

Langdon School Handbook

PRINCIPAL'S MESSAGE TO PARENTS

On behalf of all our staff members, we wish you a warm welcome to Langdon School. We sincerely hope that all of our students will enjoy a happy, healthy and exciting school year. As our school continues to evolve to meet the needs of our 21st Century Learners, we are very impressed with how our students are becoming global citizens and critical thinkers. Our number one priority is that students feel safe and cared for at school. It is our goal to have an inclusive environment where all students experience growth and success and develop the necessary skills and attributes to be successful in tomorrow's world.

The main purpose of this information is to provide a brief summary of facts that may be important to you as the school year progresses. Parents/caregivers whose children are returning to Langdon School will find a few changes from the previous year. Parents/caregivers of children who are new to the school will find that handbook provides you with a great deal of useful information about school routines that will affect you and your child/children throughout the year. Please take a few minutes to read this information as it is designed to answer many of the most commonly asked questions about Langdon School.

Families play an integral role in the school community. Our hope is that together, we can support students with clear, consistent expectations.

- Admin. Team

LANGDON SCHOOL: OUR BELIEFS

Our Mission Statement at Langdon School is as follows:

We are committed to enhancing the lives of our students by providing an engaging classroom experience. Our goal is to create an environment that fosters the development of the whole child through Leadership, Accountability, Integrity and Respect (L.A.I.R.).

SCHOOL BOARD / EDUCATION SUPPORT CENTRE / LANGDON SCHOOL ADMINISTRATORS

School Board:	School Board Chairperson:	Fiona Gilbert
	School Board Trustee:	Shelly Kinley
Rocky View Schools:	Superintendent of Schools:	Greg Luterbach
	Director of East Rocky View Schools	Garry Bell
Langdon School Staff:	Principal:	Shannon Storey
	Assistant Principal	Brent Legault

SCHOOL INSTRUCTIONAL HOURS

School entry and dismissal times can be found on the school website:

<http://langdon.rockyview.ab.ca/our-school/bell-times>

Respectful Workplace

We appreciate all parents as they respectfully communicate all concerns and questions through the appropriate channels and methods. We are happy to work together to best support all students. As in all respectful working and learning environments yelling and course language will not be accepted. [Admin Procedure re: electronic communication](#)

SCHOOL CALENDAR

Current school calendar can be found on Rocky View Schools website:

[Rocky View Calendar](#)

Langdon Calendar:

For significant dates for the year, and ongoing dates, as events are added, please see the calendar on our school [website](#).

ADMISSION OF STUDENTS

Kindergarten and Grade One:

Children registering for any Kindergarten program at any Rocky View School must be 5 years of age on or before last day of February, of that kindergarten year. No exceptions are made. Students who will be at least 6 years of age on or before the last day of February, of that grade one year, will be admitted into Grade 1.

Rocky View Schools requires a birth certificate, Immunization records (optional) at the time of registration. Your registration will not be considered complete until we have a copy of the birth certificate.

Registration forms can be found on the [Rocky View website](#).

Preference for placement is not based on a first come, first-service basis.

Langdon School is very excited to be running full day Kindergarten starting as of the 2020-2021 school year.

We will be operating full day Tuesdays & Thursdays and on pre-determined Fridays.

Grades 1 – 9

Families who plan to move and have their permanent residence in the school's catchment area may enroll their children before they actually move in. (See above link for registration form). As soon as a lot is purchased, parents may register their children and transport them to and from school until their new home is ready for occupation. The value of this early introduction to school is that the children start the school year in their new school, their education is not disrupted, and they have the opportunity to make new friends.

ABSENCES FROM SCHOOL

ABSENCES:

Parents/caregivers are asked to help ensure students attend school on time and on a regular basis. Regular attendance is important to learning. If your child is absent or late for any reason (illness, appointment, vacation, etc.) the school **must be notified** through the Safe Arrival system. If an absentee notification is not received, a phone call will be made to the home or workplace.

Please note if a child is well enough to be at school they are expected to go outside for recess and lunch breaks.

Illness:

Grade 7 and 8 students who become ill during the day are to come to the office where their parents will be contacted to obtain permission for them to return home. For grade K to 6 students who become ill during the day, the parent will be contacted and expected to make arrangements to have their child picked up and signed out at the office.

Injuries: A parent/guardian/doctor's note must be provided if a student has an injury that causes them to have to stay in for recess or sit out of gym/P.E. class. The note **must** specify the length of time the student needs to "sit out of" activities.

Appointments:

When possible, please try to schedule appointments outside school hours or on professional learning days. Should it be necessary for a student to leave during school hours, please inform the office and teacher. Students must be signed out at the school office by a parent or guardian.

Vacations:

If a student is absent for a prolonged period of time due to a vacation, please contact your child's teacher and the office. Teachers will give students instructions regarding missed work, or to plan for the completion of assignments, writing of

tests or quizzes when the student returns. Please note that a teacher is not responsible to provide individualized lessons and assignments for vacations.

Lates:

Students who arrive late must check in at the school office to sign in. We understand that this may happen from time to time. Lates can be disruptive to the classroom environment and impact your child's success. Chronic "lates" will be referred to Administration and off-campus privileges may be suspended or revoked.

Missed Work:

Students are required to complete missed work for any of the reasons listed above unless otherwise specified by their teacher(s).

POSITIVE BEHAVIOUR INTERVENTION STRATEGIES AND SUPPORTS

PBIS is a process for creating safer and more effective schools through positive connections and pro-active strategies. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behaviour support systems. The process focuses on improving a school's ability to teach and support positive behaviour for all students. It is an approach to creating a safe, inclusive and productive learning environment where teachers can teach and all students can learn. Over time we will be creating and teaching a series of lessons that ensure consistency of expectations and responses. These expectations align with the guiding principles of L.A.I.R. - Leadership, Accountability, Integrity, Respect. You can also find Rocky View's Student Code of Conduct [here](#) as well as student responsibilities at: <https://www.alberta.ca/education-guide-education-act>

When there are discipline concerns, consequences can range from a discussion with a teacher or supervisor up to an office referral. Often disagreements or conflict can be dealt with in the moment. Maybe there was a scuffle on the playground or someone used unkind words. When actions progress to safety concerns, physical or emotional, administration may need to get involved. Teachers will contact families if there are concerns and administration will do the same if they need to meet with a child. There are a number of factors we consider when issues arise. Consequences are thought out and logical. Questions we may consider are: what is the child's background and personal situation, are special supports in place for this child, is this a first offence or a repeat incident, what is the effect on others, are outside community supports needed and so on. We cannot share information about other children. Our number one priority is always the safety of the child and the other in our school.

CHILD DEVELOPMENT ADVISOR (C.D.A.)

The C.D.A. provides valuable support systems and advice to assist students and families with behaviour and emotional difficulties. We are fortunate to have two C.D.A.'s for K-6 and grades 7-8. The program offers a full range of services at the school which includes proactive and preventative programs, as well as intervention with issues that have already been identified. More information can be found on our school website.

CLEAN SHOE POLICY

All students, parents & staff are required to remove dirty / wet footwear upon entry to the building. **Proper athletic footwear**, that will not mark the floor surface, must be worn for all Phys. Ed. activities, no street shoes are allowed in gym classes. Appropriate, safe footwear is required for CTS & Science labs. Please ensure your child's name appears in all footwear.

DRESS CODE

Students and staff are expected to wear appropriate, respectful clothing when at school. We appreciate that trends change over time or that styles may be permitted at home, but there is a time and place for certain items. We ask your assistance in ensuring students understand what acceptable attire at school is.

For clarification:

- Halter tops and tube tops shall not be worn.

- Hats are permitted but no hoods up (adults can ask students to remove hats if necessary or as a safety precaution in some spaces)
- Clothing having racial, sexual, vulgar, unsafe or offensive slogans or images shall not be worn. This includes curse words that may be partially blocked out but are still obvious.
- Sheer clothing shall not be worn.
- Underwear should not be exposed.
- Tank tops/muscle shirts must not have low-cut v-neck, scoop necklines; or be overly revealing.
- Dresses or shorts shall be mid-thigh (to the bottom of the individual's palm when arms are placed straight down).
- Crop tops should not be more than 2 inches above top of pants. Sports bras are considered undergarments.
- There is a clean-shoe policy. Outdoor shoes shall be changed for clean indoor shoes upon entering the building.
- P.E.: grades 6-9 are expected to change for gym. Acceptable indoor gym attire includes: t-shirts, shorts, leggings, sweat pants, etc. It is up to the P.E. teacher to deem if a student's P.E. clothing is appropriate for the activity. If the clothing is not appropriate, the student will have to change into something else or borrow clean gym strip. Non-marking athletic shoes with laces or straps that fit well and provide good ankle support shall be worn in the school gymnasium. Please refer to "Physical Education in Canadian Weather" below for guidelines on dressing for going outside for gym in the winter.

If clothing is deemed inappropriate by teachers/administration, the student may be asked privately to put a "hoodie"/sweater on, change into gym strip, phone home or borrow some clean gym strip from the office. We will honour the dignity of the student and ensure they understand expectations going forward. Refusal to put on appropriate clothing will result in the student needing to remain and work in the office until the end of the day.

Assessments

This year all students all students in grade 1-8 will be assessed using the Fontess & Pinnell benchmarks. Students in grades 1-3 will be assessed using the Alberta Numeracy Screening Assessment Tool. Grades 2 and 3 students requiring intervention will be assessed for literacy using the CC3 assessment (word-reading test). Grades 1 and 2 students requiring intervention will be assessed using the LeNs assessment (letter-name-sound). Grades 4-9 are assessed at the beginning of the year using the MIPI assessment (Math Intervention Programming Instrument). Grades 6 and 9 write Provincial Achievement tests in May/June.

ENTRANCES TO SCHOOL

To avoid congestion, students are expected to enter and leave school via their designated doorways. During the school day (when children are in class) the student doors are locked. This is a safety precaution to avoid unauthorized persons entering the building without clearance. **All visitors must** use the main entrance, report to the school office and sign in and out. They will be issued a "Visitor" badge to confirm the authenticity of their visit.

Parents, who are dropping off or picking up their child during regular bell times, are kindly asked to wait outside of the school at their child's designated door or at a prearranged meeting spot. Please use the parent loop at the beginning and end of the school day when driving and avoid the staff parking lot. Students often walk through this area and we need to keep them safe.

Please note that our morning bell goes at 8:05 in the morning and our afternoon bell rings at 2:45 Mon-Thurs. and 1:15 on Friday. Please DO NOT drop your child off too early as they will not be permitted into the school. In addition, if you are picking your child up at the end of the day, all children are required to be out of the school by 3:00, unless participating in a teacher supervised event(s) eg. coaching, tutorials, music, etc.

Field Trips

At Langdon School, we believe field trips/experiences are to extend the curriculum, enhance learning, and enrich programming. In choosing sites, we consider relevant and authentic hands-on learning experiences. All sites are approved by RVS. Off-site learning can enhance team building and collaboration among participants. As our students grow and mature, we also want to expose them to possible careers and settings they may not have considered through meaningful interactions with experts in various fields.

Planning and teacher responsibility

At Langdon School, we believe every student should have the opportunity to attend field trips. To meet this goal, we plan carefully. The first consideration is safety for all who will be attending or hosting the field trip. The expectations for learning and behavior are clearly explained to the students ahead of time to ensure their success and meet the guidelines of the site we are visiting. We provide appropriate numbers of supervisors and parent volunteers, and where possible, an itinerary. Considerations of cost, travel time and distance are considered, as they apply to age levels and maturity of the students.

Our planning centers around educational benefits and connections to the curricular outcomes. When planning, we review age appropriateness of the activities, engagement factors, the dynamics of the group to attend and how students can demonstrate the intended learning. Field trips often occur in the spring because time is needed to plan and book certain locations. Field trips also depend on bus availability.

In preparation for an upcoming field trip, we consider students' individual situations and possible barriers for attending. Financial assistance is available, as needed. We know there are many costs in family life. Typically, trips are planned during school hours, with students departing and returning in time to access regular buses at the beginning and end of the day. Clear expectations for each trip are stated on the documents shared with students and parents. All vendors have been pre-approved through Rocky View Business and Operations.

Some students require additional supports. Learning assistants, parents and parent volunteers play a critical role in providing these supports to ensure all students can access these experiences.

Student Responsibilities

Field trips are an extension of the school environment. While attending school sponsored trips, our students act as ambassadors for Langdon School and the community. We expect students to remember L.A.I.R.:

- Attend punctually and prepared.
- Manage behavior by listening and responding to instructions.
- Show respect to the people and environment.
- Participate and learn the objectives.

Parent/caregiver responsibilities

We ask parental support to:

- Understand the risks and benefits of the field trip before signing the permission form.
- Have all required materials prepared (lunches, clothing, sports gear, etc.).
- Commit to responding to behavioral concerns.
- Communicate concerns to the teacher prior to the event.
- Accept and follow through on concerns that may come forward from the school.
- Recognize instances in which your child does not have the skills needed to manage his/her behavior on a school sponsored trip.

- Be willing to provide 1:1 supervision of your child, as needed. This would be arranged ahead of time with discussion from the teacher or host of the field trip.
- In accordance with Rocky View Policies;
 - Payments of field trips are through School Cash Online.
 - Signed permission forms are required for attendance.
 - All Volunteers MUST have a police check and have attended the parent volunteer orientation (new 2022-23 schoolyear) before they can attend.

Exclusions

Students who consistently demonstrate respect, commitment and independence are encouraged to attend field trips. Our hope is for every student to participate in these learning experiences. If a student repeatedly struggles to follow school expectations, an exclusion may apply. The teacher organizing the trip will discuss the behavior with the students and the parents. If the concern, persists, administration will be made aware of the situation and a plan will be put in place for improving the behavior, with parent knowledge and support.

As agreed by Langdon School administration, staff, student groups and parent council.

Fundraising at Langdon School

Note: this does not reflect service-based acts and only concerns the collection of funds.

Purpose:

The purpose of fundraising is to collect donations to:

- Help those in need,
- Provide items/opportunities in school, which a school cannot normally afford.

Goal:

To make a difference in the world, locally and at school, through fundraising.

To ensure fundraising is cause related and specific in nature.

When money is generated for school-based purposes, 100% of those donations go towards those items.

Rational:

We believe fundraising is an important part in developing the whole child. It helps our community give of their resources to benefit others. Fundraising speaks directly to the 21st Century Skills of:

1. Globally Aware: the understanding of an interconnected world and a citizen's role within society.
2. Civically Engaged: reflects commitment to democratic governance, social participation, and advocacy.
3. Financial and Economically Literate: understand and evaluate personal and global economic issues.

1. Student driven fundraising can include:

- a. Global Initiatives (i.e. Red Cross initiative)
- b. National Initiative (i.e. Terry Fox Foundation)
- c. Local Initiatives (i.e. Chestermere Langdon Food Bank)

2. Friends of Langdon School Society:

School-based needs/items.

Money may be used from hot lunch program, casino funds, other fundraisers.

HOME & SCHOOL COMMUNICATION

The school Newsletter, Dragon Tales, is available weekly and will be sent out through school engage at the end of the week(email) as well as posted on website.

We will also share some information on our Facebook page: <https://www.facebook.com/LangdonSchool/> as well as our X (Twitter) page @langdon_school.

Throughout the month, other notices may also be sent home in order to keep everyone informed of upcoming events, field trips, meetings, etc. Langdon School Council information may also be sent home regularly. The school has its own web site where a variety of up-to-date information is regularly posted. The web site address is <http://langdon.rockyview.ab.ca/>

Contact Information: If your phone numbers (home, work or cell), address, email or emergency contact information change, please notify the school office immediately. It is very important that everything is current in case of a student emergency.

Phone calls:

- All calls for staff will be forwarded to their voicemail unless the teacher has indicated to the office of an expected call.
- Students may use classroom/office phone for emergency situations and not for social arrangements.
- If a parent needs to get in contact with their child, we kindly request they **contact the office** and **not the student** directly via text message or calling their cell phone, as this is very disruptive to the class and does not follow the RVS device policy. The office will pass the message along to the student at instructional breaks only, unless an emergency exists.

Personally Owned Devices

Phones and devices are safest at home. If students bring them, they should be silenced and stored. Please see the procedure effective in all Rocky View Schools: <https://www.rockyview.ab.ca/news/post/personal-mobile-devices-and-social-media-procedure-effective-in-all-rvs-schools>

STUDENT ASSESSMENT AND HOMEWORK

CoSL (Communication of Student Learning) is essential for student growth and achievement. You can monitor your child's work/assignments through your child's agenda or for older students, you may access your child's homework via their teacher's calendar on their Learning Platform System (Moodle, Google Classroom, Weebly, Google Calendar). PowerSchool for parents is a very effective way to check on your child's current assignment completion and where they are in terms of curricular outcomes and competencies. Grade 1-8 teachers will update PowerSchool every 2-3 weeks with descriptive and evaluative feedback for your child. Kindergarten every 4-5 weeks.

For more detailed information about PowerSchool for Parents can be found on the Rocky View Schools site:

<https://ps.rockyview.ab.ca/public/home.html>

Reading with or to your child is a great way to increase a child's love of reading and enhance literacy skills. Practicing numeracy skills through games and using manipulatives can help boost a child's mathematical confidence. Formal homework may be necessary in order to complete projects, catch up on missed assignments or if students did not use appropriate use of class time. No new work would be assigned as homework. We understand that many children have after-school commitments and therefore homework time should not take an extensive amount of time and be age-appropriate.

LANGDON SCHOOL COUNCIL

The Langdon School Council is the parent advisory body for our school. The School Council is actively involved in all aspects of school life. Most policies and procedures are presented to School Council for support and ratification. In 1995, the government mandated the formation of school councils in order for parents to have a forum for input into their child's education. One indicator to your child that education is worth your time is to be actively involved in School Council. Elections for directors are held each September and notices of all Executive and General Meetings are posted on the School Council Notice Board in the main hallway and on the school's website.

LEARNING COMMONS (LIBRARY)

The Learning Commons provides students with opportunities to develop skills to find, access and utilize all forms of

information.

Please encourage your child/children to take good care of all library books. Our school learning commons facilitator usually arranges for book fairs in conjunction with Parent/Teacher/Student Conferences. One may be online and one will be in person. At that time, parents and children can purchase books, pencils, erasers, posters, etc. for a reasonable cost. Proceeds are spent on new books, computer software, etc.

LOST AND FOUND

Lost and found articles of clothing and other items are placed in labelled containers in the open “closet” in the main hallway. Please ask your child to check the “closet” regularly. At the end of every month, the unclaimed items are packed up and donated to local charities. Smaller items (i.e. keys), money and jewelry should be handed in to the office. Please **LABEL** your child’s belongings.

LUNCHTIME

All students are invited to eat their lunch at school. All students will eat lunch in their designated area for 20 minutes and then go outside for 20 minutes.

Grades K to 8:

We are a unique school in that there are both elementary and middle school levels. This brings about many discussions about school rules and safety. There are some processes that are specific to elementary and others that are best suited for our middle school levels. With that in mind, we are aware that some students go home at lunch on a routine basis.

Therefore, we ask the following:

Students from Grade 1 to 6: stay on school property

Students from Grade 7 and 8, are allowed to leave school property and return on time for class. However, this privilege may be suspended or revoked if a student is chronically late returning to school or acts in an inappropriate manner.

Students who are leaving school property for lunch must do just that; they need to go somewhere for lunch and not “hang-out” around the stores/homes around the school.

All students are expected to act in a respectful manner off-campus as they represent themselves and Langdon School.

Off campus forms are not a pass to allow students to leave and return to campus multiple times during the lunch break. We respectfully ask that all students who have such a pass understand that they are allowed to leave at the beginning of the break and return at the end. More information and the forms can be found on our school website: <http://langdon.rockyview.ab.ca/parents/lunch-program>

NUT AWARE SCHOOL

To minimize risk to students with nut sensitivities we ask for no food items that contains nut products be sent/brought into the school.

Healthy Living

In accordance with the RVS Healthy Eating Guidelines, only water and juice is recommended in the classroom.

RESPIRATORY SENSITIVITY

Use of fragrances including perfumes, colognes, and body sprays can cause difficulties for individuals who suffer from asthma, or other respiratory illnesses, and who are prone to headaches. To maintain an optimal learning and working environment, we are asking our students, and staff, to only use these fragrances in the gym change rooms and/or washrooms, and to consider others when using these products.

PHYSICAL EDUCATION IN CANADIAN WEATHER

One of the primary reasons Langdon School has a year-round outdoor PE program is because research has documented the importance of year-round outdoor activity for our health--especially for children in colder climates like ours. Learning to exercise in a variety of weather conditions is a part of the PE curriculum.

We can appreciate concerns about students going outside during colder temperatures. Running a safe PE program, both indoors and outdoors, is our primary concern. In colder temperatures, we make sure that students are dressed appropriately for the weather (this includes a warm coat, toques and gloves and pants). While outside, students are moving around in order to maintain a warm core body temperature. We modify activities as necessary to adapt to the weather conditions. On extremely cold days we limit our time outside (for example: we will explain the activity inside, so less time is spent outside). If the weather changes while we are outside and it is no longer safe to be outside, we bring the students in.

STUDENT EVALUATION

The evaluation of student learning at Langdon School will comply specifically with AP 360 of the Rocky View School Division Policy Handbook. Students will undergo continual evaluation of achievement throughout the year in the following areas:

- A. Day-to-day assignments including class work, inquiry-based projects, and homework.
- B. Teacher anecdotal notes and evaluation of students' skills
- C. Teacher-constructed tests and quizzes
- D. Notebooks and workbooks
- E. Summative and Formative recording – triangulation of assessment – observation, conversation, product
- F. Provincial Achievement Tests for grades 6 and 9
- G. Current evaluation practices

Report Cards & Conferences

With the introduction of Real Time Reporting, parents have up-to-date communication about how their child is doing. This reflection should include understanding and application of "I Can" statements which are a Rocky View vision of the Alberta Education Curricular Outcomes.

We will have two triad conferences one in the fall and one in the Spring. We will also host a Celebration of Learning Showcase in the Fall and Spring.

SCHOOL CLOSURE

In the event of inclement weather preventing bus travel to school, parents will be advised of any decision to close the school by announcements made on local radio stations as early as a decision can be reached. Closure information will also be posted on the Rocky View Website at www.rockyview.ab.ca. After students have been conveyed to school, the school WILL NOT be closed by the administration. Please ensure that your child wears appropriate footwear and clothing to accommodate for the weather. Schools in an individual attendance area may be closed as per the procedures established by the Local Emergency School Closure Committee if any of the following apply:

1. Road or climate conditions are such that travelling to and from school is hazardous to the well-being of students.
2. Road conditions prevent a sufficient number of staff from being available to ensure adequate instruction and supervision.

Ultimately it is the parent's decision to determine the safety of your child's travel to school.

Bus Cancellations/Delays

Bus routes may be cancelled when a driver feels the road / weather conditions are unsafe. This information will be recorded on the Rocky View Schools' Transportation Late Bus Line at 403-250-0016.

More information can be found on Rocky View Schools website <http://www.rockyview.ab.ca/transportation>
Please remember if the buses do not run in the morning, the buses do not run after school.

SCHOOL FEES & SUPPLIES

Current fee amounts can be found on Langdon website.

Payment methods:

All payments should be made through School Cash. Please contact the office if you require assistance.

Fees are set by Rocky View and do not include school-based charges such as locks, gym strip, options and field trips.

Agendas and Supplies:

Students in grade 1 to 5 are provided with an agenda.

Students in K to grade 4 are provided with school supplies.

Students in grades 5 to 8 purchase their own school supplies, these can be purchased through School Start (follow link <http://langdon.rockyview.ab.ca/parents/school-supply-list>). Using School Start is completely optional. Parents/guardians who wish to purchase school supplies elsewhere simply need to print off their child's grade supply list that is found on the School Start website.

Locks and Lockers:

Students in grades 6 to 8 are assigned a locker. Students purchase a school lock from the school in the grade 6 year. Teachers organize the use of the locks with students. Students in grade 6 have to share a locker, therefore students share a lock, which gets returned to their homeroom teacher at the end of the school year. Any lost, broken or stolen locks can be replaced at the expense of the student at the office. Students are not permitted to use their own lock.

Other charges:

Damaged or lost textbooks or library books: (Cost of repair or replacement).

Exploratory (Option) Course Fees:

Exploratory fees have been approved by the Minister of Education. Students will be enrolled in option classes based upon their preferences and class availability. Parents can find option fees on the website. Some options do not have fees attached.

Option descriptions and cost can be found on our school website.

TRAVELLING TO AND FROM SCHOOL

Many students walk to and from school each day. They are expected to use the appropriate road crossing and to set a positive example for younger students to copy. Students are welcome to ride their bikes, scooters or skateboards to and from school, but they are expected to "walk" their bikes, scooters or skateboards when on the school property (for safety reasons). Bike racks are provided for securing bikes, scooters or skateboards, during the school day. **We highly recommend children lock up their bikes, scooters or skateboards, as Langdon School is not responsible for lost or stolen property; especially if it is not properly locked up outside.** Students who travel to and from school by car may be dropped off quickly in the designated parking areas during the displayed specified hours.

Students within our school boundaries who live more than 1.5 km (ECS - Gr 8), 2.0 km (Gr 9) from school are provided with bus transportation to and from school. If your child needs to travel on a different bus or access a different stop on his/her regular bus route, permission must be requested by calling the Ride-Along line (403-948-9107) before noon on the day the service is required, giving your child's route number. If you have any queries regarding payment call (403-945-4105). All other problems or concerns, call (403-945-4102). The late bus line can be accessed by dialing 403-250-0016.

VISITORS

For security reasons, **ALL** visitors must sign in at the office and receive a visitor's pass. Visitors of students may only be allowed on school premises with the consent of an administrator.

VOLUNTEERS

For security reasons, **ALL** volunteers must sign in at the office and receive a volunteer's pass. A Criminal Record Check must be completed, and a copy must be submitted to the school office prior to volunteer activities. There is now an RCMP detachment in Langdon and volunteers must submit new documents every 5 years. This school year it is also mandatory to attend a Volunteer Orientation at the school. These will be held at various times during the school year.

Volunteers play a very important role in helping us to provide a quality education for all students. Moms, dads, aunts, uncles, older siblings, guardians and grandparents are certainly welcome. Volunteers may be asked to prepare classroom

materials, read with students, create bulletin boards, photocopy materials, serve hot lunches, help in the library, accompany students on field trips, etc.

As far as we are concerned, Volunteers are #1!

LANGDON SCHOOL PARKING GUIDELINES

Morning Drop Off Expectations

Please do not arrive prior to 7:55 a.m. Supervisors come on and school starts at 8:00 a.m.

For parents who drop off their children, please enter the Drop Off Loop, proceed to the 'Kiss & Drop' zone and pull up as far as possible along the sidewalk. Students should exit on the sidewalk side of the car. Cars should not be stopped for more than 1 minute in this zone during the morning. If the drop off zone is full, please be patient until space becomes available and refrain from letting your kids out elsewhere in the loop. When dropping students off on the other side of Center St, please pull to the side on Wilson and have kids exit on the grass side of the vehicle. Please do not let your children exit your vehicle on Anderson, near the crosswalk, as this is not safe due to the amount of traffic at this time.

Dropping students off in the staff parking lot is not permitted.

Parking is only permitted in the loop along the outer grass edge and along the inner grass edge (across from the drop off zone). If these spaces are all taken, you will need to park along Brander Ave or on the other side of Center St.. When driving/parking on Brander, please watch your speed (30km), please be aware of students walking along/crossing Brander, please refrain from making a U-turn on Brander at McDougall and proceed to the traffic circle to safely turn around and please respect the property/driveways of the residents who live along Brander.

After School Pick Up Expectations

If you are picking up (and staying in your vehicle), please enter the 'Kiss & Drop' and pull up as far as possible. If you happen to see classes/students outside learning/playing DO NOT enter the loop. As cars leave the zone, please pull forward to create space for others waiting. Please follow the same parking/driving rules as listed above for morning drop off.

*PLEASE NOTE- as the amount of cars leaving the school area during morning drop off and afternoon pick up is so great, there tends to be a 'bottleneck' effect. This is when awareness and patience is extremely important. There should only be one line of vehicles exiting the Loop at this time. Please alternate and allow parked cars and cars exiting 'Kiss & Drop' to pull out. Check your speed and please watch out for students walking through the parking lots, across driveways and crossing the street.

Thank you for your cooperation in helping to ensure that our students are safe.

Emergency Procedures - Hour Zero Protocol

We follow the Hour Zero model of response. Monthly, we have various drills preparing the school community in the event of various levels of safety. For example fire drills, on alert, shelter in place and lockdown.

If we need to have a student release activated, the school has a system on how we release students securely. This system will not be circumvented in any way. Student and staff safety are of great concern.

If there are any questions about the contents of this handbook please do not hesitate to reach out to the school.