

Parent 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, successful 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. It is our goal to continue working with students to ensure that they realize their potential and develop the necessary skills and attributes to be successful in tomorrow's world.

The main purpose of this parent information is to provide a brief summary of facts that may be important to you as the school year progresses. Parents whose children are returning to Langdon School will find a few changes from the previous year. Parents of children who are new to the school will find that this section 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.

The Staff of Langdon School provides students with meaningful, challenging, and exciting educational activities and prepare students for the ever-changing world in which we all live. We can be most successful with the active support of parents.

- Admin. Team

MISSION STATEMENT

Our Mission Statement at Langdon School is as follows:

Langdon School is dedicated to empower our students, parents, and staff to create a school community whereby confident, self-aware individuals strive to be resilient, adaptable, and accountable while caring for their personal well-being.

We will dedicate ourselves to making this statement a meaningful and achievable one. In order for us to be successful, we need the support, encouragement, and involvement of parents as partners in education.

SCHOOL BOARD / EDUCATION SUPPORT CENTRE / LANGDON SCHOOL ADMINISTRATORS

School Board:	School Board Chairperson:	Todd Brand
	School Board Trustee:	Patty Sproule
Rocky View Schools:	Superintendent of Schools:	Greg Luterbach
	Director of East Rocky View Schools	Garry Bell
	Associate Superintendents:	Murray Besenski, Larry Paul, Dave Morris,
	Transportation Supervisor:	Audrey Bloxham
Langdon School Staff:	Principal:	Tammy Rahn
	Assistant Principal(s)	Norm Ellis, 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 ensure your concerns are heard and we appreciate your respectful communication and understanding. As in all respectful working and learning environments ([Policy GBEB Respectful Workplace Policy](#)) yelling and course language will not be accepted.

SCHOOL CALENDAR

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

<http://www.rockyview.ab.ca/jurisdiction/calendar>

Langdon Google Calendar:

For significant dates for the year, and ongoing dates, as events are added, please see the calendar on our school website:

<http://langdon.rockyview.ab.ca/full-calendar>

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 school website at:

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

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

The kindergarten operates Monday through Friday (half-days- morning or afternoon and alternate am/pm on 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 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** by receiving a phone call or written notification. You are encouraged to leave a message on the school voice-mail system if your child will not be attending school on a particular day. If 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 to 9 students who become mildly 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:

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, an "[Extended Leave Information](#)" form is to be completed and submitted to the office. This form allows teachers to give students instructions regarding missed work, or to plan for the completion of assignments, writing of tests or quizzes when the student returns.

Lates:

Students who arrive late must check in at the school office to obtain a late slip. Late arrivals are extremely disruptive to classroom instruction, to other students and do not provide the best start to the day for the student. 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).

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. 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 the school website: <http://langdon.rockyview.ab.ca/Members/msenecal>

POSITIVE BEHAVIOUR STRATEGIST

Positive Behaviour Strategist - We are one of the few schools who have a PBS in our building. She works with students with very specific self-regulation issues. Her influence specifically aids students with learning or social disabilities.

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.

For clarification:

- Halter tops and tube tops shall not be worn.
- Hats, toques, or hoods up on "hoodies" (unless it is a special event) shall not be worn in the school.
- Clothing having racial, sexual, vulgar, unsafe or offensive slogans or images shall not be worn.
- Sheer clothing shall not be worn.
- Underwear should not be exposed.
- Tank tops/muscle shirts must not have low-cut v-neck or 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).
- There shall be no exposed midriffs (i.e. "belly" tops) or sides (i.e. "peek a boo" tops).
- 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 will be asked to put a "hoodie"/sweater on, change into gym strip, phone home or borrow some clean gym strip from the office. 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.

Please view the below visuals of acceptable and unacceptable attire:

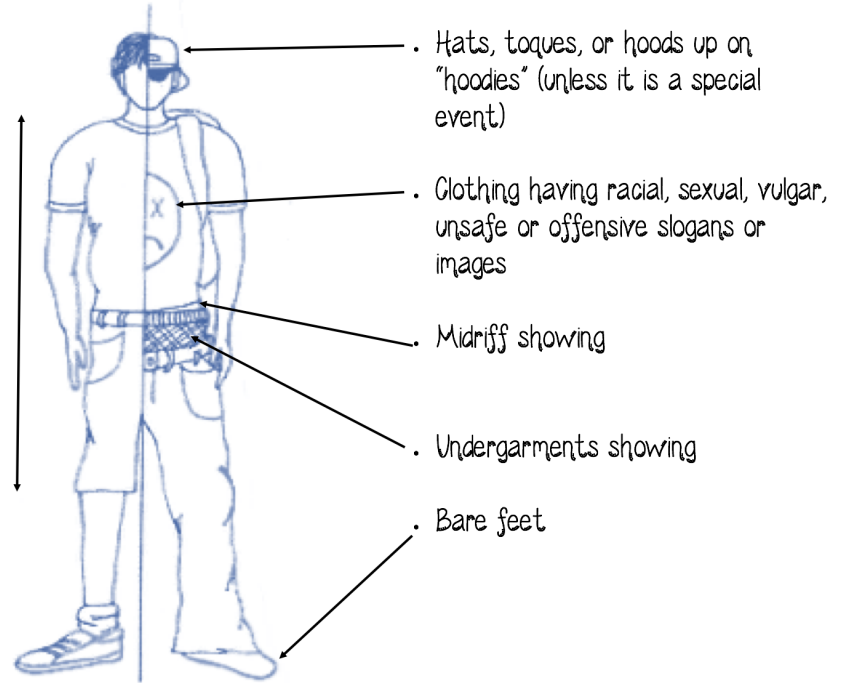
Dress Code

Acceptable

An uninterrupted line of clothing covering the body from the top of the shoulders to mid-thigh.

If clothing is deemed inappropriate by teachers/administration, the student will be asked to put a "hoodie"/sweater on, change into gym strip, phone home or borrow some clean gym strip from the office. 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.

Unacceptable

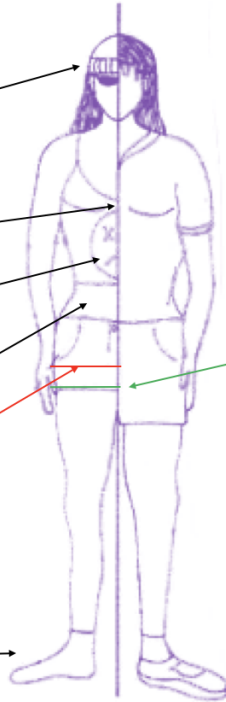


School is Serious Business...Dress for Success!!

Dress Code

Unacceptable

- . Hats, toques, or hoods up on "hoodies" (unless it is a special event)
- . Halter tops and tube tops
- . Low-cut/plunging v-neck or scoop-necklines
- . Clothing having racial, sexual, vulgar, unsafe or offensive slogans or images
- . Exposed midriffs (ie. "belly" tops) or sides (ie. "peek a boo" tops)
- . Dresses, skirts and shorts shorter than mid-thigh (shorter than the bottom of the palm of hand when arms are placed straight down) ****Amended**
- . Sheer clothing and/or underwear showing
- . Bare feet



Acceptable

- . An uninterrupted line of clothing covering the body from the top of the shoulders to mid-thigh.
- . Dresses, skirts and shorts must be mid-thigh (longer than the bottom of the palm of hand tips when arms are placed straight down). ****Amended**

If clothing is deemed inappropriate by teachers/administration, the student will be asked to put a "hoodie"/sweater on, change into gym strip, phone home or borrow some clean gym strip from the office. 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.

School is Serious Business...Dress for Success!!

LITERACY

AT LANGDON SCHOOL, WE BELIEVE LITERACY IS...

- A CORNERSTONE TO UNDERSTANDING OUR WORLD AND INFORMATION.
- ESSENTIAL FOR AND A PREDICTOR OF FUTURE SUCCESS.
- FOUNDATIONAL FOR COMMUNICATION.
- DEVELOPED INCREMENTALLY THROUGH APPROPRIATE LEARNING EXPERIENCES.
- INTER-DISCIPLINARY AND ACROSS VARIOUS FORMATS INCLUDING TEXT, DIGITAL & PRINT.
- NECESSARY FOR SELF-EXPRESSION.
- ENJOYABLE WHEN IT IS ENGAGING, RELEVANT AND OF PERSONAL INTEREST.

OUR VALUES SUPPORT OUR BELIEFS AND ACTIONS.

WE ACKNOWLEDGE THAT EVERY STUDENT IS IN THEIR OWN PLACE IN LEARNING, SO...

- WE PROVIDE A VARIETY OF APPROACHES AND MULTIPLE ENTRY POINTS.
- WE GATHER A VARIETY OF RESOURCES.
- WE DEVELOP AND USE A COMMON 'LITERACY' LANGUAGE.
- WE USE CURRENT DATA TO GUIDE INSTRUCTION.
- WE PROVIDE WAYS TO IDENTIFY AND REMEDIATE STRUGGLES.

WE PROVIDE OPPORTUNITIES EVERY DAY THROUGH FLUID CURRICULUM SO WE...

- SCHEDULE LITERACY TIME EACH DAY.
- ESTABLISH TEAMS OF TEACHERS AND SUPPORT STAFF TO WORK WITH SMALL GROUPS.
- VARY OUR TEACHING METHODS, ASSESSMENTS AND RESOURCES.
- GATHER AND USE MULTIPLE CURRENT DATA SOURCES.
- MAKE LITERACY RELEVANT, PURPOSEFUL AND STUDENT-CENTERED.
- ENCOURAGE STUDENT CHOICE.

WE CREATE SAFE LEARNING SO WE...

- SUSPEND JUDGEMENT.
- ENCOURAGE RISK-TAKING.
- BUILD SELF-ESTEEM.

EARLY LITERACY

An Early Literacy program is offered to students from Kindergarten through Grade 3. Students who are experiencing challenges in learning to read are referred by their homeroom teacher and are screened by the Early Lit. teacher. Parents are sent an information letter requesting signed permission for intervention. Grade 2 and 3 students receive priority programming in the first semester, kindergarten and grade 1 students enter the program in the second semester. Students graduate from the Early Lit' Program during each reporting period. More information can be found on the school website: <http://langdon.rockyview.ab.ca/Members/swinkler>

ENTRANCES TO SCHOOL

In an attempt 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 note that our morning bell goes at 8:20 in the morning and our afternoon bell rings at 3:02 Mon-Thurs. and 1:27 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 3:15, unless participating in a teacher supervised event(s) eg. , coaching, tutorials, play, etc.

Field Trips

Langdon School Field Trip Procedure

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. 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.

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 busses at the beginning and end of the day. Clear expectations for each trip are stated on the documents shared with students and parents.

Some students require additional supports. Educational 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 student act as ambassadors for Langdon School and the community. We expect students to:

- 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 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. His 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 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.

If a student exhibits a pattern of severe behavioral issues (running away, skipping classes, disrespect to adults) or risky behaviors (possession of drugs, alcohol, violence towards peers or adults, etc.) the school administration will contact the parents regarding a possible exclusion from the field trip.

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 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 (ex. We Day initiative)
- b. National Initiative (ex. Heart and Stroke Foundation)
- c. Local Initiatives (Warm Feet for the Street - Calgary Mustard Seed)

2. Two School Based Fundraising Initiatives Per Year

- a. These fundraisers are for school-based items, which directly affect the majority of our population. Rather than having multiple items throughout the year, we will hold a maximum of two school based events for donations per year. For example: Langdon School's 'Just Dance -a-Thon'.

School Routines for Fundraising

- Proposals for fundraising must be submitted to administration by September 15 of each year, and again by February 15th of each school year.
- Before a fundraiser takes place, it must be first approved by administration.
- When a fundraiser occurs at any level, a communication is sent home outlining:
 - What is the fundraiser?
 - Why are we fundraising?
 - Who is involved?
 - Deadlines for giving
 - What is the money going towards?
- School based fundraisers, will be posted on the website under, "Fundraisers", located at the School Council tab.

HOME & SCHOOL COMMUNICATION

The school Newsletter is available monthly and is posted on our school's website <http://langdon.rockyview.ab.ca/our-school/publications/newsletters>.

Facebook: <https://www.facebook.com/LangdonSchool/>

Mailchimp - Our messaging system - we use the email submitted at registration.

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 changes, please notify the school office immediately. It is very important that everything is current in case of a student emergency.

Phone uses at the school: (*It is important not to interrupt classroom learning*)

- All calls for staff will be forwarded to their voicemail unless the teacher has indicated to the office of an expecting 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. The office will pass the message along to the student at instructional breaks only, unless an emergency exists.

HOMEWORK

During the school year parents can assist teachers by establishing a quiet time each day where your child is encouraged to do his/her homework, read or review. Encourage your child to read regularly every evening. Formal written homework should amount to no more than approximately 20 minutes per evening for elementary age children and approximately one hour for middle years students. However, the quantity of homework will be influenced by the students' use of class time. You can monitor your child's work/assignments through your child's agenda. 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). <http://langdon.rockyview.ab.ca/> (Look in your child's grade for the teacher's link.) As well, using PowerSchool for parents is a very effective way to check on your child's current assignment completion and grades.

School link to log in: <http://langdon.rockyview.ab.ca/parents/powerschool-1>

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

<http://www.rockyview.ab.ca/professional-learning/powerschool>

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 librarian usually arranges for book fairs in conjunction with Parent/Teacher/Conferences. 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.

Information pertaining to signing out books and overdue items can be found on the school website at:

<http://langdon.rockyview.ab.ca/our-school/programs/library>

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 be sure 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 into the office.

Student Property

*Teachers are like the old woman who lived in a shoe.
We have so many children, we don't know what to do.
When the children wear boots, they all look the same,
So every single boot and coat should have a NAME.
And buy some name tags to sew in each hat,
Each sweater, each jacket and in mittens too,
This is a very wise thing to do.
Then in rain or snow or on days when there's frost,
We'll send children home with no clothes lost,
And a great big thanks will come your way,
From our happy staff each and every day.*

LUNCHTIME

All students are invited to eat their lunch at school. We have two sittings: older students eat from 12:05 to 12:27 pm and younger students eat from 12:27 to 12:50 pm. All students are expected to spend a period of time outside for personal health and wellness. Throughout the year, organized lunch-time and intra-mural activities will take place during the lunch recess.

Grades K to 9:

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: Parents will be asked to fill out a release form allowing their children to walk home at lunch.

<http://langdon.rockyview.ab.ca/our-school/forms/off-campus-lunch-pass/view>

- Students from Grade 7 to 9, 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.

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.

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 RVSD Healthy Eating Guidelines, only water and juice will be permitted 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.

POWERSCHOOL FOR PARENTS

This is a direct line of communication that is available any time. Parents and students can find up-to-date marks, attendance and other information on PowerSchool for parents (Parent Portal).

School link to log in: <http://langdon.rockyview.ab.ca/parents/powerschool-1>

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

<http://www.rockyview.ab.ca/professional-learning/powerschool>

Personally Owned Devices

Please see the [Tech Tool Rules](#) (updated 2016) and [Cell Phone Procedure](#) (new 2016), which all students and parents sign at the beginning of the year. Though we embrace the use of technology, we also are cognizant of how it can distract from learning.

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 in order 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.

SCHOOL BEHAVIOUR POLICY

Policy:

The purpose of this policy is to provide a clear code of conduct for the use by all persons at Langdon School. It is the product of collaboration between staff, parents and students and reflects the values and principles that we consider to be important to the school. It will be reviewed periodically and will be responsive to changes within the school. Langdon School students, staff, and parents recognize the importance of a positive approach to student behaviour which promotes a happy, caring, and secure environment for all those who work in, or visit the school. The school shares RVS Board's belief that student discipline is both necessary and desirable; it promotes a positive relationship between the school and student, which fosters mutual respect and responsibility. Please be aware of the following:

Items brought forward are dealt with in accordance to our understanding of each situation. We are not permitted to talk to parents about other students and or consequences, should they be levied. Our goal is to assist students in making wise decisions and achieving a level of empathy for their fellow student. Further to this, conflict is not the same as "bullying", in regards to mediation and consequences. Students will have conflict, and will also seek to remedy the conflict, even if they go about it poorly. Through the aid of caring adults, we seek to mediate and assist our students. Each situation is dealt with in a manner of equity. It is imperative that parents work alongside the school to assist in these manners.

We are committed to creating a safe and caring environment at school, while also understanding the complexities of the adolescent brain.

The school recognizes its students' obligation to the code of conduct in the School Act, Section 12:

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to the student's teachers for the student's conduct;
- (f) respect the rights of others;
- (g) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- (h) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- (i) positively contribute to the student's school and community.

RSA 2000 cS-3 s12;2015 c1 s3

Rationale:

- The whole-school behaviour policy is understood and accepted by students, parents, and school staff.
- All adults in the school accept responsibility for maintaining good behaviour through encouragement, praise and role modeling; all parties must apply the policy consistently.
- A range of rewards and sanctions will be accessible and applicable to students of all ages and abilities.
- The importance of ascertaining students' views is valued.
- The development of an active partnership between home and school is recognized as being critical to the success of promoting good behaviour.
- Parents and students are welcome to discuss any individual or general behaviour issues or concerns with either the teacher or administrator.

Aims & Values:

- Langdon School aims to provide a happy, stable atmosphere within a stimulating learning environment where everyone displays respect, tolerance, loyalty, cooperation, and trustworthiness. In particular we believe it is important to:
 - Foster positive, caring attitudes towards one another and to the environment;
 - Acknowledge and respect that every person within the school has a personal part to play in ensuring its well-being;
 - Support each member who needs help and encouragement, (eg. nurturing self-esteem);
 - Listen with care to the views and opinions of one another;
 - Take responsibility for our actions and recognize our personal obligation to accept the consequences of inappropriate behaviour;

- Fulfill our duties, as members of the school community, with regard to punctuality, completion of work assignments, care for equipment and building, and cooperation with others.

Rules:

The following “Dragon Code” is agreed to by students, staff and parents:

- “I will be polite and respectful to others.”
- “I will be kind and accepting of others.”
- “I will be helpful and co-operative.”
- “I will act sensibly and responsibly.”
- “I will share and be fair.”
- “I will always do my best and aim to learn and grow a little bit each day.”

Behavioural expectations will be applied consistently by all members of staff but there will be room for flexibility regarding use of specific disciplinary measures based upon:

- | | |
|--|---|
| (a) the effect of student’s behaviour on others. | (b) the nature of the incident. |
| (c) previous conduct and previous disciplinary action. | (d) student’s age, maturity and individual needs. |
| (e) anticipated impact of proposed action on student. | (f) mitigating circumstances. |
| (g) views of parents (victim’s & aggressor’s). | |

Encouraging Positive Citizenship:

Students are expected to adopt standards of acceptable behaviour at all times. Good behaviour is encouraged through praise, and is acknowledged through a wide range of appropriate rewards. Samples of such rewards include but are not exclusive to:

- | | |
|---|---|
| ● comments/”smiley faces” & stickers on students’ work and/or Agendas | ● verbal praise individually and in front of peers; |
| ● display of students’ work in class and/or school hallways sharing achievements with parents | ● certificates for particular achievements; |
| ● Langdon Leaders and event planning | ● celebration at whole-school recognition assemblies |
| | ● opportunities for greater responsibilities in school life |

Discouraging Unacceptable Behaviour:

Strategies for discouraging unacceptable behaviour must be seen as appropriate, fair, objective, consistent and reasonable. Most behaviour problems can be dealt with calmly and firmly by immediate teacher response such as non-verbal signals (stern look/frown) or verbal reprimand.

However, where rules are deliberately broken there must be a clearly defined and consistently applied system of appropriate, incremental sanctions. This system works in the following way:

1. Students are sent to the office to complete the student section of a “Choices Form.” This form serves to get the student reflecting upon what they did, what they could have done differently and it provides a “cool down” time for the child.
 - two different versions of Choices Forms are used; one for grades K-5 and one for grades 6-9
2. After the student completes the form, the teacher/staff member who sent the child to the office completes the staff section. Teacher/staff member explains what happened/what they saw.
3. Administration then reviews the information and meets with the student to discuss the situation and appropriate consequences are applied. Consequences are based on the nature incident (minor to serious) and can include:
 - verbal reprimands
 - “time out” at the office or a quiet space
 - a written letter of apology
 - call home to the parents/guardians
 - school/class/community service
 - CDA/PBS intervention program
 - parent meeting
 - in-school or out of school suspensions

Any student who has received an out of school suspension on the day of an event or trip, will not be permitted to attend, whether or not the event is on in the evening or during the day.

 - expulsion

The following will involve an immediate referral to administration:

- use, possession, or contact with weapons
- threats against others (physical or emotional)
- assault (including harassment)
- repeated targeting

- theft or extortion
- willful vandalism
- use of alcohol or tobacco, including “eCigarettes or Vapes”
- defiance of authority (including inappropriate language)
- involvement with drugs or other controlled substances
- other criminal activity

After consultation with Administration, consequences may include suspension or recommendation for expulsion.

Rocky View School Division Guidelines state:

“The Board recognizes that preventative disciplinary measures are those which are the most effective. These can be facilitated through programs established by the classroom teacher; administrator; counsellor; child development advisor (CDA); school resource team; psychologist; police and parent(s). Such measures also include effective classroom management strategies; counselling; student advisory; peer support; and conflict resolution training.”

Langdon School welcomes this guidance and will use it when reviewing and evaluating the success of this policy.

This policy has been approved by: Langdon School Staff, Langdon School Council and Langdon School Students.

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
- F. Provincial Achievement Tests for grades 6 and 9
- G. Current evaluation practices

Promotions and Retentions

Not all children are ready to acquire certain skills or concepts at the same time. It makes sense then, that they will progress through the school curriculum at different rates of speed. As much as possible, we will provide the opportunity for students to continuously progress without the stigma of being retained or appearing to have “failed”. In special cases, we may recommend that a child be retained; both the student and parents will be notified in advance (usually in April) if such a recommendation is to be discussed. Decisions will always be the product of collaboration and consultation of all parties involved.

Report Cards & Conferences

With the recent introduction of Real Time Reporting, Langdon School is excited to allow parents an up to date communication around how your 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.

Triad conferences will be announced at the beginning of the year.

STUDENT AWARDS

Students in Grades 7 through 9 have the opportunity to earn a year end award which is specific to academic success, athletics, 21st Century, School Culture, and Options Classes.

Academic Honours Award:

Students must achieve between 80% and 89% using a combined average on all (Phys-Ed, Language, Science, Math, Social Studies) cores.

Academic Honours with Distinction Award:

Students must achieve between 90% and 100% using a combined average on all (Phys-Ed, Language, Science, Math and Social Studies) cores.

21st Century Awards

This is a teacher elected award based upon students who have demonstrated a strong example of the competencies. This is awarded to one student per competency, per term, aligning with the report card, per 6-9 class. Only certain competencies will be represented in a Term, this will coincide with the report card comments.

The competencies are; Communicator, Globally Aware, Critical Thinking, Innovator, Collaborator, Self-Directed Learner, Media and Information Literate, Civically Engaged, Financially and Economically Literate, and Program Solver.

CAP Award (Commitment, Attention, Perseverance)

This is a teacher elected award based upon those who have demonstrated a strong example of the CAP in class. This is awarded to no more than three students each term, per 6-9 class. These students are to be commended for their work ethic and example of what it means to be a diligent student. This award is presented to students who demonstrate consistent **Commitment, Attention and Perseverance** a level of excellence throughout the term.

Year End Awards

Option Awards: Band, Industrial Arts, Fashions, Art, Principal Award, Athletic Awards, Citizenship, School Spirit, Leadership, Overall CAP, 21st C, Academic Awards.

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:

Langdon Fee's Page - <http://langdon.rockyview.ab.ca/our-school/school-fees/school-fees>

(everything you need to know about fees)

Payments methods:

All payments should be made through School Cash, please contact Lynette Barrett if you require other arrangements.

<https://rockyview.schoolcashonline.com/>

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

Agenda's 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 9 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 9 are assigned a locker. Student's purchase a school lock from the school in the grade 7 year. Teachers organize the use of the locks with the grade 7 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. This lock can be used for all 3 years at Langdon School. Any lost, broken or stolen locks can be replaced at the expense of the student at the office.

Band Instrument Rental Fee (for instruments rented from the board):

\$210 of which \$50 is a refundable caution fee.

Percussion Rental Fee: \$30.00.

Waivers are for general fees only.

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 will be invoiced for option classes 3 times per year, coinciding with the term. The last day for student's to change an option, for all terms, is at the end of the second week each term. After these dates changes may occur, however, if the cost of the option changes, the increased cost will be charged to the student, but in case of a decrease, a refund will not be given, due to the organizing and purchasing of materials for the option. Please refer to the school calendar for specific dates.

Option descriptions and cost can be found on our school website http://langdon.rockyview.ab.ca/students_options

STUDENT SERVICES

Langdon has a number of agencies which support the school in many ways:

R.V.S.D. Psychologist: A chartered psychologist who provides cognitive, intellectual, and behavioral assessment upon request, after the Resource Team has reviewed the student's needs.

Program Specialist: A divisional resource specialist who provides academic assessments, program planning and oversees the implementation of Pips. They act as a liaison between school and R.V.S.D. Student Services.

Speech/Language Pathologist: The S.L.P. is contracted through Calgary Health Services to provide services to students with language and/or speech difficulties.

R.E.A.C.H.: A specialized team of therapists, contracted through Calgary, to provide services to certain high needs students.

Nurse: A regular visitor who informs the school about infectious diseases, inoculates students and periodically liaises directly with parents.

Family School Liaison Worker: A counselor who regularly visits school and works in conjunction with the school's staff to monitor and provide social services to students and their families in the Langdon area.

[Student Support Document - Click here!](#)

STUDENT ACCIDENT INSURANCE

Student Accident insurance is optional. Forms can be found on the Rocky View website:

<http://www.rockyview.ab.ca/parents/parent-resources>

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 recommended 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.** Scooters and/or skateboards can be brought into the school; however, they need to be stored in lockers or classrooms (with teacher's permission). Scooters and skateboards can not be left in the hallways, for safety reasons. 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. Fees should be made payable to Rocky View School Division and must be delivered or mailed with application form to 2651 Chinook Winds Drive S.W. Airdrie, AB T4B 0B4. 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 (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 (945-4105). All other problems or concerns, call (945- 4102). The late bus line can be accessed by dialling 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 and Vulnerable Sector Check must be completed and a copy must be submitted to the school office prior to volunteer activities. Please note that the ONLY RCMP detachment you can obtain the Criminal Record Check for Langdon School is in Strathmore and Volunteers must submit new documents every 5 years.

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.

Provincial Achievement Exams - Understanding Accommodations and Exemptions

We do not put pressure for performance on students for PAT results, for many reasons, mainly, it does not serve the student to do so. We do however, take what I can from them, from the standpoint of informing our practice and seeing how our students are performing in relation to the rest of Alberta. This gives us data in regards to trends.

One of the RVS responsibilities to parents and students, is that we do not put students in a position where they are writing a test which they are not prepared for. What we mean by this is, if a student has an IPP, we are required to make sure the test follows what we set out for them in their learning.

For example, some of our students are below the reading level of their grade, therefore we provide modified or accommodated materials in class. We do this as way to be responsive to their learning, to allow them success, to move them forward in their education, and support their learning ability. The PAT is then to be administered in a similar way that they have been taught, to the best of our ability.

Exemptions are reserved for students who will not be able to complete the tests for various coded reasons. This is private to families and always with permission from the parents.

The Accommodations are student driven, always done with respect for student learning and to keep the dignity of the student, never for PAT results. Some students will request a CD so that they can listen to the exam, rather than having a reader. Basically, we want to make sure they are supported in the test, as they have been in class.

Accommodations and Exemptions are typically completed in early February.

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.

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.