

# Livingstone School Student/Guardian Handbook



Mr. Steven Kaskiw  
Principal

Mr. Nathan Comstock  
Assistant Principal

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# General School Information

## Teaching Staff

Mr. S. Kaskiw.....Principal, Learning Support  
Mr. N. Comstock.....Assistant Principal, Virtual Learning Support, Leadership  
Mr. R. Gillespie..... Jr/Sr Social, CTS  
Mrs. B. Pichurski.....ECS  
Mrs. S. Sudayko.....Grade 1/2  
Mrs. R. Hochstein.....Grade 3  
Mrs. T. Preston-Hucik.....Grade 4  
Mr. I. Poole..... Grade 5  
Ms. L. Leishman..... Grade 6  
Mrs. K. Galbraith.....ELA 7, Art 7-12, Photography, CTF 9  
Mr. A. Bennett..... LSA Coordinator, Math 7, Social 7, Health 3-9, CALM, Outdoor Ed.  
Mr. T. Cahoon.....Jr/Sr English, Jr PE  
Mr. C. MacDonald.....Athletic Director, K-12 PE  
Mr. M. Herman..... Jr/Sr. Math, CTF  
Mrs. K. Rast.....Jr/Sr Science  
Mrs. L. Croskery.....Career Practitioner  
Mr. R. Charchun/Mrs. E Grose.....Off Campus Coordinator

## Support Staff

Mrs. K. Ames.....Administrative Assistant  
Mrs. S. Hawthorn.....Administrative Assistant  
Ms. J. Blondeau.....Education Assistant  
Ms. K. George.....Education Assistant  
Mrs. S. Haliburt.....Education Assistant  
Mrs. A. Molnar..... Education Assistant  
Mrs. J. Lee ..... Education Assistant  
Ms. D. Vossler.....Education Assistant  
Mrs. J. Ward.....Breakfast Program/Education Assistant  
Mrs. A. MacGarva .....Learning Commons Facilitator  
Mrs. Jody Rice.....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 .....	11:46-12:09
Lunch Recess.....	12:09-12:29
Reading.....	12:29-1:15
Recess.....	1:45-2:00
Dismissal.....	3:30

#### Junior/Senior

Homeroom.....	8:35-8:45
Period 1.....	8:45-9:29
Period 2.....	9:29-10:13
Period 3 .....	10:18-11:02
Period 4.....	11:02-11:46
Lunch.....	11:46-12:29
Period 5 .....	12:29-1:13
Period 6.....	1:13-1:57
Period 7.....	2:02-2:46
Period 8.....	2:46-3:30

### Friday

#### Elementary

Class Begins.....	8:35
Recess/Lunch.....	10:45-11:15
Dismissal.....	1:15

#### Junior/Senior (FLEX FRIDAY)

Tutorial.....	8:35 - 8:45
Period 1.....	8:45 - 9:45
Period 2.....	9:45 - 10:45
Scrunch.....	10:45 - 11:15
Period 3.....	11:15 - 12:15
Period 4.....	12:15 - 1:15

## **Mission Statement**

Personalized education and engaged learners.

## **Vision**

To inspire dynamic and empowered life-long learners in a connected 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 behaviour by any student infringing upon the rights of others.
2. Students must understand that they are responsible for their behaviour. They must recognize that any behaviour, which disrupts or detracts from the educational climate of the school, will be addressed in a manner appropriate with the age, ability, and context of each child involved. Livingstone students are expected to follow reasonable rules that are established for the benefit of both the student body and the community, and will be supported to develop those skills as needed.
3. Home and school alike must share the responsibility for teaching children appropriate acceptable behaviour. 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. Our behaviour policies are in line with the Collaborative Problem Solving approach, which assumes that students do well when they can. We will always honour the privacy and dignity of our students and do not discuss specific consequences, or context with non-family members.

## 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. Each right comes with corresponding responsibilities to ensure that all student, staff and visitors' rights are respected as well.

<b>Students Have the Right to...</b>	<b>Students are Responsible for...</b>
<b>An education and access to teaching staff who will establish high educational and personal performance standards.</b>	<ul style="list-style-type: none"> <li>• Attending classes regularly, punctually, and ready to learn</li> <li>• Listening to instructions</li> <li>• Practicing new skills</li> <li>• Completing assignments</li> <li>• Accepting support and intervention</li> <li>• Contributing to a positive learning environment</li> </ul>
<b>Students have the right to be treated with dignity and respect in the school.</b>	<ul style="list-style-type: none"> <li>• Treat others with respect</li> <li>• Be polite</li> <li>• Be kind</li> </ul>
<b>Students have a right to due process.</b>	<ul style="list-style-type: none"> <li>• Take responsibility for their actions</li> <li>• Be truthful</li> <li>• Make plans for improvement when mistakes are made</li> </ul>
<b>Students have a right to hear and be heard, listen and be listened to.</b>	<ul style="list-style-type: none"> <li>• Help maintain a calm, peaceful, and safe school environment</li> <li>• Listen when others are speaking</li> </ul>
<b>Students have the right to be safe and secure in this school.</b>	<ul style="list-style-type: none"> <li>• Students will respect the physical and emotional safety of others</li> <li>• Students will respect the personal property of others</li> </ul>
<b>Students have the right to free expression in learning about themselves and others.</b>	<ul style="list-style-type: none"> <li>• Understand that free expression is not permission to be rude, disrespectful, hateful, or to violate personal or public property.</li> </ul>
<b>Students have the right to be themselves in this school.</b>	<ul style="list-style-type: none"> <li>• Treat people fairly regardless of race, sex, religion, gender identity, and exceptionalities.</li> </ul>
<b>Students have a right to access assistance in learning self-control in this school.</b>	<ul style="list-style-type: none"> <li>• Practice self-control</li> <li>• Ask for help when needed</li> </ul>

These rights and responsibilities are taken from the Education Act and consequences will be determined based on Livingstone Range School Division's Progressive Student Discipline Policy ([AP348](#)) and the Education Act.

## 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 (teachers, administration, support staff, substitute teachers and EAs, coaches, etc.).
- 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 behaviour to school personnel or to other students.
- Damage to property.
- Lack of proper attendance.
- Improper conduct on school buses.
- Any behaviour that 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 behaviours 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 behaviour will be regarded as very serious and will be acted upon and reviewed by the school administration and/or a Threat Assessment Team.*

Examples of Threats: Uttering statements that make another person feel unsafe, physical gestures indicating an intent to harm, stating that they have a weapon and will use it, and other acts that infringe on the safety of others.

**Bullying** is the act of intentionally and repeatedly 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, sarcasm, belittling, humiliation, threatening, lying, mocking, posting hurtful online comments, spreading rumors, and making fun of others.



## EXPECTATIONS FOR STUDENTS (continued)

**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.
- No 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 or use tobacco, vaporizers, 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, heelys, hacky sacks, roller blades, etc. in the hallways or classrooms.
- Be responsible for safekeeping 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 adults in the school.
- Follow 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' MISBEHAVIOUR

All staff are authorized to handle student misbehaviour when it occurs. Students will be made aware of what was poor judgement 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 behaviour using the Collaborative Problem Solving (CPS) Approach.

### Consequences for Acts of Misconduct:

Consequences for inappropriate behaviour 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 students involved and the school.

Possible consequences include, but are not limited to:

- Temporary withdrawal of the student from class.
- Temporary removal of student privileges, including participation in sports, school events, and/or ski academy (if applicable).
- Detention of the student.
- Written reflections and plans for improvement.
- Behavioural 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. This may include working in another classroom for parts of the day, depending on the supervision that is available at that time. Participation in any school-related extra-curricular activities may be denied as a result of an in-school suspension.

### 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 will be denied as a result of an in-school suspension.

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

## **TOBACCO/E-CIGARETTES**

Tobacco use and/or the use of e-cigarettes (vaping) is strictly prohibited on or within sight of school property, during any school activities.

Tobacco use and/or the use of e-cigarettes (vaping) is strictly prohibited on school property, during any and all school activities.

Students involved in vaping activities on school property will face immediate consequences:

- Required to meet with school administration, who will immediately contact the student's parents to inform them of the violation.
- Vapes, vaping substances and any related items will be confiscated and disposed of.
- Confiscated items will not be returned to families as it is illegal for minors to be in possession of these materials.
- Parents will be asked to come to the school to pick up their child and take them home for the rest of the school day.
- Student suspensions will range from 1-5 days out of school, depending on the individual case.

As with any incident contravening the school code of conduct, the opportunity to participate in extracurricular activities or attend field trips or excursions may be restricted.

Consequences may be applied to all students involved in vaping activities, whether they are vaping themselves or bystanders.

## **SEVERE or CONTINUED SERIOUS BEHAVIOR**

### **Drugs/Alcohol/Mutual Fighting/Willful Vandalism/Malicious Targeting of Another Student**

Any student found in violation of the above will face the following consequences:

- Student will be suspended from school for 1-5 days at the principal's discretion.
- Parent will be contacted by administrator levying suspension.
- A meeting with the parent/guardian must occur before re-entry is to occur unless otherwise agreed to by the administrator and the parent/guardian.

A letter with specific details of the incident and length of suspension will be mailed to the parent/guardian. This letter will be copied to the Superintendent of Schools.

## **CHEATING/PLAGIARISM POLICY**

In academic contexts, cheating or plagiarism is defined as the act of:

- Presenting the work, words, ideas, solutions, or creations of others as your own
- Allowing your work, words, ideas, solutions, or creations to be presented by others as their own
- Attempting to obtain solutions or answers from another student during a test
- Attempting to provide solutions or answers to another student during a test
- Use of a cell phone or other technological device without permission during a test
- Attempting to steal instructional materials or answer keys from the teacher or school files
- Inappropriate use of Artificial Intelligence to complete assignments

Cheating or plagiarism has not occurred when a student:

- Has worked collaboratively on an assignment
- Has discussed an assignment with others then completes the assignment on their own
- Has made obvious attempts to credit the sources of ideas or words in a composition

## **CHEATING/PLAGIARISM (continued)**

A teacher who suspects a student of cheating or plagiarism will meet with the student to discuss the incident and determine if either has occurred. If either has occurred, the teacher will:

- Adjust the mark for the assignment or test accordingly
- Document the incident and notify the administration of the offence
- Notify the parents/guardians of the situation
- Use discretion in letting the offending student make up the assignment

If the same student is found to have cheated or plagiarised a second time, they will be suspended from school for not less than one day, and a meeting held with the parents to discuss possible reinstatement conditions.

A student who is accused of cheating may appeal in writing to the teacher within five days of the accusation. The teacher will meet with the student and parents/guardians to review the evidence and make a decision. The teacher must also inform the student and parents/guardians that if they are not satisfied with the decision, they can make a written appeal to the principal within five days of the last decision. The principal and a mutually acceptable teacher will review the case and make a final decision.

## **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 (Monday through Friday).
- Come to school with a positive attitude.
- Be responsible for their actions.
- Respect yourself and others at all times.
- Be diligent in their studies and work to their academic potential.
- Respect and uphold all other responsibilities outlined in the sections above.

Failure to comply with these expectations may result in:

- Suspension from practices, games and/or tournaments.
- 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.
- 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 or period.
- Their 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 the administration.

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

- Parents/Guardian(s) call the school with a reason why the student is absent. The call is recorded, and teachers are notified.
- Parent/Guardian sends a note with the 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 unexcused.

When a student is absent without excuse, parents/guardians may be contacted by the 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 the 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. For safety reasons, students must sign in at the office when arriving late or leaving early for an appointment or illness.

***A student is considered late for school once the bell for classes to begin has rung.***

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.

### **BICYCLES/SCOOTER**

There is a bike stand located beside the building 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. Students are not permitted to ride bikes or scooters on school property, including the playground and school fields during operational hours.

### **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 in their assigned seats while on the bus.
- Students must be dressed appropriately for the weather conditions when riding the bus.
- Misbehaviour on the bus may result in school discipline.

### **HOT LUNCH**

Livingstone Parents' Association (LPA) provides a hot lunch, for a nominal fee, one day per month. The LPA Lunch program welcomes volunteer support from parents and community members.

### **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, they are available for consultation, 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 in their home room or other approved locations. Two microwaves are available for Junior/Senior high students use.

### **NEW CELL PHONE POLICY**

In accordance with Alberta Education's Ministerial Order, student cell phones are to be silenced during school hours. Students are not permitted to use or carry their cell phones and other electronic devices during class times unless directed to by a teacher for instructional purposes. Senior high students may use their phones for communication purposes at lunch. Junior high and elementary students are not to use personal mobile devices at school during the school day. 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. Students are asked to communicate with the office regarding calls home.

**Even during permitted times, phones and devices should be used for communication and educational purposes only (no social media, gaming, etc.) and may be confiscated at staff discretion when used inappropriately.**

Cell phones are not to be used in change rooms, washrooms, private counselling rooms or any setting that has the potential to violate a person's reasonable expectation of privacy.

**Should a problem with a cell phone occur at school, staff will follow the progressive discipline plan listed below:**

- **1st Offence** - the personal mobile device will be confiscated and delivered to the office. The student will be permitted to collect their personal mobile device at the end of the school day. This offence will be recorded in PublicSchool Works.
- **2nd Offence** - the personal mobile device will be confiscated and will be delivered to the office. The student will be permitted to collect their personal mobile device at the end of the school day. A parent or guardian will be contacted by the office. This offence will be recorded in PublicSchool Works.
- **3rd Offence** - the personal mobile device will be confiscated and will remain in the office until a parent or guardian is available to collect the personal mobile device. A parent or guardian will be contacted by the office. This offence will be recorded in PublicSchool Works.
- **4th Offence** - the personal mobile device will be confiscated and will remain in the office until a parent or guardian is available to collect the personal mobile device. Parent or guardian will be contacted by the office. Parent or guardian will meet with school administration to create a personal plan to assist the student in developing more responsible use. This offence will be recorded in PublicSchool Works.

For more information, please refer to the linked documents below:

[Livingstone School Cellphone plan](#)

[Alberta Ministerial Order](#)

\*Administrative Procedure will be added once it is published by LRSD.

### **CLASSROOM EXPECTATIONS**

Classroom teachers will develop a list of reasonable expectations that contribute to their instructional program, classroom harmony, and the development of student responsibility. It is the student's responsibility to follow these expectations to the best of their ability at all times.

### **DRESS REGULATIONS**

Clothing is expected to be appropriate to a working and learning environment. Students must wear tasteful, student-age-appropriate clothing for a K-12 community. Non-marking soled shoes are preferred. Concerns will be addressed by the administration team.

### **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 Student Leadership, Interschool Sports, Mini-Basketball, 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. Elementary students will be expected to enter homework assignments in their agenda, which will be provided by the school and included in the school fees. **Junior and Senior High students who are not handing in assignments on time will be scheduled for at least one block of study hall on Fridays until they are caught up.**

## 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. Elementary students should not have locks on their lockers unless permitted by their classroom teacher. **Lockers are the property of Livingstone School, and we reserve the right to search lockers if there is just cause.**

## 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 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 students' academic strengths and challenges.
- Individualized program plans to assist with the development of specific learning and behavioural goals.
- Arrangement of case conferences for individual students.
- Support for classroom teachers, students, and families.
- Consultation with outside agency representatives (Speech, Occupational Therapy, Mental Health Services, etc.)
- 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. Students in Grades 7 - 9 may only leave school property during lunch hour if a ***Downtown Privileges Parental Permission Form*** has been completed by a parent/guardian. They may not leave school property at any other time unless accompanied by a staff member, and are **not permitted to get into another student's vehicle during school hours.**

**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. Parents, guardians, and/or siblings picking up students from school are asked to report to the office, and the student(s) will be called to the office to be signed out at this time.



## NEWSLETTERS

A newsletter, which contains key dates and events, will be sent out electronically on Wednesday of each week. Newsletters, monthly calendars, and hot lunch forms can also be found on the school website:

[livingstoneschool.ca](http://livingstoneschool.ca).

## LIVINGSTONE LEARNING COMMONS

A Library Technician will be in the Learning Commons on Monday & Wednesday from 8:15 a.m.- 3:30 p.m. and Thursday from 8:15 a.m.-12:00 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.

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 labelled 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!

## FOCUSED LITERACY TIME

As a part of our school-wide focus on literacy and achievement, Elementary students and staff participate in daily literacy activities Monday through Thursday, for 45 minutes per day. We believe that strong readers will be successful students and that reading for enjoyment supports life-long learning. During this time, students may receive targeted interventions or enrichment, work on their reading goals, and other activities that promote a love of literacy.

## **FLEX FRIDAYS**

Flex Fridays take place every Friday for students in grades 7-12 and provide opportunities for students to experience different learning options that can't be offered during the regular school week. This includes Literacy and Numeracy Intervention for students who are working below grade level, teaching study skills, and other personal management skills, and a study hall for students who have missing assignments. These blocks will be scheduled by the school based on demonstrated need and are not optional. Students who demonstrate responsible learner outcomes and are performing to their highest standard will be given the privilege of enrichment options.

## **FLEX FRIDAYS (continued)**

**This is a regular school day, and attendance is required from all students.** For special cases, including work experience, special projects, and the Green Certificate, students must consult with the Principal or Assistant Principal to get permission to be absent from the building.

## **PERSONAL TECHNOLOGY AND OTHER VALUABLES**

Many students bring their own technology and other valuables to school with them. It is important that they understand that they do so at their own risk. It is important to note that the school will not be responsible for any missing items, so it is recommended that anything of value remain stored in their locker (if it is locked), or left at home.

## **PHYSICAL EDUCATION RULES AND EXPECTATIONS**

All students in grades K-9 are required to participate in daily physical activity and receive a physical education on Monday through Thursday. 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.
- Jewellery 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.
- For Senior High Students: **Personal devices may be used for gaming and other entertainment purposes at lunch only.** \* Students are not permitted to use Livingstone School devices for non-educational purposes.
- 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.
- Food and drinks are NOT allowed in the computer lab or near laptops.

\*subject to change pending final draft of administrative procedure 145.

### 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 before 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.

## VOLUNTEERS

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

- |                                 |                            |
|---------------------------------|----------------------------|
| • Lunchroom Supervisors         | • Assisting with Hot Lunch |
| • Driving a bus for field trips | • Supervising field trips  |
| • Classroom presentations       | • Coaching sports teams    |
| • Classroom assistance          | • Reading to students      |
| • Math support                  |                            |

Volunteers are required to fill in a Volunteer Registration Form and submit a Criminal Record and Vulnerable Sector Check (CRC). No fee is charged by the RCMP to complete a CRC for volunteers. CRCs must be completed every 2 years for all volunteers. 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.

