



STAVELY SCHOOL

"Where every child shines"

STUDENT AGENDA

2020 – 2021



Livingstone Range
SCHOOL DIVISION NO. 68

Vision Statement

We value and respect individual differences. We want our children to be engaged in 21st century learning that prepares them to be responsible global citizens. We value integrity and honest-open communication. We believe that celebration of success is important.

Mission Statement

Together with the community, we strive to provide students a safe, positive, and caring environment to promote individual life-long learning.



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Stavely School Calendar 2020 - 2021 Stavely School Calendar



Approved by the Board of Trustees February 10, 2020

August 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	1 / 8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	PD 24	PD 25	PD 26	DD 27	Meet 'n Greet 28	29
30	PD 31					

Aug 24 - ONLY New Teacher
Aug 25, 26, 28, 31 Staff Plan Collab Days
Aug 27 - Divisional Day
Aug 28 - Tentative Meet 'n Greet 12 p.m. - 1 p.m.

September 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1st Day of School 1	2	3	4	5
6	SH 7	8	K 1st Day 9	10	11	12
13	14	15	16	17	SD 18	19
20	21	22	Breakfast TF Run 23	24	PD 25	26
27	28	29	30			

Sep 1 - First Day of School
Sep 7 - Labour Day
Sep 18 - Stavely Day
Sep 23 - Welcome Back Breakfast & Terry Fox Run
Sep 25 - Staff Planning Collab Day

October 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	ISC 9	10
11	SH 12	13	14	15	16	17
18	19	20	21	22	SD 23	24
25	26	27	28	29	RC1 30	31

Oct 9 - Interschool Collab Day
Oct 12 - Thanksgiving Day
Oct 23 - Stavely Day
Oct 30 - Report Card 1

November 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	SLC 4	SLC 5	6	7
8	9	10	SH 11	PD 12	ISC 13	14
15	16	17	18	19	20	21
22	23	24	25	26	SD 27	28
29	30					

Nov 4 - 5 - Student Led Conferences
Nov 11 - Remembrance Day
Nov 12 - Staff Planning Collab day
Nov 13 - Interschool Collab day
Nov 27 - Stavely Day

December 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	CC 17	SD 18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 17 - Christmas Concert
Dec 18 - Stavely Day
Dec 21 - Jan 1 Christmas Break

January 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	SD 15	16
17	18	19	20	21	K Friday 22	23
24	25	26	27	28	PD 29	30

Jan 4 - Return to School
Jan 15 - Stavely Day
Jan 22 - 1st Friday for Ks
Jan 28 - Last Day of 1st Semest
Jan 29 - Staff Planning Collab day

February 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	SD 12	13
14	SH 15	DIL 16	DIL 17	TC 18	TC 19	20
21	22	23	24	25	26	27
28						

Feb 12 - Stavely Day
Feb 15 - Family Day
Feb 16 & 17 - Days in lieu P/T Interviews
Feb 18 & 19 - Teacher Convention

March 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	SD 5	6
7	8	9	10	11	RC 2 12	13
14	15	16	COL 17	COL 18	ISC 19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 5 - Stavely Day
Mar 12 - Report Card 2
Mar 17 - 18 Celebration of Learning
Mar 19 - Interschool Collab Day

April 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	SH 2	3
4	SH 5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	SD 30	1

Apr 2 - Good Friday
Apr 5 - Easter Monday
Apr 6-9 - Easter Break
Apr 30 - Stavely Day

May 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	ELA 12 PAT-A	13	14	15
16	17	18	19	20	PD 21	22
23	SH 24	25	26	27	28	29
30	31					

May 12 - ELA Part A Exam
May 21 - PD Day
May 24 - Victoria Day

June 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	ELA 14 PAT-B	MATH 15 PAT-B	SS 16 PAT-B	SCI 17 PAT-B	RC3 18 Last Day	19
20	SD 21 NAD	SD 22	SD 23	SD 24	SD 25	26
27	28	29	30			

June 14 - ELA PAT
June 15 - MATH PAT
June 16 - SS PAT
June 17 - SCI PAT
June 18 - Report Card 3
June 18 - Last Day of School
June 21 - 25 - Stavely Days

Legend for Symbols	
DIL	Days in lieu P/T Interviews
SH	Stat holidays, Christmas Break, Easter Break
TC	Teachers Convention
PD	Staff planning, collaboration day
ISC	Interschool collaboration day
DD	Divisional Day
SD	Stavely Day
PAT-A	Gr. 6 PAT Exams Part A & B
NAD	National Aboriginal Day
	Special Day, Report Cards, Student Led Conferences etc.

Welcome To Stavely School

Stavely School is committed to providing a welcoming, caring, respectful, and safe learning environment that respects diversity, fosters a sense of belonging, and promotes student and staff well-being. Each student and staff member has the right to learn and work in an inclusive environment free from bullying, discrimination, harassment, and violence where equality of opportunity, dignity, and respect are promoted. Stavely School further recognizes that these environmental attributes are fundamental to the provision of quality education.

This handbook has been produced to provide parents and students with basic information about the Stavely School. At Stavely School we believe that *every child shines*. We celebrate each person as a unique individual. To meet the diverse needs of our learners, the staff focuses on a variety of differentiated teaching styles and strategies.

At Stavely School we believe in project based learning to help students develop 21st century learner skills. These skills include: Collaboration, Presentation, Reflection, Critical Thinking and Problem Solving. Students will also participate in Passion Projects where they will explore and learn new skills about something they enjoy doing. They are assessed with presentation rubrics, journals, learning logs and self-reports. We also learn outside of Stavely School and take every advantage to augment our learning with curriculum and school culture related field trips and activities both around the community and in Alberta. We encourage parental involvement through open communication. It takes a community to raise a child, and we have a great one here in Stavely. If you have any questions about any aspect of this school, please feel free to contact us by at 403-549-3757, fax 403-549-2396, or watsonl@lrsd.ab.ca.

Fee Schedule

[Government of Alberta Bill 1: An Act to Reduce School Fees](#) received Royal Assent on May 4, 2017. The passing of this bill ends school board charges for instructional supplies or materials and fees for eligible students taking the bus to their designated school. The [2020 2021 fees](#) for Stavely School can be found on the school website under the *About* tab. It will be updated as fee rates become available. Please check the website as needed.

Student Supplies

Student supply lists are posted on the school website under the *Parents* tab.

Operational Hours

Monday - Thursday	
Period 1	8:30 – 9:00
Period 2	9:00 – 9:30
Period 3	9:30 – 10:00
Recess	10:00 – 10:15
Period 4	10:15 – 10:45
Period 5	10:45 – 11:15
Period 6	11:15 – 11:45
Lunch Recess	11:45 – 12:05
Lunch	12:05 – 12:30
DEAR	12:30 – 12:45
Period 7	12:45 – 13:25
Period 8	13:25 – 14:05
Recess	14:05 – 14:20
Period 9	14:20 – 15:00
Period 10	15:00 – 15:40

Friday	
Period 1	8:30 – 9:00
Period 2	9:00 – 9:30
Period 3	9:30 – 10:00
Recess	10:00 – 10:15
Period 4	10:15 – 10:45
Period 5	10:45 – 11:15
Period 6	11:15 – 11:45
Lunch Recess	11:45 – 12:05
Lunch	12:05 – 12:30
DEAR	12:30 – 12:45
Period 7	12:45 – 13:30
Dismissal	13:30

School Council and Parent Advisory Council (PAC)

The Stavely School Council has been established to serve as an advisory body to the school. The Council organizes activities for parents and students, assists the school in fundraising, provides input into school direction and facilitates communication between parents and the school. Elections for officers are held in the fall of each school

year. If you require information as to how to get involved with school council contact Leanne Watson. **All parents/guardians of Stavely School students are welcome.**

School Trustees

- John McKee
- Brad Toone

Volunteers

The staff and students at Stavely School understand the importance of volunteers. To help ensure the safety of our students, volunteers will need to complete and sign an LRSD Registration form annually and receive approval from the principal. We encourage all volunteers to submit a Police Information Check with Vulnerable Sector check (must be updated every 2 years), but **if you are working unsupervised with children or requested by principal, it will be mandatory.** ([LRSD Administrative Procedure 440](#))

Breakfast Program

Starting the Day Right! Thanks to funding and support from local sponsors we will ensure that “every” student starts the day ready to learn. Studies have shown that children perform better in school if they have had a nutritious breakfast. Therefore, Stavely School has implemented a program for children who may not have eaten breakfast. Yogurt portions, scrambled eggs, seasonal fresh fruit, bagel’s, pancakes, cereal, cheese strings, crackers and 2% milk are a few of the numerous choices offered each morning.

Agendas

All students at Stavely School receive and are expected to use, a Stavely School Student Agenda. The intent of implementing the use of an agenda on a school wide basis is to help students learn the skills necessary to set personal goals, manage deadlines, better prepare for tests, plan and prioritize tasks, as well as schedule and track school and personal activities. The agenda can also act as a direct communication link between the home and school. Parents are encouraged to regularly review their children’s agendas daily with them and discuss the contents and make suggestions on how the agenda may be even better utilized. Please ensure your child takes responsibility for informing you if there is a personal note from a teacher, or conversely, inform the teacher if you have included a note from you at home. Parents/Guardians are asked to read through the school information pages found at the beginning of the agenda, with their child. Parents/Guardians and students are then asked to sign the first page of the agenda indicating that the discipline part of the information has been read.

Student Responsibilities, Code of Conduct and Discipline Policy

LRSD is committed to establishing and maintaining high standards of conduct in the interest of maintaining safe, positive learning environments that are supported through clearly articulated positive behaviour supports. We believe every student deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community. Please refer to LRSD [AP 350](#) for more information.

In accordance with Section 31 of the [Province of Alberta Education Act, \(2012, 2019\)](#) a student, as a partner in education, has the responsibility to:

- a) attend school regularly and punctually,
- b) be ready to learn and actively engage in and diligently pursue the student’s education,
- c) ensure that the student’s conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- d) respect the rights of others in the school,
- e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,

- f) comply with the rules of the school and the policies of the board,
- g) co-operate with everyone authorized by the board to provide education programs and other services,
- h) be accountable to the student's teachers and other school staff for the student's conduct, and
- i) positively contribute to the student's school and community.

We affirm that the rights set out in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members at Stavelly School.

Students have the responsibility under the Education Act to respect the rights and dignity of others and to proactively participate in promoting and fostering positive relationships with others while:

- a) On and off LRSD property
- b) Participating in school activities;
- c) Travelling to and from school;
- d) Engaging in any digital communication both on or off LRSD property, or;
- e) In any other circumstances that may impact the school environment.

Our approach to discipline/conflict will be to:

1. **Discussing** – the expectations with the student and encouraging the student to meet those expectations by helping them learn new strategies.
2. **Communication to Parents** – if the above actions do not produce positive results, the parents will be notified of the misbehavior and asked to support the school to re-enforce positive behavior.
3. **Meeting** with student, parents, teacher and principal to develop a plan to support the student to produce positive results.
4. **In-School Suspension** – The student is not allowed to attend class but is assigned the class work to be done in a study area.
5. **Suspension** – The student may be suspended for a period not exceeding five days, in accordance with the Education Act. The parents will be requested to bring their child to school and meet with the principal before allowing the student to return to class.

Please refer to LRSD [AP 348](#) for more information regarding Progressive Student Discipline.

Roles of Parents

Parents and guardians play a vital role in developing student behaviour and conduct. It is LRSD's expectation that a parent or guardian of a student has the responsibility to:

- a) take an active role in the student's educational success including assisting the student in complying with Section 32 of the Education Act;
- b) act as the primary guide and decision-maker with respect to the child's education,
- c) take an active role in the child's educational success, including assisting the child in complying with section 31,
- d) ensure that the child attends school regularly,
- e) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- f) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- g) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- h) engage in the child's school community.
- i) cooperate with VTRA Protocol;
- j) review the school's Code of Conduct with their child(ren);
- k) assist the student in complying with the Code of Conduct;
- l) promote the prevention of bullying;
- m) assist the school in addressing disciplinary issues involving their child;
- n) comply with [Administrative Procedure 132](#) – Public Civility in Schools.

Threat Assessment – Fair Notice

Livingstone Range School Division is committed to creating and maintaining school environments in which the emotional and physical safety of students, staff, parents and others is a priority. Schools cannot ignore any threat of violence. When threat making behaviors occur schools initiate a process called Threat Assessment. Each school has a threat assessment team that is multidisciplinary. The team will include an administrator and school counselor, and may include RCMP, Child and Family Services Workers and Community Mental Health therapists.

What is a Threat?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the internet or made by gesture. Threat making behaviours include, but not limited to, serious acts of violence, fire setting, threats to kill, bomb threats and possession of weapons (or replicas).

If your child comes home and reports threat making behaviours please notify the school administration immediately.

The Threat Assessment Process

When schools learn of threat making behaviours they activate the Threat Assessment Protocol. Once the process has been activated, interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and to develop an appropriate response to the incident. Intervention and support plans will be developed with the threat assessment team and shared with parents of the student that made the threats.

To ensure the physical and emotional safety of everyone, it is important for all parties to engage in the process. If for some reason there is a reluctance to participate in the process, by the threat maker or parent/ guardian, the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

Attendance Policy

Regular attendance is crucial in your child's academic and social development. The Division recognizes the importance of students being in regular attendance at school. The primary responsibility for regular school attendance rests with the student and the parents/guardians. However, should attendance become irregular and there is concern that the educational program of a student is in jeopardy, the school shall become involved in accordance with the procedures outlined in this [Administrative Procedure 330 Student Attendance](#).

1. Students will attend school regularly and punctually in accordance with Section 31 (a) of the Education Act and that students and parents/guardians have primary responsibility in this regard.
2. School staff will enforce the student attendance policy.
3. Parents/guardians will, in accordance with their legal responsibility, enforce student attendance.

If a student's overall attendance falls below the 90% level, or if a student is inexcusably absent, the administration may initiate one or more of the following actions.

- conference with the student and/or parents/guardians.
- adjust programs or schedules
- provide counselling from within or from outside the school setting.
- take whatever other action is deemed appropriate by the administration.

If there is no improvement in the regular attendance patterns, after attempts to resolve the problem have been carried out, the administration may initiate one of the following actions.

- Denial of school privileges.
- Consider alternative educational placements.
- Referral to attendance officer.

Athletics

Stavelly School's philosophy on extra-curricular sports is that students working with their coaches will learn about positive participation while working with a team. Participation in extra-curricular sports is a privilege. We feel that

students should have fun, learn new skills, and learn about supporting each other while actively participating in a sport. Students must remember that playing on any team is a privilege. It is the student's responsibility to have appropriate attire for their sport (this means indoor shoes- NO outdoor footwear is permitted in the gym).

Grade 4-6 teams (volleyball, basketball and track)

Our grade 4-6 students have the opportunity to play on the volleyball, basketball and track teams. These teams compete in the LRSD Wolf Pack Tournaments and Divisional Track Day.

- All students who wish to participate will do so as long as coaches are available;
- Positive attitude must be displayed on and off the court in order to be/remain a team member (attitude throughout the school community);
- Students must keep up with their school work (assignments, daily homework, etc.);
- Students must be willing and able to attend practices and the tournament;
- Sometimes unavoidable circumstances will prevent players from attending practices and or games – these situations will be dealt with on an individual basis. It is the students' responsibility to discuss these absences ahead of time with their coach(es).

Field Trips and Presentations

Field trips and presentations are an integral part of the education programs at Stavely School as they make connections between classroom learning and the outside world. Such field trips relating to classroom learning are coordinated with the planned learning experiences in the classroom. They are also valuable as they develop the culture of the school and the school community. Field trips and presentations are highly valued at Stavely School and as such, we plan for them sometimes a year in advance. In order for students to participate in field trips, a Field Trip Authorization and Acknowledgement of Risk form must be signed by a child's parent/guardian and be on file at the office. Notification and consent regarding individual field trip locations and dates are sent home with students in advance of the event. We hope that interested parents will volunteer on occasion to help as guides or supervisors on field trips. We look forward to your continued support in this area. The teacher responsible for planning any particular field trip welcomes your calls for more detailed information.

Services and Programs

Learning Support

At Stavely School, *"where every child shines"*, we believe that all children have the potential to learn to the best of their abilities and that students learn best in an inclusive setting. Students requiring extra support may be referred for further assessments to develop an individual program plan to meet their specific needs. Please direct any questions you may have to the classroom teacher and our Learning Support team. Livingstone Range School Division school staffs strive to work together with all special needs students and parents to design appropriate programming for all students based on shared information. Any concerns can be addressed at the school level with the Learning Support Team, classroom teacher and principal, and then, if necessary with the jurisdiction to determine the needed next steps. Other support offered at Stavely School includes speech and language therapy, occupational therapy, and physical therapy.

Family School Liaison Counsellor

Stavely School has a Family School Liaison Counselor to support our students. The FSLC's responsibilities are to:

- assist students to relate effectively to, and with others,
- assist students to maximize their academic potential,
- assist students to acquire the knowledge, skills, attitudes, and habits required to respond to the opportunities and expectations of the world of work,
- present programs and information services in the classrooms

Referrals may originate from students, parents, teachers, principals or representatives from community agencies. A referral form is filled out and signed by parent/legal guardian. The FSLC will contact the family and child for a needs assessment as required.

Speech-Language Pathologist

A speech-language pathologist works under the supervision of a Speech-Language Pathologist to provide direct speech-language support. They collaborate regarding intervention services specific to individual student needs.

Kindergarten

Children must be 5 years old by December 31st of each school year in order to attend. The program is based on Alberta Education's [Kindergarten Program Statement](#). The purpose of Kindergarten is "to provide learning experiences that are developmentally appropriate in order to meet the diverse needs of children and to promote a positive attitude toward lifelong learning." [Kindergarten at a Glance](#) is an Alberta Education site that is an excellent parent resource.

PUF (Program Unit Funding: Early Education)

Program Unit Funding (PUF) is provided to Livingstone Range School Division to support young children who are 3 or 4 years of age on or before December 31st in the year they are registering. Through Program Unit Funding, Livingstone Range School Division provides additional supports for children who have severe disabilities or severe language delays. Building on individual experiences and valuing parents as partners in education, early childhood programs are designed to enhance your child's natural curiosity for learning and lay the foundation for lifelong learning.

Community Library & Learning Commons

Our library contains a great selection of both fiction and non-fiction reading books. Periodicals of varying interest are also available for use. All books may be kept for two weeks. If students require the books for a longer period, they are encouraged to renew them. Two library books are normally assigned out at any time. Students and parents will be promptly notified when books are found to be overdue. We are fortunate to share our library with the community. It's a partnership that will ensure top notch resources for our students. Each of our students receives a complimentary Chinook Arch Membership that may be used within the region. Please note that regular overdue fines of \$0.10 per day will be charged on any overdue Chinook Arch library books. To support the 21st century learner, we have moved our library toward a Learning Commons philosophy. This has become a place that is more student-centered, promoting engagement through active inquiry and collaboration. It facilitates interaction between teacher, student, learning goals, content and technology. We have a new multimedia section, Lego building table, risers and mobile white-board topped tables that support all types of collaborative learning.

First Nations, Metis and Inuit (FNMI)

The LRSD FNMI staff's goal is to take a holistic approach and look at the whole child to ensure balance in the areas of: spiritual, physical, emotional and mental well-being. We provide an inclusive learning environment. We work in conjunction with LRSD's FNMI Success Coordinator, Sandra Lamouche, to enrich our curricular programming on a regular basis throughout the school year. Our collaborative team welcomes feedback and participation from all of our students and their families.

Technology

All students in Stavelly School have access to a variety of new and engaging technologies. LRSD provides network resources that support learning for students and staff. "Network resources" refers to all hardware, software, services (e.g. email or internet) and information resources accessed by authorized users of the LRSD technology network. Having our students learn responsible use of the internet as an educational resource and maximizing its potential as a learning resource, depends on the coordinated effort, involvement and commitment of the student, the school and the parents. One aspect of that commitment is for parents and students to review the *Network Responsible User*

Agreement when utilizing network resources on school devices including accessing the internet or using email. Students also have access to LRSD's Google Domain which enables access to google resources (such as gmail and drive) anytime and anywhere they have internet connection. We have moved to a 1-1 ratio for students in Grades 3 – 6.

Student Assessment

Students are an important part of the learning process and their motivation to learn is integral to their success. Students are assessed individually in each subject area. Teachers collect evidence based on the Student Learner Outcomes from the Alberta Program of Studies at each grade level. A variety of methods are used to collect evidence to accurately assess students including observations, conversations and student products. Students are part of the assessment process and are given opportunities to peer-assess and self-assess in the classroom.

Reporting Student Progress and Achievement

Stavelly School believes that each student is responsible for their learning but as our students vary in age, student success can only be achieved with a collaborative approach involving our students, parents and staff members. In addition to our 'Welcome Back Breakfast' and 'Meet the Families' night, parent/student/teacher collaboration meetings will take place in the fall and a 'Showcase of Learning' open house will happen in March. Other meetings may be requested by parents or teachers and held at a mutually agreed-upon time. All meetings provide parents with the opportunity to examine a child's program in more detail, to discuss their achievement or to set goals and to discuss any activities, incidents or problems that relate to positive growth and development. The 'Showcase of Learning' is new this year and the goal is to allow students to show their parents what they are learning through hands-on sharing. Stavelly School has three reporting periods during the year. If parents have a concern about their child's progress they should feel free to contact the school at any time to discuss this by phone or to arrange for a conference time. Parents can view their child's progress by logging onto the Power School web site at the link located on our home page www.stavellyschool.ca. We encourage all parents to use the Parent Viewer to monitor your child's grades and attendance.

Communication

You will find the monthly calendar and newsletter, listing activities and important dates, on our website www.stavellyschool.ca as well as our Twitter page @Stavelly_LRSD. Family Envelopes are sent home with notes and information as needed. Please remove all notices, sign the envelope and return them the following day. This way, all of us will be informed. Parent Council purchases agendas for each child. We ask parents to sign their child's agenda each day to indicate that they have read any messages and ensured that any homework has been completed. The teachers will check each morning for your signature and any communication from you. The child's responsibility is to bring the agenda to school each day and home each evening.

Electronic Devices At School

Students are encouraged not to bring electronic devices to school due to concerns regarding loss, damage, theft, classroom distraction, and distraction from play with friends. Devices which are brought must stay in a student's backpack, unless requested for a particular assignment or emergency. Each student is responsible for the care of their own device, and school staff are not responsible for any loss, damage, or theft of personal devices or personal information on the device. Administration and parents will be notified if electronic devices become a concern.

Footwear

Suitable footwear should be worn for weather conditions. Students are asked to remove their outside footwear in the entrance and place them on the shelves. Indoor shoes need to be non-marking to help protect our floors. All students need appropriate running shoes for physical education both indoors and outdoors. It is helpful to keep an old pair of running shoes in the boot room for outdoor phys. ed. Running in winter and rubber boots and flip flops is difficult and dangerous.

Administering Medications to Students

Each year, principals will make every effort to obtain up to date medical information about students. This information will be distributed to all staff members (and substitute teachers) and will include information about symptoms, treatment, possible reactions, information about medication, where it is stored, and appropriate response. Medical treatment, including the administration of medication should be limited to medications that are required on a long-term basis. Written parental consent is required and all medication is to be in original container, with expiration noted. A signed statement from the child's physician is required, outlining medication schedule, dosage, duration and storage instructions. A record of medication administration or treatment will be kept, identifying the date, time and person administering medication or treatment. All medication will be kept in a secure location in the school. Students will be allowed to self-administer medication with adult monitoring if the physician has notified the school in writing that they deem the student is capable of self-administration. All medication will be returned to parents or safely disposed at the end of each year.

Anaphylaxis (Severe Allergies)

Stavelly School is currently **NOT** a NUT AWARE school! This means that nut products can be brought to school by staff or students. **This would change in the event a student enrolls and has nut allergies.** In that event, LRSD and Stavelly School will make every effort to minimize the risk of exposure to potentially life threatening allergens for students with severe allergies, without depriving them of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school. Because there is no way of ensuring that schools can provide a peanut-free or allergen-free environment, all staff (including bus drivers) will be trained in procedures for responding to an anaphylactic emergency, including the use of an epinephrine auto-injection device like an Epi-Pen. Parents will notify the school and bus drivers about their child's allergy, have their doctor complete the Severe Allergy Alert form, sign the Authorization to Administer Medication form, provide the school with prescribed medication, and work with the school to develop an emergency medical plan. The school will ensure that all staff, substitute teachers and volunteers who work with food, are aware of students with severe allergies, provide professional development to all staff on the use of an EpiPen or other medications, work with the parents to develop an emergency medical plan and make them aware of [AP 316](#). The school will store any injectors which are not in the child's possession in a secure, accessible location. All staff will be aware of where these are stored. The school will only use injectors provided by the parents.

Head Lice (Pediculosis)

LRSD recognizes the concerns associated with the transmission of head lice in schools. While the primary responsibility for preventing the spread of head lice rests with the parents, it is important the school, home and Public Health Authority work together in the detection and resolution of instances of head lice. Care will be taken to protect the individual student and family from undue invasion of privacy. When a student is identified with head lice at school, parents will be contacted immediately and information related to treatment will be sent home. Head to head contact with other students will be minimized. In order to contain the nuisance, it is strongly recommended treatment occurs before a student returns to school. The school may send home information to all parents outlining the facts and procedures in the treatment of head lice when cases have been identified. The Public Health Authority will be notified when there are ongoing concerns about particular cases not responding to treatment or parents not being compliant with the required treatment. If necessary, the principal may arrange a case consult with the family, Public Health Authority, Child and Family Services, and a representative from Central Office.

Arrivals and Cold Weather

It is important that each child comes properly dressed for cold, windy, wet weather. The morning bell rings at 8:25 a.m. for students to come into the school. Outside supervision will begin each morning at 8:15 a.m. so please don't send your children to school earlier than that. It shall be at the discretion of the supervisory staff and the principal to decide if the weather is too inclement for students to be outside. At this time, they would be expected to go to the breakfast program, their classroom or gymnasium until classes begin.

School Closures

The decision to close schools due to inclement weather lies solely with the Superintendent's office. LRSD staff understand that our decision to open or close schools in bad weather has an impact on families. As always, our top priority is the safety of our students and staff. Below we have outlined some information that will help you understand how we make our decisions in dealing with inclement weather, and how we work together to best serve the needs and ensure the safety of our students.

1. Decisions will be made as soon as possible when deciding to keep schools open or close schools for the day.
2. For the safety of students, it is the responsibility of parents to ensure that children are suitably dressed for winter weather conditions.
3. During inclement weather, school buses may be cancelled when it is determined that it is unsafe for bus operators to transport students. Decisions will be made as soon as possible; however, some bus routes do not begin until after 7:00 a.m.
 - Buses are cancelled on a route-by-route basis. Just because one bus in an area is cancelled does not mean that others are. Bus information is available on the Division website by clicking on the bus icon on the top right of the LRSD home page. Ideally, this information will be available as early as possible; however, in most circumstances it will be updated by 7:30 a.m.
 - When school is open and buses are cancelled, parent(s)/guardian(s) make the final decision whether or not to take their children to school.
 - In the absence of school bus transportation, please be aware that it is the responsibility of the parent to ensure a child arrives to and from school safely. If buses do not operate in the morning, they will not operate at the end of the school day.
 - If parent(s)/guardian(s) at any time feel that travel conditions are unsafe, they should not allow their child to drive to school, walk to school or ride the bus.
4. Although at times, some or all buses may be cancelled, if schools remain open, classes will still be held. When attendance at school is low due to inclement weather, teachers are asked to provide meaningful instruction in the form of review, practice, and enrichment. Any essential learning or activities that occur will be replicated for absent students upon their return.
5. In the event of a school closure, LRSD will make every effort to notify families using our website, school and/or division social media channels as well as the school's automated messaging system. To ensure your child's safety, please confirm that schools are open before sending your child to school.

If the school has been closed due to inclement weather or other emergency reason, parents will be notified via automated phone-out/email system, www.stavelyschool.ca, Twitter- and radio stations 95.5/107.7

See [AP 542](#): *Busing During Inclement Weather* and [AP 131](#): *Emergency School Closings* for further details.

Healthy Choices

Health and education are interdependent: healthy students are better learners, and better-educated individuals are healthier. Research has shown that comprehensive school health is an effective way to tap into that linkage, improving both health and educational outcomes and encouraging healthy behaviours that last a lifetime.

In the classroom, comprehensive school health facilitates improved academic achievement and can lead to fewer behavioural problems. In the broader school environment, it helps students develop the skills they need to be physically and emotionally healthy for life.

Comprehensive School Health:

- recognizes that healthy young people learn better and achieve more
- understands that schools can directly influence students' health and behaviours
- encourages healthy lifestyle choices, and promotes students' health and wellbeing
- incorporates health into all aspects of school and learning
- links health and education issues and systems

- needs the participation and support of families and the community at large

Retrieved from:

<http://www.jcshcces.ca/upload/ICSH%20CSH%20ramework%20FINAL%20Nov%2008.pdf>

Lost and Found

Articles of clothing or other items found around the school or playground are may be found in the “lost and found” box or closet. As many students do not claim their belongings, parents are asked to check the box periodically to claim their children's possessions. Sporadically throughout the year and at the end of the year, all unclaimed articles will be boxed and donated to charity. **Please label all your child's belongings that are brought to school, particularly footwear and outerwear.**

Worth Remembering

- Know your child’s teacher;
- Read with your child;
- Encourage your child to play every day;
- Discuss with the teacher any health or emotional problem your child may have;
- The development of self-discipline is important for every child. The school operates in such a way as to encourage this growth. The school does impose certain restrictions where the safety of children is involved or where a child’s behavior interferes with others;
- Where problems of behavior or academic progress arise which are of a serious nature, you will be contacted immediately. Through mutual understanding and cooperation, we will endeavor to find a satisfactory solution that is in the best interest of your child;
- Our children’s safety is always a primary concern. Please review with your child appropriate safety practices, particularly bus safety.