

Legal Public School

5109-46 Street, Legal, AB, T0G 1L0

Ph: (780) 961-0133

Email: lps@sturgeon.ab.ca

Bell Schedule:

8:30am – Start of Day

8:30-9:40 – Block 1

9:40-10:40 – Block 2

10:40-10:55 – Recess

10:55-11:40 – Block 3

11:40-12:25 – Block 4

12:25-12:55 – Recess

12:55-1:10 – Lunch

1:10-1:30 – DEAR

1:30-2:15 – Block 5

2:15-3:00 – Block 6

Schools in Sturgeon Public Schools aim to be as open in their dealings as possible and welcome the involvement of community members, especially parents, in a variety of activities. As with all human interaction, concerns will arise. AP 221 – Focused and Effective Communication is intended to help deal with those concerns in a consistent, comprehensive, and credible manner.

To maintain safe, caring, healthy and respectful learning and working environments, open communication between all parties is essential. The success of all students is the guiding principle for all dispute resolution at the school and division level.

When differences of opinion occur, the most effective method to achieve resolution is direct communication between the parties involved. It is in the best interest of all parties to resolve disputes respectfully and in a timely manner. This procedure establishes the Division's process for open communication and dispute resolution.

For more information and the specific process of AP 221, please visit Sturgeon Public School's website at <https://www.sturgeon.ab.ca/board/procedures/5720>.

If you have a concern, or your child is experiencing a problem at school, please contact your child's teacher. Most problems are easily solved if the child's teacher is made aware of the problem. If a teacher is unable to aid in solving a problem at the classroom level, or the problem extends beyond the classroom, please contact the school administration.

Legal Public STUDENT CONDUCT POLICY

At Legal Public School, we are committed to creating a safe, caring and respectful learning environment for our students. We believe in equity, celebrating diversity, encouraging inclusion and supporting the human rights of all the children we serve. To this end, we have established a clearly defined code of conduct for all students; all students shall comply with our school rules. These codes are aligned with Sturgeon Public School Division Policies and are reviewed regularly with students in class, revisited at assemblies, printed in students' agendas, and posted on our website.

Board Policy 110: Welcoming Inclusive, Safe and Healthy Environments

1.0 The Board believes in the importance of, and is committed to, establishing, and maintaining a welcoming, inclusive, equitable, safe, and healthy environment that respects diversity and fosters a sense of belonging.

Legal Public School staff, students and families are to share responsibility in being proactive in maintaining a welcoming, caring, respectful, safe and inclusive learning environment that acknowledges and promotes understanding, respect and the recognition of diversity, equity, inclusion and human rights of all students and families within the school community.

Safety procedures

Schools are considered to be one of the safest places in our communities. However, in reality, an emergency can strike anywhere at any time. During an emergency, our first priority is the safety of our students and staff. Sturgeon Public Schools utilizes the Hour-Zero School Emergency Program.

School leaders and division office staff are trained annually in order to respond promptly in the event of an emergency.

[SPS Emergency Program](#)

Sturgeon Public School Division is committed to providing safe and caring learning environments for all students, staff, school visitors and community members. To this end, Sturgeon Public School Division has been invested for many years in the continued professional certification of administrative staff in Level 1 & Level 2 Violence and Threat Risk Assessment (VTRA) training across the Division.

VTRA helps schools respond quickly to incidents where students' behaviours pose a potential threat to safety or serious harm.

In the communities we are privileged to serve, we have formalized community-based VTRA protocols with regional partners such as neighbouring school jurisdictions, the RCMP, Alberta Health Services and other community agencies.

We encourage families to take the time to read through our [VTRA Brochure](#) and [VTRA Letter of Fair Notice](#) so you have a better understanding of the protocols we are trained in to ensure the safety of your children.

Board Policy 900 – Student Conduct and Discipline

1.0 Policy - The Board believes that each student and staff member has the right to learn and work in an environment that promotes: equity, diversity, inclusion and human rights. The Board believes that to maintain a welcoming, caring, respectful and safe learning and working environment, students must attend school regularly, be punctual, diligent in their studies, and be respectful and considerate to everyone in the school community. The Board believes that parents and guardians are partners in education and expects that they will support the schools in ensuring a welcoming, caring, respectful and safe working and learning environment.

With these goals in mind, at Legal Public School, we are all leaders. As so, everyone must:

- Demonstrate honesty and integrity;
- Respect differences in people, ideas and opinions;
- Acknowledge the right of everyone to be treated with dignity, at all times;
- Take appropriate measures to help those in need;
- Include others;
- Use non-violent means to resolve conflict;
- Honour the role(s) of persons in positions of authority;
- Show care and regard for school property and property of others;
- Comply with all applicable federal, provincial and municipal laws.

In our school, we are all models of leadership. We teach and learn by example, maintain proper decorum and demonstrate professionalism in all our interactions.

Home-School Partnership

The behavioral and academic success of students in their schooling depends on the cooperation, trust, active support, and common vision of students, families and school staff. This policy is intended to remind the ‘partners in education’ of their respective roles and expectations in creating conditions that will ensure students’ success.

The Role of Staff

To create conditions for success at school for all students, the staff at Legal Public School will:

- Teach in ways that meet the learning and behavioral needs of students in their classes;
- Monitor the behavior and progress of students;
- Reinforce appropriate social skills that will enable success;
- Intervene in a caring, discreet and fair manner, and implement the procedures of the Behavioral Expectations Policy in a timely and consistent manner. This may involve the Administration, Teaching Staff, Counselor, or other staff members as required.

The Role of Parents/Guardians

To work with school staff in creating the conditions for the child's success, parents/guardians are asked to:

- Review and discuss the Behavioral Expectations at home with the child;
- Be available to take a call from a staff member during the school day;
- Attend meetings at school as soon as possible if strategies tried at school have not been successful;
- Identify strategies that may help the child make appropriate choices in keeping with this policy;
- Communicate with staff in a manner that is respectful to all members of the school community;
- Work cooperatively with school staff to resolve any behavioral or emotional issues that may arise (example: seek additional assistance from outside agencies);
- Ensure their child(ren) arrive at school punctually with the necessary supplies and attend regularly;
- Inform the school of changes/events that may affect their child's academic, physical, social or emotional health.

The Role of Students

To create conditions for success at school, students will:

- Be at school on time and attend regularly;
- Listen, learn, practice and be actively involved in class activities;
- Complete school assignments to the best of their ability;
- Behave in a manner that allows teachers to teach and students to learn;
- Act in a manner that will not cause harm to the body, feelings and property of others;
- Include others;
- Follow directions;
- Adhere to these expectations on curricular and extracurricular field trips.

Consequence of Not Meeting Behavioural Expectations

Staff will investigate inappropriate behavior consistently and in a timely manner. Staff maintain a corrective philosophy when applying consequences to help guide our students through good decision making. We avoid using punitive measures. The following consequences are not sequential, automatic or exhaustive. They are, however, the usual course of action:

- Social Skill Instruction and Practice;
- Counselling;
- Time Out;
- Playground Restrictions;
- Recess Detention;
- Teacher/Parent Contact;
- Behaviour Contract Development;
- Loss of Privileges
- Temporary Suspension of Student from Class or School;

- Assignment of Designated Tasks.

Major Misconduct

The following are examples of major misconduct:

Bullying

- Repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress, including psychological harm or harm to an individual's reputation. This includes interpersonal interactions, written, and digital communication (cyber bullying).

Damage of Property

- Willful destruction of school property or another person's property.
- Stealing.

Willful Opposition

- Refusal to comply with the adult in charge.
- Not reporting to a person in charge after witnessing an inappropriate action.
- Rudeness directed to an adult in the school or during a school activity.
- Failure to be in class without a valid reason.
- Lying.

Discrimination

- Negative differential treatment of a person or group based on race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientation, gender identity or gender expression.

Emotional Abuse

- Harassment, any sexual or abusive language or actions, including gossip, that are directed at another person that is offensive to that person.

Physical Abuse

- Fighting, including all forms of play fighting.
- A deliberate attempt to injure or hurt another person.

Pattern of Misconduct

- Willfully and repeatedly not meeting student expectations.
- Engaging in prohibited activities.

Use of Illegal Substances

- Use of tobacco, alcohol, illegal drugs and inhalants, criminal activities and possession or use of weapons.
- Please note - Students at this age who may bring these kinds of things to school, or may be under the influence of banned substances, will be made aware of the

severity of the offense. At the discretion of the principal and the counselor, it will be deemed if there is need for one or more of the following:

- Counseling in school or with an outside agency
- In or out of school suspension or possible expulsion
- Contact with Child and Family Services

Consequences for Major Misconduct

Staff will investigate inappropriate behavior consistently and in a timely manner. In all instances, student and parent/guardian confidentiality will be maintained by staff. In all cases of major misconduct, documentation will be kept. The following consequences are not sequential or automatic and may be used in combination:

School/Student/Parent Conference

- Meeting of all stakeholders involved in the child's education is called to discuss and plan appropriate interventions. A contract may be developed at this time. A behaviour contract will clearly outline the expected behaviour and specific consequences.

In-School Suspension

- The student remains in school. All privileges are suspended, regular classes are not attended, and the student works in an assigned room. The student will be provided materials and assignments with the expectation that these will be completed appropriately.

Out of School Suspension

- This is a formal disciplinary action for dealing with extremely disrespectful, disruptive, or dangerous behaviour as well as consistent on-going inappropriate behaviours.
- Out of school suspensions are short term exclusions from attending school for one to five days.
- Administration will phone the parent/guardian informing them of the suspension. This is followed by a letter to the parent and Superintendent of Schools. A copy is placed in the student's cumulative file.

Restrictions from Curricular and Extra-curricular Activities

- Students who do not demonstrate appropriate behaviour may not be able to participate in these activities.

Restricted Privileges

- Student's ability to move around the school in contact with other students is restricted for a defined time period.

Financial Restitution

- Intentional defacing or damage to the school or other's property may result in

financial restitution and/or police involvement.

Involvement of Community Agencies

- Primary responsibility for student conduct is that of schools however police and/or other agency involvement can be helpful at times. Police and involvement from other community agencies are at the discretion of the school.

Additional Interventions

- Should inappropriate behaviour continue, each child will be treated on an individual basis in consultation with school staff and parents/guardians. Some children may require additional support. The school may recommend other professional help and parents/guardians may also request information about available community services.

Student Restraint

- For the protection of staff and students in the school and to prevent potentially violent behaviours, school staff may in specific circumstances be required to use reasonable measures to manage a student who is a detriment to the safety of themselves or others.

The Division shall ensure that some individuals in all schools have access to ongoing training in Non Violent Crisis Intervention training. Certain identified students may require Individual Program Plans or Student Behaviour Plans that incorporate the use of physical restraint. With such students, planned physical restraint shall be used only in the best interests of the student and with appropriate communication between the student, his or her parents/guardians and the school staff.

References

Board Policy 900 – Student Conduct and Discipline

Board Policy 120 – Harassment Policy

AP 900 – Student Conduct

AP 905 – Student Attendance at School

Education Act: Sections 31 - 37, 196, 197

Attendance

Regular attendance is vital to success in school. The School Act requires that every child, six years old at school opening date, must attend school. Parental support and guidance regarding regular attendance is appreciated.

When your child is absent due to illness or other unavoidable reasons, the school requires a signed note or a telephone call, from parents, explaining why your child is away. A report of total days absent is on the Parent Portal of PowerSchool. It is the responsibility of the student to catch up on work missed during an absence. Legal Public School absentee line is available 24 hours at 780-921-3559. If the school is not contacted regarding an absence, parents/guardians will be telephoned to ensure the safety of the child.

Students are expected to remain on the school grounds at all times during the day, unless parental permission is given. The homeroom teacher and office must be notified.

Parents wishing to remove their child/children from the school during school hours are expected to **notify the office and the student will be called to the office**. Children will not be released to individuals other than the parent or guardian without prior notice from the parent or guardian and they must be able to provide picture identification before a student is released to them. Exceptions to this must receive prior approval of the principal or designate.

Busing

Sturgeon Public School Division provides students at Legal Public with transportation for a fee. Please visit www.sturgeontransport.ca for more information on fees.

Some general guidelines for riding buses are noted below:

- Only students registered as passengers may ride on their assigned bus
- Students may be denied permission to ride a bus if not properly clothed or in possession of adequate clothing during cold weather
- Disruptive and/or destructive behavior is prohibited
- Students wishing to ride other than their assigned bus must receive permission from the driver and have written permission from their parent/guardian
- Most luggage and equipment should be stored, if possible, under the bus seat and stored in a durable case/bag, at the discretion of the driver
- Other bus rules also apply as provided by drivers at the beginning of each school year

If you have bus concerns, please direct them first to the bus driver concerned. If necessary, the Coordinator of Transportation, (780-939-4341 ext. 1238), may be contacted.

Book Awards

Legal Public School believes that children's efforts should be encouraged and praised. To recognize this, awards are used to develop excellence, effort and enthusiasm, good citizenship and cooperation, and school spirit and identity. The award given to students in Kindergarten to Grade 4 is the Sturgeon Public School Division Book Award.

Completion of Forms

Requests for outside agency form completion should be directed to the principal of the school. As it is important for us to assist parents with the completion of medical forms and letters, we ask that you allow the school adequate time (approximately two weeks) to meet these requests.

Counselling

LPS offers students and parents the services of a school counselor. Among the areas in which the counselor can give assistance are the following: solution focused, short-term individual counseling; program selection; remediation strategies; and referrals to other agencies. The counselor also offers developmental experiences in a variety of areas such as:

social skills development, conflict resolution skills, Zones of Regulation, drug awareness, safety awareness and school climate activities.

Curriculum Outlines

Grade 1 – 4 course objectives based on Provincial Curriculum Guidelines, along with course evaluation components and their respective weightings, will be presented to parents and/or students in writing during the first month of the school year. In addition, provincial curriculum is available on the New Learn Alberta website.

Dismissal

Changes in transportation method shall not be granted unless explicit parental permission is communicated through a note in the student agenda, direct communication with a teacher, or call to our office. Without prior notification from parents or guardians, students shall not be released via an alternative transportation method (i.e. walking home or riding an alternate bus).

Fees

LPS charges mandatory fees for agendas and technology. All fees apply to students in Prekindergarten to Grade 4 are due September 30, 2023. If you are unable to make payment according to these guidelines, please contact the school to make alternate arrangements. Field trip fees are paid upon booking of a field trip throughout the year.

Fire Drills and Lockdown Drills

Fire Drills will be conducted throughout the year. Fire evacuation plans are posted in each classroom and each teacher will inform the class about proper procedures.

One of our primary concerns is the continued safety of children and adults at LPS. For this reason, the staff and students of LPS participate in periodic lockdown drills to gain familiarity and comfort with these procedures. As with fire drills, we want all students and staff to become familiar with lockdown procedures by practicing routines associated with this type of drill.

First Aid

First aid is given to any child having an injury at school. If the injury is minor, first aid is administered, and no contact made with home. If the injury is of greater concern, the child's parent/guardian is contacted by telephone. It is very important that the school has emergency numbers plus necessary medical information. In severe cases, the school will contact the Emergency Response Unit for assistance. Therefore, it is important to have an Alberta Health Care number for each child in attendance at our school.

Footwear

Students are required to have two pairs of shoes at school. One pair is for inside and gym use, the other pair for outside use only. All students will be encouraged to wear shoes inside the school. Wearing shoes promotes safety, a healthy lifestyle and prepares students in the event of a fire drill. It is recommended to label all footwear with the child's name.

Homework: Supporting Learning at Home

Children are learning from the moment they are born, and parents are a child's first teachers. We encourage parents to continue this work by helping their child practice new skills learned at school. The child's teacher may assign homework. However, at LPS, our expectation is that children always have "homework". We believe that children should spend approximately 15 to 30 minutes each day on activities that support strengthening foundational skills. These homework activities could include reading books, practicing math facts (addition, subtraction, times table), etc. Practicing reading and math daily will assist your child greatly.

Inclement Weather Policy

Schools shall remain open and will receive students who are transported to school on days when school bus services are suspended because of inclement weather. Parents who drive their children to school on such days are responsible for picking up their children at the end of the school day. Announcements regarding suspension of transportation services are made over radio stations CHED, CFCW and CISN. In addition, please check Sturgeon Public School Division's Transportation website.

If road conditions warrant, buses may bring students home early without prior notification. **Please arrange for a safe place for your child to go** if this happens and if someone is not normally at home.

Student absences on days when school buses do not operate whether as the result of bus failure, a decision of a contractor not to operate, or suspension of transportation services by the Superintendent/CEO, shall be deemed excusable. On these days, teachers shall not conduct examinations nor introduce new material in their courses.

All students must dress appropriately for the weather. Students are expected to be outdoors during the recess and noon breaks unless announcements are made otherwise. Students will be kept inside the school on days when the temperature (or temperature and wind-chill) is below -25 Celsius.

Please note: If buses do not run on a day designated as a Hot Lunch Day then hot lunch will be cancelled.

Lost and Found

Articles placed in Lost and Found remain the property of the owners. The larger articles, such as clothing and footwear, are placed in a box in the main entrance. Smaller items, such as jewelry and toys, etc. are kept in the office. Please remind students to check for their articles.

Unclaimed articles are donated to various charitable organizations.

Medication

According to AP915 – Administering Medications & Medical Treatment to Students, the school cannot administer medication unless the following procedures are followed:

Procedures: Students with Medical Conditions

The parents shall:

- Inform the principal of their child's need for medication or medical treatment by the school during school hours or extracurricular activities, and provide a written request to the Principal to administer medication and/or carry out other medical procedures.
- Provide the school with a statement from the child's physician outlining the information as requested by the Principal.
- Provide the school with written notice of any changes in the medication schedule or of any changes to the medical procedures required by the physician.
- Assist the Principal, if required, in helping employees and/or other parents and students in developing their understanding of the student's medical condition and how they can promote a healthy environment for the student with the medical condition and other students.

Pet Visits

For health and safety reasons, pets are not allowed on school property without prior approval from the Principal or designate.

Promotion and Special Placement

Student placement normally progresses one grade per year (with maturity and successful completion of general and specific outcomes in Language Arts and Mathematics being considered).

Retention, acceleration, or placement in a specialized program will be determined as early in the school year as possible, and such placement will be made in consultation with parents/guardians. It must be evident from assessment and evaluation strategies that the placement recommendation is in the best interest of the child.

Parent Advisory Committee & School Council

Legal Public School aims to include parents and guardians in the educational planning of the school. Parents and guardians are invited to participate on the Parent Advisory Committee until a formal School Council is established. The Parent Advisory Committee works to benefit all students in the school. It acts in an advisory capacity to the Principal and/or the Board of Trustees. It provides for more effective communication. The Committee provides leadership for the school and serves as a forum for items of mutual concern. The Committee provides an opportunity for all parents to have input regarding their child's education. We encourage you to become involved.

School Pictures

Individual and class pictures will be taken by Life Touch for the 2023-2024 school year. Advance notice and order forms are sent to all parents. Individual pictures are taken in the fall and spring, with classroom pictures taken in the spring.

Staff Meetings and PD Days

Staff meetings and PD Days are held on one day of each month. Please check the website calendar and agenda for upcoming dates.

Student Allergies

We have students in our school with life threatening allergies. The allergic reaction occurs when the child comes into contact (eating, touch, smell etc.) with any form of nuts or nut-based products. Because of the severity of these allergic reactions, we request that no peanut butter sandwiches, cookies with nuts or nuts of any sort be brought to our classrooms.

Visitors and Volunteers in the School

All visitors and volunteers at the school must sign in at the office. This procedure ensures the safety of students and prevents unwanted individuals from coming into contact with our children. All volunteers must have a current Criminal Record Check (with Vulnerable Sector Check) with the office.

Guidelines for Volunteers:

Legal Public School welcomes our volunteers. Important components of all Volunteer Programs at LPS are that they are cooperative and constructive. In order to make your visit to our school both helpful and beneficial to the students, yourself and the staff, the following guidelines for volunteers have been developed:

1. For the safety of the students, it is important that we know who is in the building. Please sign in at the office when you arrive at the school and sign out when you leave. There is a binder on the front counter for this purpose. Volunteers will be asked to wear a lanyard while working in the school. All volunteers must have previously handed in a recent Criminal Check to the office.
2. Volunteers work under the direction of a teacher.
3. Activities will vary depending on student and/or class needs. However, you may be involved in:
 - a. Setting up classroom and hall displays.
 - b. Preparing materials and/or resources.
 - c. Assisting in the Gym, MakerSpace or outside.
 - d. Carrying out other specific activities as needed.
4. For insurance purposes, siblings may not accompany their parents when they are acting as volunteers in classrooms or while involved in student supervision duties for activities planned on the school grounds or on field trips. Siblings may accompany parents who are volunteering for duties not involved in providing student supervision or work that takes place in classrooms.
5. When volunteering in the school, cell phones must be placed in "silent" mode. Calls should not be made or answered in classrooms during instructional times or when the volunteer is supervising or providing support for students.
6. If you are outside on the playground and an accident or incident occurs, please find an outside supervisor and they will determine a course of action.
7. In order to establish effective communication, if you have any questions or

- concerns please discuss them with the teacher as soon as possible after they arise.
8. Because we have many students who are in unique situations, we would like to remind you that confidentiality is important both within the school and the community.

Thank you for being a part of your child's learning team. It is through caring support from home that our children thrive!

TECHNOLOGY POLICY

The Technology Vision of Legal Public School

Our students use technology to learn. Technology is essential to facilitate the creative problem solving, information fluency, critical thinking skills, and collaboration that we see in today's world. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible.

We have a school webpage (www.legalpublicschool.ca) and various social media pages. In all cases, we work to ensure student safety. Only students with signed consents will have their pictures or work shared.

To best prepare our students for their future, we want to provide rich learning activities through this medium, as well as others. The more opportunities students have to share their learning, the more opportunities they have to be successful.

This acceptable use policy (AUP) supports our vision of technology use and upholds in our students a strong sense of digital citizenship and identity.

How We Plan to Use Technology

The integrated information technology program at LPS develops the literacy skills our students need in order to contribute in a connected world. We use technology to facilitate creativity and innovation. We use technology to support communication and collaboration. We use technology to extend research and develop information fluency. We want our students to have a sound understanding of technology operations and concepts. We believe technology can be transformative. We will create a safe online environment for all of our students.

Our Hardware and Software

Our students can access the Internet via both wired and wireless connections throughout the school. We provide various technology for students to use during class time for instructional purposes.

Projectors and document cameras in each classroom facilitate group viewing, discussions and activities. Legal students have access to Chromebooks and a standard suite of software

to support their learning needs, which includes Google Applications for Education. We also provide students with opportunities to learn in our MakerSpace. Through this environment, students have the opportunity to collaborate with one another and further their own knowledge in a safe and effective way.

Please note: Personal cell phones are NOT permitted at Legal Public School and are encouraged to be left at home. If cellphones are brought to school they will be required to stay in students' lockers for the entirety of the day. They are not to be used at any time – including break times. If you need to communicate with your child throughout the school day, please call our front office at 780-961-0133.