

Student Handbook
2017- 2018



EDMONTON PUBLIC SCHOOLS

Welcome to Lymburn School

It is a pleasure to welcome you to our community of learners at Lymburn School. Lymburn School has a proud tradition of promoting a rich educational experience for children, staff excellence and the active involvement of parents through volunteerism and PALS (Parent Advisory at Lymburn School). Our school is home to Interactions classrooms, Cogito Kindergarten and regular K-6 classrooms. Students come from a variety of communities to be part of our school community and are supported through Intervention, French as a Second Language (Grades 4-6) and the Leader in Me Program for all grades.

At Lymburn School, we believe that all students are precious. In partnership with parents, we strive to provide a pleasant and secure learning environment which enables students to grow intellectually, socially, emotionally and physically as they progress through their elementary school year.

We believe in developing responsible citizenship in our students through educating the whole person. PALS (Parent Advisory at Lymburn School), staff and students are always continuing to refine the current vision of Lymburn School with the goal of continuing to be a school in which students will be supported and will continually strive to achieve at the highest level in the area of literacy, social, emotional and physical growth.

If you have any questions or would like to get involved in the school, we encourage you to contact our office or to join our parent volunteers on PALS and be a part of our community making a difference for our students and school!

**Sincerely,
Terry Collier
Principal**

District Mission

We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

District Priorities 2014-2018

- Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
- Provide welcoming, high quality learning and working environments.
- Enhance public education through communication, engagement and partnerships.

Address: 18710-72 Avenue NW
Edmonton AB
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Phone: (780) 487-1777
Fax: (780) 487-1800

Email: lymburn@epsb.ca

Superintendent: Mr. Darrel Robertson
Trustee: Mr. Ken Gibson

Principal: Mr. Terry Collier

School Hours

Morning

Assembly Bell: 8:25 a.m.
Classes Start: 8:30 a.m.
Recess: 10:00-10:15 am
Dismissal: 11:21 a.m.
Lunch Break: 11:21-12:21

Afternoon

Assembly Bell: 12:16 p.m.
Recess: 1:56—2:11 p.m.
Dismissal*: 3:24 p.m.

*Dismissal is at 2:11 p.m. each Thursday.

There is no supervision outdoors before 8:15 a.m. Please do not drop your children off earlier.

Outside supervision is provided 15 minutes prior to the assembly bell, and during recess. Students are asked to remain outside the school before the morning and afternoon bells. Students who do not stay for the lunch program should not return after lunch until 12:00 p.m. as supervision is not provided before this time. After school supervision is only for 15 minutes from the time of afternoon dismissal.

APPROVED HOLIDAYS

Labour Day September 4
Thanksgiving October 9
Winter Break December 25 – January 5
Christmas Day December 25
Boxing Day December 26
New Year's Day January 1
Family Day February 19
Teachers' Convention March 1 & 2
Spring Break March 26 – 30
Good Friday March 30
Easter Monday April 2
Victoria Day May 21
First Operational Day-PD August 31
First Operational Day (No Students) September 1
First Day of Classes September 5
Last Day of Classes June 28
Last Operational Day June 29 (No Students)

CHILD SAFETY AND WELLNESS

Absences - Reporting

Being at school regularly and punctually is part of the School Act in Alberta, and we know positive habits in these areas are essential. We will continue to contact families where there are major concerns in these areas, and we welcome you to contact us for resources and support so we can work together to ensure success!

If at all possible, holidays or trips should be scheduled to coincide with school breaks so as not to interrupt student learning. If such absences are absolutely unavoidable and

necessary during instructional time, the school must be notified in advance, preferably by letter. Homework packages will not be created for each student who misses instruction, instead we encourage continued reading and keeping a journal. The parent must understand that they are, in fact, taking full responsibility for their child's learning program while away.

Absences due to illness or medical appointments are unavoidable. When a child cannot attend, please call the school's 24 hour answering machine line at 780-487-1777. Please call each day your child is absent. An Absentee Check on each missing child will be done if there is no confirmation of absence. If a student is away for 3 or more days for medical reasons, a doctor's note must be sent to the school upon their return. Absence from class does not excuse the student from learning the material covered or from completing assignments given during the absence.

Absences – Monitoring

Students are expected to attend school punctually every day. Schools are governed by the Alberta School Act and are expected to enforce these expectations in cooperation with parents. Every late and absence interferes with the educational success of your child. Each month, administration at Lymburn School reviews student attendance and reports to Alberta Education any attendance or punctuality concerns. When necessary, the Alberta Education Attendance Board will become involved with both the school and parents until these concerns have been addressed.

When a child is frequently late or has missed more than 10 half days for unexcused absences, parents will receive a letter from the school. Three lates are equivalent to a half day absence. A follow up call will be made by an administrator to discuss the concern and work to improve the child's punctuality and/or attendance.

Punctuality and regular attendance in the world of school and work is a critical life skill. We look forward to working together to make this happen for our students.

Vacation Absences

Edmonton Public School Board Policy states that regular attendance is a significant contributing factor to student learning and encourages parents and students to recognize their responsibility for regular student attendance.

Legislation from Alberta School Act specifically states that students can only be excused from compulsory attendance for the following:

- Sickness/medical or other unavoidable cause
- Religious holiday
- Suspension or expulsion from school
- Legal exemption from compulsory attendance

All other absences from school are considered unexcused even if they are explained (i.e. absence for vacation etc.)

Often, as school staff, we are presented with situations where parents choose to take their children out of school for a travel vacation. Usually, parents inform us of their intent to do this as their decision has already been made. However, at times, parents base their decisions upon whether or not the classroom teacher thinks their child will be able to handle being away from school, or if they will be able to catch-up on the missed work.

The school is not able to give permission for a child to be absent for vacation during school time since we are directed by the School Act on this matter. Moreover, when a parent chooses to take a child out of school for a vacation, the teacher is not required to provide a package of material for the child to work on while absent. The parent must understand that they are, in fact, taking full responsibility for their child's learning program while away.

Accidents and Injuries

In the event of a serious injury to a student, the school will try to contact parents immediately for instructions. If this is not possible, and it is deemed necessary to obtain medical assistance, the injured student will be transported to the nearest medical centre.

It is extremely important that we have the following information for each student:

- Homework, and cellular phone numbers for parents.
- Phone number of a responsible adult (e.g. caregiver, grandparent, neighbor, etc.) who can be contacted in the event that parents cannot be reached.
- Name and phone number of doctor.
- Current Alberta Health Care Number.

Please keep the school updated with changes in address and home, work, &/or caregiver phone numbers.

Illness

Children who are suffering from communicable diseases such as pink eye, flu, mumps, measles and colds should be kept at home until well. Normally children who are too ill to go outside at recess are too ill to be at school. If a student becomes ill while at school, the following procedures will be followed:

A member of the staff will attempt to make contact with the parent/guardian or emergency contact person. Only after contact and approval by parents is a child sent home. If the illness or injury is of a serious nature, and a parent or emergency contact cannot be contacted, a member of the staff will accompany the child to the hospital (by ambulance if necessary). Attempts to contact the parent or guardian will continue.

Cold Weather Policy

Generally, children should be prepared to go outside every day. Recess is cancelled during very rainy weather, or when the temperature including wind-chill is colder than -23 degrees C. When recess is cancelled due to inclement weather, students are given a short indoor break and are dismissed at the regular time.

Exemption from Recess/Physical Education

Recess is an important aspect of the school day. Children too ill to participate in regular recess are likely too ill to be at school. Students coming to school ill are unable to function to their potential, provide a source of infection for other children and would recuperate faster at home. Children not able to participate in physical education due to illness or injury must provide a note in order to be exempted.

Fire and Lockdown Drills

Drills are held throughout the school year so that students know how to act quickly and without confusion in the rare event of an emergency. Instructions for exiting are posted in each room. Students, staff and volunteers will practice 6 fire drills and 2 lock down drills during the year.

Leaving the School

A student is not to leave the school during class time without first obtaining permission from the classroom teacher. Parents are requested to communicate through the agenda if their child is to leave school during instructional time or recess breaks. All students must be signed out at the office before leaving school.

Medications

Parents are encouraged to dispense necessary medication at home if possible. If medication must be taken during school hours, arrangements must be made with the office staff. A medication administration form must be signed by the parent and the physician. All medications must be kept in the office, except for inhalers and Epi-pens which may be stored in the classroom for quick access in an emergency. Medication must be in the original container, labeled with the child's name and dosage clearly indicated. Office staff are responsible for administering medication as indicated on the form. They are not, however, responsible to ensure that the medication is ingested.

Parking

Edmonton Public School staff pay to park in the school parking lot. This area is therefore out of bounds during school times. Please do not use this as a student drop off zone. There are several visitor parking stalls at the north end of the parking lot for parent/visitor use. The entire bus bay area in front of the school is designated for buses and daycare vans. **No cars are allowed to park in this zone at any time during the school day.** Crosswalk areas are also no parking zones.

“Please choose safety over convenience.”

Student School Safety Patrol

Patrol crossings are in operation at the Kindergarten corner on 72 Avenue and the crosswalk at 188 Street before school, at lunch time and after school. Please remind students to use the designated crosswalks and follow the instructions of the Safety Patrols. Students in grades five and six may volunteer for this special task and are trained by the AMA.

Appointments

Parents are asked to make appointments to meet with teaching and administrative staff. Phone calls will be returned as soon as possible.

Wheels in Motion

The bicycle rack areas are out of bounds except when students are parking or getting bicycles. Bikes must be locked and should not be ridden on the playground or in the parking lot. The school cannot assume responsibility for damaged or stolen bicycles. All other wheeled equipment can only be operated while wearing a helmet and are not to be used during the school day.

Birthdays

Each student receives recognition on his or her birthday. An announcement is made over the intercom and a “birthday pencil” is given to celebrate the occasion. Students whose birthdays occur on a weekend or holiday receive their recognition as close as possible to their birthday. Students may bring a treat to share with their classmates on their birthday. Please check with the teacher for the most appropriate time to have the treat. ***Remember, we are a NUT FREE school.**

Bus Passes

Edmonton Transit student bus passes are available for purchase from the office.

Field Trips

Various out of classroom experiences are provided for students throughout the year as a supplement to the school program. Parents will be notified in advance of all field trips requiring chartered or public transportation. A completed and returned permission slip is required from each child before they can attend. Students not returning permission forms will be accommodated in other classes.

All field trips will be under the supervision of at least one teacher. The teacher will refer serious discipline concerns while on a field trip to the principal and parents will be notified accordingly. In severe cases, parents will be required to pick up the child from the field trip. Students will be dismissed upon their immediate return to school in instances where field trips end after regular school dismissal times.

Special Lunch Days

PALS (Parent Advisory Lyburn School) and parent volunteers offer students one special lunch per month. These special days help to raise funds for school projects. Costs vary according to the type of meal provided and parents will receive order forms in advance. No hard copies of hot lunch order forms will be sent home. More information on this will be sent home prior to the first hot lunch day of the year.

Library Services

An extensive library collection is available to all students for their educational benefit and interest. Materials are on loan for a one week period. Students are responsible for returning books on time and in good condition. No overdue library fees are charged but fines are charged for lost or damaged books. Parents will be notified by letter when fines are charged and student borrowing privileges may be suspended until fines are paid in full.

School Newsletter

The school newsletter will be posted on SchoolZone. It provides valuable information pertinent to the entire school community. We will no longer will be sending paper copies of newsletters home with students. Parents with no access to a computer are welcome to come into the school and use a computer to access this information.

Student Belongings

Parents are asked to ensure that all articles of clothing (runners, boots, coats, sweaters and mittens) and school supplies (pencil cases, notebooks, etc.) are labeled with the child's name. Clear labeling will help to reduce the incidence of lost and unclaimed belongings.

School personnel cannot accept responsibility for the personal property of students. We ask children to avoid bringing valuable items such as mobile phones, electronic games, roller blades, scooters, valuable jewelry and/or large amounts of cash to school.

School Cleanliness

We strive to keep our school as clean as possible. We ask students and adults to remove soiled outside footwear at the door. Each student is required to have 2 pairs of shoes; one pair of white-soled runners to double for indoor use and physical education and one pair for outdoor use. Gum and sunflower seeds are not allowed at school in an effort to keep our school and the grounds neat and clean.

Lost and Found

Lost and found boxes are located just outside the library. Please check these boxes regularly for lost articles. In December, March and June, all lost and found items are put on display in the foyer for parent and student identification. Items remaining after these times will be donated to charity.

Telephones

School telephones are for official school business. Use of the phone for emergencies or unexpected circumstances is permitted with permission. Students are asked to make after-school arrangements before leaving home. Office staff will not interrupt classroom instruction with telephone messages. Cell phone use is not allowed during the school day. Students may use their cell phone outside prior to entering the school in the morning, or outside the building after dismissal at 3:17 p.m.

Vandalism

Lymburn is requesting support in reporting any acts of a suspicious nature or vandalism around the school. The Edmonton City Police Dispatch telephone number is 780-423-4567. Provide the name of the school, the location and a brief description of what is happening. Police will respond and follow up as deemed appropriate.

Visitors

Parents and visitors are always welcome at our school! In the interest of safety and security, visitors are asked to use the front door and sign in at the office.

STUDENT CONDUCT AND BEHAVIOUR

Beliefs

We believe that students....

- Have a right to learn in a safe, positive, and productive environment, and that they have a responsibility to contribute to such an environment;
- Are capable of behaving appropriately, and can learn to be accountable for their behaviour;
- Respond positively to structure, guidance, consistency, and encouragement;
- Improve in self-esteem as they experience success, and feel valued as a member of the group.

Approach

In accordance with these beliefs, our plan for student conduct is characterized by

- Clearly identified and communicated expectations and consequences;
- An emphasis on developing self-discipline;
- Preventative and proactive measures rather than reactive ones;
- Student involvement in decision-making and goal-setting;
- Recognizing appropriate behaviour, and the consistent use of a variety of logical, natural, age-appropriate consequences for inappropriate behaviour;
- Consequences applied in accordance with our knowledge of individual students;
- and sharing responsibility for student discipline among students, parents, and staff;
- Teaching, modeling, and re-teaching;
- A positive school climate.

Pro-active Measures

- Teach and reinforce pro-social skills on an ongoing basis;
- Maintain a positive feeling tone in the classrooms and around the school;
- Treat all students with respect and courtesy;
- Provide a strong academic program with an emphasis on student achievement and success;
- Provide school activities such as: theme days, birthday recognition, displays of student work, intramurals, buddy systems, student clubs, leadership opportunities (e.g. volunteer lunch monitors, office assistants, safety patrols).

Expectations

Expectations for student behaviour are related to two major are

- (a) respect... for self, others, authority, and property, and
- (a) doing their best in all things. Although we don't believe in long lists of rules, the following expectations are given priority at our school, and are enforced by all staff members at all times.

Attend regularly, be on time, be prepared for classes, listen and follow instructions, and do their best;

Show respect for self, others, authority, and property by:

- remembering to walk and speak quietly when in the school,
- removing hats, wearing clean and dry shoes inside the school, and not using items such as gum and sunflower seeds at school,
- using appropriate language,
- not hurting others--on the inside or outside (e.g. putdowns, throwing things, fighting, etc.)
- using their identified entrance doors,
- staying outside during recess and before the bell, except when necessary to enter the school,
- playing only in supervised areas, and staying away from "out of bounds" areas
- walking bikes on school grounds, locking bikes, and staying away from the bike racks,
- not bringing potentially dangerous items such as roller blades, skateboards, knives, toy guns, fireworks, matches, and lighters to school.

Student Responsibilities

- I will come to school with an attitude to learn and to cooperate with staff members.
- I will remember to bring my books and supplies to class.
- I will complete all my assignments on time, and to the best of my ability.
- I will ask for help from my parents or the school staff if I'm having trouble with my learning or behaviour.
- I will spend time each day outside of school reading, completing assignments, or studying.
- I will attend school regularly and be on time except for emergencies or medical reasons.

Parent Responsibilities

- I will ensure that my child attends school regularly and on time.
- I will inform the school if my child is sick or unable to attend.
- I will keep up with my child's learning progress and with daily assignments, homework and study patterns.
- I will support the school by reading newsletters, attending school events, and by offering praise or constructive feedback.
- I will promote my child's likelihood for school success by ensuring good nutrition and adequate rest.
- I will place emphasis on trying your best, having fun, and showing good sportsmanship in phys. ed. classes.

School Responsibilities

- We will ensure that students are provided with an opportunity to learn and achieve.
- We will provide assistance to students who are having difficulty with their learning or behaviour.
- We will communicate student progress informally when requested by parents, and formally three times a year.
- We will invite students and parents to meet with us at any time to discuss progress.
- We will serve as advocates for all students.

Computer Use Guidelines

These guidelines summarize the responsibilities of students, the school, and the district in ensuring that the Lymburn School computer network is used appropriately. The network includes all computers and applications, the local area network, and access to the Internet.

Educational Purposes

At Lymburn School, students use computers regularly in the classroom, library, and lab. In the early years, the teacher mandates and closely supervises all computer activities. As students mature, computer access increases and students are given more autonomy in using the computer. Students use computers to achieve Information and Technology outcomes and other curricular area learning outcomes. For example, students use the computer to conduct research, to manage ideas and information, to navigate Internet sites related to classroom activities, to solve problems and to communicate and collaborate with others.

Guiding Principles for Computer Use

The computer network must be used in ways that are consistent with the following district principles

1. Appropriate use - the computer is intended for educational activities. It must be used appropriately and cannot be used for purposes that are illegal, unethical, or immoral.
2. Privacy and personal safety - activities involving the network will protect the privacy of personal information and the personal safety of students. Students will learn strategies to protect their personal information and personal safety.
3. Security of systems and information - activities involving computer use shall not compromise the security and integrity of data and information stored on district or school computer systems.
4. Efficiency - the computer network must function efficiently for all users.

District and School Responsibilities

Edmonton Public Schools and Lymburn School use a variety of strategies to provide a safe and effective learning environment for students as they use the computer network.

Teachers work with students to establish computer etiquette and safety rules that are appropriate for the age and understanding of the students.

Students learn how to use child-safe search engines to locate relevant web sites, how to evaluate the authenticity of information on the Internet, and what to do when offensive web sites are encountered.

Activities using computers are directed and supervised by the teacher. .

Guidelines for Students

Students must keep passwords for the computer network private. They may not attempt to access another student's file.

Students must not give out their last name, address, photo, or phone number when using the computer.

Students must obtain permission from the teacher before printing.

Students must cite electronic references and comply with Canadian copyright law. They must not plagiarize the work of others.

Students must only access appropriate Internet sites. The teacher must be notified immediately if a student accidentally accesses inappropriate Internet sites or receives a message that might be inappropriate.

Students may not use vulgar, obscene or derogatory language. They may not engage in threats, personal attacks, harassment, or posting of private information of another.

Students may not buy or sell products or services through the network.

Students may not, in any way, attempt to compromise any computer or the network.

Consequences of Inappropriate Use

The teacher will review the appropriate use guidelines with the students to ensure that students understand expectations for acceptable use, safety and privacy when using the computer network. Students who use the network inappropriately will lose the privilege of using the computer network or other technological resources in the school, and will be subject to further consequences as outlined previously in this handbook.

Appropriate Student Dress

It is expected that all students will wear clothing that adheres to standards of acceptability, as interpreted by the school. Students are asked to not wear clothing with inappropriate images or writing which displays foul language, acts of violence, sexual slurs, or displays derogatory messages against any gender, group, or race. Short shorts, halter tops, spaghetti strap t-shirts, or midriff outfits are also considered inappropriate for school, particularly for division two students. Should staff feel that the student's dress is inappropriate, the student will be asked to change at school or return home, with parental permission, to change.

Staff and parent volunteers are also expected to dress appropriately at all times, as the adults in the school are considered powerful role models.

PALS (Parent Advisory Lymburn School)

PALS is one of the many ways parents can have a voice in the school. The mission of PALS is to enhance the educational experience of all students attending Lymburn School and to provide advice and assistance to the administration. PALS supports the school through fundraising sales and special events such as hot lunch day and a casino held every two years. Meetings are held the third Monday of each month. All parents are welcome to attend these meetings.

Volunteers

Parents are always welcome. Contact your child's homeroom teacher if you are able to volunteer in the library, classroom or on field trips.

District Holidays/Non Instruction Days

Homework

Research indicates that students learn more when they complete homework which is then graded, commented upon or discussed by teachers and parents. Homework can help to develop good lifelong study habits, enables parents to monitor their child's progress and strengthens the ties between home and school. The nature of the homework depends upon the purpose for which it was assigned. Some of the purposes of homework are:

- To reinforce lessons taught during class time

- To provide experience in research techniques

- To strengthen the ties between home and school, particularly when parents can help with assignments in some way.

All students are expected to read every night. Parents may read to their child, the child may read to the parent or the child may read independently.

How Parents Can Help With Homework

While too much help may make a child dependent and hamper the development of self-reliance and responsibility, there are many ways that parents can help with homework.

- Assume that a certain amount of homework is necessary on a daily basis for most courses and reinforce the importance of doing homework.
- Provide your child with a quiet, distraction-free place to work. The designated study area should also include a container to hold pencils, pens, markers, paper, eraser, pencil sharpener, ruler, tape, scissors and a dictionary.
- Have your child explain what was covered in class and/or what work they have for homework.
- Encourage your child to take short (5 minute) breaks between each subject assignment to refresh and recharge.
- Be the “audience” for reading practice, and spelling and math drills.
- Provide information and knowledge for projects. Don’t do the work for your child. You may assist with good questions, or by tactfully pointing out things that need a second look, but do not just give your child answers to copy mindlessly. Encourage your child to review old tests.

Lunch Program

Students are expected and encouraged to go home for lunch whenever possible. It is our policy to require students to ‘pack it in and out’. This means that students in the lunch program bring a garbage-less lunch and, as well, take everything home that they do not eat. With this policy we save on after lunch clean-up while at the same time being environmentally friendly. Moreover, because students bring home what they do not eat, parents will have a better sense of the lunch-time eating habits of their children.

Lunch supervision is provided for students who have parents working outside the home and/or for emergency use. The Lunch Program Coordinator and Lunch Program Aides who provide this supervision, are hired by each school as needed. Lunches are eaten in classrooms (11:21 am. – 12:14 am.) and then students are dismissed for an outdoor break. Lunch students are expected to stay on the school grounds from 11:45 - 12:14 pm. when classes resume.

The lunch program is required to operate at no cost to the school and therefore, all students, who stay at school during the lunch hour, must pay fees. The lunch fees for the 2017-18 school year are:

\$10.00 /month for the each child