



LONGVIEW SCHOOL

Let Your Learning Soar 50 YEARS AND GROWING

2017-2018

Home of the Eagles

School Handbook

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Foothills School Division Mission Statement

Each learner, entrusted to our care, has unique gifts and abilities. It is our mission to find out what these are...explore them ...develop them...and celebrate them!

Longview School Mission Statement: A Power4 Culture of Learning!

Eagle Pride: Know Thy Impact!

Longview Students take pride in being an Eagle and proudly wear the school colors of blue and gold. We are focused on learning to understand the concept of “Know Thy Impact.” This motto, is really about the qualities, characteristics and behaviors we develop and expect our students to apply every day. It is very important to our school that our students represent themselves, as well as their school to the highest standard possible. We have many reasons for being proud and we celebrate them at every opportunity. It is for this reason we work to develop this Eagle Pride in every classroom, school activity or event our students participate in, so that they understand the impact of their decisions on their community. Everything we do is to ensure ALL students feel a sense of mastery, independence, belonging and a generosity. ! **E(Engaged), A(Academic and Athletic), G(Goal Getters), L(Learners and Leaders), E(Excellence Achievers), S(School Spirit Promoters).**

Circle of Courage

Longview School Staff plan opportunities for students to develop feelings of connectedness within the school community through the applied principles of the **Circle of Courage**. Creating a sense of **belonging** where students have opportunities to connect within a collaborative environment that requires teamwork, compassion and empathy. We are creating a school culture where students will develop the knowledge, skills and attitudes necessary to feel a sense of **mastery** in regards to challenges they may face. Staff work cooperatively to create **independence** by empowering students to make choices and/or decisions within a safe environment, reflecting regularly on their impact. The school community works to help students experience a foundation of **generosity** where all students are contributing members to the larger community through their actions and words. These four key principles are embedded within the culture of our school to ensure a welcoming, caring, respectful, safe and caring environment where students can personally grow academically, socially and emotionally.

Characteristics of a Responsible Learner

The Characteristics of a Responsible Learner provide a framework for learning that **contributes** to the development of your child as a responsible learner and individual. Characteristics of Responsible Learners provides a description of students’: **Confidence, Respect, Independence, Work Habits and Citizenship**. When students understand and apply these principles to their learning, they are more engaged in their work and achieve better academically.

Assessment, Evaluation and Reporting of Student Learning

The *Learner Profile* is a report on **Academic Achievement** and the **Characteristics of Responsible Learner**. **Academic Achievement** indicates how your child is performing in relation to the subject area and grade level learner outcomes in the **Alberta Program of Studies**.

Education Plan

Planning in education is an essential to teaching and learning. Purposeful and Intentional planning creates learning opportunities to ensure that ALL students acquire the knowledge, skills and attitudes needed to be self-reliant, responsible, caring and contributing citizens. The planning and reporting processes at the school level are essential to ensuring ALL students learn. Division and School plans outline priorities for student learning, for the basis for reporting on progress and achievement, outline goals and strategies and highlight successes and celebrations.

School Council

“School councils are a collective associations of parents, teachers, principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community

and thereby to enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school.” (School Councils Handbook, 2007) School Councils enhance student learning by engaging parents, staff and community members to advise the Principal and the Board on matters concerning school improvement planning. The Division views each School Council as a means for parents and community members to work together with the school to support and enhance student learning. Parents are welcome and encouraged to be involved, attend meetings and participate in school council activities. Our school council is very involved with supporting our school community in a variety of ways to ensure every possible educational opportunity is available to our children.

Volunteers

Longview School extends an open invitation to our parents and community members to play a role in helping to create and sustain a "learning community". Our learning community includes not only students and staff, but also volunteers drawn from parents, community members and local businesses. One of the main characteristics of effective schools is the significant involvement and active support of parents and the community. Students in schools with high levels of parent support and involvement do better academically, personally and socially. As a volunteer, you can help to make a positive difference. Volunteers are required to complete an application form and possibly a Criminal Record Check and the Respect in School/Sport program depending on the nature of the activity. Ensuring a safe and caring environment for students is of primary concern and the Principal is responsible for interviewing, selecting, approving, supervising and communicating with volunteers. The Principal also establishes roles and responsibilities of volunteers in the school.

Transportation

Students, parents and Foothills School Division have specific roles and responsibilities regarding transportation. Behavior expectations are consistent with those expected at school and consequences for poor behavior are the same. Parental responsibilities include ensuring children arrive on time at the bus stop, children are dressed appropriately, children behave appropriately and drivers are contacted if children are not going to be on the bus. The board is not required to transport students involved in other activities. Parents of students who are enrolled in programs that required special equipment, tools or instruments are ultimately responsible for the transportation of these items. Large items cannot be transported on the bus. Anything students are carrying must be held on the students' lap or rest on the floor between the students' legs.

Communication Plan

Communication between individuals can open doors and build trust. Open and frequent communication cultivates a climate of mutual respect that builds rapport and fosters relationships between students, staff, parents and community members. **Student Agendas:** Please check your child's agenda **daily and initial**. The school, teachers and parents use the agenda to communicate with each other including messages, classroom notes, school notices, information bulletins and newsletters. **Phone and email:** The school, teachers and parents can use these tools for communicating concerns, questions or acknowledgements.

Safety Procedures

The safety of all students and staff of Longview School is of great importance. We have established appropriate safety measures for the various situations that may occur and affect our students, staff and school visitors. To ensure everyone's safety, we must always be prepared should an emergency occur. Fire drills occur throughout the year and lock down drills occur twice a year. These drills are important to reinforce the skills needed to carry out the emergency procedures that are in place. All schools within the Foothills School Division have appropriate safety measures in place for various emergency situations that may occur and affect our students and staff. Principals and teachers shall provide a safe school environment and maintain order and discipline among students while they are in school and on school grounds.

Locker Use

Lockers are the property of the school and are not the personal property of the student. **The school reserves the right to gain access and search the contents of any locker.**

Attendance/Lates

Attendance plays a very important part in student success and achievement. Children absent 10% from the school risk not achieving the Academic Knowledge, Skills, and Attributes for their grade level and subjects, which will have a

cumulative effect on their future educational progress. All pupils are expected to be in school and to attend all classes each day. A pupil may only be excused when their absence is defined as excusable by the School Act (medical reasons, etc.). **When a child is going to be absent from school, parents/ guardians are requested to phone the school as soon as possible.** If students are leaving early from school for any reason or have made other home time arrangements (pick up, transportation), parents must contact the office and their bus driver. Students are requested to sign in at the office when they arrive late to school and to sign out if leaving the day early.

Athletic Program

All students (Grades 1 – 6) are expected to wear gym strips while participating in gym class. Gym strips can be purchased through the office. Our senior class makes up the Longview Eagles Team which participates in a variety of sports and competes in tournaments and games, playing teams from other schools throughout the year. We are very fortunate to have this program and the support of teachers and community members who help coach. The expectation is that all our senior students participate. Students represent the school by playing, supporting their team and cheering them on. The timing of these events vary throughout the year and are part of their physical education class, supporting the guidelines of the Daily Physical Activity policy of Alberta Education. The goal of this initiative is that all students develop active, healthy lifestyles and will participate in physical activity on a daily basis. The supporting teacher attends all of these activities and students cannot be left behind at school unattended and without a teacher. As with any field trip, students must have permission forms signed in advance. Being on the Longview Eagles Team teaches the importance of fair play, healthy and active lifestyles, teamwork, commitment and sportsmanship.

Lost and Found

Lost and Found articles of clothing will be kept in a box in the hallway. Students and parents are encouraged to check for lost items regularly. Money, jewelry and smaller items are turned in to the office. At the end of the year, all unclaimed lost and found articles are donated to local charities.

Dress to Impress

Everyone is expected to dress in a manner that is appropriate to a school setting and learning environment. Everyone should dress in a manner that shows respect and pride in oneself and the school. Appropriate attire improves the learning environment, promotes positive behaviors, reduces discipline concerns, enhances school safety, promotes school spirit and develops confidence. Individuals who wear something considered not appropriate for a school setting will be asked to change.

Personal Property

Longview School is not responsible for lost, damaged or stolen property, including personal technology devices. Students are responsible for their own belongings and should keep their valuables secure at all times and clearly marked so they can be identified. Longview School Staff, or guest staff, will not be held responsible for safely storing student personal devices. A student who brings a personal technology device or any other valuable personal item to school shall do so at their own risk. No searches or investigations will be conducted for lost or stolen items.

Smoke, Alcohol and Drug Free Environment

All Division property shall be smoke free which is the non-use of all tobacco products including chewing tobacco. All school sponsored activities must be smoke-free. Tobacco products are not allowed by students, staff, volunteers, parents or community members at any school or Division sponsored events. Possession and/or use of alcohol or illicit drugs on school property and at authorized student activities are prohibited. Persons under the influence of alcohol or illicit drugs are prohibited from being on school property or participating in school or student related activities.

Recess/Lunch

We believe outdoor recess is good for our students. All kids go outside for recess, with severe weather exceptions and smoke only. Please make sure your child is dressed appropriately for the season. We promote a healthy lifestyle at Longview School. We ask that you make healthy food choices for your child, it reflects directly on their ability to learn. All students will eat together in the Art Room (Grade 3 / 4 and Kindergarten) and Grade 5 / 6 Room (Grade 5 / 6 and Grade 1 / 2). Each room will be supervised by an adult.

Longview School Code of Conduct

Longview School has a responsibility to ensure that students and staff are provided with a welcoming, caring, respectful and safe learning environment that respects diversity and foster a sense of belonging by promoting student well-being. We collaborate and are committed to families and community partners to provide inclusive and equitable learning experiences that engage students to achieve their full potential in an increasingly interdependent world. All those involved with the school including staff, students, parents, volunteers, and community members must share in the responsibility for eliminating **bullying, discrimination, harassment, and violence**.

Student conduct is a joint effort between students, staff, and parents based on mutual respect and care for the child in need. On-going and timely communication will occur between staff and parents to encourage and provide the opportunity for active and constructive problem solving to support the learning needs of the child. The Student Code of Conduct establishes expectations, interventions and possible consequences for student behaviour. Investigation into allegations of unacceptable behaviours will be conducted in a timely and respectful manner. The primary focus of the student code of conduct is to support student learning to address issues of dispute, develop empathy and become strong citizens both within and outside of the school community. This includes those impacted by unacceptable behavior, as well as supports for students whose conduct does not meet school expectations. It is about developing responsible and reflective students who develop the decision making skills necessary to make more appropriate choices in the future. Students will be held accountable for unacceptable behaviour and conduct that occurs both inside and outside of the school building or school day, if the conduct negatively affects a member of the school or interferes with the school environment. This behavior may also include use of electronic means (e.g. social media).

Students

Students have a responsibility to respect the rights and dignity of others and to become actively and productively involved in their own academic learning and social growth. Students are valued and contributing members of their school community and accept the responsibility for their behaviour while at school, at school sponsored activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school. While school staff is not able to control what students do outside of school, when the behaviour has a detrimental impact on the school environment, there may be consequences or interventions for inappropriate behaviour. In accordance with the *School Act* students are expected to conduct themselves in accordance with the School Student Code of Conduct developed by school leadership, staff, students and community.

<http://www.qp.alberta.ca/documents/Acts/s03.pdf>

Student Responsibilities: *The School Act states, a student shall conduct himself or herself so as to reasonably comply with the following code of conduct:*

- a) Demonstrate care and attention to their learning;
- b) Attend school regularly and on time;
- c) cooperate with all school staff;
- d) know and comply with the rules of the school;
- e) be accountable to school staff for their conduct;
- f) demonstrate respect for diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, socio-economic status, or appearance;
- g) refrain from, report and discourage bullying or bullying behavior;
- h) inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school;
- i) always demonstrate behaviours that positively contribute to and honour a welcoming, caring, respectful and safe school and community.

"It's The Best Day Ever"