system.

Students are encouraged to dress appropriately for the weather. During the winter please ensure that your children have adequate coats, mittens, headgear, and footwear to protect them both during their walk to and from school and during recess and noon hour. Children riding the bus must wear warm clothing to be adequately protected against the weather in the event of bus breakdowns.

The wind chill factor and temperature during the winter, and force of rainfall in the fall and spring determine whether it is appropriate for children to play outdoors.

STUDENT EVALUATION AND ASSESSMENT

Student progress is reported online via PowerTeacher Pro throughout the school year. Summary reports occur at the end of January and June. Parent-Teacher Interviews are held in November and March. The progress of each child is determined by his or her ability as well as effort. The student is evaluated as an individual and as a member of the classroom group. For further information, Linsford Park's Guide to Student Assessment & Achievement is found on our school website.

Our teachers and administrative staff are available for consultation regarding your child's progress. Please do not hesitate to call us by telephone or set up an appointment to see us in person. However, we insist that the first contact you make with the school regarding your child be with your child's classroom teacher.

Homework expectations will vary with teachers and grade level. Contact your child's teacher for specific details or if you have concerns.

PROGRAM FEATURES

GUIDANCE includes individual student counselling, group counselling, testing, referral for testing for program development.

PHYSICAL EDUCATION is taught to all students. All students in grade 4-6 must have a T-shirt and a pair of shorts for gym class. These need not be new or expensive, but should be clean and fit comfortably so the child can easily participate in the phys ed program. All students need shoes for use in the gym. These shoes are usually worn at all times when the students are in the school building.

The MUSIC PROGRAM provides a variety of musical experiences and challenges the students to develop basic musical skills. Many types of instruments are used to accompany student singing. The Great Composers are introduced and the listening program exposes the students to different music styles. Recorder skills are taught in grades four, five and six.

Each student has regularly scheduled time in the LIBRARY LEARNING COMMON. The library is available to the classroom teachers and students during unscheduled time for use as needed.

TECHNOLOGY: At Linsford Park School, technology includes the use of iPads in Kindergarten and grade one, with Chromebooks used regularly in grades one to six. Technology goals are learner centered and emphasize higher level critical thinking. Students in grades five and six may bring their own devices for educational purposes if they prefer. Devices brought to school are pre-approved by both a parent and the classroom teacher; and must follow established guidelines in order to be approved. Please see the Linsford Park BYOD contract (under Parents/BYOD) for further details.

LITERACY INTERVENTION: Literacy programs are offered to assist children who are experiencing significant difficulty with reading, writing, and/or spelling. Children in need of assistance are identified by their classroom teacher and referred to the program. Parents are always informed and involved when a student participates in a literacy intervention program.

FIELD TRIPS enrich the educational life of the students. Parents are always notified regarding the destination, date, and purpose of the field trip prior to the date of the trip. Intra-mural and extra-curricular activities are available for the students at Linsford Park School. House leagues, choir, handbells, mini-basketball, track, and school patrol are examples of potential programs.

DISCIPLINE

Black Gold Regional Division promotes, reinforces and encourages the growth of student self-discipline, respect and responsible behaviours in order to foster a welcoming, caring, respectful and safe learning environment. All teachers maintain discipline in the classroom and hallways to promote an effective learning environment and on the playground to maintain student safety.

Students are expected to be accountable for their behaviour in all areas including completing classroom and homework assignments and displaying an attitude of respect to all adults and fellow students.

Each student has the right to a wholesome learning environment and a safe, pleasant playground, and the responsibility to contribute to such an environment for classmates. Therefore, disruptions and unruly behaviour in classes are not tolerated. Nor are bullying and unkind behaviour tolerated on the playground.

Guidelines and procedures concerning student probation/suspension/expulsion are established so that, if these actions are necessary in response to student misbehaviour, they proceed logically and fairly.

The goal of these actions is a change in behaviour so that a student can return to productive activity within the school.

Guidelines

1. The Province of Alberta School Act (sections 12 and 24) sets standards for student conduct for all students. Black Gold Regional Division Administrative Procedure 350 outlines student conduct protocols.
2. The actions of individual students should not interfere with the right of other students to learn; nor should they prevent staff members from carrying out the duties and responsibilities assigned to them. Therefore, disruptions and unruly behaviour in classes or elsewhere in the school building will not be tolerated. Nor will bullying and unkind behaviour be tolerated on the playground.

Discipline Procedures

Student offenses are divided into two main categories: minor or major.

A. Minor Offenses

Minor offenses refer to behaviours of a less serious nature. These offenses will be dealt with immediately by the staff member present and should not need any further action.

B. Major Offenses

Severe discipline problems are referred to the principal. Parents may be requested to provide input or consult with teachers or administrators. The school reserves the right to use professional judgment when determining the best course of action.

The following behaviours are unacceptable at Linsford Park School and are considered major offenses:

1. All minor misbehaviour that occur repeatedly and show signs of escalating.
2. Hitting, roughing, tripping or physical abuse - aggressive acts where someone can be hurt.
3. Disrespectful and/or abusive language.
4. Deliberate injury to fellow students - This refers to any deliberate behaviour which may result in physical injury, intimidation or humiliation of a fellow student.
5. Possession of a dangerous weapon.
6. Throwing of any objects that may result in injury, for example: rocks, snowballs, etc.
7. Defiance of authority - Any behaviour intended to challenge the authority of any staff member or supervisor.
8. Willful disruption of learning - Any actions that impede the instruction of students.
9. Leaving the school or school grounds without permission.
10. Willful damage or theft of another's property - This includes the property of the school, staff members, students or neighbours of the school.

Possible Consequences of Major Offenses

The following list of consequences may occur due to the misbehaviour of a student. The seriousness of the offense and the past record of the student will affect the consequence chosen by the administration. This list does not necessarily prescribe the sequence of consequences:

- Reprimand
- Referral to parents
- Suspension of recess privileges
- Community service work
- Suspension from school activities
- In-school suspension (1 to 3 days)
- Out of school suspension (maximum of 5 days)
- School probation
- Division probation
- Recommendation for expulsion

Definitions

- A. Probation - Refers to a trial period in which a student is given an opportunity to redeem himself/herself

for misconduct or poor achievement due to a lack of effort.

- B. Suspension - Refers to a disciplinary action whereby a teacher excludes a student from class or a principal excludes a student from school for a specified period of time. Suspensions may be in-school or out of school. In certain severe situations, the principal may choose to bypass probation and move directly to suspension. Suspensions are given in compliance with both the Province of Alberta School Act (specifically sections 12 and 24 which outline the governing of student conduct and suspension) and the Black Gold Regional Division No. 18 Administrative Procedures Manual (section 355 - Student Probation, Suspension and Expulsion).
- C. Expulsion - Refers to a disciplinary action whereby the Board of Education withdraws the right of a student to attend any schools within the school jurisdiction.
- Probation

There will be two levels of probation at Linsford Park School:

- i) School Probation - School probation will be administered by the principal who shall, in consultation with the staff members involved, judge the seriousness of the problem, and determine the terms and length of the probationary period. The principal will inform the parents and/or guardian of the student about the probation, indicating in writing, the reason for the probation as well as the terms and length of the probationary period.
- ii) Division Probation - This stage of probation will be applied if in the judgement of the principal:
 - a) a student's offense is very serious; or
 - b) a student has not shown satisfactory improvement in behaviour, achievement and/or attitude while on school probation.

The principal will recommend to the Superintendent of Schools that the student be placed on division probation.

A meeting involving the Superintendent of Schools, the principal, a member of the school board, the student and his/her parents or guardians will be arranged.

The principal shall present the pertinent documentation which will provide meaningful information about the problems of the student and which will support the recommendation for division probation.

Following the meeting, a decision will be made by a committee, consisting of the Superintendent of Schools, a member of the school board, and the principal, as to whether or not the student will be placed on division probation. The terms and length of the probation will be set by the committee and the parents will be notified in writing.

If a student on division probation does not show improvement in the problem areas, the principal may decide to recommend to the board for the expulsion of the student.

Any student who transfers into Linsford Park School who has been placed on probation or has had a record of offenses at his previous school, shall be placed immediately on division probation before being granted admission to the school.

If, after given the opportunity for improvement the student shows no signs of improvement or has been involved in any major offense, a recommendation for expulsion shall be forwarded to the Superintendent of Schools.

The procedures of probation, suspension or expulsion will be used in accordance with the policies of the Black Gold Regional Division and the School Act of the Province of Alberta.