

2014—2015 HANDBOOK

Lauderdale School

10610 - 129 Avenue NW
Edmonton, Alberta T5E 4V6
Telephone: 780-475-8737
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CHARACTER EDUCATION

Lauderdale School is a caring and supportive community for learning. This year we will be focusing on the following character qualities which we know are essential to academic excellence, personal achievement and good citizenship. 'I choose to show PRIDE.'

POSITIVE CHOICES

RESPECTFUL AND RESPONSIBLE

INVOLVED

DEPENDABLE AND DEDICATED

EXCELLENT EFFORT

By focusing on these attributes, staff and parents/guardians assist students in developing good habits and dispositions that lead to responsible and mature citizens.

At Lauderdale School, we say it takes the "courage of a lion" to practice and develop these attributes. Special emphasis will be placed on identified traits in class, throughout school activities, at home and in the community.

Edmonton Public Schools has indicated that students shall show respect for:

ALL SCHOOL AUTHORITY

ALL SCHOOL PROPERTY

ALL OTHERS AND THEIR PROPERTY

PERSONAL WORK HABITS, ASSIGNMENTS AND HOMEWORK

SCHOOL HOURS OF OPERATION

KINDERGARTEN through GRADE SIX

8:40-AM First Bell:

10:20-10:35-AM Recess:

11:42-Lunch Dismissal:

12:30-PM First Bell:

2:10-2:25-PM Recess:

3:30-Dismissal:

2:10-Thursday **EARLY** Dismissal:

ATTENDANCE AND LATES

Students are expected to arrive at school on time.

Morning routines, information, announcements and expectations start each day. When students are late, they often miss this and other important information.

Parents are requested to please phone 780-475-8737 and leave a message informing us that your child will be either absent or late. The line is in operation 24 hours every day. Lauderdale School operates an Absentee Check Program. Parents will be called after attendance is taken, to confirm student's absence only if you have not called the school. This ensures that your child is safe and secure.

Note: Please do not wait until the afternoon to send students who have slept in, as they miss valuable instructional time. Whenever students arrive they need to check in at the office and then go directly to class.

It is extremely important that a current emergency contact person and telephone number are available, as well as changes to address and/or telephone numbers at work or home need to be reported regularly through the year.

ALBERTA HEALTH SERVICES (AHS) Regional Collaborative Project.

Some health services are available for schools to help meet student needs. These include:

- Immunization including all grade 5 students for Hepatitis B.
- Dental screening for Grade 1.
- Communicable (Infectious) Disease Control consultation and follow up for students and staff.
- Speech and Language, Occupational and Mental Health Therapy Services as per criteria and referral as discussed with parents/guardians.

COMMUNICATION

A monthly school wide newsletter will be sent home at the end of each month. Teachers will also share classroom newsletters with their parents.

FOOTWEAR

All students and adults are asked to remove outdoor shoes/boots at entrances. Each student should have (non-skid soles) gym shoes (running shoes) **with socks** for indoor use only. Gym shoes are a **must** for gym activities to ensure the safety of your child.

BICYCLES

All bicycles must be locked individually in the bicycle racks. For the safety of all, we expect students to walk bicycles on the school grounds. Students are required to **WEAR HELMETS** and all safety equipment recommended by the Alberta Safety Council.

CLOTHING

We believe that the way a student dresses affects attitude and behaviour in school. For this reason, we have set guidelines for students to follow. Students should be dressed appropriately for school and the weather and we ask that hats/hoodies are to be removed.

COLD WEATHER POLICY

During inclement weather, students may come into the school 8:25-8:40 and 12:10-12:25 to wait until the bell rings. Students will be expected to wait in the designated area.

During extremely cold weather, -24° C and rainy days, outdoor recess will be cancelled and a supervised break will be provided indoors. Regular dismissal times will be followed.

ILLNESS

Students who are too ill to go outside for recess are too ill to be at school. **This is also true for colds.**

LIBRARY

All children are encouraged to carry plastic book bags or knapsacks to and from school to protect the books from weather and other damage.

Students are responsible for books signed out from the library and will be required to reimburse the school for lost or damaged books. Monies will be refunded if the book is found.

When students are transferring, all books must be returned to the library before they leave.

EPSB Sexual Identity and Gender Orientation Policy

In 2013, Edmonton Public School Board passed a policy to support safe and caring schools for everyone who is a part of our District's schools. This policy specifically protects against harm and bullying based on gender and sexual orientation. As a result of this new policy, each Edmonton Public School must identify staff members to be Safe Contacts in each school and share the names and locations of these people with our school community. At Lauderdale School the Safe Contact is Mrs. Long in the office. Safe Contacts receive appropriate training to ensure inclusive communication and support to sexual and gender minority questioning students and their families to feel safe, valued, respected and included in our school community.

LUNCH

Paid lunchroom supervisors provide a supervised lunch service for students in regular classes whose parents are unable to make other suitable arrangements for their children. The cost of this program is \$20/month/child or \$2/visit for occasional users. Payment is due by the 1st of each month or preferably with 10 post-dated cheques for the 1st of each month. A discount of one month is given for full year payments (\$180) received prior to September 20. If payment is not received or student behaviour is unacceptable, families may be asked to make alternate lunch arrangements. Students need to bring a ready to eat lunch to school as microwaves and kettles are not available to heat up food.

PARENT INVOLVEMENT/VOLUNTEERS

The school encourages parent involvement in the learning process. The best way to be involved is to ensure that your child reads every day. Also checking their backpacks, Agenda's and having discussions about daily school activities will help enhance your child's success and develop the vital home and school partnership. Another way to get involved is to join School Council/Parent Advisory Council (PAC). This group provides support and input to the school, and is an excellent way to become more involved in your child's education. Everyone is welcome at the meetings so please watch your newsletter for monthly meeting dates. Parents are also welcome at the school for various volunteer opportunities including, reading with students, preparing materials for staff, assisting at special events, joining us for assemblies, and coming along on fieldtrips. Your volunteer help is always welcomed and greatly appreciated!

PARKING

For safety reasons, the parking lot is out of bounds for children and parents. Parking stalls are rented by staff during the school year. We ask parents to drop their children off at the curb beside the school fence, by the playground, not in the school parking lot. Driving into the lot and turning around creates a safety risk for students. Thank you for your cooperation.

Let's put safety ahead of convenience!

PERSONAL PROPERTY

Label all outside clothing clearly with the student's initials. This includes coats, sweaters, boots, running shoes and in colder weather, hats, mitts and scarves. Students can check the Lost and Found Box for lost items. At times, children try to bring play items from home to share with their classmates. Valuable items (iPod, cell phones, trading cards, etc.) should be left at home. If brought to school, it is at student risk. Responsible usage will be expected or the item will be held by the teacher. **Items that are lost or damaged will not be replaced by the school.**

REPORTING STUDENT PROGRESS

Report cards are issued three times a year; November 28 and March 27 and June 26. Goal setting conferences will be held in October as pre-conferences to the first Progress Report in November. Student Led Conferences will be held before the second Progress Report in March. Teachers are available to meet with parents anytime throughout the year. Please do not wait until report card time to contact your child's teacher about his/her progress if you have concerns.

Parents are welcome to contact the teacher or the principal at any time to discuss any aspect of their child's progress. Lauderdale School prides itself on its partnership with parents.

STUDENT USE OF TECHNOLOGY

Students will have access to a variety of technology at Lauderdale - these include desktop computers, smartboards, IPAD's and ChromeBooks. Students are also invited to bring their own personal electronic devices (these include IPAD's, KOBO's, tablets) to school with prior teacher approval. All students and their parents/guardians are required to sign "Lauderdale's Responsible Use of Technology Agreement", which governs all student use of technology (both Lauderdale provided and personal devices) and sets the standards of acceptable use when using technology at school. **NOTE: Lauderdale is not responsible for personal computer devices that are damaged or lost at school.**

TELEPHONE USE

Please make all necessary arrangements for after-school, lunch plans, etc. with your child at home. We also ask that parents not call the school to speak to their child. This causes a disruption to the learning of the other students in his/her classroom. In cases of emergency, information can be given to the office staff.

VANDALISM

To combat vandalism, Edmonton Public Schools has taken several precautions including the installation of alarm systems in the schools. If you see individuals doing any of the following, please call the Police at 780-423-4567 or Edmonton Public Schools - Security at 780-498-8755 with details. Your support is appreciated in keeping Lauderdale School and community safe.

Some possible examples:

- climbing on the roof of the school
- throwing objects at windows or doors
- destroying shrubbery or trees
- lighting fires
- using drugs or alcohol on school property
- damaging playground equipment
- loitering/sitting in parked cars or tarmac area

VISITORS

All visitors to the school are required to sign in at the office, prior to going to the classroom. As per district regulations all doors, except the front will be locked. **This is to ensure your child's safety.** The main entrance is always open from 8:00 a.m. - 4:00 p.m. There is a doorbell at the front door for your use at other times.

SCHOOL PHILOSOPHY

Lauderdale staff believe that all children can learn
when:

Staff are dedicated to the development of the whole
child

Students share responsibility for their learning

Parents are supportive and involved

EDMONTON PUBLIC SCHOOLS

VISION

Transforming the learners 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 values 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 partnership

Be Safe 😊 Be Respectful 😊 Be Responsible

Respectful Learning and Working Environments

We all have a responsibility to create respectful learning and working environments. In accordance with board policy [HF.BP Safe, Caring and Respectful Learning Environments](#), the Board of Trustees is committed to creating welcoming learning environments which promote understanding and respect among all members of the school community. We believe that a responsive, safe, caring and inclusive school environment is necessary for students to learn and achieve .

It is the responsibility of each person in the school community to contribute to a climate of understanding and mutual respect for the rights and dignity of each individual by:

- showing courtesy and self-discipline in actions and words
- seeking solutions to problems
- respecting the rules, regulations and practices that create safe and secure learning and working environments
- demonstrating honesty and integrity
- acting in a manner that results in a positive and supportive atmosphere
- showing proper care and regard for district property and the property of others.

RESPONSIBILITIES OF PARENTS, GUARDIANS AND VOLUNTEERS

You can expect to be treated as a valued partner in your child's education. Interactions between you and district staff should be open and respectful. In return, you are expected to:

- treat all staff with respect and courtesy
- interact with other parents and children in a respectful manner
- work to resolve differences in a positive, proactive manner
- encourage your children to be respectful.

Edmonton Public Schools, in co-operation with its staff groups, is committed to creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors. A Harassment Policy has been developed.

At Lauderdale we recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our school and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.

EDMONTON PUBLIC SCHOOLS BEHAVIOUR EXPECTATIONS

A student's ability to succeed at school depends largely on the learning environment that we provide. Our staff work hard to ensure that young people feel safe and secure in their classrooms, hallways, and school grounds. Working together with staff, parents, and the community, the board has developed a policy outlining expectations for the behaviour and conduct of students that will serve to promote a positive attitude in our schools. Parents play an important role in assisting teachers and principals in implementing this policy effectively. It has been developed to ensure that our students get the most out of their education through the commitment and co-operation of students, staff, parents, and the community. As educators, we are fully aware of our role in modeling positive behaviour and helping to shape responsible, self-disciplined citizens.

POSITIVE BEHAVIOUR PLAN/THINK ASSIGNMENTS

At Lauderdale School, we recognize that appropriate student behaviour is essential to the promotion of student growth and to the development of responsible, self-disciplined students, as well as for the orderly operation of our school.

We believe that through a strong partnership with parents and caregivers, we will ensure that students understand their rights, the rights of others, and each student will assume responsibility for his/her own behaviour. Our plan has three intentions:

1. to identify and communicate behavioural expectations, and the rights and responsibilities of all stakeholders: students, staff, and parents/caregivers
2. to acknowledge and celebrate positive citizenship in school, home, and community
3. to identify and communicate inappropriate behaviour and specify consequences

POSITIVE BEHAVIOUR ACKNOWLEDGEMENT COMES IN THE FORM OF:

Lion's Pride draw	positive phone calls/notes home	reading incentive programs
positive behaviour awards	assembly recognition	special helper
classroom reinforcement systems	special privileges	announcements
extra centre time	year-end awards	and more!

At Lauderdale we expect our students to be responsible and accountable for their behaviour and conduct on school property, while involved in all school activities and travelling to and from school.

Edmonton Public Schools ask all staff to monitor inappropriate behaviour of students. Parents and staff work together to provide students with skills to be responsible and respectful and to teach students how to resolve problems. At Lauderdale failure to meet expectations of behaviour can result in several consequences:

- Think Assignment (behaviour action plan)
- temporary removal of privileges
- temporary exclusion from class
- Parental involvement
- in-school suspension
- out-of-school suspension

Be Safe 😊 Be Respectful 😊 Be Responsible

IMPORTANT DATES TO REMEMBER

September 2	First Instructional Day for students
September 5	Welcoming Assembly
September 11	Meet the Staff BBQ & Book Fair
September 15	Individual School Picture Day
September 17	School Council Annual General Elections Meeting
October 3	Professional Development Day — No Classes
October 5-11	Read - In Week & Fire Safety Week
October 13	Thanksgiving Day — No School
October 22 & 23	Goal Setting Conferences
November 7	All Edmonton Public Schools Closed — No School
November 10	Day In Lieu — No Classes
November 11	Remembrance Day — No School
November 24	Professional Development Day — No Classes
November 28	1st Progress Report Card
December 18	Christmas Concert
December 19	Last Instructional Day before Christmas
December 20-January 4	Winter Break-Return to School on January 5 — No School
February 2	Professional Development Day — No Classes
February 16	Family Day — No School
February 26-27	Teachers' Convention — No Classes
March 23/24	Student Led Conferences & OPEN HOUSE
March 27	2nd Progress Report Card
March 20	Professional Day — No Classes
March 30-April 6	Easter/Spring Break-Return to School on April 7— No School
May 4-8	Education Week
May 13	Grade 6 LA PAT - Written portion
May 15	Day in Lieu — No School
May 18	Victoria Day — No School
June 17	Grade 6 LA PAT - Reading comprehension
June 18	Grade 6 Math PAT
June 19	Grade 6 Science PAT
June 22	Grade 6 Social PAT
June 26	Last Instructional Day & Final Progress Report Card

Lauderdale Staff 2014-2015		Email
Mrs. Sheri Long	Principal	Sheri.Long@epsb.ca
Mrs. Brenda Grzech	Administrative Assistant	Brenda.Grzech@epsb.ca
Ms. Thibert	Kindergarten Teacher Room 10	Roxanne.Thibert@epsb.ca
Mrs. Silva	Kindergarten Educational Assistant Room 10	Fatima.Silva@epsb.ca
Mrs. Trachimowich	Grade 1 Teacher Room 13	Cheryl.Trachimowich@epsb.ca
Mrs. Stretch	Grade 2 & Music Teacher Room 4 & Room 8	Jodi.Stretch@epsb.ca
Mrs. James	Grade 2 Teacher Room 4	Kira.James@epsb.ca
Mrs. Shalapay	Teacher—Division 1 Opportunity Room 15	Jennifer.Shalapay@epsb.ca
Mrs. Nicholson	Division 1 Educational Assistant Room 15	Joan.Nicholson@epsb.ca
Mr. Ertman	Grade 3/4 Teacher Room 5	Cameron.Ertman@epsb.ca
Mr. Snider	Teacher—Division 2 Opportunity Room 14	Michael.Snider@epsb.ca
Mrs. Hayduk	Division 2 Educational Assistant Room 14	Yvonne.Hayduk@epsb.ca
Ms. Palmer	Division 2 Educational Assistant Room 14	Shelley.Palmer@epsb.ca
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Mrs. Lindsay	Literacy Teacher Room 2	Karen.Lindsay@epsb.ca
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