

## STUDENT TIMETABLE

The morning session begins at 8:25 am and is finished at 12:17 pm. The afternoon begins at 1:05 pm and ends at 2:51 pm.

The first Wednesday of each month is a staff meeting day and early dismissal. The shortened period times for staff meeting Wednesdays are on the right hand side of the timetable.

REG TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	WED TIME
8:25 8:30	<b>HOMEROOM</b>						8:25 8:30
<b>1</b>  8:30 9:23							<b>1</b>  8:30 9:13
<b>2</b>  9:23 10:16							<b>2</b>  9:13 9:56
10:16 10:31	<b>RECESS / BREAK</b>						9:56 10:11
<b>3</b>  10:31 11:24							<b>3</b>  10:11 10:54
<b>4</b>  11:24 12:17							<b>4</b>  10:54 11:37
12:17 1:05	<b>LUNCH</b>						11:37 12:25
<b>5</b>  1:05 1:58							<b>5</b>  12:25 1:08
<b>6</b>  1:58 2:51							<b>6</b>  1:08 1:51
2:51	<b>DISMISSAL</b>						1:51

**STUDENT AGENDA 2015-16**  
**LAKELAND RIDGE SCHOOL**

*“We are a community of passionate leaders and empowered learners who respect diversity, embrace innovation, and inspire excellence.”*

101 Crimson Drive  
Sherwood Park, Alberta  
T8H 2P1  
Tel: 780-416-9018  
Fax: 780-416-9042  
Website: [www.lakelandridge.ca](http://www.lakelandridge.ca)  
Twitter: <https://twitter.com/@lakelandridge>

THIS STUDENT AGENDA BELONGS TO:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

## **WELCOME**

This is Wolf Country. The wolves gather together, creating a unified and proud pack. They take care to mentor and nurture the youngest of the cubs, and pay heed to the needs of even the most diverse of their group. They are instinctively aware of the need for cooperation, collaboration, innovation, and inspired leadership. They are a family, a community. They are strong now. In time, with the combined effort of each pack member, they will be great. This is wolf country.....this is Lakeland Ridge School.

The minute an individual steps through the front doors of Lakeland Ridge, one is struck by the culture of community and family that has been created by students, staff, and parents. Students learn in a safe and stimulating learning environment where individual differences are celebrated, uniqueness is valued, and all experience a sense of belonging. As a Leader in Me school, each student is an integral part of the school's fabric and acutely aware of their roles as leaders as well as the importance of giving of themselves to others. Older students are expected to nurture, mentor, and lead younger students. Lakeland parents are active and vital partners in the school community supporting education, the school, and their children's success.

The school is well recognized for its quality of programming, student achievement, high standards for conduct, and fostering of good citizenship. Character education, citizenship, and student leadership are integral to the Lakeland experience. Our progressive and dedicated staff maintain high academic expectations with a consistent emphasis on innovative learning and achievement. Students are empowered to make positive choices, exercise self-discipline, and are afforded numerous opportunities to demonstrate positive leadership through involvement in curricular and extra-curricular activities.

## **PROGRAMMING**

Lakeland Ridge provides K-9 programming that focuses on academic excellence, fitness and recreation, art, community involvement, and technology. A full complement of elementary and junior high courses is supplemented by a broad range of options. These include construction, foods, fashion, art, band, drama, performing arts, media studies, app savvy, leadership, French, outdoor education, sports acceleration, cartooning, fast/convenient foods, snacks/appetizers, and recreational fitness.

## **LEADER IN ME**

The school-wide character education program focuses on the Leader in Me. The Leader in Me is founded in Stephen Covey's "The Seven Habits of Highly Effective People". Students are taught and encouraged to use the Habits in all aspects of their lives. The program is designed to develop character and leadership by emphasizing leadership, accountability, responsibility, problem solving, communication, creativity, teamwork, initiative, self-direction, and cross-cultural skills.

Habit 1: Be Proactive

Habit 2: Begin With the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek First to Understand, Then to Be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

## **FACILITY**

Lakeland Ridge opened in 2004 and is located in the northeast section of Sherwood Park. With a fully modern and attractive facility, projector/SMART Board equipped classrooms, complete wireless environment, portable laptop/Chromebook/iPad labs, fully outfitted band, music and art rooms, construction and foods/fashion labs, two gymnasiums, three playgrounds, fitness room, learning commons and extensive library, Lakeland provides all the elements for students to have an engaging and positive educational experience.

## ENROLMENT

Lakeland Ridge is the fourth largest school in Elk Island Public Schools with an enrolment of approximately 745 students. Of these, 500 are in elementary (including kindergarten) and 245 in junior high. Typically there are three homerooms at each grade level.

## STAFF

There are 38 certificated staff members at Lakeland Ridge School including the principal, two assistant principals, and a full-time counsellor. There are 15 classified staff, including two secretaries, a business manager, a library technical assistant, and 11 educational assistants.

### 2015/16 STAFF LIST

Mrs. J. Cameron	Counsellor	Mr. J. Murphy	Grade 6 (HR 2)
Mrs. S. Janke	Secretary	Mrs. K. Atkinson	Math/Science
Mrs. I. Painchaud	Secretary	Mr. R. Bachor	LA/PE
Mrs. C. Eyben	Business Manager	Mr. S. Bennett	CTF
Ms. T. Lake	Library Technician	Mrs. L. Cutforth	SS/Leadership
		Mr. R. Fisher	PE
		Ms. H. Newnham	LA/Art
Mrs. D. Biermann	Kindergarten	Ms. D. Li	Band/Music
TBD	Kindergarten	Mrs. C. McKay	CTS/Out Ed
Mrs. C. Brownlee	Grade 1 (HR 1)	Mrs. J. Moravec	Math
Mrs. T. Krekoski	Grade 1 (HR 2)	Mrs. S. Panchuk	Science
Mrs. S. Cooksley	Grade 1 (HR 3)	Mrs. J. Rice	Music
Mrs. D. Milton	Grade 2 (HR 1)	Mrs. C. Robertson	SS
Mrs. B. Edgecombe	Grade 2 (HR 2)	Mrs. N. Troup	French/LA
Mrs. J. Cohn	Grade 2 (HR 3)	Mr. M. White	Drama/Out Ed
Mrs. T. Reinbold	Grade 3 (HR 1)		
Mrs. L. Bocek	Grade 3 (HR 2)	Mrs. K. Boyle	Educ Assistant
Mrs. K. Smith	Grade 3 (HR 2)	Mrs. C. Chase	Educ Assistant
Mrs. I. Deatcher	Grade 3 (HR 3)	Mrs. H. Dool	Educ Assistant
Mr. J. Carlson	Grade 4 (HR 1)	Mrs. D. Gibbon	Educ Assistant
Mrs. K. Travis	Grade 4 (HR 2)	Mrs. S. Pancholi	Educ Assistant
Mr. M. Baker	Grade 4 (HR 3)	Mrs. J. Richardson	Educ Assistant
Mrs. B. Wright	Grade 5 (HR 1)	Mrs. L. Schmitz	Educ Assistant
Mrs. G. Verbitsky	Grade 5 (HR 2)	Mrs. J. Shears	Educ Assistant
Mr. J. Robertson	Grade 5 (HR 3)	Mrs. J. Shrimpton	Educ Assistant
Mrs. S. Bushell	Grade 6 (HR 1)	Mrs. R. Stovius	Educ Assistant

### 2015/16 SCHOOL CALENDAR

#### TERM 1 (AUGUST 31 - NOVEMBER 20)

August 31	- First Day of School (Day 1)	October 12	- Thanksgiving: No School
September 2	- Staff Mtg: Early Dismissal	October 21	- PST Conferences
September 4	- Newsletter	October 22	- PST Conferences
September 15	- Muffin Morning	October 28	- School Council Meeting
September 17	- Terry Fox Run	November 4	- Staff Mtg: Early Dismissal
September 29	- JH Awards Ceremony	November 6	- Newsletter
September 30	- School Council Meeting	November 6	- Remembrance Ceremony
October 7	- Staff Mtg: Early Dismissal	November 6	- Locker Clean Up
October 8	- Newsletter	November 7-15	- November Break
October 9	- PD In-service: No School	November 16	- School Resumes (Day 6)

### TERM 2 (NOVEMBER 23 - MARCH 18)

November 25	- School Council Meeting	February 3	- Newsletter
November 27	- 1st Term Progress Reports	February 4 & 5	- Teacher Conv: No School
December 2	- Staff Mtg: Early Dismissal	February 12	- Closure Day: No School
December 4	- Newsletter	February 15	- Family Day: No School
December 18	- Locker Clean Up	February 23	- School Council Meeting
Dec. 19 - Jan. 3	- Christmas Break	February 24	- Pink Shirt Day
January 4	- School Resumes (Day 1)	February 24	- PST Conferences
January 6	- Staff Mtg: Early Dismissal	February 25	- PST Conferences
January 8	- Newsletter	March 2	- Staff Mtg: Early Dismissal
January 27	- School Council Meeting	March 3	- Newsletter
January 29	- Closure Day: No School	March 4	- PD In-service: No School
February 3	- Staff Mtg: Early Dismissal		

### TERM 3 (MARCH 21 - JUNE 24)

March 22	- School Council Meeting	June 1	- Staff Mtg: Early Dismissal
March 23	- 2nd Term Progress Reports	June 3	- Newsletter
Mar. 24 - Apr. 4	- Spring Break	June 15	- 6 ELA PAT
April 5	- School Resumes (Day 5)	June 16	- 6 Math PAT
April 6	- Staff Mtg: Early Dismissal	June 17	- 6 Science PAT
April 8	- Newsletter	June 17	- Locker Clean Out
April 27	- School Council Meeting	June 17	- Last Day of Classes JH
May 4	- Staff Mtg: Early Dismissal	June 17	- Grade 9 Farewell
May 6	- Newsletter	June 20	- 6 Social PAT
May 9	- Junior High Orientation	June 20	- 9 Science PAT
May 10	- Kindergarten Orientation	June 21	- Grade 9 Activity Day
May 10	- 9 ELA PAT (Pt. A)	June 22	- 7/8 MA Finals & 9 PAT
May 12	- 6 ELA PAT (Pt. A)	June 23	- 7/8 ELA Finals & 9 PAT
May 13	- PD In-service: No School	June 24	- 7/8 Social Finals & 9 PAT
May 20	- Closure Day: No School	June 28	- Elementary Reports
May 23	- Victoria Day: No School	June 29	- JH Reports (10:00 am)
May 25	- School Council Meeting		

### **ATTENDANCE**

If a student is absent due to illness or other valid reason, it is requested that parents inform the school at 780-416-9018 or via an email to the school secretary. After hours messages may be left on the school's voice mail.

### **LEAVING DURING THE DAY**

Students are not permitted to leave the school building or grounds during the instructional day. This includes the morning recess/break. Nevertheless, from time to time a student may be required to leave school early for an appointment, emergency, or due to illness. All students must check out at the office prior to leaving the building. A parent note, phone call, or contact is required if the student is leaving.

### **CELL PHONES**

Students are permitted the responsible use of cell phones before classes start, at lunch, and after dismissal. In addition during class time teachers may request that students use their phone for educational and/or research purposes.

Outside the office in the main foyer is a courtesy phone that students can access to make calls during the day.

## **STUDENT CONDUCT OUTSIDE SCHOOL HOURS AND OFF SCHOOL PROPERTY**

As per EIPS Administrative Procedure 350 Student Behaviour Plan: *Action may be taken for student behavior and conduct beyond the hours of school operation and/or off school property, if the behavior is significantly detrimental to the safe and caring environment of the school.* Therefore, every student is accountable to the principal for their general deportment at any time that student is under the supervision of staff members even if they are off school property. This includes activities such as athletics, band, and field trips as well as DPA walks. A student could also be held responsible for their actions if they engage in inappropriate conduct outside school hours that could impact on the school, such as cyberbullying

### **LAKELAND RIDGE SCHOOL CODE OF CONDUCT**

#### BELIEFS

We believe:

- that everyone has the right to learn
- that everyone has a right to belong
- students, parents, and teachers share a responsibility to support and encourage student success

#### RESPONSIBILITIES

Students shall:

- be familiar with the school behaviour plan
- arrive at school and class on time, prepared, and ready to learn
- respect themselves, peers, staff, and property
- put effort into their studies
- follow classroom and school rules
- comply with reasonable requests of school personnel

Parents shall:

- be familiar with the school behaviour plan
- initiate and respond to communication with teachers and other appropriate school personnel
- assist their children to be at school, on time, and prepared
- support school efforts to help their children be successful students

Teachers shall:

- provide a positive learning environment that supports and respects individual differences
- initiate and respond to communication with parents
- work with colleagues to provide consistent behavior expectations for students
- prepare students for their roles as citizens in school and society

#### MINOR INFRACTIONS RESULTING IN PROGRESSIVE CLASSROOM DISCIPLINE

Will be handled by individual teachers (staff member). May be referred to administration after repeated incidents and all reasonable means of correction have been explored by the teacher (staff member). Normal consequences can range from verbal warning through to parental involvement.	
Minor Disrespect/Defiance to Staff	Late for Class
Minor Harassment - Physical or Verbal	Unsafe Conduct
Minor Network Misuse	Cheating/Plagiarism - Formative Assessment
Classroom Disruptions	Inappropriate Language
Improper Attire	Horseplay/Play fighting
Missed Detention	Unprepared for Class
Not Working in Class	

MAJOR INFRACTIONS RESULTING IN  
PROGRESSIVE CLASSROOM DISCIPLINE

Will be handled by the school administration. Normal consequences can range from verbal warning through to suspension. Typically will require parental involvement.	
Major Disrespect/Defiance to Staff	Theft
Harassment - Physical, Verbal, or Sexual	Cell Phone Misuse
Major Network Misuse	Cheating/Plagiarism - Summative Assessment
Repeated Minor Infractions	Late for School
Vandalism	

MAJOR INFRACTIONS RESULTING IN  
SUSPENSION

Will be handled by the school administration. In addition to suspension, may include recommendation for a disciplinary hearing or expulsion. Will require parental involvement.	
Fighting/Assault	Drug (Paraphernalia) Possession/Consumption
Dangerous Action	Alcohol Possession/Consumption
Swearing At, About, or In Response to Staff	Weapon
Smoking	Truancy
Pantsing	

**TECHNOLOGY ACCEPTABLE USE**

School computers are to be used for educational purposes and in a responsible, efficient, ethical, and legal manner. In order for students in Gr. 4-9 to have access to the network, they along with a parent, must sign an EIPS Student Acceptable Use Agreement. Failure to comply with the agreement will result in consequences ranging from loss of computer privileges through to suspension or legal action.

**BUS RIDERSHIP**

Riding the school bus is a privilege. All normal school rules apply when riding and students are expected to follow the direction of the driver. Repeated or significant improper behaviour on the bus will be dealt with by school administration and may result in suspension of riding privileges. To enhance the safe transportation of students, buses are equipped with video surveillance equipment.

**SKATEBOARDS, SCOOTERS, & BICYCLES**

Students are not permitted to skateboard or scooter on the tarmac behind the school. All students must remain clear of the bike racks unless locking or unlocking their bike. A reminder that cyclists aged 18 and younger are required by law to wear an approved bicycle helmet.

**LATE POLICY**

Students who arrive late in the morning or afternoon are to report directly to the office to be checked in. Tardiness is considered to be excused if a parent phones, emails, sends a note, or otherwise communicates with the school regarding the late. Students who are unexcusedly late for registration at 8:25 am or 1:05 pm will have the following consequences administered:

- 5 lates - letter home from attendance secretary
- 10 lates - meeting with counselor
- 15 lates - phone call home from school administrator
- 20 lates - one day in-school suspension

The above cycle will begin anew on February 1.

## **LUNCH BREAK/CANTEEN**

For elementary students Lakeland Ridge is a closed campus during lunch, which means that students remain on school grounds for the duration of the break. If an elementary student wants to leave school grounds then a parent note or phone call to that effect is required. All students that stay for lunch eat in assigned and supervised areas.

Although junior high students can leave the school grounds during the lunch break, they are not permitted to bring food/drink into the school that they have purchased from local establishments. This does not apply if a parent drops off food for their child.

Microwaves are provided for the heating of food and milk available for purchase. Students in Gr. 6-9 also have access to a canteen that has a selection of cold and re-heatable food products available for purchase.

## **INDOOR RECESS / LUNCH**

In the case of inclement weather or when the temperature hits -22 C (with/without wind-chill) students will be kept inside for recess and the lunch break.

## **LOCKERS**

For students in Gr. 6-9, lockers with combination locks are provided to store books, coats, as well as valuables. A record of the lock serial number and combination will be kept in the office. Students are not permitted to use a personal lock nor exchange locks/lockers with other students. Individuals should make every effort to ensure that their combination remains confidential. Damaged or lost locks will be replaced at the student's expense.

A student's locker may be subject to inspection or search. It is important that lockers be kept clean and organized. Posting of inappropriate pictures inside lockers is not permitted.

Elk Island Public Schools considers the use of controlled substances and alcohol, as well as the misuse of prescription medication to be detrimental to the well-being of students and injurious to the moral tone of the school. As part of the school's intervention and education framework, from time to time a police or private dog may be brought in for educational purposes or when there is reasonable belief to assume there are drugs on school premises.

## **STUDENT DRESS CODE**

As school is a formal environment, students must be neatly dressed and well groomed. Revealing clothing is disruptive to the educational atmosphere and will not be allowed. General guidelines include a covered back, midriff, chest and shoulder area. Skirts, dresses or shorts should not be too short in length. Students' undergarments should not be visible. Unsuitable clothing also includes items that display explicit language, violence, racism, drugs/alcohol, inappropriate signs and symbols, or is sexual in nature. Staff will use their discretion in deciding the appropriateness of clothing. Students who are dressed improperly will be required to cover up or be sent home to change. Hats, sweatshirt hoods, or other headgear are not to be worn inside the school. Due to rapid physical growth and hormonal change, young adolescents sometimes experience body odor. Students should practice daily hygiene.

## **SCHOOL COUNCIL / PARENT ACTION SOCIETY**

The school community council supports and assists our school with its many activities and responsibilities. Its role is to engage in dialogue as well as provide feedback to staff on planning, issues, and programs. The group typically meets the last Wednesday of each month in the library @ 6:30 pm. Check the school calendar for dates.

The Parents Action Society (PAS) is a fundraising branch of the parent community and provides financial support for various school initiatives.



## **SCHOOL WEBSITE / e-TEACHER PAGES**

Parents and students are invited to visit the school website at [www.lakelandridge.ca](http://www.lakelandridge.ca). It is regularly updated and includes important information about upcoming events, newsletters, programming, and extra-curricular activities. In addition, through the school website each teacher maintains an e-Teacher page that contains current assignments, important dates, and contact information.

## **HOME - SCHOOL COMMUNICATION**

If parents have a question or concern about something at the school or in the classroom, they are encouraged to bring the concern forward directly to the appropriate person. These discussions should take place in the following order:

1. Discuss the concern with the classroom teacher to determine if the issue can be resolved at the classroom level.
2. If this issue cannot be resolved at the classroom level, bring it forward for discussion with the school principal or assistant principal. Most concerns can be addressed at the school level when school staff and administration as well as parents/guardians engage in open and collaborative discussion.
3. If the issue cannot be resolved at the school level, bring it forward for discussion with the superintendent or applicable associate superintendent.

Any level of the above discussions may be initiated by telephone or email, but may evolve into a face-to-face meeting which allows for the best and most collaborative discussion to take place.

All staff members can be emailed using the format [firstname.lastname@eips.ca](mailto:firstname.lastname@eips.ca). Every effort will be made to respond in a timely manner. Typically parents can anticipate a response within 24-48 hours.

## **POWERSCHOOL PARENT PORTAL**

Using a provided password, parents have 24/7 access to their child's grades (junior high only), attendance, and fees. On-line fee payment can also be made through this portal. Passwords are issued through the school office. The website is <https://powerschool.eips.ca/public/home.html>

## **POSITIVE REFERRALS**

Positive referrals are distributed by school administration twice a month. Students receive positive referrals from staff as recognition for leadership, extra effort, service to the school, and/or personal growth.

## **ALLERGY AWARE**

All EIPS schools are "Allergy Aware" meaning that we encourage practices to reduce risks for children and staff with allergies. Since severe nut allergies are surprisingly common, as a school-wide practice we ask parents to check lists of ingredients on food items and as much as possible avoid sending products containing peanuts/nuts to the school. In the case where a student has an unusual or airborne allergy, we communicate directly with parents of students in that class about food ingredient restrictions.