

Leduc Estates School

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Leduc, AB, T9E 5K4
780-986-6750
780-986-6752 (Fax)
Website: <http://les.blackgold.ca>



Parent Handbook

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Leduc Estates School

Leduc Estates School is part of Black Gold Regional School Division. We currently serve approximately 390 students in kindergarten to grade 6 who reside on the west side of Highway 2 and south of Highway 39 in the City of Leduc.

The excellent learning environment that has been established at Leduc Estates School is made possible by the combined efforts and commitment of the staff, the students, and the parent community. Our friendly, supportive and open environment invites success, and promotes a celebration of learning for students, challenges and rewards for our volunteers, and pride for the community.

Students participate in numerous activities that promote and reinforce desirable character, citizenship, and conduct qualities such as respect, responsibility, empathy, generosity, integrity, perseverance, honesty, fairness, and optimism. Some of the activities/events we utilize to reinforce these aspects are character education assemblies, family groupings, Dare to Care, and guest speakers. The skills and leaning activities are further integrated and reinforces into our classroom activities through our in-school counselling program and via the classroom teachers.

Shared goal:

*We will encourage, model and reinforce school practices that build **character**, strong **citizenship** and responsible **conduct**.*

Vision:

Inspiring Success

The following 3C Plan strives to promote a school climate in which there is a consistent measure of discipline based on common courtesy, as well as on the understanding, consideration and respect for self, other and authority.

General Expectations

All members of the Leduc Estates School learning community are expected to contribute to a safe, positive and productive environment and to create an atmosphere of mutual respect, caring and cooperation.

Leduc Estates School supports and fully implements Black Gold Regional Schools policy regarding Student Conduct and the guidelines established through the Alberta School Act (2002).

Leduc Estates School – 3C Plan

Character – Conduct and Citizenship Plan

At Leduc Estates School everyone has the right to...		
Learn	Be Safe	Be Respected
<p>I will...</p> <ul style="list-style-type: none"> ✓ be prepared to work and cooperate. ✓ attend school and be on time ✓ do my best and ask for help. ✓ respect the learning tools I have access to (netbooks, manipulatives, textbooks, novels, etc.) ✓ listen attentively and follow all directions. ✓ choose behaviors and actions that are considerate and respectful of everyone in my school and our guests. ✓ return to my classroom promptly when the bell rings. 	<p>I will...</p> <ul style="list-style-type: none"> ✓ think before I act. ✓ follow all school rules put in place by staff. ✓ alert adults of potential safety hazards. ✓ conduct myself in a manner that will ensure the safety of myself and others. ✓ play safe games that will not harm anyone. ✓ use school playground and school equipment appropriately. ✓ understand that at no time is play fighting or fighting allowed. ✓ accept responsibility for my actions. 	<p>I will...</p> <ul style="list-style-type: none"> ✓ listen to all adults assigned to assist me, supervise me, teach me etc. ✓ show respect to myself, my peers, and my environment. ✓ try to see things from multiple perspectives (put myself in someone else's shoes). ✓ have a positive attitude and I will take an active role in solving my problems with others. ✓ choose respectful language and actions when solving my problems. ✓ dress appropriately for a school environment.
Action Plan		
<p>We recognize that from time to time all students are capable of making inappropriate decisions that impact the learning environment. In many cases, these issues can be resolved in a matter of minutes by engaging the student in a discussion about the issue and a more positive response to the situation.</p> <p>In the event that there is a need for follow-up or consequences for the student, these will be <i>natural</i> or <i>logical</i> consequences. Natural consequences are those which arise directly from the behavior (example: if a child is playing a game unfairly, his classmate(s) may no longer wish to play with him/her. Ideally, a discussion would follow this that would lead to a solution). The use of logical consequences is typically the result of the ineffectiveness of the natural consequence.</p>		

The goal of either form is to help children to:

- look more closely at their behaviors and to consider the results of their choices.
- develop internal understanding, self-control and a desire to follow the expectations set out.

Process

The Alberta School Act (2000) sets standards for student conduct which apply to all schools. Section 12 states that "...a student shall conduct him/herself so as to reasonably comply with the behavior expectations of the school."

Each teacher, in conjunction with the school counselor and the school administration will review the 3C Plan with students at the beginning of the school year. Our students will know what their responsibilities are in relation to character, conduct and citizenship and will be actively engaged in developing expectations in each of these areas for use in the classroom environment. Copies of this plan will be posted to the school web page for students and parents to read and discuss.

Minor Issues:

Most minor conduct concerns or student disputes can be resolved on the spot by the students themselves or with the assistance of a staff member. **Parents will be kept informed of repeated concerns** and asked to work with the school and their child towards a resolution. Logical consequences for minor issues may include:

- reminders to demonstrate responsible behavior/citizenship
- temporary removal of privileges (classroom activity, recess play)
- time out (work missed during this period is the responsibility of the student)
- formal apology
- written reflection the events with a focus on developing a plan of action.

If the inappropriate behavior persists after repeated attempts by supervising staff to reach a resolution, the student may be dealt with in the same manner identified under significant issues.

Significant Issues:

Significant issues are actions that adversely affect the learning needs of others, are injurious to the safety/dignity of others and may interfere with or threaten the orderly functioning of the school. This includes but is not limited to: severe, intentional behaviors such as defiance of authority, disrespect, fighting, bullying, inflicting bodily harm, destruction of property, verbal abuse or the repeated use of profanity.

When significant misconduct or issues occur and after investigation/review by the staff member involved, students may be subjected to all of the logical consequences found in the Minor Issues section, as well as the following:

- permanent removal of privileges and/or extra-curricular activities
- in-school or out of school suspension (Section 24 of the School Act)
- in the case of damaged property, a child/family will be required to make restitution.

Updated: September 2012)

School Information

Allergies:

Leduc Estates has, "Nut Aware" classrooms. If no one in a classroom has a peanut allergy, peanut products are allowed. However, if a student has a peanut allergy, his/her classroom is designated as a "Nut Aware" classroom. In "Nut Aware" classrooms, families are discouraged from bringing peanut products to school, a "Nut Aware Classroom" sign is posted on the door, teachers, parents, & students work together to develop a reasonable & appropriate plan

"Nut Free" classrooms cannot be guaranteed because schools cannot ensure that the classroom is completely free of nuts, & they also cannot guarantee other parents will not send peanuts/nuts to school. We believe it's best to educate students and not give them a false sense of security. Food allergies need to be respected but it's a manageable condition - not something of which we need to be afraid.

Absences:

Please call the school at 780-986-6750 if your child is going to late or absent. This line has voice mail to take your calls from 4:00 p.m. until 8:00 a.m.. If a student is absent and we have no prior information pertaining to the absence, the school will call home to ensure that your child is safe.

Absences Due to Family Vacations:

It is the expectation that students will attend school on scheduled school days and take holidays according to the school year calendar. In the event that parents choose to take their child(ren) out of school at times other than school holidays, teachers cannot be expected to provide detailed daily homework assignments that replicate all the missed work.

With this in mind, we would like to encourage families to spend time with their families and enjoy family vacations.

Assemblies:

Our monthly assemblies will be held on the last Tuesday of each month at 8:55 am. They will be identified on our monthly calendars. Remember, a raised hand by a speaker means silence; look at and listen to the speaker. In addition to recognizing students' academic and extracurricular accomplishments, these assemblies provide an opportunity for classes to present a song or a poem to an audience. Parents are welcome to attend the monthly assemblies.

Bake Sales

Classrooms host bi-weekly bake sales, each class hosts one bake sale in the school year. Bake Sale profits go to the hosting classroom for non-essential classroom items. Parents are asked to send in 2 dozen individually wrapped items that don't contain nuts when it is their child's class turn to host. Baked good are sold for \$0.50 each.

Before and After School Care:

We offer a Before and After School Program for children who attend the school. This program is only operational on school days and is government certified Out of School Care program. The hours are 7:15-8:25a.m. and 3:05-5:30pm. All students attending the program are registered in advance. Refer to the Out of School Care Handbook for more information and cost.

Bell Times:

Entry Bell:	8:42 a.m.
AM Recess:	10:20 a.m. - 10:30 a.m.
Lunch:	12:05 p.m. – 12:25 p.m.
Lunch Recess:	12:25 p.m. – 12:47 p.m.
Dismissal:	3:05 p.m.

Bike, Rollerblades, Scooters, Skateboards

Students may use these means of transportation to get to and from school; however, students may not use them around the school at recesses or lunch hours. Students must walk their bikes and carry their skateboards on school property due to the possibility of injury to other students. Remember, wearing a helmet is the law.

Black Gold Regional Schools:

Together, with 27 other schools, located between Warburg and New Sarepta, we are part of the Black Gold Regional Division #18. We usually call ourselves Black Gold Regional Schools (BGRS). The Division's central office is located at #301, 1101- 5th Street in Nisku. Senior administration works out of this office. The Board of Education meets here as well. Along with five other Board members, two trustees are elected from the City of Leduc. If you would like further information about BGRS, we would be happy to assist you. You may contact central office as indicated below, or you may check the website at www.blackgold.ab.ca.

Telephone: 780-955-6025

Fax: 780-955-6050

Bus Information:

Black Gold Regional School Division #18 provides bus transportation for many of our students. The routes, pick up, and drop off times are available on-line. If you have any questions concerning routes or times, please contact **Sue Timmermans – Transportation Department – 780-955-6034**. We will publish policies and practices for bussing in inclement weather in our newsletter prior to the onset of winter. Due to liability issues, students must be registered to ride the bus. Parents of non-bussed students must receive prior authorization from the division office (Sue Timmermans) in order to ride a bus, even on a temporary basis.

BUS CONDUCT:

In order to maintain a safe environment on our busses, students are to obey the instructions of the bus driver and abide by the following guidelines.

Students shall:

1. remain in the area designated as a bus loading zone
2. board or disembark a bus in an orderly manner
3. remain seated in their seat from the time they board the bus until the time they arrive at the destination
4. not put their heads or arms out of the windows
5. conduct themselves in a quiet & courteous manner, showing consideration to the bus driver, and others while boarding, riding, or departing from the bus.
6. maintain a noise level acceptable to the bus driver
7. refrain from talking to the bus driver while the bus is in motion
8. do everything possible to keep the bus clean, tidy, and neat
9. not eat or drink on a school bus
10. abide by instructions given by the bus driver
11. not throw anything out of a bus window
12. obey bus monitors when disembarking and crossing the road.

Students who fail to abide by these guidelines may have their bus privileges suspended or removed completely.

Changes in Personal Information

Students or parents who have changes to their initial registration form during the year are asked to contact the school office as soon as possible in order to keep our records updated. (i.e. medical conditions, address, place of employment, telephone numbers)

Custody of Children

We are best able to support your child and be sensitive to particular situations when we are aware of custody, visiting rights or special instructions. If your family has these circumstances, please make sure that the school is provided with a written copy of the current legal agreement.

Unless a court order specifically prevents it, both parents have the right to visit the school, attend interviews and have access to information about the student's educational progress.

Drop off and Pickup:

Parents are asked to drop off or pick up students along Alton Drive, and students should use our Safety Patrol supervised cross walks to cross Alton Drive. Vehicles are not permitted in the bus loop for drop off or pickup of students while busses are in attendance..

Early Dismissal:

The first Wednesday of every month, beginning in October, dismissal will be at 2:20 p.m. .

Extra-Curricular Activities

A broad range of student activities are available to students. Intramural programs run during the lunch hour and may include a variety of sports or recreational pursuits. In addition, staff members volunteer to offer an extensive extracurricular program of sports and activities for

students. Some of the extra-circular activities include: art club, choir, cooking club, healthy champions, skiing, basketball, and floor hockey.

We are pleased to be able to provide this broad range of student activities at Leduc Estates School. Participation is voluntary both on the part of the supervisors and students. The school is often represented to the broader community through these activities. Hence, students must adhere to our school conduct policy. Failure to do so may result in loss of this privilege.

Field Trips:

All teachers are encouraged to take their classes on co-curricular field trips throughout the year. It is our school policy to use busses whenever possible. In some cases, teachers may choose to ask parents to drive.

In the event that parents are asked to drive, Black Gold Regional Division policy requires that the vehicle carries a minimum of \$1 million of third party insurance and that the insurance company is aware. Parents using their own vehicles to transport students are asked to report to the office upon arrival at the school where a form (good for the entire school year) is to be completed. As part of this process, we must photocopy your driver's license and insurance summary sheet.

Footwear:

In an effort to preserve the cleanliness of our school, students are required to bring a separate pair of runners for use within the school. These shoes will be used in the gym and throughout the school, as students will be asked to remove outdoor footwear when they enter the building. These "inside shoes" should have no-scuff soles so that they don't mark the floors. Foot wear must be worn in the school at all times.

Gym Clothing:

All students are required to have an indoor pair of non-marking soled runners at school for indoor and gymnasium use. Students in Grades 1 - 3 are asked to wear a short sleeved shirt to school on Phys.Ed. days so that they do not get too warm in class. Grade 4 - 6 students are asked to have a change of clothes at school (shorts & t-shirt) and may be required to change into them for certain activities.

Hats

Leduc Estates does not allow hats to be worn inside the building; if a staff member sees a student wearing one, they will be asked to remove it. If caught with the hat on a second time, the hat will be taken away until the end of the day.

Head Lice:

Lice do not carry disease and are not considered a health hazard. However, they are a nuisance and an inconvenience to schools and parents. Early identification and treatment are key in controlling head lice. The school conducts periodic lice checks. Parents of children with lice will be contacted by phone. Treatment and prevention strategies can be most effectively learned and carried out by parents within the family. The public health nurse will be involved with students with recurring lice problems to help the family treat and eradicate lice.

Role of Public Health Nurse:

- The Public Health Nurse's role in the control of head lice in the school setting is to educate and consult with parents and school personnel as to the identification, treatment and overall management of head lice.
- Public Health Nurses will provide advance information for school newsletters at times when outbreaks may be more evident, such as after peak vacation and extended school trips.

School Control:

- The school will conduct head lice checks from time to time during the school year with a team of volunteer parents (as needed).
- If a child is found to have them, parents will be called so that treatment can begin as soon as possible. Information concerning treatment will be sent home.
- Students with infestations will be checked upon their return to school.
- Information bulletins on head lice prevention and treatment will be sent home to parents at times throughout the school year.

Healthy Interactions: Resolving Interpersonal Conflicts:

Recognizing that issues (questions, concerns, complaints) involving school staff will arise from time to time, it is desirable to identify a process by which these may be addressed. The long established doctrine of fairness, together with rules of natural justice and principles of due process will help to define such a procedure. Equally important is an open and constructive problem-solving approach based on mutual respect. The goal of this Healthy Interaction process is to ensure that a productive harmony exists within both the school team (staff) and the extended school family (students, staff, parents, community) **The process is about issues, not people, so be hard on the issues but soft on the people: Courtesy and Respect rule the day.**

Hot Lunch

Leduc Estates School has a very active 'Hot Lunch Committee'. This is run by our Parents' Association. Hot lunch ordering is done online at www.leducestates.hotlunches.net and payment is accepted through online payment. Information is sent home in the beginning of the year with registration and other information, and is available on our website.

Hot Lunch ordering will be available to order on the first day of each month, and the deadline for those orders will be the 15th of each month prior to the lunch menu's month. No late orders are accepted and students are not permitted to buy from the kitchen directly.

Inclement Weather:

Ensure that your child is dressed appropriately for the weather. In the event of severe weather, student will be supervised indoors beginning at 8:25 a.m.. The administration will decide "In" days at recess and lunchtime should such a decision be required. When the temperature reaches -20°C , including wind chill, students are expected to remain indoors for their own safety.

Late Arrival:

Students that arrive after 8:50 a.m. must report to the office before going to class to get a late slip and then can proceed to class.

Leaving School Early:

Parents are encouraged to arrange medical, dental, and other appointments outside school hours. If a student must leave school early, a note must be brought from home indicating the time and the reason for early dismissal. Students are asked to please deliver this note to their homeroom teacher and the office.

Parents are asked to report to the office to sign their child out when picking him/her up from school during school hours. ALL VISITORS must report to the office during school hours.

Library:

Leduc Estates School Library has a collection of materials intended to support curriculum needs and to provide enjoyment for students. Most books can be borrowed for one week. At present, the limit is two books at a time, but students needing books for school projects may take more.

Lockers:

Each Gr. 1 - 6 student is assigned a school locker by his/her teacher. A combination lock or shower hook may be placed on the locker, (a lock is not recommended for our Gr. 1 - 4 students) and the homeroom teacher and the office will record the combination. Use of key locks are prohibited. Please note that the school reserves the right to inspect student lockers at any time without prior notification. Locker decorations, inside the locker, must be in good taste.

Lost and Found:

A lost and found box is located in each section of the school (3 in total). Please help us by labeling coats, boots, and school supplies clearly. Unclaimed items, from one school year, are sent to "Second Glance" at the end of term.

Medication:

If medication is required during school hours, please note the following information:

Under ordinary conditions, medication will not be administered by staff. When a child requires medication at school, parents must provide the required dosage in well-labeled container, along with the written instructions from the medical doctor regarding administration. The medication may be safeguarded by staff, but it is to be self-administered by the child. Appropriate forms are available from the school office.

When a student (in order to access education) requires specialized medical procedures or has a medical condition which may require emergency interventions, provision of this service will be offered under instruction and direction from a medical authority only, and only upon written request. A waiver is required from the parent(s). Appropriate forms are available from the school office.

If you have any questions or require further clarification, please contact the office.

Microwaves:

Students in grades 1-3 are permitted to bring microwavable food on **Mondays**. The items are collected in the morning and are heated by parent volunteers. Items must come in a

microwavable container and will be heated in the container. This program runs from October – June. Graded 1-3 students do not have access to the microwaves on the other days.

Grades 4-6 students have access to microwaves within their classroom.

Milk:

We offer a milk program for students in grades 1 to 6. Students may choose from white and chocolate milk daily. The cost of milk cards is \$15.00 for a 20 milk punch card. These cards are kept by the classroom teachers who will advise the student when they are low in milk punches. Purchases may be made online or by sending cash or cheque to the office.

Newsletters:

The school newsletter is essential to inform parents of school and community events and activities. They are posted to our school website and are e-mailed home by the school secretary after the first Wednesday of each month: The school website is: <http://les.blackgold.ca/>

Parents' Association:

The Leduc Estates School Parents' Association is made up of active parent volunteers. Elections are held at the Annual General meeting, which is held following the Welcome Back Barbeque at 7:00 p.m.. This group sponsors school dances, class field trips, hot lunch days, bake sales, and various school beautification projects. The funding provided by this group assists our school community in meeting many of its goals. Quarterly meetings are held and all parents are encouraged to attend. Whether you have only a little time or are looking for a larger volunteer commitment and fun, this is a great way to get involved.

Payments:

Black Gold Regional Schools has gone to an online payment system. This is the preferred method of payment. Contact the school if you require assistance in setting up your online PowerSchool account.

Report Cards:

Progress reports are issued to students in November, March and June.

School Council:

The School Council consists of the principal of the school, one parent of a child enrolled in the ECS program, four to six additional parents, and one or two teachers elected by the teachers of the school. The parent positions on this board are elected at the annual general meeting of the council. The role of the School Council is to advise the principal on matters involving the school and the students. A chairperson is elected from the parent members of the council. The following is Leduc Estates School's Council Mission Statement:

"The mission of the School council of Leduc Estates School is to work together with the Leduc Estates Parents' Association, the Staff, Parents, and School Community to enhance student learning."

If you are interested in the policies and priorities set in your child's school, a position on the School Council may be for you. Monthly meetings are held and are open to all parents. Please plan to attend. Your opinion matters.

School Emergency Program:

Throughout the year the schools conduct training and drills to help better prepare students and staff for possible emergency situations. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action. Schools conduct drills throughout the year to rehearse emergency procedures. These exercises prepare students and staff to act quickly and help to minimize a child's fear during a real emergency. The following is a list of our Emergency Response terminology:

Lock-Down - are usually used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lock-Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.

Hold and Secure - is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.

Shelter-in Place - is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. Students will not be released or dismissed until the situation has been resolved.

Evacuation -requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation center. Parents will be informed of the alternate location through the school's Crisis Notification Network.

Dismissal -Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised.

School Fees:

The following are the student fees for the 2015 - 2016 school year:

Kindergarten Fee	\$110.00
Instructional Resource Grades 1 - 6	\$60.00

School fees are to be paid by September 30th. Parents are asked to pay their fees on-line.

School Security

During the school day all exterior door to the school are kept lock. The only access doors are the main doors. All guests, volunteers and visitors must sign in at the office and get a visitors badge. Parents are asked to remind their child that if they arrive late to school, they must enter through the main doors and proceed to the office to receive a late slip.

Supplies and Textbooks:

Please refer to the supply list for your grade level. You may be required to bring a few additional items that are not on the list. Assigned textbooks become the student's responsibility. If a textbook is lost or damaged, the student will be assessed the cost of the book, and payment is to be made at the office.

Staff:

Pictures and contact information for the staff can be found on our website at: <http://les.blackgold.ca/about/staff-contacts/> .

Technology :

We have multiple sets of chromebooks, iPods, and iPads that are shared among our Grade 1 - 6 classes, and all of our classrooms are equipped with projectors and Smart Boards.

Volunteers / Visitors:

To ensure a minimum of disruptions to classes and the safety of our students, *All volunteers and visitors (INCLUDING PARENTS) are asked to check in at the School Office.* If you are volunteering, the office will provide you with a guest name tag. If you are picking up your child during the day, the office will call him or her to the office

At a general level, it is our desire that all visitors to the school will feel welcome and enjoy their time with us. Parents and other community members are encouraged to participate and contribute in our students activities - wherever this is practical. Leduc Estates School has enjoyed a rich tradition of volunteer involvement over the years. Our School Council and Parents' Association are valued partners in providing enhanced opportunities for students.

It should be remembered that our primary goal is to deliver the most effective instruction possible to our students. Additionally, it is our duty to provide for the safety and security of students, and in doing so we assume some responsibility to know who is in the building - especially when students are present. On occasion, it will be valuable to have volunteers working in classrooms and/or directly with individual students. At other times, an individual may have legitimate reason to be a classroom guest. These circumstances bring with them special considerations such as Alberta Education mandates, the requirement for confidentiality regarding students, and demonstrated commitment to school goals and expectations.

It is our belief that classroom visitors should conduct themselves in a manner similar to that expected of a staff member. As such, it is important to provide guidelines which define levels of authority and responsibility in order to ensure that both school and classroom visits are positive and productive. Confidentiality is critical, when working with students, as F.O.I.P regulations apply.

STUDENT SECTION

Student Responsibility Plan:

Leduc Estates School operates on the belief that all students have the right to learn in a safe and caring environment. To do so means that each student works towards creating a climate that is positive and productive. No student has the right to choose behaviour that infringes upon the rights of others.

The School Act identifies the basic minimum expectations for student behaviour. "A student shall conduct himself so as to reasonably comply with the following code of conduct":

- ◆ be diligent in pursuing his studies;
- ◆ attend school regularly & punctually;
- ◆ co-operate fully with everyone authorized by the Board to provide education programs and other services;
- ◆ comply with the rules of the school;
- ◆ account to his teachers for his conduct; accept consequences with dignity;
- ◆ respect the rights of others;

We encourage students to attain the following ideals identified as Desirable Personal Characteristics.

1. Ethical/Moral Characteristics

respectful, responsible, fair/just, tolerant, honest, kind, forgiving, committed to democratic ideals, loyal.

2. Intellectual Characteristics

open-minded, thinks critically, intellectually curious, creative, pursues excellence, appreciative

3. Social/Personal Characteristics

co-operative, accepting, conserving, industrious, possesses a strong sense of self worth, persevering, prompt, neat, attentive, unselfish, mentally and physically fit.
Documentation of disciplinary matters requiring teacher, supervisor, or administrator intervention will be provided to parents as outlined below:

Lunch Room Expectations:

- ◆ students are to remain seated in the designated lunch room during the eating period. Visiting is discouraged as it tends to lead to distractions and excessive noise.
- ◆ students may talk quietly after they have finished eating.
- ◆ students must clean their eating area at the conclusion of the eating period.
- ◆ manners, good eating habits, and cooperative behaviour are expected.
- ◆ **Taking food outside is not allowed.**

Telephone:

The phone in the office may only be used if the student has a telephone pass from his/her teacher.