



2018-19 PARENT/STUDENT HANDBOOK

Welcome/Bienvenue to École Lendrum School!

We are very proud of Lendrum and welcome the opportunity to share our school with you. Lendrum provides an arts-enriched educational experience that supports and inspires academic, athletic and social growth for each student. We embrace learning through the arts and strive to provide our students with exposure to varying artistic expressions and forms.

We thank you for the privilege of being able to work with your child and your family. We recognize our shared responsibility in helping your child achieve his/her potential. Students, parents, staff and community each have an important role in the success of our school and in providing quality education for our students.

This handbook is intended to provide the information necessary to foster a close working relationship between parents, students, and the school. We encourage you to read this handbook, discuss it and share it with your children, and use it for reference throughout the year.

The upcoming year will again be full of interesting learning experiences and academic growth for our students. We look forward to working with students, parents and community members to create a successful learning experience for each and every child in the upcoming school year.

École Lendrum School Staff

Principal: Mr. Jason Ludwar jason.ludwar@epsb.ca
Administrative assistant: Mrs. Michelle MacDonald michelle.macdonald@epsb.ca

English Kindergarten to Grade 6
French Immersion Kindergarten to Grade 4
French as a Second Language (FSL) in Grades 4-6

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1 ÉCOLE LENDRUM SCHOOL HOURS OF OPERATION

	a.m.	p.m.
Supervision begins at:	8:22	12:00
First bell:	8:37	12:25
Classes begin at:	8:42	12:30
Recess begins at:	10:15	2:05
Recess ends at:	10:30	2:20
Dismissal:	11:33	3:30

***Early dismissal every Thursday 2:27 p.m.** (no afternoon recess on Thursdays)

Students are expected to be on time for school.

Good attendance and punctuality are important to student success in school.

We care about our students' safety.

Students should not arrive at school before 8:22, when regular supervision begins.

2 ABOUT OUR SCHOOL

École Lendrum School is a community school located in the southwest part of the city, within close proximity to the University of Alberta's South Campus and Southgate Centre. Named after an early land surveyor, Robert Lendrum, our school opened its doors in 1963 and is presently the designated receiving school for the communities of Lendrum Place, Malmo, and Pleasantview.

Programs

Lendrum provides programming for approximately 270 students from Kindergarten to Grade 6. Within this small school setting, we offer a safe, caring environment; students and staff feel a sense of belonging in the community. French as a Second Language (FSL) is taught for students in Grades 4–6. French Immersion is offered from Kindergarten to Grade 4 for 2018/19.

School Philosophy

Lendrum takes pride in offering a stimulating K-6 arts-enriched educational experience that supports and inspires academic, athletic and social growth for each student. At Lendrum we make extensive use of the performing and visual arts to stimulate imagination and reinforce learning. Students participate in and enjoy a wide variety of artistic events to foster creativity in further support of academic growth and achievement. Lendrum hosts varied performances in music, drama, opera, dance and puppetry, in addition to Artists in Residence programs, on an annual basis. These curricular ties help make learning fun.

Community Profile

Lendrum is fortunate to have the support and involvement of an active School Council/Parent Advisory Council as well as dedicated parent and community volunteers. The school also leases space to a privately funded before and after school care program which is an active partner in our school community.

3 ATTENDANCE AND PUNCTUALITY

Regular school attendance is a very important factor in a student's academic success. Students are expected to attend classes regularly throughout the school year. Frequent absences or extended family holidays during the year have a negative impact on student achievement. We sincerely request that parents support the school and student success by reinforcing expectations for daily attendance throughout the school year.

Punctuality is also important. Late arrivals disrupt classroom activity and place the student at a disadvantage in terms of missed instruction. Students who arrive late are required to check-in at the office to obtain a 'late slip' before proceeding to class.

Student attendance and punctuality are closely monitored by school staff, and will be addressed on an individual basis with parents if concerns are noted. In general, five or more absences per reporting period are of concern to the school.

3.1 Absentee Check Program

As a safety precaution, we ask parents to contact the school office at 780-434-3588 or e-mail if your child cannot be in attendance for any reason. Please do this for each day your child is absent. An answering machine will record your message outside regular school hours (3:30 PM to 8:30 AM). If notification of the absence is not received, the school will attempt to contact the parent/guardian regarding the unexplained absence.

The purpose of the Absentee Check Program is to ensure that no child is lost or experiencing problems between the home and the school. In order to carry out such a program, the complete cooperation of parents is necessary. The school must be informed about a child's intended absence by written note, e-mail (lendrum@epsb.ca) or by telephone (780-434-3588).

IMPORTANT: Please inform the school office of any changes to parent or emergency phone contact numbers and of any address changes.

3.2 Pick up of Children

Parents must advise the school in advance, in writing, by e-mail, or by telephone, if they wish to have a relative or other adult pick their child up from school. We will not knowingly release a student to the care of an adult other than the parent without the parent's permission. Parents are strongly encouraged to have an after school dismissal plan that will become a routine with your children. Parents or other persons authorized to pick up their child must sign their child out at the office if pick up is at other than regular dismissal times. Children who stay for lunch are not permitted to leave the school grounds without written permission from their parents. This note must be given to the admin assistant in the office, who will inform the teacher and the lunch supervisors.

3.3 Absences for Holidays

A great deal of learning occurs in the classroom through the use of guided questioning, dialogue and problem solving; learning that cannot be replicated by use of written assignments alone. We therefore request that parents try to schedule family holidays during regular school breaks.

Parents who choose to take their child out of school for a holiday or trip must accept responsibility for their child's learning during that period of time. Home education imparts responsibility to the parents to provide programming that meets Alberta Education Curriculum guidelines. Teachers are not required, nor expected to develop lessons or student work packages for extended holiday time. Evaluation of missed learning may indicate "IEA – Insufficient Evidence for Assessment" on the progress report.

4 CHARACTER EDUCATION: "SHOW YOUR PRIDE"

Our school motto is: *We are all part of the PRIDE. Be Positive, Be Responsible, Be Inclusive, Be Diplomatic, Be Efficient.* At Lendrum, positive behaviours are taught, encouraged, and celebrated through PRIDE referrals, daily announcements, monthly assemblies and newsletters, as well as through informal means. This fosters a positive atmosphere where all of our students can work and play in a safe, caring environment.

4.1 School Assemblies

A general student assembly is held at least once per month (unless otherwise posted) to celebrate student learning, accomplishments and achievements. We will also have some assemblies just for

fun in order to build and maintain a sense of community. Parents and guests are always welcome to attend student assemblies.

4.2 Announcements

Our day begins with the singing of "O Canada", important announcements, birthday celebrations, and anything else deemed necessary to communicate to the school as a whole. We expect everyone in the building to listen to announcements, and expect our adults in the building to model good listening skills, which means we do not speak during the announcements.

4.3 Birthdays

We believe that every student is special. To help reinforce this, we celebrate each child's birthday. On a child's birthday, he or she will receive a special birthday card from a staff member, compliments of the school.

4.4 School Photos

Individual photos will be taken in the fall of all students for school records. Class photos are taken in the spring. Please see Google Calendar for the dates. Parents are under no obligation to purchase any photographs. Retakes are offered for absences or flawed pictures.

4.5 School Song

We All Come Together at Lendrum

Chorus:

*Lendrum (bom-bom) Lendrum (bom-bom)
We all come together, come together as one!
With Lenny the lion by our side (ROAR!)
We're all part of the pride
We've got the power to learn and have fun
And we all come together at (DRUM) Lendrum!*

*Lendrum is a really great place
We spread the pride with a smile on our face
We show our heart through our art
Imagination makes us smarrrrt.....DING!*

Chorus:

*We've got pride in our community
We all belong like a family
We make great friends by respecting*

In harmony we all siiiiiing....TRA-LA LA-LA LAAAA (at: chorus PLUS end: repeat last two lines of chorus twice.)



Composed by Bobby Boogaloo and Lendrum students of 2009

5 COLD WEATHER POLICY

It is expected that children will be appropriately dressed for 15 minutes of fresh air and exercise when the temperature is -23 degrees Celsius or warmer. When it is colder than -23 degrees Celsius, or the wind-chill factor creates an equally cold situation, the outside recess period is changed and children are given an inside recess. You may check the weather conditions by phoning 780-468-4940 or <http://www.weatheroffice.gc.ca>. Any child feeling ill or extremely chilled should report to the school office regardless of the time or weather.

6 COMMUNICATION

6.1 Communication with Parents/Guardians

Lendrum welcomes open communication with parents. Parents are encouraged to visit the school and their child's classrooms. Please contact the teacher or the administrative assistant to make arrangements. Through student agendas, SchoolZone, school newsletters, classroom bulletins,

parent/teacher conferences, and personal contact every effort will be made to keep parents informed. Parents are welcome to direct general questions about the school's policies, procedures, and programs to the administration while specific concerns regarding students should be first directed to the student's teacher. Appointments to discuss student progress may be made at any time.

6.2 SchoolZone

École Lendrum School participates in SchoolZone, an Edmonton Public School site to provide parents, students and teachers with secure access to school and student information. SchoolZone allows students, parents and school staff to interact on a regular basis by sharing school news, assignments, attendance and homework via the Internet. Log into the site regularly to ensure you have up to date information on school activities: <https://schoolzone.epsb.ca>. If you are in need of login info or a tutorial, please contact the Lendrum office.

6.3 School news updates

School news will be shared on an ongoing basis, via SchoolZone. Classroom teachers will follow a similar format for classroom news.

7 DRESS CODE AND FOOTWEAR

All students are expected to wear appropriate clothing for school, including participation in physical education classes with consideration for weather conditions. The school reserves the right to ask students not to wear inappropriate items of clothing (e.g. inappropriately worded tops, revealing clothing that exposes undergarments or midriff, etc.) Please be aware that it is not acceptable for students to wear bareback tops, short shorts, loose muscle shirts, pyjama bottoms or skimpy (high thigh length) dresses. Students are expected to remove their headwear (caps, hats, hoods) while in school.

For safety reasons, students must wear footwear at all times. Students are required to wear running shoes with non-marking soles in the gym. Outdoor shoes must be removed at the entrance and placed in front of the appropriate coat hook in the hall, or classroom rack.

Staff, parents, and visitors are asked to set an example for students by also removing outdoor footwear when entering the school. This contributes to everyone's safety, as the tile floors are extremely slippery when wet. This practice also demonstrates respect for the work of the Custodian and care for our school.

8 EMERGENCY PROCEDURES

8.1 Emergency Drills

Regular evacuation drills and security alerts are held to ensure that staff members and students are familiar with the routine of leaving school in an orderly and quick manner. Some students have been caught without footwear in winter and on rainy days - please ensure that your child has a pair of indoor shoes or runners which they keep at school.

8.2 Emergency Plans

École Lendrum School has developed an Emergency Plan to be used in situations in which the school has to be evacuated (e.g. fire, gas leaks etc.) or overnight situations, which make it impossible to open the school the next school day.

If an overnight emergency prevents the school from being opened, staff will alert families by using a fan-out phoning system and SchoolZone. This information will also be carried on radio and television. Any students who are missed will be accommodated by Lendrum staff at a safe location until parents can be contacted.

If the situation were to arise that we need to evacuate the building, all students will be escorted to Avalon School where Lendrum staff will supervise them. École Lendrum School immediately contacts the Communications department of Edmonton Public Schools, who then release information to the local media. We also post a notice regarding the location of our students on SchoolZone and the school's front door to inform parents.

9 CO-CURRICULAR ACTIVITIES

Activities such as intramural sports, choirs, clubs, and service activities provide students with opportunities to develop valuable citizenship, leadership and teamwork skills, and to meet new friends. Information about co-curricular activities is provided in via SchoolZone.

Some of the co-curricular programs we have offered are: Choir/Handchime Ensemble, Lendrum Leaders, Running Club, and Office Assistants. We welcome volunteer assistance in providing these opportunities for our students.

10 FIELD TRIPS

Field trips are recognized as an extension of the school program and are planned to provide students with first-hand experiences directly supporting their courses of study.

Parents are notified in writing in advance of any field trips and of any associated costs (i.e., entrance fees, shared transportation cost). Signed parent consent is required before a child may participate in an offsite or overnight activity. *No child will be refused participation in a field trip due to lack of funds, providing the parent discusses this with the administration before the specific excursion.* If a student is absent and misses the field trip, we can refund the cost of individual admission, however monies going towards buses or group entrance to a facility cannot be refunded.

Transportation, when required, is provided by approved charter (yellow) bus or by making use of the Edmonton Transit Service. Parents are reminded that insurance coverage for your child on school field trips is a parental responsibility.

11 HOMEWORK

11.1 Home Reading Program/Reading Paints a Picture

École Lendrum School encourages students to develop life skills in reading through our home reading program. Students are encouraged to read for at least 15 minutes each day. Students who have read consistently, and have reached targeted milestones, will be recognized at school assemblies and reading awards.

11.2 Review

Review is an essential part of each student's learning. Please encourage your child to share their learning with you on a daily basis.

11.3 Unfinished Classwork and Assignments

Work not completed in class will be sent home to be completed by the student before the next school day. Outside class work is occasionally assigned in older grades. If a student is focused in school, there likely will be little homework, beyond reading and study.

11.4 Student Agendas

Check your child's agenda book and SchoolZone for assigned work. Each of the following should be part of the child's regular homework:

- at home reading: 15+ minutes each day
- completion of work that he/she did not finish in class
- home math practice – basic facts, adding, subtracting, multiplying and dividing

- review of work taken each day

11.5 Study Space

Provide a quiet, well-lit place for your son or daughter to study. A desk is ideal but a corner of the kitchen table is fine. Establish a regular "homework time" in your home. During this time, there should be no TV, no radio and no distractions. Make sure your child has the "tools of the trade". These tools include pencils, paper, and a dictionary appropriate for his or her age.

12 ILLNESS – INJURY - STUDENT HEALTH

12.1 Illness and Communicable Diseases

Normally, children who are too ill to go outside for recess are too ill to be at school. This is particularly true in the case of severe colds. Children coming to school with severe colds are unable to function well at school. As well, they provide a source of infection for other children and would probably recuperate more quickly at home. We encourage all in the Lendrum community to think "win-win" and stay home when sick.

All communicable diseases (chicken pox, measles, and whooping cough) must be reported to the school. Your child must remain at home until there is no danger of transmission to other students. Students who have head lice are required to receive treatment before returning to the classroom. No student with head lice will be permitted into the classroom until the student's parents confirm the condition is under treatment by a program approved by Public Health.

12.2 Illness and Accidents at School

If a student becomes ill or injured while at school, the following procedures will be followed:

- 1) A member of the staff will attempt to make contact with the parent/guardian or with the person listed as the emergency contact to arrange for the child to be picked up.
- 2) If the parent/guardian or emergency contact cannot be reached, the child will be made as comfortable as possible at school. If the illness/injury appears serious, an ambulance will be called and the child will be taken to hospital if necessary. (All fees for ambulance service are the responsibility of the child's parent/guardian.) A staff member will accompany the child to the hospital.
- 3) Attempts to contact the parent/guardian and emergency contact will continue. If the parent/guardian or emergency contact cannot be reached within a reasonable time, the staff member will contact Alberta Children Services for assistance.

It is extremely important that you provide the school office with current home and emergency contact telephone numbers and current Alberta Health Care Insurance numbers.

12.3 Allergies

It is critical that the school be made aware of any allergies, their severity, and any actions or treatment that may be required in the event of an allergic reaction. Although it is impossible to guarantee freedom from allergen contamination, staff will make every effort to exhibit due care and responsibility in providing the safest environment possible for all children. Trading/sharing of snacks and lunches is not encouraged. In addition, we request that the following are avoided:

- strong scents (e.g., perfumes or hair/body care products)
- nut and peanut products

The limiting of these products will assist to minimize reactions for anyone with respiratory allergies or asthma. We greatly appreciate your cooperation and consideration for the health and safety of everyone in our school environment. Classroom teachers will inform parents if there is a severe allergy in the classroom or lunch program.

12.4 Administration of Medication

The school observes Edmonton Public Schools' policy in administering both physician-prescribed and non-prescription medications to students.

A *Student-Focused Medication Management Plan* is required for students who must take physician-prescribed medication at school to ensure that medication information is complete and accurate. A signed request from the parent and physician must be provided to the Principal, and must indicate the type of medication to be administered, required dosage, expected effect and side effect(s), and action to be taken in the event of missed doses, errors or side effects. The district authorization form is available from the school office. All medications must be in the original container with the personalized prescription label.

For the safety of others, all medications are stored in a secure area in the school office, with the exception of EPI pens required by students with life-threatening allergies (EPI pens are to be carried by the allergic student at all times). Asthmatic students who occasionally require use of an inhaler should provide the school office with their medication. Medications are only administered under supervision of designated school office staff.

If a child is developmentally capable, a parent may request that the student be allowed to self-administer medication. The Principal shall require a signed authorization form from the parent and the written instructions and support of the physician. School staff will monitor the process of self administration of medication.

12.5 Emergency Registry

The school maintains an emergency registry for each student. The information is kept on file so that a parent/guardian or emergency contact person can be contacted in the event of injury or illness. The emergency registry is updated each year in September. It is very important that the office is notified if there are changes to a student's emergency contact information during the school year including home, work, and emergency contact numbers.

13 LIBRARY

Our library collection of literature is carefully selected to meet the interests of our students and to ensure the inclusion of quality literature, including an emphasis on Canadian content and authorship. A personal library student number is issued to each student so they may borrow books for a one week period with the option of renewing books for another week. Students are responsible for replacing lost or damaged books. **If a student loses or damages a book, they will be required to pay for a replacement.** Parents are welcome to enjoy our shelf of parental resources.

14 LUNCH PROGRAM

École Lendrum School offers a supervised lunch program for those students not able to eat lunch at home. Lunch program students are to remain under staff supervision on school grounds at all times. Parent permission is required to allow students who usually stay at school for lunch to have lunch elsewhere, or if a child will be picked-up from school for lunch by a parent/designated adult. A written note, email or phone call must be communicated to the office; the Admin Assistant will share this with the teacher and the lunch supervisors.

14.1 Supervised Lunch Program & Fees

Lunch program fees subsidize the cost of lunch supervision. Students participating in co-curricular activities during the lunch hour are required to pay lunch fees if they eat lunch at school.

Per School year	\$14.50 per month/\$145.00 per year payable to the school. Please contact the office for payment options.
Occasional use	\$2.00 per day (daily lunchroom tickets available in the office – please send written request for lunch coupons including payment.)

Exemptions: At École Lendrum School accommodation during lunch is provided at no cost to students who pay for the school bus transportation to and from the school.

14.2 Nutritious, Litterless Lunches

Students are to provide their own ready-to-eat lunch. **Due to safety concerns, hygiene, and time restraints, microwaves and kettles are not used in the lunch program.** We recommend the use of a thermal device to heat food at home to maintain warmth for lunchtime. We also recommend lunches be packed in reusable plastic containers.

14.3 Nutrition Focus

In the interest of promoting good nutrition and dental care, the consumption of gum, candy, soft drinks, and *junk food* is strongly discouraged in the school and on the playground. We ask that parents support our efforts and not include such foods in their child's lunch. Staff is strongly encouraged to *avoid* the unhealthy variety for classroom incentives.

We strive to help our students make wise choices in their selection of foods, to learn that there is a time and place for treats in their diet, and to understand that regular or frequent consumption of such foods is not healthy. Parent assistance in helping their child make healthy food choices and in supporting our focus on nutrition is greatly appreciated.

It is understood that celebrations (birthdays, Christmas, etc) may include some festive foods. We encourage parents to check with teaching staff as to student allergies. PAC hot lunches are included in the celebration category.

14.4 Behaviour Expectations

Lunch supervisors and school staff work to make the lunch period a pleasant and relaxing time for students. General school behaviour expectations for students are in effect at all times. Specific lunch program expectations are defined in the lunch program registration letter (See Appendix); students and parents need to sign and return the contract form to indicate agreement to abide by the expectations. School lunch services may be suspended for children whose behaviour requires a level of supervision greater than what the school can provide. In these cases, the parent is responsible for making alternative lunchtime arrangements for their child. Parents are notified if concerns arise, and the child is given the opportunity to meet expectations before such a decision is made by the school administration.

15 PARENT INVOLVEMENT

All parents are welcome and encouraged to become involved in our school through volunteering or actively being a part of the École Lendrum School Council and/or Parent Advisory Council. For further information on parent involvement through volunteering (see Volunteers.)

15.1 École Lendrum School Council

The purpose of the École Lendrum School Council is to provide a channel of communication between staff and parents of students at École Lendrum School. It provides a forum for the discussion of issues related to education and social behaviour within the school and serves as an organization that can cooperate with the community as a whole. School Councils may advise and consult with the Principal on any matter relating to the school. The parents at Lendrum have chosen a town hall model of governance, which means all parents are members of the School Council and may participate in decisions. The Executive serves as a planning group and a communication link to the Principal, Edmonton Public School District, and Alberta Education.

15.2 Parent Advisory Council

École Lendrum School also has a Parent Advisory Council. PAC is responsible for fund-raising and social activities. The Learn-A-Thon, Book Fair, and Casino Night are major PAC events. Monies raised are used for supplies, equipment or services that will benefit all students in the school.

16 PARKING AND STUDENT DROP OFF

For your convenience, please use the designated Drop Off Area at the front of the school. For safety, please avoid parking in the bus zone and the crosswalk area as well.

The parking lot is a restricted parking area between the hours of 7:00 a.m. and 6:00 p.m. Further, staff members pay a rental fee to use an assigned space in this parking lot; all spaces are assigned. **All students being transported to and from school SHOULD NOT BE DROPPED OFF IN THE PARKING LOT. Please do not use the staff parking lot as a turn-about.**

17 PERSONAL PROPERTY OF STUDENTS

The school is not responsible for the personal property of students. **ALL ITEMS OF CLOTHING AND PERSONAL PROPERTY SHOULD BE LABELLED WITH THE CHILD'S NAME** (laundry marker, indelible felt marker). This greatly assists staff in returning misplaced items to their owners.

17.1 Lost and Found

Missing articles of clothing and footwear may be found in Lost And Found boxes located in the hallway by each entrance and/or by the office. Misplaced items will be on display at the end of each term, during the Christmas concert and at year-end. Unclaimed items are donated to charity. Items such as glasses, rings, watches, keys, etc., may be checked for in the school office.

17.2 Money

Caution is advised when sending money to the school. Cheques payable to *École Lendrum School* are advised. If cash is sent, it is strongly recommended that it be placed in a sealed envelope labeled with the name of the school, teacher's name, room number, and child.

We do not keep money in the school office and therefore cannot make change.

Please emphasize to your children the danger of leaving money, valuables or other personal articles in their desk or other places at the school.

17.3 Valuables/Electronics/Cell Phones/Cameras

The school is not responsible for the personal property of students.

Valuables (e.g., iPods, MP3 players, videogames, electronic toys, etc) and special collections (cards, etc.) are best left at home as they are easy to misplace and can be a distraction during lesson times. Please emphasize with your children the danger of leaving money or valuables in their desks or other places at school.

Students must have teacher permission in order to carry or use cell phones or other electronic devices on school property; students who possess cell phones for safety reasons (e.g., contact with parents while walking to and from school) should keep these out-of-sight in their backpack or a zippered pocket. If brought to school, they must remain turned off. **No photos or videos may be taken by students, parents or visitors except when granted permission during public performances and special school events.**

17.4 Bicycles

Children under the age of 18 are required by law to wear bike helmets.

Children should be made aware of all the proper bicycle safety rules. For safety reasons, students are asked to walk their bikes on the school grounds to the bike racks. Bike racks are provided next to the west and south side of the school. All bikes must be locked. It is not possible to monitor this area at all times. Therefore, it must be understood that the school cannot be held responsible for stolen or damaged bikes.

17.5 In-line Skates, Skateboards, Scooters, Sleds and Heelies

Roller blades, scooters, and skateboards/longboards are not allowed at school due to safety concerns, lack of appropriate storage space for equipment and lack of space on the playground.

Students are not permitted to bring sleds or toboggans to school. Our school has sleds for student use during appropriate times. Heelies are discouraged; students wearing Heelies will be asked to remove the wheel component when at school.

17.6 Hazardous Play

Toys and equipment that do not encourage peaceful play or that could cause injury (e.g., replica knives, swords, guns, etc.) are not permitted at school.

18 PROGRESS REPORTS, STUDENT ASSESSMENT & CONFERENCES

Student progress is formally reported three times per year: at the end of Terms 1 and 2, as well as the end of June. Reports are supplemented by parent-teacher conferences during Term 1 and a Celebration of Learning in Term 2. Other conferences may be scheduled at the request of the parent, student or teacher.

Students share their learning with parents on a regular basis. Teachers maintain collections of student work for assessment purposes. Students will be assessed based on the curricular outcomes set out by Alberta Education. Teachers use a variety of assessment strategies, including formal and informal tests, daily work, homework, individual and group projects, demonstrations of learning, peer evaluations, observations, checklists, anecdotal records, work samples, conferences and presentations. Essentially, there is a triangulation of assessment data: observation, conversation, and product.

18.1 Progress Reports

The progress report will provide succinct comments regarding student performance and give the teacher's evaluation of where the student is functioning in relation to the graded curriculum expectations. Parents are encouraged to contact classroom teachers to clarify and/or answer any questions.

18.2 Conferences

The parent-student-teacher conference is held in middle of the first term. Teachers will have an opportunity to share student work, accomplishments, and discuss strengths and needs with parents and students.

The Celebration of Learning is held near end of the second term. Teachers and students prepare an agenda for the students to follow and demonstrate their learning to the parents. It is very much student-directed but the teacher is in the room circulating and available for questions or comments. If parents wish to discuss anything in greater detail they may book an individual conference.

Parents are encouraged to contact their child's teacher at anytime during the school year to monitor progress or discuss concerns. We hope that by working in close cooperation with one another, communicating openly and clearly, these results will be achieved.

19 STUDENT BEHAVIOUR AND CONDUCT

All students are expected to contribute to a safe, positive and productive school environment, and to an atmosphere of mutual respect, caring and cooperation. Exemplary behaviour and conduct is an expectation. Students are supported in developing a sense of pride, respect, responsibility and commitment to their learning, to their school, and to their community. Staff members work together to ensure school-wide consistency of expectations. The school observes the expectations of the Edmonton Public Schools Behaviour and Conduct Policy. Quiet breaks or activity breaks may be used by teachers to assist individual students to reflect on appropriate conduct during the school day.

19.1 Behaviour Plan

The philosophy of Lendrum's Positive Behaviour Plan is child-centered. Dignity is kept intact and

children are guided and assisted to solve their problems. Established expectations are well communicated and reinforced so that offenses can be treated as a conscious choice. Emphasis is put on developing a plan, which assists the child in identifying the problem and making a plan to prevent re-occurrences. All plans take into consideration the individual differences and needs of each student.

For the purposes of our current behaviour plan, student misbehaviours are considered either "minor" or "major" offences.

"Minor" offences, such as being unnecessarily rough or discourteous, running in the hallways, littering, etc., will be dealt with on the spot by the supervising staff member. In dealing with the student, the staff member will help the student recognize that his or her behaviour was not appropriate, that a poor choice of action was made, and what the better choice of action might have been. A loss of privilege or logical consequence may result.

"Major" offences are those actions or behaviours, which include dangerous behaviour (fighting, hurting others, throwing things), open opposition to authority (defiance, refusal to comply, running away), disrespectful conduct (harassment, on-going bugging, put-downs), abusive/profane language or gestures (swearing, threats, name calling), serious disruptive behaviour of the teaching/learning environment, willful damage to property, theft, possession of weapons, illegal substances, inappropriate print materials, tobacco or repeated commission of minor offences. These behaviours are not tolerated at our school.

The following steps will be used when dealing with "major" offences:

- 1) The student speaks with a staff member to review the incident and determine a better choice that could have been made.
- 2) Parents are made aware of the situation via email, phone call, or meeting.
- 3) The next major infraction can result in an in-school suspension.
- 4) The next major infraction can result in the student being out-of-school suspended, for up to five school days.
- 5) The student and parent/guardian will be requested to meet with the Principal before returning to the classroom.

Please refer to the school's website, <http://lendrum.epsb.ca> for our PRIDE Code of Conduct, as well as our Progressive Discipline strategy.

20 STUDENT INSURANCE

Personal insurance for accident, injury, or life is the responsibility of the parents. Insurance for personal property is also the responsibility of the parents.

21 STUDENT SAFETY & SUPERVISION

21.1 In-School Safety/Security

Recognizing that your child's safety is our priority, all exterior doors are locked while classes are in session. Doors are unlocked in the morning until 9:00 a.m. After 9:00 a.m., children arriving late and visitors to the school need to enter via the front doors. Our school is monitored by a camera security system to provide safety for all. To enhance the safety and security of our students we request all parent/visitors and volunteers to check in the office. In case of emergency, students are instructed to ring the doorbells located at the front door and the Day Care entrance.

21.2 Playground Supervision

Teachers are on supervision at 8:22 a.m. and during both recesses (10:15 a.m. and 2:05 p.m.) Students should ARRIVE NO EARLIER THAN SUPERVISION IS PROVIDED. Our lunch supervisors provide noon supervision from 11:30 to 12:30. Students who go home for lunch should not return to school before 12:20 PM.

In the interest of safety, students are to report home immediately following dismissal. Parents of students who arrive earlier than 8:22 am or are not able to pick up after dismissal time of 3:30 (2:27 on Thurs.) should make arrangements for BEFORE AND AFTER-SCHOOL CARE. When the weather is very cold or wet, students may wait quietly inside at an assigned space until class assembly.

21.3 Outdoor Recess

Recess is considered an important part of school as students have the opportunity to develop appropriate social skills. Cold, cool, or damp weather is not an acceptable excuse for non-participation. If children are well enough to attend class, we believe they are well enough to participate in recess activities.

21.4 Out-of-Bounds

During times of supervision, students are to stay in areas visible to a supervisor. City sidewalks, the parking lot, and the front of the school are out of bounds. The bicycle racks, except when bicycles are being parked or picked up, are also out of bounds during the school day.

22 STUDENT SERVICES

22.1 Consulting Services

Edmonton Public Schools provides consulting services to schools for a variety of purposes: curriculum, academic assessments, social worker, etc. The school pays for these services and will utilize them to assist in meeting student and school needs. Parents will be contacted before referrals are made to specialists regarding their children. Parents should discuss use of these services, if desired, with the Principal.

22.2 Edmonton Student Health Initiative Partnership (ESHIP)

ESHIP works together with schools and community agencies to provide a range of coordinated community health and support services for school-age children and their families. Our common goal is to build on the health and education potential of students by providing nursing services, rehabilitation services, speech and language therapy and dental services in targeted schools. If you have any concerns about your child's health please talk to your school nurse at the Duggan Public Health Centre, phone 780-413-5630.

22.3 Community Health Promotion and Preventative Services

The Community Health Promotion and Preventative Services, a division of Public Health Services, Capital Health Authority, provide public health services. A public health nurse is available to our students, staff and parents for any health information, referral or private consultation. The public health nurse can be contacted through the school office.

23 STUDENT SUPPLIES

Basic consumable school supplies, such as pencils, scribblers, crayons, etc., are to be provided by parents. Supply lists will be distributed to students with the last report card in June and are available on the school website. All students need a durable backpack or tote bag to carry books to and from school. All students require running shoes for indoor and gym use.

Please ensure that all supplies, indoor shoes, and other personal items are clearly labeled with the student's name. Students are provided textbooks, workbooks, and other instructional materials at no charge. Students are responsible for replacing any lost or damaged textbooks and library books.

23.1 Student Agendas

Grades 1-6 students are expected to use a student agenda to assist students in the organization of their learning. Agendas are available at the school for an annual cost. Students are responsible for using their agendas to record homework assignments, reminders of special events and for logging their daily reading. Parents are expected to check their child's agenda daily and to initial. These

books are also a convenient communication tool for brief messages between home and school. For 2018/19, agendas are available for \$8.00.

24 TELEPHONE USE

In emergency situations and with the permission of their teacher, students are able to use the phone at school. With the exception of emergency situations, we ask that parents do not call their children at school during class time. If necessary, messages for students can be left with the office at 780-434-3588. The school phone is not available to students for social calls, such as arranging to eat lunch at a different location or planning play dates for after school.

25 TRANSPORTATION

25.1 Yellow Bus Service

Special needs students and students residing in Pleasantview can register for transport to and from school via yellow bus. The yellow bus circuit for Pleasantview students includes three stops in Pleasantview; the bus then proceeds directly to École Lendrum School. Routes for special needs students are determined by the EPSB. Further information on yellow bus service, including fees and how to register, is available from the EPSB at 780.429.8585 or <http://transportation.epsb.net>

25.2 ETS Bus Passes

Students who ride the ETS bus to school may purchase bus passes from the school office (please check for current costs). Students will be charged the full amount to replace a lost or damaged restricted pass.

Monthly bus passes are sold the last two days and the first two days of each month from the school administrative assistant.

26 VANDALISM

Respect and care for school property is everyone's concern. Vandalism costs the school valuable educational dollars. We request the support of all community residents in reporting vandalism, loitering, and any suspicious incidents that occur on school property.

If you see acts of vandalism or of a suspicious nature, please call Edmonton Police Service at 780-423-4567 (main) or call Edmonton Public Schools Security Services at 780-429-8295. The dispatcher will ask for the name of the school, the location and a brief description of what is occurring. The information source will be kept confidential. Your assistance will reduce the impact of vandalism on our schools.

Offenders will be prosecuted, and the school will pursue restitution for damages.

In circumstances where a student is deemed responsible for damage or defacement of school property or the personal property of others, either in whole or in part, repair or replacement costs will be the responsibility of the student and their parents.

27 VOLUNTEERS

École Lendrum School's Volunteer Team is second to none! Parents can participate in the École Lendrum School Council or volunteer in the school. If you are interested in volunteering, please contact your child's teacher or the office. To ensure student and staff safety, all volunteers are requested to register at the office.

APPENDIX I

EDMONTON PUBLIC SCHOOLS BEHAVIOUR AND CONDUCT POLICY

The board supports the endeavours 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.

1. Students shall be responsible and accountable for their behaviour and conduct
 - a. while involved in school-sponsored or related activities;
 - b. while on school property;
 - c. during any recess or lunch periods on or off school property;
 - d. while travelling to and from school; and
 - e. 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) (*School Act* Sections 24(1)(b) and 24(7)(b)).
2. Parents play a vital role in developing student behaviour and conduct. It is the district's expectation that parents
 - a. be aware of the board policy and regulations and the school's expectations for student behaviour and conduct;
 - b. review the board policy and regulations and the school's expectations for student behaviour and conduct with their child(ren);
 - c. work with the school to resolve student behavioural issues when they affect their child(ren); and
 - d. 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
 - a. school authority;
 - b. others and their property;
 - c. ethnic, racial, religious, and gender differences;
 - d. school attendance and punctuality;
 - e. work habits, assignments and homework;
 - f. school property;
 - g. textbooks and equipment;
 - h. fire alarms and safety equipment; and
 - i. 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
 - a. problem solving, monitoring or reviewing behaviour expectation with student and reprimand;
 - b. parental involvement;
 - c. referral to attendance board;
 - d. temporary removal of privileges;
 - e. detention of student;
 - f. temporary exclusion of student from class;
 - g. in-school suspension;
 - h. out-of-school suspension;
 - i. behaviour contract with student;
 - j. restitution for property damage to an individual or board;
 - k. assessment of student to develop appropriate programming;
 - l. involvement of police; and
 - m. 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:
 - a. conduct which threatens the safety of students and-or staff;
 - b. 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.
 - c. displaying or brandishing a weapon in a threatening or intimidating manner;
 - d. assaulting another person;
 - e. possession or use of illegal drugs, alcohol, or inhalants in school and on school property;
 - f. contravention of district policies and regulations related to student harassment, smoking, student attendance, and student rights and responsibilities;
 - g. theft;
 - h. wilful disobedience and-or open opposition to authority;
 - i. use or display of improper or profane language;
 - j. wilful damage to school or others' property;
 - k. interfering with the orderly conduct of class(es) or the school; and-or
 - l. contravention of the code of conduct as set out in the *School Act* Section 12.
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
 - a. inform the parents of students involved; and-or
 - b. 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.

APPENDIX II

EDMONTON PUBLIC SCHOOLS RESPECTFUL LEARNING AND WORKING ENVIRONMENTS POLICY

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

We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, 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 other.

APPENDIX III

Acceptable Use of the Internet for École Lendrum School 2018-19

The Internet is a network of computers that offers an expanded window on the world. The educational opportunity to research, to communicate, and to facilitate new learning has many exciting possibilities. As we use the Internet for educational purposes we will be mindful of using it as a tool to enhance achievement.

Before going on-line students will be given an overview of Internet skills and responsibilities. An adult will always be present when children access the Internet. As we use the Internet, teachers will be directing children to preselected sites, or to do limited searches using shared documents or Google Classroom.

Although we will take precautions in an effort to safeguard our students we cannot be one hundred percent sure that children will not inadvertently and intentionally access information which could be offensive. We will work together with our students as they develop those values and skills which make them responsible and accountable learners in a technological world. The use of Internet is a privilege and inappropriate use will result in a cancellation of this privilege and contact with parents.

Responsibilities of the user:

- **students shall respect the limitations placed on their use of sites and searches**
- **students shall ensure that an adult is present when they are on-line**
- **students are to tell an adult if they have inadvertently come across information that makes them feel uncomfortable**
- **students will never send anything to someone on-line without checking with their teacher or supervisor first**

We are asking all students who will be using the Internet and their parents or guardian to sign and submit the required use agreement, indicating that they have read the above requirements, among others, and that they agree to abide by them.
