



STUDENT HANDBOOK

“Education is the power to think clearly, the power to act well in the world’s work and the power to appreciate life.”

~ Brigham Young

LAURIER HEIGHTS SCHOOL

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Edmonton, Alberta
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Follow us on Twitter: [@LHSEPSB](https://twitter.com/LHSEPSB)

Trustee:	Mr. Orville Chubb
Superintendent of Schools:	Mr. Darrel Robertson
Principal:	Mrs. Tiziana Fiorillo, M.Ed.
Assistant Principal:	Mrs. Tammy Trevor, B.Ed.

LAURIER HEIGHTS SCHOOL

HOURS OF OPERATION

2017-2018

	JUNIOR HIGH	ELEMENTARY	KINDERGARTEN A. M.
FIRST BELL	8:40 A.M.	8:40 A.M.	8:40 A.M.
MORNING Registration Announcements	8:45 A.M.	8:45 A.M.	8:45 A.M.
CLASSES	PERIOD 1 8:45 – 9:31 PERIOD 2 9:33 – 10:19 LOCKER TIME 10:19 – 10:24 PERIOD 3 10:24 – 11:10 PERIOD 4 11:12 – 11:58	CLASSES 8:45 – 10:17 RECESS 10:17 - 10:32 CLASSES 10:32 – 12:04	CLASSES 8:48 – 10:17 RECESS 10:17 - 10:32 CLASSES 10:32 – 11:36
LUNCH BREAK	11:58 – 12:52	LUNCH 12:04 – 12:30 RECESS 12:30 – 12:52	
			KINDERGARTEN P. M.
CLASSES	PERIOD 5 12:52 – 1:38 PERIOD 6 1:40 – 2:26 PERIOD 7 2:28 – 3:14	CLASSES 12:52 – 2:01 RECESS 2:01 – 2:16 CLASSES 2:16 – 3:25	12:23 – 2:01 RECESS 2:01 – 2:16 CLASSES 2:16 – 3:25
DISMISSAL	3:14 P.M.	3:25 P.M.	3:25 P.M.
THURSDAY EARLY DISMISSAL	2:21 P.M.	No recess 2:21 P.M.	No recess 2:21P.M.



WELCOME!

Our unique school serves Kindergarten to grade 9 students in a dual track setting. We work closely with all stakeholders to deliver a high level of education within the English and French immersion learning environment.

To support our work in educating students to become leaders who are engaged and ethical thinkers with entrepreneurial spirit, Laurier Heights' focus this year, based on the Government of Alberta's Ministerial Order, will be to foster within our students a global perspective and understanding, as well as a sense of personal growth and well-being.

PRINCIPAL'S MESSAGE

Welcome and Bienvenue to a promising year at Laurier Heights School. It is my pleasure to welcome new and returning students and their families to Laurier Heights. I am proud and honoured to be the principal of this very fine learning community with a strong reputation for academic excellence and student behavior.

Our K-9 environment fosters student leadership, mutual respect, modeling of excellent citizenship and acceptance of all students. Laurier students demonstrate a responsible and cooperative attitude which is most evident in the manner they respond to the challenge of high expectations we hold for their academics and demeanor.

Our staff demonstrates a commitment to professional enhancement to support teaching and education of our 21st century learners. Our students have a many other extracurricular opportunities to enhance their social and athletic development such as a numbers of clubs, special events and a multitude of sports teams. The various league and tournament trophies, medals, and banners that are displayed throughout our school exemplify the passion, drive and commitment of all those individuals involved. Go Lions!

A successful education is a shared responsibility between home and school. Ongoing communication is an integral component for the sustainability of any partnership. Parents/guardians play a key role in their children developing the knowledge, skills and attitudes to be productive and enthusiastic learners.

The purpose of this handbook is to provide you with important information regarding the daily operation of Laurier Heights School. Please read this handbook carefully; discuss it with your child/ren, and keep it available for reference throughout the year. Should any questions, concerns or suggestions surface, please feel free to contact us.

As we embark on this exciting year together, I am confident that with your continued support, we will experience great accomplishments and success.

Your partner in education,



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Tiziana Fiorillo, M. Ed. Principal

2017-2018 CALENDAR Parents/Schoolzone

Changes and updated information (as it becomes available) will be shared via Schoolzone and the Google Calendar accessible on the School Website.

September

September 5 First Day of Classes
September 8 Assembly 9:00 am
September 15 Birch Bay - Grade 7s
September 21 Meet the Staff
September 18-22 Grade 7s Mipi Week - EPSB Math assessment
September assessment for grade 3 French and English
September 21 Grade 7 Band Start up 2:30 - 4:00
September 22 Immunization Presentation (Gr. 5/9)
September 25 PAC (Parent Advisory Council) AGM
September 28 Terry Fox Run/Walk
September 29 Orange Shirt Day

October

October 2-6 Read-in-Week
October 6 Assembly 1:00 pm
October 9 Thanksgiving - No School
October 12 Student Photos
October 13 The Power in Me Leadership day - Grade 6-9 all students - Leadership Conference
October 16 JH Interims
October 16 PAC meeting
October 17 Immunizations (Grades 5 and 9) am/pm
October 20 No school Professional Development day
October 31 Halloween events

November

November 1 We Day
November 3 Assembly 9:00 am
November 8 Remembrance Day Assembly
November 9-13 Fall recess - No School
November 20 PAC meeting
November 24 Progress Reports Posted
November 24 Term 1 ends
November 28 Term 2 begins
November 27 PD Day
November 30 Conferences - Progress Reports

December

Santa's Anonymous - PAC organized - TBA
December 1 Assembly 1:00 pm
December 14 Junior High Band Concert
December 21 Elementary Concert
December Winter Carnival
December 22 last school day of 2017



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December 23 - January 07 Winter break - No School

January

January Skating - whole school TBA
January 8 Back to School
January 12 Assembly 9:00 am
January 12 Immunizations (Grades 5 and 9) am/pm
January 15 PAC meeting
January 23 Ski Trip to Rabbit Hill #1 for Division 2
January 25 MADD- JH presentation 1:00 pm

February

February 1 Kindergarten Open House 7:00 pm
February 2 Junior High Interims
February 2 Assembly 1:00 pm
February 6 Ski Trip to Rabbit Hill #2 for Division 2
February 9 Professional Development Day - No School
February 12 PAC Meeting
February 15 Franco 7
February 19 Family Day - No School
February 23 Family Dance - evening at the school
February 23 Cabane a Sucre
February 27-28 Junior High Ski Trip/African Music Workshop (Grades 2 to 6)

March

March 1-2 Teachers' Convention - No School
March 6 Kindergarten to Grade 9 Open House 7:00 pm - 8:30 pm
March 9 Assembly 9:00 am
March 15 Drum line with Ross Shep
March 16 Progress Reports Posted
March 16 Term 2 ends
March 19 Term 3 begins
March 19 PAC meeting
March 22 Student-Led Conferences
March 26-30 Spring Break - No School

April

April 2 Easter Monday - No School
April 6 Assembly 1:00 pm
April 16 PAC Meeting
April 20 Immunizations (Grades 5 and 9) am/pm
April 24 HLAT Written Exam
April 26 Drama/Musical
April 30 Professional Development Day - No School

May

May Education week TBA
May 1-4 Science Fair
May Tennis - Grade 3/4 TBA



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May 7-11 Gymnastics
 May 8 Grade 6 FLA part A/ Grade 9 ELA
 May 10 Grade 6 ELA/ Grade 9 FLA
 May 14 PAC Meeting
 May 18 Board approved non-instructional day - No School
 May 21 Victoria Day - No School
 May 22 Teachers' Day in Lieu - No School
 May 23 Gymnastics
 May 28 - June 1 Gymnastics

June

June 1 Assembly 1:00 pm
 June 4 Grade 6 Science Review
 June 7 Volunteer Appreciation/Variety Show pm
 June 8 Grade 9 Farewell
 June 14 Junior High Band Concert
 June 18 PAC - Year End Wrap Up
 June 18 PAT Grade 6 ELA Part B
 June 19 PAT Grade 6 Math Part A & B/Grade 9 Math
 June 20 PAT Grade 6 FLA Part B/ Grade 9 FLA Part B
 June Aboriginal Day
 June 21 Junior High Awards Afternoon
 June 22 Grade 6 Farewell/Safe in 6
 June all morning writing of PATs- afternoons are planned tutorial for student revision
 June 25 PAT ELA Part B
 June 26 PAT Grade 6 Social / Grade 9 Social
 June 27 PAT Grade 6 Science/ Grade 9 Science
 June 28 Closing Assembly pm/ Last day of school
 June 28 Term 3 ends
 June 29 Operational Day - No School



DISTRICT MISSION, VISION, AND PRIORITIES

2017 - 2019

VISION

Transforming the leaders of today into the leaders of tomorrow

MISSION

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

VALUES

Supporting the Vision, Mission and Priorities are the District's cornerstone value of accountability, collaboration, equity and integrity.

DISTRICT PRIORITIES 2014-2018

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

LAURIER HEIGHTS SCHOOL PHILOSOPHY

We believe in nurturing and developing independent, responsible and reflective 21st century learners. As educators, our duty is to empower our students and strengthen their academic and social well-being. Through relationship-building and student engagement, our focus is to address our student needs and assist them to gain self-confidence, compassion and skills which will assist them to explore the world with a sense of curiosity and imagination.

Cooperation and collaboration with our parent and community stakeholders is monumental in our students' educational journeys. Our staff and parent community work diligently to encourage our students to become ethical, engaged citizens who demonstrate the entrepreneurial spirit by involving themselves in various social, cultural, global and environmental campaigns. By instilling the passion in our students to become lifelong learners and leaders, they will become reflective thinkers who willingly and innovatively contribute to society.



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SCHOOL PROFILE

Laurier Heights School is committed to excellence and student success. Our school celebrates learning and education and ensures that students are respected and nurtured. We provide English and French Immersion for Kindergarten to Grade 9, and students in the regular program can take French as a Second Language in Grades 1 to 9.

Students from communities other than the Laurier Heights community attend our French Immersion program. Before-and after-school care services are available in our building.

AMA SCHOOL SAFETY PATROLS

Laurier Heights School has a School Safety Patrol Team consisting of dedicated Grade Five and Six students who have been trained by the Alberta Motor Association, and who are supervised by a staff member.

Patrollers are at the intersection of 82 Avenue and 142nd Street at 8:25 a.m. and at 3:40 p.m.

The role of school patrollers is challenging and requires the cooperation and encouragement of students, staff and parents. Please be patient if they seem overly cautious.

We urge parents/guardians to serve as role models for the children when dealing with the patrols. We also kindly ask that the safety of the children and the laws regarding crossing at crosswalks are supported at all times.

ASSEMBLIES

Assemblies are held to unite students, parents and staff. They are designed to provide students with an educational and entertaining experience. In addition, during assemblies, students are expected to demonstrate respectful and formal audience behavior.

At assemblies we share important information, we celebrate our successes and view various presentations and/or performances. Parents, guardians and community members are welcome to attend our assemblies. Laurier assemblies will be held monthly.

ATTENDANCE, ABSENCES AND LATES

Regular school attendance is essential and this belief is supported by the **Laws of Alberta** which state that the responsibility for ensuring regular school attendance rests with students and their parents. Please assist us to ensure the **SAFETY** of your child by reporting **ALL** absences.

A parent/guardian is to phone (780) 483-5352 and report the reason for the absence.

**If a child is absent due to vacation, a form is required, from the office to be signed and returned to the office.



IT IS THE STUDENT'S RESPONSIBILITY:

- a.) To obtain and complete all work assignments missed while absent.
- b.) To make arrangements to make up the assessments that may have been missed while absent.

1. UNREPORTED ABSENCES: Office staff will follow up with telephone calls to the parents / guardians at home or place of employment to ensure the child's whereabouts is known and the child is safe.

2. LATE ARRIVALS: Students arriving after the bell (morning or afternoon) are to report to the office to check in. The office will issue the student a late slip for admittance into class.

3. EXCUSED LATES: A parent / guardian must call the school office or write a note if the child arrives late to school. Acceptable reasons for lateness include: medical appointments, weather conditions and bus transportation issues. **Excessive lates will be dealt with at the discretion of the homeroom teacher and/or the administration.

5. SIGN OUT PROCEDURES: Students who have medical, dental or other appointments during school hours are required to present a note to the classroom teacher. When it is time for the student to leave class, she/he **MUST TAKE THE NOTE TO THE OFFICE**, where the child will be signed out of the building.

6. Students must not leave the school during class-time without reporting to the office. If students become ill during the school day, they will be sent to the office so an adult can contact the student's parent/ guardian.

EMERGENCY PROCEDURES

To ensure students are proactive and safe in an emergency, **FIRE DRILLS** and **LOCK DOWN DRILLS** will be held several times throughout the year. In the event of a fire drill, it is important the building be evacuated **quickly and quietly**. Instructions are posted in each classroom regarding the appropriate exits. The school has an emergency plan in place for other emergencies that may occur, such as severe weather. Any parents wishing to view the Emergency Plan may ask to do so at the office.

ACCIDENTS, ALLERGIES, ILLNESSES AND ADMINISTRATION OF MEDICATION

It is important the school be notified about any special medication concerns of our students. Parents are requested to provide pertinent information on the **REGISTRATION FORM** completed at the beginning of each school year.

Laurier Heights School is a **NUT, SCENT AND AEROSOL AWARE** school. Please ***do not bring any nuts or nut products*** to school. This includes student lunches or when sending treats for the



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class. We have several students who have ***severe, life threatening allergies***. Pets and animals are also not allowed in the school due to allergies.

Board policy states school personnel may not administer any medication to students unless the following conditions are met:

1. The principal shall require a **SIGNED REQUEST FORM FROM THE PARENT AND PHYSICIAN** indicating the type of medication to be administered, required dosage, and the action to be taken in the event of possible hazards or side effects.
2. If the principal feels the request is reasonable, and is prepared to undertake the implied responsibility, the principal should make appropriate arrangements with the child's teacher or another reliable adult willing to administer the prescribed medication and undertake its safekeeping.

If a student becomes **ILL** or is **INJURED** at school, the student must report directly to the teacher, outdoor supervisor or office. **UNDER NO CIRCUMSTANCES SHOULD THE STUDENT GO TO AN UNSUPERVISED AREA SUCH AS THE WASHROOM OR LEAVE THE SCHOOL.**

Illness and injury will be assessed by staff. Minor injuries will be treated with First Aid. If an injury is deemed **SERIOUS**, a **PARENT WILL BE CONTACTED IMMEDIATELY** and/or the student will be taken to the nearest **MEDICAL CLINIC** or **HOSPITAL**.

It is of the utmost importance that parent contact information be kept up-to-date. Please contact the office (780)483-5352 if your home or work telephone numbers need to be updated.

LUNCH AND NUTRITION

Students living within a reasonable distance from the school are encouraged to return home for lunch where feasible. Lunchroom supervisors are hired to ensure student safety while eating and are on duty throughout the lunch break.

Elementary students will *eat first and then play* outside and are expected to remain on the school grounds. They will eat lunch in their classroom monitored by a lunchroom supervisor. Students are expected to be seated when eating, be respectful to peers and supervisors and follow the lunchroom rules. When finished eating, students may do something quietly as determined by individual classroom rules. Students eating lunch at school will have a signed parent form, returned to school, to ensure understanding of lunchroom expectations. Students are responsible for cleaning their own eating area.

Junior High students eat in one designated location in the school. All students are responsible for leaving the designated area clean and free of garbage, wrappers and food. Junior High students are not charged a lunch fee as there are no paid lunch room supervisors.



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PERSONAL PROPERTY

The responsibility for personal property rests with the student. Laurier Heights School is unable to assume the responsibility for technology, bikes and other items brought to school. Personal property is brought to school at the risk of the student. **Locker combinations** are **NOT** to be shared between students. All **technology** should be kept in a safe place by the student and **cell phones** are recommended to be in the student locker unless needed for class assignments and requested by the teacher to be brought to class. Students are advised not to share technology pass-codes with their peers. Students **changing for gym** are asked to return their clothes to their lockers and not to leave belongings in the change rooms. If students are riding their **bikes** to school, high quality locks or chains are recommended to secure the bike and bike parts to the provided steel bike racks on the east & north sides of the buildings.

STUDENT BEHAVIOR AND CONDUCT

EDMONTON PUBLIC SCHOOLS POLICY: Edmonton Public Schools Board of Trustees approved the following policies:

STUDENT RIGHTS AND RESPONSIBILITIES:

1. Students shall be treated with dignity, respect, and fairness by other students and staff.
2. Students shall be provided with a learning environment that is free from physical, emotional, and social abuse.
3. Students and parents shall be informed of the board's and school's expectations for student behavior within the school, the school grounds, and during school activities.
4. In the event of student misbehavior, students and parents shall have the right to offer an explanation, and to be informed about consequences of misbehavior.
5. Students shall exercise their responsibilities to:
 - Use their abilities and talents to gain maximum learning benefits from their school experiences.
 - Contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living.
 - Attend school regularly and punctually.
6. Appropriate opportunities for student consultation and involvement in student related matters shall be provided.

STUDENT BEHAVIOR AND CONDUCT:

The board supports the endeavors of staff, students, parents, and the community to ensure positive student behaviour and conduct. In addition, the board expects parents and students to recognize their responsibility in developing student self-discipline.

Students shall be responsible and accountable for their behaviour and conduct:

1. While involved in school-sponsored or related activities.
2. While on school property:
 - During any recess or lunch periods on or off school property.



- While traveling to and from school.
 - Beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s).
3. Parents play a vital role in developing student behaviour and conduct. It is the district's expectation that parents:
- Be aware of the board policy and regulations and the school's expectations for student behaviour and conduct.
 - Review the board policy and regulations and the school's expectations for student behaviour and conduct with their child(ren).
 - Work with the school to resolve student behavioral issues when they affect their child(ren).
 - Co-operate with the school's or district's recommended course of action prior to re-admission of the student following a student suspension.
3. Students shall show respect for:
- School authority.
 - Others and their property.
 - Ethical, racial, religious, and gender differences.
 - School attendance and punctuality.
 - Work habits, assignments and homework;.
 - School property.
 - Textbooks and equipment.
 - Fire alarms and safety equipment.
 - District policies relating to smoking, alcohol, drugs and inhalants.
4. Failure to meet the expectations for behaviour and conduct shall result in some or all of the following consequences:
- Problem solving, monitoring or reviewing behaviour expectation with student and reprimand.
 - Parental involvement.
 - Referral to attendance board.
 - Temporary removal of privileges.
 - Detention of student.
 - Temporary exclusion of student from class.
 - In-school suspension.
 - Out-of-school suspension.
 - Behaviour contract with student.
 - Restitution for property damage to an individual or board.
 - Assessment of student to develop appropriate programming.
 - Involvement of police.
 - Expulsion from a school or all district schools.
5. Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behaviour such as:
- Conduct which threatens the safety of students and/or staff.
 - Possession of a weapon on a student's person, or in a student's locker or desk, that is dangerous to students and staff; a weapon is anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.



- Displaying or brandishing a weapon in a threatening or intimidating manner;
 - Assaulting another person.
 - Possession or use of illegal drugs, alcohol, or inhalants in school and on school property.
 - Contravention of district policies and regulations related to student harassment, smoking, student attendance, and student rights and responsibilities.
 - Theft.
 - Willful disobedience and/or open opposition to authority.
 - Use or display of improper or profane language.
 - Willful damage to school or others property.
 - Interfering with the orderly conduct of class(es) or the school.
 - Contravention of the code of conduct as set out in the ***School Act***.
6. Principals shall report to police the names of all persons for whom they have reasonable and probable grounds to believe are trafficking in drugs. The principal shall;
 - Inform the parents of students involved.
 - Proceed with disciplinary measures which may lead to suspensions or expulsions.
 7. Based on the board policy and regulations for student behaviour and conduct, each school shall develop and communicate to parents and students expectations for student behaviour and conduct.
 8. The principal shall communicate annually, to students and parents, the board policy and regulations and the school's expectations for student behaviour and conduct.

STUDENT CONDUCT, EXPECTATIONS AND BEHAVIORAL PRACTICES AT LAURIER HEIGHTS

Laurier Heights School policy, expectations, and practices are consistent with the Edmonton Public Schools policy. Our school is a place of learning and a workplace for approximately 500 people. At all times, students are expected to be responsible, engaged in learning, and contribute to a positive school climate that promotes a feeling of respect for self, others, and property.

The vast majority of students are acknowledged through positive reinforcement. We highlight behaviours that model leadership and acknowledge student contributions.

Consequences for poor behaviour are applied consistently and in a fair manner. Discipline is usually progressive, most often beginning with low-key warnings. Consequences may be applied while parents, students and staff are considering solutions to difficult situations. For serious incidences, or if a particular inappropriate behaviour persists, consequences can potentially end with out-of-school suspensions, and/or recommendations for expulsion from school. Serious incidents threaten the safety of others or the well-being of a learning environment and may be subject to immediate and serious consequences.

Parents are considered as partners in the education of our children and as such, will be consulted immediately if low-key discipline measures are not working or if a serious incident occurs. Important **non-negotiable rules** to discuss with your child:

- **Smoking by students is prohibited** on or near school property, within sight of the school, near school bus stops, and at school sponsored activities, on or off campus.



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Students caught smoking will be suspended from school.

- **Consumption of alcohol by students** is also prohibited. Students who do so or who come to school under the influence of alcohol will be suspended. Parents will be informed immediately.
- If there is evidence that a student is **using, is under the influence of, or is distributing drugs**, parents will be notified immediately. Police will also be involved as required.
- Students will be suspended from school for up to five days and risk being expelled from school or the school district.
- Students, who **harass, assault, threaten to assault or harm others, or who arrange or threaten to arrange the assault of others** will be suspended from school for up to five days and risk being expelled from school or the school district.
- **Students are not to encourage or invite students from other schools to visit Laurier Heights School.**

SCHOOL POLICIES

Dress Code

Students are expected to maintain a reasonable and modest standard of dress. They are expected to dress in an appropriate manner, respecting themselves and others. Acceptable dress includes:

- Clothing which does not contain negative, derogatory or suggestive language or symbols.
- Clothing or accessories which are not a hazard to the student's safety or the safety of others.
- Clothing or accessories which do not interfere with the student's learning or the learning of others.
- Clothing that demonstrates an element of modesty: no bare midriffs, no spaghetti straps or no overly short skirts or shorts.

Students dressed inappropriately will be asked to go home to change or will need to have clothes brought to school for them. Any concerns or issues that arise from inappropriate dress will, in the first instance, be discussed with the individual student in a confidential manner. A parent may be contacted at this time. If a particular behaviour persists, then a parent will be contacted and further disciplinary action may be taken.

Outdoor footwear cannot be worn in the school. Students require indoor footwear that is to be left at school. Please ensure footwear does not leave black marks on the flooring. Wheelie shoes/runner are not to be used in the hallways or classroom.

The wearing of headgear within the school building is acceptable if for medical or religious reasons only. Hats, caps, or other headgear **are not permitted** within the building and should be left in lockers during class time.

Junior High students are required to have appropriate clothing for physical education class. Students should bring physical education clothing to school each week and take it home for cleaning on the weekends. Please ensure your child has proper runners for physical education. Runners with wedge heels and wheelie runners are not acceptable for physical activity.



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TECHNOLOGY AND COMPUTER USE

The computers at Laurier Heights School are for educational purposes only and exist to support learning as well as to enhance instruction. We expect all computers will be used in a responsible, efficient, ethical and legal manner. Failure to comply with the below stated policy and guidelines will result in the student being referred to an administrator. **An administrator, network administrator, or a classroom teacher reserves the right to cancel the user's privileges.**

Prior to using technology, a parent and student signature is required on the **Responsible Use of Technology at Laurier Heights** permission form. Please be advised that the **INAPPROPRIATE** use of technology (I.E. Facebook, Twitter, & any other social media related sites) during instructional time will result with temporary confiscation of the student's device and a referral to administration. The device will then remain in the office for the duration of the day. The student may pick it up after school, once a parent has been notified. Furthermore, please be advised that the school is **not responsible for lost or stolen items.**

School Network Policy

- No software of any kind may be brought into the school.
- **The person in whose name the account is registered is responsible at all times for that account and is responsible for knowing his/her account password.**
- **Users must not give passwords to other users.**

The user is responsible for knowing how to use his/her network account and proper file management.

- Violation of the privacy of others will result in disciplinary action.
- All computers are to be used in a responsible, efficient, ethical, and legal manner. **The network administrator has access to all user accounts and random checks of content will be made throughout the year.**
- Any abuse of computer equipment will result in severe disciplinary action.
- Material in files must be current and related to school work.
- Equipment shall not be moved or altered in any way.
- **Students must obtain permission from a teacher before printing any material.**

Internet Policy

- The internet will be used for assigned research projects only.
- **Absolutely no downloading of software, accessing chat lines, e-mail, or inappropriate sites.**
- Students may copy/paste pictures and/or text found on the internet only where a teacher has given permission.
- Absolutely no printing directly from internet sources.
- Proper citation of internet sites must be used at all times.

Consequences may include any or all of the following:



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- A phone call home.
- Temporary or permanent loss of computer privileges.
- In school suspension or out of school suspension.
- Costs associated with inappropriate use will be passed on to the user.

Technology

Laurier Heights School offers a variety of technology-integrated learning experiences to students:

- Staff and students have access to computers utilizing programs and internet-based resources to accompany regular curricular activities.
- Full Wi-Fi access- students are encouraged to bring their own Wi-Fi capable devices to school to enhance their learning experience.
- All classrooms are equipped with interactive Smart boards and document cameras, which bring a new dimension of learning to the classrooms.
- Use of the Chrome books is through teacher guiding and instruction.
- Cell phones are to be used for research purposes and with teacher direction and permission.

Electronic devices are to be used for educational purposes only and are not for entertainment in the classroom. Keep in mind the responsible use agreement that you and your parents signed.

Cell phones can be useful educational tools. However, you must exert self-control and not use them in class unless your teacher asks you to or you have been granted permission to do so. If you abuse electronic devices in the classroom, the following consequences will be applied :

- o 1st time – device confiscated for the block
- o 2nd time – device confiscated for the day
- o 3rd time – device confiscated for the day and parents contacted.
- o After this, it will become an issue for the school administration team to address.

ALBERTA HEALTH SERVICES

Alberta Health Services works together with schools and community agencies to provide a range of coordinated community health and support services for school-aged children and their families. Our common goal is to build on the health and education potential of students by providing nursing, rehabilitation, speech and language, and dental services in targeted schools. Grade 5's and 9's will be immunized each year with parent consent forms to be signed and returned to the school.

LITERACY

Literacy for the 21st century learner encompasses a broad set of skills and competencies, integrated across the Kindergarten to Grade 12 programs of study. These skills are manifested when students are engaged in authentic, relevant and meaningful learning contexts. Each student must develop competency in reading, writing, speaking, viewing, listening,



representing, and numeracy as foundational skills for 21st century learning. Literacy learning involves effective use of:

- Personal and social skills as collaboration, communication, leadership and self-direction
- Digital age literacy that includes cultural competence, global awareness, accessing information from a variety of texts and effective use of technology and tools
- Learning and thinking skills such as inquiry based learning, critical and creative thinking, problem solving, number sense, higher order thinking, meta-cognition and intellectual engagement.

The 21st century learner embraces the pluralism of the contexts in which these skills are applied.

The 21st century literacy encourages student interaction with a community of learners and promotes self-directed leaders.

Quality assessment and instruction are paramount to the teaching and learning of literacy in language and in all other curricular areas.

PARENT GROUPS

PAC: Parent Advisory Council:

The PAC at Laurier School is the advisory group that works closely with administration to advocate for a safe and inclusive school community through transparent communication, where every student's potential is fostered. Every parent or guardian of a student at Laurier School is automatically a voting member of the PAC. All parents and guardians are welcomed to attend our PAC meetings to discuss and vote on the issue which we are looking to address.

After discussion with the membership, PAC votes on financial recommendations that are then forwarded to the PAL. PAC is governed by the Alberta Schools Act.

PAL: Parents Association of Laurier

PAL is the arm that oversees the financial operations of the parent group. Because our parent group hosts a fundraising casino every second year, we are obligated to have a separate entity that controls the bank account for casino funds. As such, PAL is a registered charity that is governed by the Alberta Societies Act.

PAL oversees both our Casino bank, along with our general bank account (funds raised through means other than the casino, such as Entertainment books, and so forth).

Laurier Heights PAC is on Facebook and Twitter.

PARKING / DROP OFFS

When visiting Laurier Heights School, street parking is available directly in front of the school on 142nd Street or beside the school on 85th Avenue.

Parking at the school is limited and **SAFETY** is our primary concern. Please refrain from parking in the area designated for buses only.



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Moreover, for the continued **SAFETY** of our students, we **STRONGLY DISCOURAGE** parents from **DROPPING OFF** or **PICKING UP** students in the **STAFF PARKING LOT**.

TRANSPORTATION

Yellow Bus Service:

Yellow bus service is available for K-6 students. There is no fee for students registered in the Kindergarten Program. Please contact our office for more information.

For more information about busing, contact the school or call Student Transport at (780) 429-8585.

Please be advised that any information regarding route changes or updates will all be posted on School Zone.

Edmonton Transit (ETS) is the preferred means of transportation for district students. We work closely with ETS to ensure all students have access to close and reliable transit routes. For more information on ETS route and schedule information, contact **ETS** directly.

VISITORS

For the protection, safety and the minimal disruption of learning of all of the students in the school, **ALL VISITORS** are required to report to the school office.

If you wish to see a teacher, please ensure that you have **CONTACTED THE TEACHER** and **ARRANGED AN APPOINTMENT** prior to your arrival at the school.

These procedures have been established and are consistently adhered to for the safety of everyone. We thank you in advance for your cooperation.

VOLUNTEERING

Volunteers are an essential and much appreciated part of our school. Volunteers in schools are valuable resources where they work together with teachers and administrators to ensure that students receive the best possible education.

Parent and community volunteers contribute many hours of their time, energy and talent for the benefit of students and the school. A variety of opportunities to become involved in are available. Requests for volunteers are shared in school and classroom newsletters as needs arise.

Regular assistance in the library is greatly appreciated. Whether at school or at home, any time given to support students in their learning experiences is valuable. We ask for your understanding and cooperation in that pre-school siblings cannot be accommodated in classrooms during learning time.



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All volunteers are asked to check into the office on each visit. In the event of an emergency situation, office staff must be aware of and account for all the individuals in the school.

If you would like to volunteer at Laurier Heights:

- Contact the school office at (780) 483-5352
- Speak with your child's teacher
- PAC always needs volunteers for a variety of projects



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