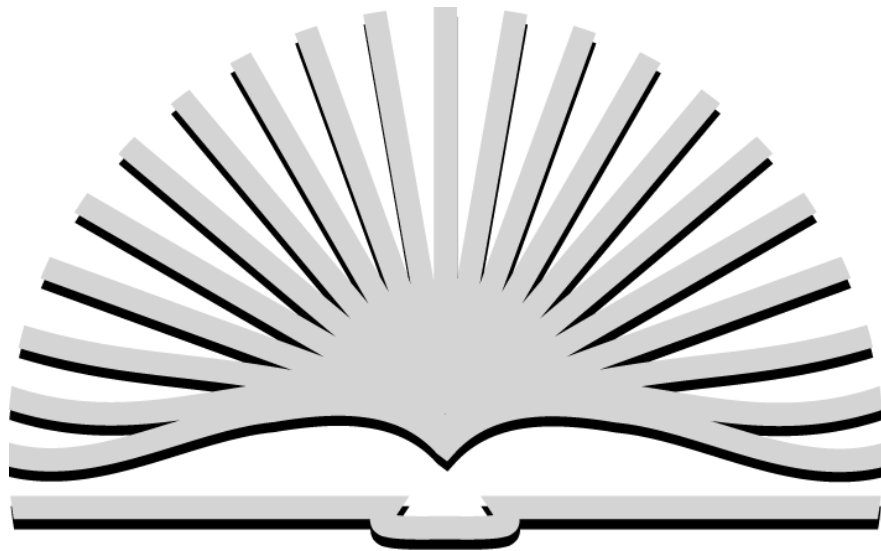




LYNNWOOD SCHOOL
PARENT ~ STUDENT
HANDBOOK
2016 – 2017



LYNNWOOD SCHOOL

15451 – 84 Avenue NW
Edmonton, AB
T5R 3Y1

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Website: lynnwood.epsb.ca

Trustee:	Ken Gibson
Superintendent of Schools:	Darrel Robertson
Assistant Superintendent:	Kent Pharis
Principal:	Elizabeth Shen
Administrative Assistant:	Gail Hore

ATTENDANCE NOTIFICATION
780-489-4500
Voice Mailbox 503 or Press 1



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Lynnwood School Profile

Lynnwood School has a regular elementary program, is a District Site for the Challenge Program, and a District Site for the Community Learning Skills and Behaviour and Learning Assistance programs. Because of this, Lynnwood School meets the educational needs of a very diverse student population. Our projected enrollment of 316 kindergarten to grade 6 students includes students in all of these programs.

All students have regular access to technology and the learning resources center, and enjoy the benefits of specialist teachers in French and music. The French as a Second Language program is provided to grade 4, 5 and 6 students.

An active school co-curricular program provides opportunities for students to extend their learning beyond the classroom. Field trips and guest performers which support curriculum are provided through fundraising activities and from the school budget. School programs and activities include intramural sports, school choir and hand bells, AMA School Patrols, track and cross country teams, a library program, a character education program called Peace@Lynnwood (to promote positive citizenship and mindfulness), a variety of lunch clubs during inclement weather, and math contest opportunities.

Our goal, to challenge all students at a level appropriate to their readiness and ability within an atmosphere of mutual respect and dignity, is advanced by working closely with parents as partners. Parents are actively involved in our Parent Volunteer Program, the School Council, and classroom activities. Regular newsletters keep parents informed of school events.

While our students achieve excellent results on Provincial Tests, our goal is to continue to emphasize authentic student learning in all subjects. A safe and positive school climate for staff and students is a priority, and we rely upon, and value, the partnership of the home and the school.





EPS District Information

VISION: Transforming the learners of today into the leaders of tomorrow

MISSION: We inspire student success through high quality learning opportunities, supported by meaningfully engaged students, parents, staff and community.

VALUES: Supporting the Vision, Mission and Priorities are the District's cornerstone values of accountability, collaboration, equity and integrity.

DISTRICT PRIORITIES 2014 – 2018:

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.



Lynnwood School Information

LYNNWOOD VISION STATEMENT:

Lynnwood School empowers respectful, resilient learners through active inquiry and choice.

LYNNWOOD MISSION STATEMENT:

- To encourage, nurture and respect each other through active learning within a compassionate community.
- To provide authentic learning opportunities that challenge students to be creative, self-reflective and adaptable.

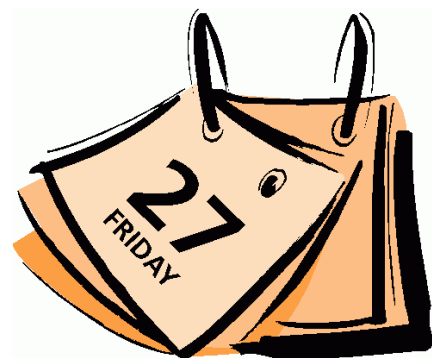
LYNNWOOD PHILOSOPHY:

- We believe all students can learn and will experience challenge and success, while working towards achieving academic and social-emotional objectives.
- We are committed to providing a safe and positive learning environment where students and adults are treated with respect and dignity as we exercise our right and responsibility to learn.
- We believe that everyone in our Lynnwood School community is both a teacher and a learner, and that learning is enhanced when we work as a team.



District Calendar

September 1	First Day of Classes
October 10	Thanksgiving Day
October 21	Professional Development Day
November 10	Teachers' Day in Lieu
November 11	Remembrance Day
November 14 & 15	Board Approved Non-Instructional Day
December 27 - January 6	Winter Break
February 6	Professional Development Day
February 20	Family Day
March 2 & 3	Teachers' Convention
March 17	Professional Development Day
March 27 – 31	Spring Break
April 14	Good Friday
April 17	Easter Monday
April 28	Professional Development Day
May 22	Victoria Day
May 23	Teachers' Day In Lieu
June 28	Last Day of Classes





Lynnwood Hours of Operation

- 8:25 a.m. Outside supervision of students begins
- 8:40 a.m. First bell – all classes
- 8:45 a.m. Classes begin
- 10:20 a.m. Morning recess
- 11:40 a.m. Kindergarten dismissal
- 11:45 a.m. Lunch dismissal
- 12:30 p.m. First bell – Regular/Challenge Programs
- 12:35 p.m. Classes begin – Regular/Challenge Programs
- 2:15 p.m. Afternoon recess
- 3:00 p.m. CLS program dismissal
- 3:30 p.m. Dismissal – Regular/Challenge Programs
- 2:12 p.m. Early dismissal Regular/Challenge Programs – Thursdays only**
- 1:57 p.m. Early dismissal CLS Programs – Thursdays only**

A printable district calendar is available on the EPSB website at
<http://www.epsb.ca/calendars/printablecalendars/>

A detailed school calendar with school activities is available in SchoolZone at
<https://channela.epsb.ca/root/framework/index.cfm>





Health, Safety & Security

Allergy Alert

We have some students and staff with a severe allergy to peanuts/nuts and peanut/nut products. Any contact with these products could be fatal. We would appreciate if students would **not** bring foods to school that contain peanut/nut products. Thank you for helping us make Lynnwood a safe place for all students.

Arrival and Dismissal

Parents are requested to work with students and staff to keep our school clean. Please clean and/or remove your outdoor footwear when arriving at the school.

All students are asked to remain outside the school before the morning and afternoon bells unless the weather is severe. The only other exceptions: students who are required to come early for extra help or those involved in approved clubs or activities. In these situations, students will be supervised by the teacher who has made the request for early arrival. Any child feeling extremely chilled or ill should come into the school regardless of time or weather and report to the office. Parents should be aware that there is no teacher supervision scheduled until 8:25 a.m. Please do not send your child to school earlier.

Staff playground supervision is provided for 15 minutes before school starts, during lunch time, and during both morning and afternoon recess. Bus supervision is provided after school.

Students who go home for lunch should not return to school prior to 12:25 p.m. Lunchtime supervisors are primarily responsible for students who have made arrangements to be accommodated by fee payment to the Lunch Program.

Students are not permitted to leave the school property for any reason during the school day unless signed out by the parent/guardian or given permission through the school office.

Attendance Notification

☎Voice Mailbox 503 or Press 1

To protect the safety of our students, Lynnwood School has an Attendance Check Program. All parents are requested to call the school prior to their child's absence. Our voice mail messaging system is available 24 hours a day. The school will contact the parents of any child who is absent at 8:45 a.m. or at 12:33 p.m. if that child's parents have not contacted the school to inform us of the absence. It is extremely important for the welfare of your child that the school has your current contact information.

Bicycles at School

Students who bring bicycles to school do so at their own risk. We ask parents to ensure that children know and obey traffic rules, and wear a helmet as per City of Edmonton By-Law. Bicycles brought to school must be locked in the bike racks provided. Bikes may not be ridden on the school grounds. Students may not play at the bike racks during the school day.

Bus Passes

Students who require monthly bus passes for their transportation to Lynnwood can purchase these passes for the following month at the school office 3-4 days prior to the end of the month.

Clothing

We take pride in the appearance of our students. Dress often reflects the quality of the school. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Our guidelines include being neat, clean, modest and appropriate. Dress which offends is not acceptable. Short shorts or skirts, shirts that expose one's stomach, strapless shirts, spaghetti strap tank tops etc. are not considered appropriate for school. Head gear, including hats and scarves, are to be removed upon entering the building. Hats and jackets are to be left on the student's hook during school operation. The administration of the school has the authority to require any student not meeting the above standards of dress or grooming to change, put on additional clothing, or to return home and make the necessary changes.

Cold Weather

In accordance with board policy, when the temperature, with wind chill, is colder than -23°C, students will be supervised in their classrooms. Regular dismissal times will be maintained on these days. We use the Environment Canada website when we check the weather http://weather.gc.ca/city/pages/ab-50_metric_e.html.



Dangerous and Disruptive Items

We request your help to ensure that your child(ren) do not bring potentially dangerous or expensive items as well as recreational equipment such as jack knives, toy swords, toy guns, rope, sling shots, etc. Electronic items such as MP3 players, hand-held games, etc. create a disturbance in the school and on the playground and may be damaged or go missing, so we ask that they also be left home. Cellular phones are not for use at school. If necessary, they must be off and remain in students' backpacks during regular school time.

Footwear

In the interest of student safety and school cleanliness, all students should have shoes suitable for inside wear. Upon entering the school, outdoor footwear must be removed and carried to the classroom. Students will then put on their indoor shoes. Quality, light-soled or non-marking runners would be suitable for both classroom use and physical education classes. Without proper footwear, students will not be allowed to take part in physical education classes. Parents are requested to work with students and staff to keep our school clean. Please clean and/or remove your outdoor footwear.



Illness

Normally, children who are too ill to go outside for recess are too ill to be at school. Although we recognize the value of regular attendance, we also know that children are sometimes not well. This is particularly true in the case of severe colds. Children coming to school with severe colds are unable to function well, provide a source of infection for other children, and would probably recuperate faster at home. When this happens, we ask you to keep your child at home. Please note: over-the-counter medications will not be dispensed to students and are not to be brought into the school. Prescription medication will only be given to students upon the completion of Edmonton Public Schools Authorization Form signed by the prescribing physician.

Lost and Found Boxes

Lost and Found boxes should be checked regularly - they will be emptied 3 times per year just prior to school vacation breaks. All unclaimed items will be donated to charity.

Lunch Program

Many students travel a distance to Lynnwood School and out of necessity remain at school during the lunch hour. These students eat lunch in their classrooms under the supervision of lunchroom supervisors. Going home during the lunch hour gives students a break from being in school all day, so we strongly encourage students who can go home for lunch to do so.

At various times during the year, co-curricular programs and special hot lunches will be scheduled during the noon hour. Children who would normally be able to walk home for lunch may eat lunch at school when they are participating in a noon hour activity. (Daily fee applies)

ALL STUDENTS who remain at school for lunch are to be registered in the program, (forms are provided at the beginning of the year), and are expected to exhibit appropriate, responsible behaviour and follow lunchroom rules. Parents will be notified if behaviour is inappropriate.

Children who continue to behave inappropriately will lose the privilege of remaining at school at lunch, and parents will be asked to make other arrangements. **Students registered in the program are not permitted to leave the school for any reason**, unless **signed out** by a parent/guardian (sign out/in book is located in the school office) or a note from parent/guardian is received providing authorization.

Lunch Program Fees

As per Edmonton Public Schools Board Policies and Regulations HH.AR, the maximum fee that may be charged to an individual user shall be calculated using a District fee formula. Fees for the program this school year, have been set as follows:

Daily - \$15.00 per student each month
Occasionally - \$2.00 per student each day

Parents wishing to have their child participate in the lunch-time supervision service are required to register their child for the service. Registration forms are provided at the beginning of the school year or upon registration throughout the school year

Should your child(ren) be staying on an occasional basis, the \$2.00 fee is to be paid directly to the lunch supervisor on duty that day.

Does not apply to students registered in Kindergarten or CLS Classes or those who are coded Special Needs if they attend the District Centre Program and pay a District transportation fee for their child as a yellow bus rider.

Lunch Schedule

Students who are able to go home during the lunch hour are encouraged to do so.

Students remaining at school for lunch will eat in their classrooms from 11:45 a.m. to 12:05 p.m. under the supervision of paid supervisors. At 12:05 p.m. weather permitting, students will be dismissed to go outside where they will be supervised until the afternoon assembly. We anticipate having 6-8 adult supervisors to ensure a safe level of supervision.

We have approximately 250 students who stay for lunch on a regular basis. All students are expected to exhibit appropriate behaviour. The following rules are posted in the classrooms:

- At 11:45 a.m. students are to take a bathroom break, wash their hands and/or purchase milk
- Students are expected to eat their lunch quietly and politely at their own desks
- Students are not to share their food
- When finished, students are to place all garbage in garbage cans, repack their lunch

- kit, wipe off their desk, and ensure the floor area around their desk is clean
- Students are to remain seated until the 12:05 p.m. dismissal
- At dismissal, students are to put their lunch kits away, dress quickly and quietly, and carry their outdoor footwear to the door
- At all times during the lunch hour, students are to listen to the lunch supervisors and follow their directions

Should it be an indoor recess (due to unfavourable weather), students may participate in various activities approved by their teacher i.e. board games, building blocks, drawing, etc.

Should a student exhibit inappropriate behaviour during the lunch hour, the situation will be dealt with immediately by the lunchroom supervisor. However, on those occasions when the situation is more serious in nature, the student will meet with the principal to discuss the situation, parents could be informed of the situation, and the student could be suspended from the lunch program.

Should a student exhibit inappropriate behaviour on a continual basis, lunch program privileges could be suspended for the remainder of the school year, and alternate arrangements for lunch would need to be made.

Milk Program

White and chocolate milk are available for purchase at school during the lunch hour beginning mid-September. 237ml cartons are 80¢ each or a milk card can be purchased for \$8.00 i.e. 10 milks @ 80¢ (cost subject to change)

Parents/Guardians interested in obtaining summary information about the lunch program revenues and expenditures can contact the office.



Money

Except for small amounts, payment by cheque made out to "LYNNWOOD SCHOOL" would be appreciated. Cheques eliminate the problem of money lost on the way to school. When money is sent with younger children, please put it in an envelope with the child's name and room number (or teacher) written on the outside. Please emphasize to your child(ren) the risk of leaving money or valuables in their desk or other places at school.

Nutritious Snacks and Healthy Eating

Edmonton Public Schools has developed a Health and Wellness policy and one component of this policy is designed to promote healthy eating in schools. It informs schools about what we can offer or distribute to students, and encourages families to provide healthier snacks and lunches for their children.

In the interest of promoting good nutrition and dental health habits, we encourage you to supply your child with nutritious lunches and snacks. Pop, candy, chocolate bars, gum and similar items are not healthy, contribute to littering, and should not be sent to school with your child.

Celebrating Birthdays

It is not necessary to send treats to school on your child's birthday — the teachers will acknowledge the day in some way and the principal meets with every student as well. If you would like to send something in, please make the effort to provide a healthier treat for our students (or treats that are not edible), and consider smaller portions. Some suggestions for healthy snacks to help you say "Happy Birthday":

- Cheese, cracker and low-fat meat platter
- Low – fat muffins
- Fruit salad or kabobs
- Veggie and dip platter
- Goodie bags filled with an eraser, pencil, stickers, etc.
- Low-fat baked tortilla chips with salsa and bean dip
- Pretzels, animal /graham crackers, popcorn mix (popcorn, raisins), oatmeal raisin cookies, mini bagels
- Yogurt parfaits (fruit and yogurt topped with granola)
- Fruit smoothies



We appreciate your help in promoting healthy food and beverage choices at home and at school. Your child(ren) will reap the benefits.

Operation of Lynnwood School under Unusual Circumstances

Each Edmonton Public School is required to have in place a plan to ensure the safety and well-being of students and staff should there be an emergency or an unusual circumstance requiring a response. All schools will conduct three fire drills in the fall, three fire drills in the spring, and two lockdown drills during the year. Copies of the Lynnwood School Emergency Plan are available for examination in the school office.

Outdoor Recess

Recess for elementary school children is an important break from school routine and an opportunity for a washroom visit, some fresh air, and exercise. Therefore, we continue to have recess breaks at 10:15 a.m. Monday through Friday and at 2:15 p.m. Monday, Tuesday, Wednesday & Friday – even during poor weather. On Thursdays there will be no afternoon recess due to early dismissal at 2:10. All students are required to go outside at recess, for we believe that children who are well enough to come to school are well enough to go outside for a short period of time. If the weather is cold or wet, children should be dressed appropriately. Students who are too sick to go outside are usually too sick to come to school.

Outdoor Clothing Guidelines

For weather at **-10°C and below**, all students **MUST** have a hat or hood, mittens, jacket (zipped up), snow pants, boots.

Any students playing **in the snow** **MUST**, at all times, have mittens, jacket (zipped up), snow pants, boots.

For any students who do not have **ALL** of the proper outdoor wear, they will remain on the tarmac, close to the entrances, for the entire recess in order to remain warm and reduce the risk of cold injuries. Any students who do not own all of the proper outdoor wear should speak to their teacher (or another staff member) so that they can be assisted.

Parking Lots

For the safety of our students, the front and back parking lots are not for parent parking and are not a drop-off or pick-up area for your children. Please do not walk or drive through the front or back parking lots. All parking stalls are designated to school staff and Oxford Daycare during the school year. Staff members pay for their parking stalls and parking by any unauthorized person is strictly prohibited.

Peace@Lynnwood

Last May we introduced the Lynnwood students to a new program called PEACE@LYNNWOOD (PAL). September will see the official start of PAL and we will be launching the program at an assembly scheduled for September 6, 2016 at 9 am. We invite you all to attend!

PEACE@LYNNWOOD is a program designed to create peace within ourselves, our relationships and our school/community through:

BEING: Awareness of self and the present moment,
FEELING: Positively towards self, others and property,
DOING: Acting instead of reacting.

The first three months (September–December) will focus on making peace with ourselves through exploring self awareness, self care, self respect as well as our attitudes. January through March will see a shift towards making peace with others. Themes such as kindness, problem solving and empathy will be the focus. The end of the school year (April-June) will involve making peace in our school/community where fairness, giving and gratitude will be celebrated.

Lynnwood will also celebrate International PEACE Day on September 21, 2016 – along with a host of other global citizens. To find out more about this world-wide event visit <http://www.un.org/en/events/peaceday/>

We look forward to this PAL pilot year and will be sharing more information with you as the year unfolds and will be asking for your feedback and participation. Stay tuned and stay peaceful.

Personal Property of Students

The school is not responsible for the personal property of students. All items belonging to students should be labeled with the child's name i.e. boots, shoes, outdoor clothing, backpacks, lunch kits, school supplies, etc.

Personally Valued Items

Students bringing personally valued items such as toys, stuffed animals, trading cards, electronic devices, etc. do not create a problem in themselves but, when any of these items go missing or are damaged, unhappiness and conflict can result. Please have your child leave these valued items at home, except for special occasions such as "show and share" or special class projects.

Returned Cheques

When a cheque (for supplies, services, field trips, etc.) payable to Lynnwood School is returned N.S.F., account closed, etc., it is the school's policy that the cheque and a fee (currently \$15.00), be replaced by cash, certified cheque or money order, and may result in any future payments to Lynnwood School for supplies, services, field trips, etc. being made by cash, certified cheque or money order.

School Crosswalk Patrols

The safety of students who need to cross 84 Avenue to reach our school is enhanced by the efforts of our grade six students. Students from grade six take part in the Alberta Motor

Association sponsored School Crosswalk Patrols where they are trained in the proper procedure for crossing pedestrians at crosswalks.

This group of young people has a difficult task to perform; often in very poor weather. By cooperating with them, parents and students can better ensure the safety of everyone.

Vandalism

Lynnwood does not have a significant problem with vandalism. However, parents should be aware that intentional damage to school property caused by a particular student will be repaired and the cost of these repairs will be charged to the student's parents.



Parents as Partners

Keep Involved and Informed

School information will be posted regularly each month in SchoolZone. In addition, teachers will communicate regularly with parents about their child's classroom activities. Should parents have any questions, they are asked to contact their child's teacher in the first instance, then the school principal, if further involvement is required. Also, it would be helpful for us to hear from you should something be happening at home which may affect a child's performance at school.

All students are requested to use an agenda to keep track of homework and assignments and as a communication vehicle. Formal communication will continue to take place throughout the year. Keep an eye on the sign in front of the school, and the Parents' Bulletin Board located in the main hallway. We want parents to know what is happening at school.

Open House

An Information Evening and Open House will be held in September. This will be an opportunity for parents to receive information about the curriculum and our school's learning environment. Parents will be provided with information about learning expectations, classroom organization, behavioural expectations, and the reporting of student progress.

Parking

When visiting Lynnwood School, visitors may park on 84th Avenue in front of the school, except in the Bus zone and the No-Parking zones. The Community League parking lot is also available for visitor parking. For the safety of our students, the front and back parking lots are not for parent parking and are not a drop-off or pick-up area for your children.

Our school has significant traffic congestion along 84th Avenue. Parents can help ease the congestion by avoiding the following unsafe practices:

- Illegal Parking – the no-parking zone around the crosswalk must remain free of vehicles so that the student patrollers have an unobstructed view
- Jay-Walking – Children and parents should be crossing the street at the crosswalk – even when you are not with your child
- Stopping a vehicle in a "No Stopping" zone
- Vehicles entering the staff parking lots (at the front of the school or at the back of the school) or entering the alley beside the school
- Stopping or parking in the designated "School Bus" zone

PARKING



Our school is in regular communication with the Edmonton Police Service who are asked to come and monitor the traffic and parking issues throughout the school year. We ask parents to **choose SAFETY over CONVENIENCE** and make sure you abide by all parking bylaws and traffic laws. Please be mindful of residential traffic signs to avoid getting a ticket or being towed.

School Council and Parent Association

Lynnwood School Parent Council meets 6 – 7 times during the school year. The purpose of the School Council is to promote the exchange of ideas between parents and school staff and build mutual support for school programs and policies. The School Council facilitates projects and programs of benefit to students and is open to all parents and guardians who have children attending Lynnwood School. A parent representative will be invited to attend District Meetings and keep Lynnwood parents informed of Edmonton Public School issues and information.

Volunteers

The staff at Lynnwood School encourages parents to become involved with the school as volunteers. There are many useful ways parents may serve the school, i.e. clerical aides, classroom aides, tutors, library assistants, field trip supervisors, curriculum support, hot lunches, or guest instructors. All volunteers with Edmonton Public Schools are required to complete and sign the Volunteer Registration form. A big thank you is extended to those parents who help us each year in so many, many ways.



SchoolZone

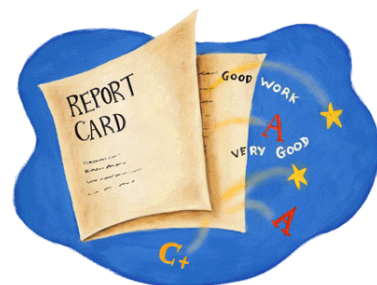
SchoolZone is an information system developed by Edmonton Public Schools. It provides parents and students with secure access to school and student information. Using portal technology and the convenience of the Internet, it is available any time and any place. SchoolZone can be accessed through links on our school website, through the Edmonton Public Schools' website, or at <https://schoolzone-content.epsb.ca/root/framework/index.cfm>

By accessing the site, parents will have timely access to information. You will find attendance records, news of school events, a school calendar, achievement results, and access to selected online educational resources.

Report Cards and school newsletters will be available in SchoolZone. Paper copies will not be provided.

Some information that Lynnwood School Staff may post to SchoolZone includes:

- Monthly School Newsletters
- Classroom Newsletters
- School Handbook
- Classroom Homework
- Progress Reports
- School Council/Parents Association Meeting Minutes
- "Important Dates" P.D. Days/Days in Lieu, etc.





Student Conduct

Lynnwood School is a place where learning takes place. The connection between student behaviour and learning requires that students behave in a manner that:

- a) allows learning to take place,
- b) treats other students and adults with dignity and respect,
- c) ensures the safety of themselves and others,
- d) shows respect for their own property and that of others.

Our school recognizes that the preferred way to seek to ensure that children act, address concerns, and are able to deal with life's problems in a positive way is for us to be pro-active. For that reason our school has implemented a Character Education Program on a school-wide basis (see Peace@Lynnwood), and provides additional initiatives to promote the development of pro-social skills.

Helping our Children

Children sometimes need our help in working out ways to solve problems that they encounter. Parents are clearly in the best position to help children; open lines of communication between parent and child are very important. However, should there be a problem at school, students are encouraged to talk to their teacher, or our principal.

In addition to the services that Lynnwood School normally provides, we also have access to a team of professionals who may provide assistance to students and/or their families. The personnel include a psychologist, a reading specialist, a speech language pathologist, an emotional/behavioural specialist, and a social worker. Referrals can be initiated by the classroom teacher and/or parents in conjunction with the principal.

Procedures

The information below outlines the procedures we use at the school level when dealing with inappropriate behaviour.

Minor and incidental difficulties are handled on the spot in the class, in hallways, or on the playground.

The following behaviours are considered serious and for want of a better term, called **Major Offences**:

- a) hitting, rough play or physical abuse
- b) defiance of rightful authority
- c) disrespectful/abusive language or gesture
- d) continuous disruptive behaviour
- e) willful damage to property
- f) bringing or using dangerous or disruptive toys or weapons at school
- g) throwing objects such as rocks, sticks, snowballs, etc.
- h) leaving school or grounds without permission

For recurring minor incidents or major offences

A system of time outs and/or in-school suspension will be used. The main purpose of in-school suspension is to teach students to accept consequences for their actions, give them time to evaluate their behaviour and to become actively involved in finding positive alternatives to their inappropriate actions. Students will be given help in working this

through. The length of time is determined by the severity and/or frequency of the problem.

In-school suspension

Will be used only after the usual methods have been tried and proven unsuccessful. The student will be removed from the classroom, and school work (in keeping with what the class is doing) will be provided.

Out-of-school suspension

Is used only as a last resort when in-school suspension has proven in-effective or when behaviour is of such a serious nature that it is not appropriate to keep the student in school.

Recess Detention

Recess should be a time for fun, recreation, and fair play. Students will be expected to behave in harmonious ways with others. If students choose to ignore the above and act in ways that are detrimental to the personal safety and/or dignity of others, they may be assigned to a recess detention. During this time the student will be allowed a regular washroom visit but will serve the remaining time under the supervision of a staff member. Students will always be given the opportunity to explain the behaviour and actions in the context that they occurred.

Parents will be informed

Of any behavioural concerns particularly major offenses or repeated misbehaviours, for parents have a role to play in ensuring that children behave in an appropriate way. A behaviour report form or a "Decision Tree", will be used by school staff. If you have any questions, concerns or comments, please let us know.

Typically **student conduct improves** when a child knows that the school and home share common and consistently enforced expectations.



Student Learning

Alberta Education Curriculum

All students in Edmonton Public Schools follow the mandated Alberta Education curriculum, with General and Specific Learner Expectations for each grade level, as outlined in The Program of Studies. Curriculum information can be viewed online at <http://education.alberta.ca>. Additionally, in the fall, parents may receive a Curriculum Summary for the grade level that your child is currently enrolled in, which outlines learning expectations and topics of study. Teachers will also share program information during the September Information Open House.

Assessing, Evaluating and Communicating Student Achievement

All teachers at Lynnwood School assess, evaluate and communicate information about student growth and achievement in a manner that conforms to provincial requirements and Edmonton Public Schools' policies. While there may be slight differences in report card formats between Division I and II and special programs, the information provided to parents will be consistent. We trust the following will provide you with useful information with respect to our policies and procedures.

Assessment is the process of collecting information on student achievement and performance. At Lynnwood School, teachers use a variety of methods to assess individual achievement. These include teacher observation, conversations with students, oral and written tests, teacher developed tests, district and/or provincial achievement tests (grade 6), externally developed standardized tests, student writing and journals, and files of student work. Individual teachers might also utilize student self-assessment, peer evaluation and performance assessments or checklists.

Evaluation is a judgment made, utilizing assessment information, relative to the graded curriculum. Teachers make judgments during the course of instruction and testing, and, when applicable, with input from other personnel (such as a speech therapist, educational assistants, district consultants, and other teachers) who are involved in that student’s program.

Each student’s work is evaluated relative to expectations and standards applicable to the grade level.

During our September Open House, each classroom teacher will provide information to parents about curriculum, classroom activities and procedures, and evaluation methods.

Student progress reports will be prepared in November, March and June and will be made available through SchoolZone. The progress report will provide information with respect to performance and effort. Additionally, some students will have Individualized Program Plans (IPP’s) prepared by teachers, with input from parents, the child and other school personnel who are involved with that child’s program. These plans are discussed and updated at each reporting period.

Progress reports will include a letter grade in all subjects. These letter grades correlate with the following descriptors and percentages to outline student performance:

Letter Grades	Percentage Grades	Descriptors
A	80-100	The student has demonstrated exemplary performance
B	65-79	The student has demonstrated proficient performance
C	50-64	The student has demonstrated adequate performance
D	0-49	The student has demonstrated limited performance



Teachers will also provide information on the report card about a student’s effort (the demonstration of feelings and the motivation for learning) as demonstrated by the student’s attendance, general attitude, and willingness to learn and apply him or herself. During the parent-teacher conference, samples of student work will be shared, information about student progress will be provided, and goals can be set for the next term of work. A final conference may be held in June at the request of either teacher or parent. If desired, students may attend or lead the conferences.

Attendance

Regular and punctual attendance is expected for all students. It is an essential part of ensuring the progress of student learning and the development of student self-esteem.

Attendance will be monitored on a monthly basis. If problems are evident in this area parents will be contacted by the school principal so that the problems can be solved. Should it not be

possible to resolve the problem at the school level, the principal is required to inform the Provincial Attendance Board. Legal action could then follow.

Students are late when they are not in their homerooms by 8:45 a.m. and 12:33 p.m. If students are late, they must report to the office. Punctuality is important for good school progress and students arriving late often disturb the classroom activity. Persistent overall lateness will result in appropriate disciplinary action and parent notification.

The *School Act* provides the provincial expectations related to student attendance at school and defines what reasons may legitimately keep students away from school. Section 13(5) of this act excuses a student from attending school only if due to **sickness, religious holidays, suspension/expulsion, permission from the Board, or other unavoidable circumstances.**

Please note that family holidays, extension of school vacation periods, student work schedules, or parental permission given to a student to stay away from school are not considered to be excused absences. If a student is chronically absent from school for “unexcused” reasons, the school may be required to refer the student to the Attendance Board.

All schools in Edmonton Public Schools use the following set of district-wide student absence reasons that align with the School Act:

Absence Reason	Example	School Act Interpretation
Absent	No reason given	Unexcused
Confirmed Absent	School notified with reason not conforming to School Act excused	Unexcused
Illness	Student is sick	Excused
Other Medical	Any medical/dental other than illness	Excused
Religious Holiday	Day is holiday in student's religion	Excused
Bereavement	Death in family	Excused
Transportation Issue	Bus not running or late	Excused
Out of School Suspension	Student is suspended from school	Excused
In-School Suspension	Student serves suspension at the school	Not Absent from School
Late	No reason given or reason not conforming to School Act	Unexcused Late
Excused Late	Late for a reason conforming to School Act	Excused Late

Classroom Organization

Each year staff has the responsibility of making decisions as to how best to group students for the next school year. It is not an easy or simple process but one that requires careful consideration by our teaching professionals who know many children very well. It involves balancing the needs of the individual and also the needs of the entire group. It is complicated by changes in our teaching staff, changes in teacher assignments, and fluctuations in student enrollment, **all of which typically occur during June through September**. Parents may choose to discuss student progress and share information with their child's teacher that might assist in determining student placement. However, **specific requests may not be made**. Please keep in mind that while our teaching professionals are unique individuals, each Lynnwood teacher has the knowledge, skills and attitudes needed to operate successful classrooms. During their school years, students will learn to work with a wide range of adults and children alike - lessons that will serve them well for all of their life.

Late June - August: Development of class lists by teaching staff, approved by the principal, with the emphasis on creating the best possible learning groups based upon current information. Considerations in forming class lists include:

Ability distribution: The best condition for an effective learning community is to place children in an environment where there is a range of abilities. There is strength in diversity and students are able to draw on the richness of a positive group dynamic.

Gender balance: It is important that the boy/girl ratio is as balanced as possible.

Support system: Children make new friends each year, however, it is important for them to move forward with peer support. This will be taken into consideration as children move on into a new learning environment.

Work ethic: Some students are highly independent workers; others require more direction and support. Again we need a mix in order to create a supportive learning environment.

Behaviour: Some children require more guidance and it becomes important to distribute children who have behaviour needs in different classrooms, where they can draw on the strength of the group.

Children with Exceptional Needs: We have children in our school who may require specialized challenge or support. Again we need to organize for a distribution of children with exceptional needs in each classroom.

September - First Instructional Day: Students report to classroom as posted.

It should be noted that all class groupings are regarded as tentative until formal student counts are completed during September and enrollment figures for budget and staffing purposes are confirmed. We are asking for your support in trusting the judgment of your child's teacher in setting up the learning communities. A great deal of time goes into the decision making process. The well-being of each individual child is at the heart of our decisions.

Field Trips, Special Events and Opportunities

Not all the learning opportunities which children need can be provided within the four walls of the classroom. Field trips in support of the curriculum will occur during the year. Classroom teachers will provide information to parents about particular field trips as they occur during the year. This information will be provided to parents in advance and written parental permission will be sought and must be provided to the school prior to the field trip. For field trips outside our immediate community, each child may be assessed a per field trip charge for the cost of transportation and/or admission. No child will be refused the right to participate in field trip

experiences due to financial difficulties if the situation is brought to the attention of the principal. A field trip is a privilege and a learning experience. Occasionally, some children have difficulty with self-control. If this occurs, the parents will be requested to accompany the child on the field trip. Parents are reminded that accident insurance is always the responsibility of the parents.

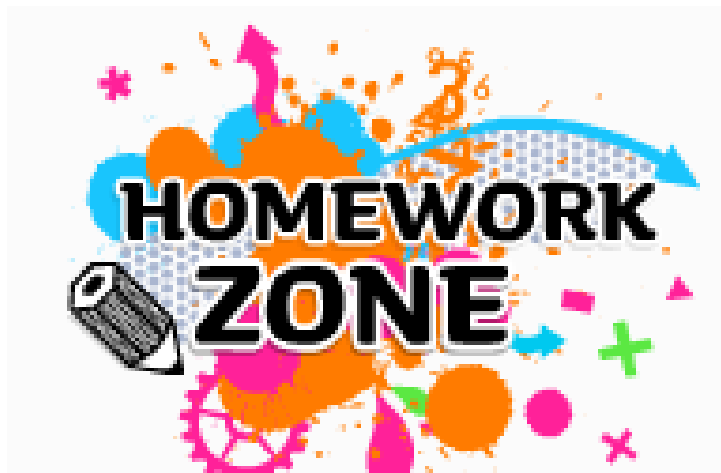
During the school year we will provide opportunities for students to enrich, enhance, and extend their learning through a variety of activities which may include Music, Athletics, Math Challenge, School Performances, Student Leadership activities etc.

Homework

At Lynnwood School, we believe that student completion of assigned homework leads to immediate higher academic achievement, as well as to improved study skills and attitudes. The support and interest of parents has a large influence on students' attitudes toward the successful completion of homework, however, homework is the child's responsibility. It is up to the child to bring it home, to do the work and see that it gets back to school. It helps to teach a child to follow directions, start and complete work on time, and to be self-reliant.

How Much Homework is Appropriate?

The amount of homework that students have varies according to many factors, including: the grade level of the child, the time of the year, the overall achievement of the child, the child's ability to finish work during class time, the courses the child is taking, and whether special projects have been assigned. The following guidelines are typical, adjusted as needed by classroom teachers. If there is no assigned homework, it is recommended that the allocated time be used as a reading/study period.



Grade	Suggested Daily Time	Nature of Homework
Kindergarten	No formal period	Read to your child as much as possible
Grade One	5 - 10 minutes daily	Read together Practice vocabulary and math facts
Grade Two	10 - 15 minutes daily	Read together and independently Practice vocabulary and math facts
Grade Three	15 - 20 minutes daily	Read together and independently Practice vocabulary and math facts Complete math assignments
Grade Four	20 - 30 minutes daily	Daily reading Class assignments and projects Study/Review
Grade Five	30 - 40 minutes daily	Daily reading Class assignments and projects Study/Review
Grade Six	40 - 50 minutes daily	Daily reading Class assignments and projects Study/Review

The Purpose of Homework & How Parents Can Help

The nature of the homework depends upon the purpose for which it was assigned. Some of the purposes of homework are:

- to reinforce lessons taught during class time
- to give students extra drill in an area where they may need practice
- to teach students to budget their time
- to help students develop self-reliance and good study habits
- to enable parents to see their child's progress and to show interest in their education
- to give experience in research techniques
- to strengthen the ties between home and school, particularly when parents can help with assignments in some way.

While too much help may make a child dependent and hamper the development of self-reliance and a sense of responsibility in the child, there are many ways that parents can help with homework:

- assume that a certain amount of homework is necessary on a daily basis for most

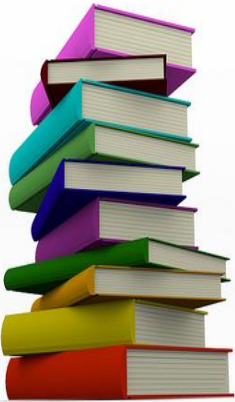
courses and reinforce the importance of doing homework.

- provide your child with a quiet, distraction free place to work. The designated study area should also include a container to hold pencils, pens, markers, paper, eraser, pencil sharpener, rule, tape, scissors and a dictionary.
- have your child explain what was covered in class and/or what work they have for homework.
- ensure that older children record assignments, tests, project deadlines etc. in a student organizer. Integrate this with the family calendar of activities.
- help the student organize his or her time for assignments; encourage your children to schedule their homework time so that it accommodates their other activities (work schedule, family duties, some fun time, and extra-curricular activities).
- once a homework schedule has been set, the student should advise friends that this is a time that is not available for interruptions by phone calls or visits.
- encourage your child to take short (5 minute) breaks between each subject assignment to refresh and recharge.
- be the "audience" for reading practice, and spelling and math drills.
- provide information and knowledge for projects.

Teachers will be able to clarify specific homework expectations such as:

- How often is homework given?
- What should I do if my child does not understand how to do the work?
- How much help should I give my child?
- Should I have my child correct mistakes?

Library Services



The library and all of its resources are for the benefit and the pleasure of every individual in the school. Any student enrolled in the school may borrow books or use reference and periodical material in the library as long as they are considerate of other students' needs. Individual students and class groups have access to the library on a regular basis as arranged by their teachers. Library users sign for all items they borrow, and are responsible for returning them on time and in good condition. Charges are made for lost or damaged materials. It is the responsibility of the borrower to know when items he/she borrows are due. They should be processed through the automated system before they are taken from the library. Courtesy and consideration of others are a part of good library citizenship. Materials should be returned if they are no longer needed. Material needed beyond the due date should be brought in for renewal. Further detailed information on the use of the library will be provided for all students, with a general orientation lesson early in the school year.

Maintaining Communication

Parents may contact teachers to discuss curriculum expectations, student achievement and performance, and evaluation methods. Teachers may also contact parents at times other than formal reporting periods to discuss student progress. Teachers may also choose to communicate student progress through student agendas that are shared with parents, communication logbooks, informal reports, tests sent home for parent signatures, written feedback on assignments and tests, and SchoolZone. Lynnwood staff believes that open parent-teacher communication is of vital importance to your child's educational growth.

School Supplies

Students are always expected to be prepared for their school work. This includes having supplies and having work completed. Parents are requested to ensure that their children have the necessary materials. **Students are expected to bring their own supplies (notebooks, pencils, erasers, glue, etc.) But textbooks are supplied.** Textbooks are issued without charge; however, students are charged for lost or damaged books.

School Telephones

School phones are intended for official school business.

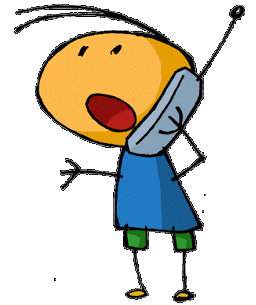
We do not interrupt classroom instruction with telephone messages from home.

Students are better able to focus on their learning when they know ahead of time what their daily routines will be. Your understanding that uninterrupted classroom learning and work is of utmost importance is appreciated.

Students will be given permission to use the telephone in the following circumstances:

- to notify parents that the student is remaining during the lunch hour or after school
- to inform parents of illness/injury
- teacher request
- any other situation deemed necessary by school staff

Students are expected to leave home with all the items they will require such as school supplies, homework and lunch. Please help us to help your child develop a sense of responsibility. It will eliminate unnecessary trips to school by parents. Students may not use the telephone to change plans for lunch or after school.



Student Agendas and KangaPouches

To encourage all students to take greater responsibility for their own learning, students in grades 1 to 6 use student agendas. The agendas can be used by the students to record daily homework assignments, upcoming events, long term projects and needed supplies. Also it is a way for your child's teacher and you to communicate. The agendas will be provided to all grade 1-6 students, at no cost for this school year courtesy of Lynnwood School Parent Council.

Kindergarten – grade 3 students are requested to have a vinyl book pouch (kangapouch), to be used for homework, reading books and papers. The kangapouches will be provided to all kindergarten students, at no cost for this school year, courtesy of Lynnwood School Parent Council. (Lost or damaged kangapouches may be replaced subject to availability and payment for the pouch). Gr. 1, 2 & 3 students who do not have a kangapouch already will be able to purchase through the school office for \$9.25 (cost subject to change).

Student and Parent Involvement

Within curriculum boundaries and with teacher guidance, students can have input into their programming by selecting topics for reports, discussion and projects. Students can establish goals that they will work on during the term and the course of the year, and all students are assisted by their teachers in identifying both their areas of strength and areas of need. During the reporting periods, parents will be asked for their input on student programming, and student goals can be identified by the teacher and/or the parent. Parents can also assist with student programming by supporting efforts to complete homework and projects requiring work outside of class time. Feedback and information received during parent teacher conferences is utilized by teachers to differentiate the curriculum to meet individual needs.

Vacations during School Time

Parents who choose to take their child out of school and go on a holiday or trip are choosing to home educate their child for that period of time. Home education imparts responsibility on the parent to provide programming that meets the Alberta Education curriculum guidelines. It is our experience that parents have a variety of expectations of teachers in these situations. We would appreciate advance notice in writing so that teachers can communicate with students and parents about what will take place in the classroom and what the child will be missing. Teachers are not expected to provide handouts or lessons in advance during periods of absence for vacation. Upon their return, students are responsible for completing all assignments in a timely manner at home.



Responsible Use of Technology

At Lynnwood School, we believe that technology can be a powerful tool to enhance learning, enabling students to access information and collaborate with others across the school, community, and the internet. We believe that all students, staff and parents must be good digital citizens by following standards of acceptable use when using either school-owned technology (software, hardware, internet) or their own personal electronic device (A personal electronic device includes one of the following that is owned by the student: Laptop computer, netbook, or other device with internet access (e.g. Smartphone, iPod, PDA, Nintendo DSi, etc.) for school purposes while enrolled at Lynnwood School.

Bringing Personal Electronic Devices to School

Students at Lynnwood School may bring their own personal electronic devices which may or may not be able to connect to the school wireless network. When at school, all of the above conditions apply to these student-owned, personal electronic devices, in addition to the following:

- Only connect to the school wireless network, and NOT to the school's wired network, nor any other (external) wireless network, even though other networks from the neighborhood might be visible inside the school.
- Your device must have virus protection software which is up-to-date.
- Disable all peer-to-peer (music/video/file-sharing) software or web-hosting services on your device while connected to the school wireless network.
- Student owned devices in class may only be used with the teacher's expressed permission.
- The security, care and maintenance of your device is your responsibility. Securely store and charge your device when not in use.
- The school is not responsible for the loss, theft or damage of your device. You are fully responsible for your property while it is at school.
- The school and District Technology may access your personal electronic device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include but not limited to audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, etc.

Code of Conduct: Electronic Device Search Statement

If Edmonton Public School Board staff have reasonable grounds to believe that an electronic device contains evidence pertaining to a breach of the District's Student Behaviour and Conduct Policy and/or the School Behaviour Policy, it is the expectation that students make available to school administration the unaltered contents of the permanent and/or removable memory of their cellular phone or electronic device. Failure to make the contents available can be considered willful disobedience and is grounds for disciplinary action.

Student Portal

Students at Lynnwood School have access to the student portal via SchoolZone which enables access to certain student resources anytime and anywhere they have an internet connection. This portal provides access to SchoolZone and Google Apps for Education services (e-mail, on-line documents, calendar, etc.) for educational purposes. Student data (student attendance, schedule, grades, etc.) are stored on SchoolZone (school district) file servers. Student files (e.g. essays, presentations, etc.) are stored on Google servers off-site. Google Apps accounts and services are managed by school district personnel.

Student Responsibilities

As a student at Lynnwood School, having access to technology to support your learning is valuable. Along with this privilege goes responsibility. Some of these responsibilities include:

- Only use technology for educational purposes while in school, unless you have been granted permission by a teacher; and then only use the technology within the guidelines established by the teacher.
- When connected to the internet, never reveal personal information such as your age, address or phone number, or those of other students or persons to anyone or any service.
- Take full responsibility for, and respectfully use, the technology available to you at school. For example, this means you will use proper care if transporting, handling or operating any electronic device (e.g. computer, camera, etc.) while in school, whether it belongs to the school, another student, or yourself.
- Understand that the school district uses a content filter on its internet access, yet it is possible that you may encounter inappropriate material, which includes images or text that is inappropriate. If this happens, immediately close the application that depicts this material, and then inform your teacher.
- The school and District Technology have access to information about every web page visited and file created on the network and student portal. This information may be monitored and viewed by your teachers or other district personnel.
- Information located on the internet may be inaccurate or incomplete. Evaluate the validity of materials accessed, respect copyright and cite resources used when necessary.
- Just as with your actions in everyday life, when you are using technology you need to conduct yourself accordingly and exercise good judgment.
- Do not download or install any software, music, movies, or files of any nature unless granted specific permission by the teacher and the copyright holder grants permission.
- Do not share your **Student Network Logon password** with anyone. All teachers have access to this password through their secure Student Information System if you happen to forget it, so there is no need to write it down. **Memorize it.**
- Always log out of the computer when finished using it, or when moving out of sight of the computer. Any actions done on a computer when YOU are logged in are directly

