

# Livingstone School Student Handbook



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Principal

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## NUT AWARE SCHOOL



Livingstone School is a nut aware building! Please refrain from sending food items containing nuts or nut products with your children.

# General School Information

## Livingstone School Staff

Mr. J. Clifton..... Grade 5, Grade 3/4 Science, CTF, LSA Director  
Mr. T. Cahoon .....Jr/Sr English, Elementary Music  
Ms. K. Galbraith..... Grade 5, LA 7  
Mrs. E. Grose ..... ECS  
Mrs. R. Hochstein ..... Grade 3/4  
Mr. C. Jensen ..... Math 8, Math 20, Principal  
Mrs. M. Krizan ..... Jr/Sr French, Counselling, Asst. Principal  
Mrs. M. Larson ..... Grade 1/2  
Ms. L. Leishman ..... Grade 6  
Mr. C. MacDonald ..... Elem/Jr/Sr PE  
Mrs. K. Paton..... Jr/Sr Art, Environmental Stewardship, CALM  
Mrs. T. Preston-Hucik..... Learning Support, Math 3/4, Math 7  
Mrs. K. Rast ..... Science 9, Math 9, Science 10, Math 10, Chem 20, Chem 30  
Mr. J. Taylor..... Off Campus Coordinator  
Mr. R. Tkachuk ..... Jr/Sr Social, CTS, Grade 7/8 Mentor

## Support Staff

Mrs. T. Douglas .....Administrative Assistant  
Ms. J. Verbaas ..... Administrative Assistant  
Mrs. S. Halibert ..... Education Assistant  
Mrs. Wolbert ..... Education Assistant  
Mrs. Young ..... Education Assistant  
Ms. Whitaker ..... Career Practitioner  
Mrs. C. Saindon ..... Learning Commons Facilitator  
Ms. J. Elder ..... Family School Liaison Counsellor

# BELL SCHEDULE

*The Warning Bell rings at 8:30 a.m.,  
Monday to Friday.*

## Monday - Thursday

### Elementary

Class Begins.....	8:35
Recess .....	10:00 – 10:20
Lunch .....	11:40 – 12:00
Lunch Recess.....	12:00 – 12:20
Reading .....	12:20 – 12:45
Recess .....	1:45 – 2:00
Dismissal .....	3:30

### Junior/Senior

Period 1 .....	8:35 – 9:15
Period 2 .....	9:15 – 9:55
Period 3 .....	10:00 – 10:40
Period 4 .....	10:40 – 11:20
Tutorial.....	11:20 – 11:40
Lunch .....	11:40 – 12:20
Period 5 .....	12:20 – 1:00
Period 6 .....	1:00 – 1:40
Period 7 .....	1:45 – 2:25
Period 8 .....	2:25 – 3:05
Tutorial.....	3:05 – 3:25

## Friday

### Elementary

Class Begins.....	8:35
Recess/Scrunch .....	10:35 – 11:05
Dismissal .....	1:05

### Junior/Senior

Period 1 .....	8:35 – 9:05
Period 2 .....	9:05 – 9:35
Period 3 .....	9:35 – 10:05
Period 4 .....	10:05 – 10:35
Scrunch .....	10:35 – 11:05
Period 5 .....	11:05 – 11:35
Period 6 .....	11:35 – 12:05
Period 7 .....	12:05 – 12:35
Period 8 .....	12:35 – 1:05

## **Mission Statement**

Personalize education and engage learners.

## **Vision**

A dynamic K-12 learning community.

## **Motto**

It's Personal.

## Philosophy

1. Livingstone School operates with the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive, without disruptive behavior by any student infringing upon the rights of others.
2. Students must understand that they are responsible for their behavior. They must recognize that any behavior, which disrupts or detracts from the educational climate of the school, is unacceptable. Any behavior which interferes with the rights of others is not responsible behavior. Livingstone students are expected to follow reasonable rules that are established for the benefit of both the student body and the community. Conduct should be governed accordingly.
3. Home and school alike must share the responsibility for teaching children appropriate acceptable behavior. By working together, we can promote positive student conduct. Discipline is essential in building accountability, responsibility, respect for others, and most importantly, self-respect.
4. Students behave acceptably and responsibly most of the time. However, there are times when a student may err in judgment regarding his/her behavior. The staff and parents have the responsibility to teach students how to behave in acceptable ways.

## RIGHTS AND RESPONSIBILITIES

Even though the staff of Livingstone School believes that the majority of students behave in reasonable, responsible and positive ways, there is a need to specify the students' rights, responsibilities, and expectations to promote a common understanding.

**Students have a right to an education and to expect that the teaching staff will establish high educational and personal performance standards.** It is the student's responsibility to attend classes regularly and punctually and be prepared. It is the student's responsibility to listen, to learn, to practice, to complete assignments, and to willingly accept remedial assistance when necessary. The student will not disturb, disrupt, or interfere with the instruction of teachers and/or the learning of classmates.

**Students have the right to be treated with dignity and respect in the school.** It is the student's responsibility to treat others with respect. The student will be polite to, will not laugh at, tease, or put down other students, staff or adults.

**Students have a right to due process.** It is the student's responsibility to take responsibility for their actions, be truthful and make appropriate plans for improvement when mistakes are made.

**Students have a right to hear and be heard; listen and be listened to.** It is the student's responsibility to help maintain a calm, peaceful, and quiet school. Students will not interrupt when others are speaking.

**Students have the right to be safe and secure in this school.** It is the student's responsibility not to threaten, push, pinch, hit, kick, spit at, or hurt the bones, skin or feelings of others and to respect the personal property of others.

**Students have the right to free expression in learning about themselves and others.** It is the student's responsibility to learn about him/herself and others in this school. The student is free to express his/her feelings and opinions appropriately as long as he/she is not rude, disrespectful, or violating personal or public property or the order of the school.

**Students have the right to be themselves in this school.** It is the student's responsibility to respect others as individuals and not to treat people unfairly because of race, sex, religion, or any other individual differences that they may have.

**Students have a right to access assistance in learning self-control in this school.** It is the student's responsibility to practice self-control and ask for assistance when necessary. The student will expect to be corrected when abusing the rights of others, as others shall be corrected if their rights are abused. **No one will silently stand by and witness the violation of personal rights.**

## EXPECTATIONS FOR STUDENTS

Our expectations are consistent with the School Act and Livingstone Range School Division No. 68 Board Policies.

All students shall comply with the following code of conduct:

- Be diligent in pursuing studies.
- Attend school regularly and punctually.
- Cooperate fully with everyone authorized by the Board to provide education programs and other services.
- Comply with the rules of the school.
- Account to staff members for conduct.
- Respect the rights of others.
- Comply with the Criminal Code.

A discipline problem is defined as “any violation of the policies of the Livingstone Range School Division No. 68 and/or the rules of the school that the student is attending.”

Discipline problems include, but are not limited to:

- Disrespectful behavior to school personnel or to other students
- Damage to property
- Lack of proper attendance
- Improper conduct on school buses
- Any behavior which is disruptive to the learning process
- Involvement with drugs or alcohol during school hours and at any school sponsored functions
- Theft
- Bringing onto school property any type of weapon or instrument that can be termed dangerous to the student or to other students and staff

The following behaviors should not occur and will not be tolerated:

**Threats** – The threat of physical, emotional, or psychological harm directed toward any other person. All threat related behavior will be regarded as very serious and will be acted upon and reviewed by the school administration and/or a Threat Assessment Team.

**Bullying** - is the act of intentionally causing harm to others, through verbal harassment, physical assault, or other more subtle methods of coercion.

Bullying, harassing, and teasing of others will not be tolerated.

### Examples of Physical Bullying

Unwanted touching, stealing, hitting, pinching, poking, chasing, shoving, cornering, jabbing, tripping, fighting, and vandalizing.



## Examples of Emotional Bullying

Name calling, constant teasing, hurtful text messages, ridicule, sarcasms, belittling, humiliation, threatening, lying, mocking, posting hurtful online comments, spreading rumors, and making fun of others.

### **All citizens of Livingstone School are expected to:**

- Show consideration, courtesy, and respect to others and their property.
- Walk quietly and safely to and from all activities in an orderly manner. Common sense and safety are our guides.
- Avoid the use of profane language and inappropriate gestures.
- Treat all school property (walls, desks, furniture, lockers, and equipment) with dignity, care, and respect.
- Adhere to Livingstone Range School Division Policy which prohibits the use of tobacco products, alcohol or drugs on school property or **while involved in school sanctioned activities**.
- Not possess tobacco, alcohol, drugs, pornographic materials, and weapons of any type on school property.
- Behave in law-abiding ways. School is NOT a sanctuary outside of the law. Police advice/involvement will be sought as required.
- Refrain from using any sports equipment, such as basketballs, hacky sacks, roller blades, etc. in the hallways or classrooms.
- Be responsible for safe keeping and use of personal property.

***THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY LOST OR STOLEN  
PROPERTY.***

### **Students are expected to:**

- get the teacher's permission if leaving the classroom
- work quietly in designated areas if not scheduled for a class.
- be diligent in pursuing their studies.
- attend school regularly and punctually.
- cooperate fully with everyone authorized by the school to provide education programs and other services.
- comply with the rules of the school; account to their teachers for their conduct; and respect the rights of others at all times.
- adhere to seating plans.

## CONSEQUENCES FOR STUDENTS MISBEHAVIOR

All staff are authorized to handle student misbehavior when it occurs. Students will be made aware of what was poor judgment on their part and will be assisted to choose and use more acceptable alternatives in the future. Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. As much as possible, students will receive positive support to help them succeed and stay in school. The appropriate intervention and consequences will be determined by the nature and/or severity of the misconduct. In most cases, intervention will occur quickly. Interventions will focus on problem solving and correcting behavior. An incident report (FYI Form: Yellow Sheet) may be filed.

### Consequences for Acts of Misconduct:

Consequences for inappropriate behavior will depend on the circumstances of the situation. In every case, the school will attempt to be fair and take into account the need to consider both the best interests of the student and the school.

Possible consequences include, but are not limited to:

- Temporary withdrawal of the student from class.
- Temporary removal of student privileges.
- Detention of student.
- Written reflections and plans for improvement.
- Behavioral contracts, support plans (may include counseling/ outside agency support, etc.).
- Conferencing with staff and parents.
- Referrals for counseling support.
- Restitution.
- In-school suspension (up to five days).
- Out-of-school suspension (up to five days).
- Referral to police/arrest.
- Expulsion.

### In-School Suspension

The student remains at school. All regular recess break and lunch privileges are suspended. While on in-school suspension the student will be provided materials and assignments that are relevant, realistic, and appropriate, and will be responsible for the completion of assignments. Arrangements will be made to work in a setting other than his/her regular classroom.

## **Out-of-School Suspension**

Out of school suspension is a formal disciplinary action whereby the student is excluded from attending school for a maximum of five school days. Unless previous arrangements have been made with an administrator, a student will be considered as trespassing if present on school grounds during the period of suspension.

**Participation in any school-related extra-curricular activities is denied for the duration of a suspension.**

## **ASSEMBLIES**

All students at Livingstone School will participate in regularly scheduled assemblies. This will be a time where student accomplishments, as well as special skills, can be shared with all members of our school community.

## **ATHLETICS**

All students playing on an athletic team must complete a Student Interschool Sports Contract agreeing to:

- attend classes regularly.
- come to school with a positive attitude.
- be responsible for their actions.
- respect self and others at all times.
- be diligent in their studies and work to their academic potential.

Failure to comply with these expectations may result in:

- a meeting with the school administration to set out a plan for improvement.
- a conference with the student, parents/ guardians, coaches and the school administration to determine a plan for improvement.
- suspension from practices and/or games.
- removal from the team.

Students must understand that the privilege of attending practice or games will be automatically revoked if:

- there is an unexcused absence from any class (length of time to be determined by administration).
- his/her conduct results in a school suspension (until reinstated into classes).

Student athletes are to understand that:

- if they are away from school due to illness, they are not to participate in team sports until well enough to attend classes.
- they are expected to model exemplary conduct while at school, while traveling to and from games, and while playing at host schools.
- they are expected to dress in a professional manner for the full school day on game days.

## ATTENDANCE

The primary responsibility for regular school attendance rests with the students and the parent/guardian. A critical benchmark attendance level of 90%, set by Livingstone Range School Division, will be utilized.

### **General Attendance Procedures:**

If a student's overall attendance falls below the 90% level, the administration may initiate one or more of the following actions:

- conference with the student and/or parent/guardian.
- adjust programs or schedules.
- provide counseling.
- other action as deemed appropriate by administration.

If a student is absent, one of the following procedures must be followed:

- Parent/Guardian call the school with a reason why the student is absent. The call is recorded and teachers notified.
- Parent/Guardian send note with student with the reason for the absence. Notes are submitted to the office in the morning. Teachers are notified.
- Student brings a medical certificate with the reason for the absence. Teachers are notified.

If a student fails to provide a note, phone call, or medical certificate, the absence will be considered inexcusable.

When a student is inexcusably absent, parents/guardians may be contacted by administration either by phone or letter.

Continued inexcusable absences may result in a conference with the student and parents/guardians. At this time a contract may be established to support improved attendance. Failure to meet the terms of the contract may result in:

- denial of school privileges
- in-school suspension
- suspension from school
- referral to Attendance Board
- recommendation for expulsion
- Student Leave of Absence

Absence from school for reasons other than sickness or medically related care is discouraged. If a temporary absence appears inevitable, the parent/guardian should contact the principal directly.

## LATES

Promptness to class is courteous and important to the academic success of all students in the class.

*A student is considered late for school once the bell for classes to begin has rung. Students may be expected to serve detention time as a consequence for lateness.*

## BICYCLES

There is a bike stand located in the East parking lot for students who ride their bikes to school. Students are required to wear helmets when they ride their bikes. The school is not responsible for any lost, stolen, or damaged bikes.

## BUS CONDUCT

- Students are expected to demonstrate courtesy and respect on buses at all times.
- Students must sit properly in their seats, facing the front of the bus at all times.
- Students must remain seated while the bus is in motion.
- Students must be dressed appropriately for the weather conditions when riding the bus.
- Misbehavior on the bus may result in school discipline.

## CAFETERIA

A full-time cafeteria is not operational; however, Livingstone Parents' Association provides a hot lunch, for a nominal fee, on the third Wednesday of each month. Students will also have the opportunity to purchase "SUBWAY" sandwiches on the first Wednesday of each month. The LPA Lunch program welcomes volunteer support from parents and community members.

**Please note that the Office does not supply eating utensils.**

## RCMP LIAISON

A constable from the Crowsnest Pass Detachment will serve as the RCMP Liaison Officer to our school. Serving out of the Crowsnest Pass Detachment, he is available for consult, D.A.R.E. programming and classroom presentations. The RCMP also supports our Threat Assessment Team.

## **LUNCH TIME**

Elementary students eat lunch in their respective classrooms. Parents are encouraged to pack a nutritious lunch with ample fruit and vegetable snacks for morning and afternoon nutrition breaks. Microwave ovens are NOT available for student use in elementary. Junior/Senior students eat their lunch in classrooms. Two microwaves are available for junior/senior high student use.

## **CELL PHONES**

Student cell phones are to be silenced during school hours. Students are expected to refrain from using cell phones during class times unless directed to by a teacher for instructional purposes. Respectful and responsible cell phone use is expected. Should a problem with a cell phone occur at school, the phone will be turned in to the Principal and returned to the student's parents/guardians. Elementary students are not to have cell phones at school at any time. Parents needing to contact their children during school hours are requested to call the office. Students have access to a student telephone as well as office phones if needed.

## **CLASSROOM EXPECTATIONS**

Classroom teachers will develop a list of reasonable expectations that contribute to their instructional program, classroom harmony, and development of student responsibility.

## **DRESS REGULATIONS**

Clothing is expected to be appropriate to a working and learning environment. Students must wear clean, tasteful clothing and refrain from wearing inappropriate attire including drug and alcohol logos, sexually suggestive designs, or profanity. Clothing must cover undergarments, cleavage, bottoms, and midriffs. Non-marking soled shoes are preferred. Hats and head apparel are not allowed to be worn inside the building.

## **EXTRA-CURRICULAR ACTIVITIES**

There are many opportunities for students at Livingstone School to be involved in extra-curricular activities so that they may enhance their school experience. Those activities may include Students' Union, Interschool Sports, Mini-Basketball, Drumming Club, Drama Club, Cross-Country Club, Climbing Club, etc.

## **HOMEWORK**

Homework is sometimes necessary for children to complete their program satisfactorily. Parents can assist their children by ensuring that they have adequate facilities and time for home study. Students will be expected to enter homework assignments in their Agenda, which will be provided (for elementary students only) by the school and included in the school fees.

## **ASSESSMENT**

Livingstone School assessment practices follow the five belief statements below:

1. Assessment is linked to curricular outcomes
2. Assessment benefits student learning
3. Assessment is flexible
4. Assessment is equitable
5. Assessment is communicated to all stakeholders

## **LOCKERS**

Lockers are rented out to students at the beginning of each year. A form detailing the full rental agreement is sent out to each junior/senior high student at the beginning of the year. Students are expected to keep their lock combination private and ensure their locker is locked.

## **LEARNING SUPPORT SERVICES**

Our school has a Learning Support Team that meets on a regular basis to help meet the needs of our exceptional learners. The team consists of the Learning Support Teacher, Family & School Liaison Counsellor, Principal, and Assistant Principal. We support our students who may be experiencing academic, social-emotional, and/ or behavioural challenges.

Our school-based support services include:

- specialized assessments to determine student's academic strengths and challenges.
- individualized program plans to assist with the development of specific learning and behavioural goals.
- speech and language support and services.
- arrangement of case conferences for individual students.
- support for classroom teachers, students and families.
- consultation with outside agency representatives.

For more information on our Learning Support Services, please contact the school.

## **LEAVING SCHOOL PROPERTY**

ECS to Grade 6 students are not permitted to leave school property during the school day. Bus students in Grades 7 - 9 may only leave school property at noon if a Downtown Privileges Parental Permission Form has been completed by parent/guardian. They may not leave school property at any other time.

All students are expected to sign out at the office if they must leave during the school day and report in at the office upon their return. When coming late to school, students are expected to report immediately to the office to sign in before continuing on to class.

## **VISITORS**

Livingstone School has many visitors. Visitors are asked to let us know they are here by signing in at the Main Office. A Visitor's lanyard must also be worn while at the school, and this will be handed out when each person signs in. Parents picking up their children from school are asked to report to the office and their child will be called to the office at this time.

## **NEWSLETTERS**

A newsletter, which contains key dates and events, will be published on Wednesday of each week. They are sent home with the youngest child in each family, or they can be emailed home. Please contact Mrs. Douglas if you would like to receive newsletters via email. Newsletters, monthly calendars, SUBWAY forms, and hot lunch forms can also be found on the school website: [www.lrsd.ab.ca/schools/livingstone](http://www.lrsd.ab.ca/schools/livingstone).

## **LIVINGSTONE LEARNING COMMONS**

A Library Technician will be in the Learning Commons on Monday to Wednesday from 8:30 a.m. to 3:30 p.m. Students from Grades K - 2 may sign out 1 book at a time, while students from grades 3 - 12 may sign out a maximum of 2 books at a time. Books may be borrowed for 2 weeks at a time.

All Junior/Senior High textbooks are signed out through the Learning Commons. Because the Learning Commons is open for limited hours, books may also be signed out at the office. All technology, which includes digital movie and still cameras, laptops, and graphing calculators, may be loaned to students and staff for in-school use through the office.



The goal of the Livingstone Learning Commons is to enable all students to be engaged thinkers and ethical citizens with an entrepreneurial spirit. The concept of a Learning Commons is a shift in thinking from a Library as a physical space that is a repository of books, to an inclusive, flexible, learner-centered, physical and/or virtual space for collaboration, inquiry, imagination, and play to expand and deepen learning. Our Learning Commons is an agile and responsive learning and teaching environment available to individuals and groups to use for multiple, often simultaneous, purposes. It supports literacy, numeracy, competency development, and student learning outcomes through access to and instruction in the effective use of print and digital resources. The Learning Commons approach functions best when learning experiences in the school community are coordinated to support student learning outcomes through collaborative planning, teaching, and assessing.

### **ACCELERATED READER**

Accelerated Reader is used by the Livingstone Learning Commons. Inside the front cover, books in the Livingstone Learning Commons are labeled indicating the level of reader best suited to read the book. Students can easily choose books that are within the range of their reading level. To find which available titles are in other learning commons or bookstores, visit [www.ARBookfinder.com](http://www.ARBookfinder.com) . Check with the Learning Commons Facilitator for your most recent reading level.

### **ONLINE CATALOGUE**

You can now view your school learning commons materials from home! Just go to [destiny.lrsd.ab.ca](http://destiny.lrsd.ab.ca) and select the Livingstone School Learning Commons. Students can preview the books we have for reading enjoyment or for reference resources. Choose the Accelerated Reading Program in the drop down menu to search for books at students reading level. Students have a look at the link to **DestinyQuest** for exciting information about new books and some great reads!

### **AR READING TIME**

As a part of our school-wide focus on literacy and achievement, all students and staff in elementary participate in a Silent Reading program, Monday through Thursday, for 25 minutes per day. Our belief is that strong readers will be successful students and that reading for enjoyment supports life-long learning.

## PHYSICAL EDUCATION RULES AND EXPECTATIONS

All students in grades 1-9 are required to participate in Daily Physical Education. Grade 10 students participate in Physical Education every other day. Physical Education is encouraged, but optional in grades 11 and 12.

### **Expectations:**

- Students are expected to be courteous, respectful and display good sportsmanship at all times.
- T-shirts and gym shorts or sweat pants (no cut-offs) must be clean, neat, and in good repair. Presentable slogans only are allowed.
- Long hair should be tied back.
- Jewelry must be removed for each class.
- Running shoes are required – no street shoes are allowed. Shoes should not make marks on the gym floor.

## TECHNOLOGY/INTERNET POLICY

Students must realize that the school provides technology for educational purposes only. Students are expected to treat all technology items with respect and care.

### **Basic Technology Use Rules:**

- Students should always use technology within the school in a proper manner, and for school specific purposes only.
- Students should always ensure they know how to properly handle the technology they plan to use. If they do not know how to operate it properly, then they should seek out their instructor for guidance and assistance.
- Students should never place the technology they are using in a situation where it may be damaged or destroyed. (A typical situation that can be damaging to technology is having food or drink around computers, laptops, scanners, cameras, etc.)
- Food and drinks are NOT allowed in the computer lab or near laptops.

### **Internet Use:**

Students accessing the Internet, either via school technology or personal devices, must do so responsibly and under the supervision of a staff member. All students who wish to access the Internet must have a Digital Citizenship Agreement in place prior to using it.

Failure to comply with any technology guidelines will result in action taken by the teacher and/or administrator. Such actions will be determined on a case by case basis and may result in replacement of damaged items at the student's expense, restitution, suspension of technology privileges, suspension or expulsion.

## TOBACCO USE

Tobacco use is strictly prohibited on school property, or anywhere within sight of school property.

## VOLUNTEERS

Livingstone School welcomes volunteers to assist with activities at the school. Many opportunities are available for volunteer involvement such as:

- Driving bus for field trips
- Classroom presentations
- Classroom assistance
- Assisting with Hot Lunch
- Supervising field trips
- Coaching sports teams
- Reading to students

Volunteers are required to fill in a Volunteer Registration Form and submit a Criminal Record and Vulnerable Sector Check. No fee is charged by the RCMP to complete a CRC for volunteers. All CRC forms must be taken to the Crowsnest Pass Detachment. Volunteer drivers also need to provide a copy of their insurance policy indicating at least two-million dollar liability coverage, as well as complete the Volunteer Driver Form. LRSD insurance becomes the secondary insurance provider for volunteer drivers.



**LIVINGSTONE**

**TIGERS**