



Leo Nickerson Elementary School
Ecole Élémentaire Leo Nickerson
Leo Nickerson Logos Christian Program

Name

Room

STUDENT HANDBOOK 2016-2017

Kevin Jones
Principal

Helen Nowell
Assistant Principal

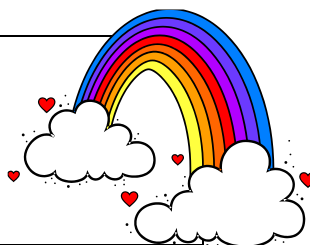
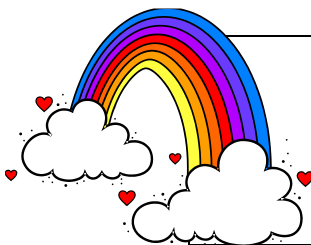
Tammy Schepens
Assistant Principal

10 Sycamore Avenue
St. Albert, Alberta
T8N 0K3

Telephone: (780) 459-4426 Fax: (780) 460-7792

Web Site: www.lnem.spschools.org
E mail: leonickerson@spschools.org
Twitter: twitter.com/LeoNickerson

SHOWING OUR TRUE COLOURS



Red	Cooperation/Coopération	Hand
Orange	Organization/Organisation	Puzzle Piece
Yellow	Listening/L'écoute	Face
Green	Open-mindedness/Ouverture d'esprit	Light Bulb
Blue	Understanding/Ultra sympathique	Ribbon
Indigo	Respect and Responsibility/Respect et responsabilité	Star
Violet	Sharing and Caring/S'entraider	Heart

WELCOME TO LEO NICKERSON

The staff of Leo Nickerson welcomes you to the 2016/2017 school year. As we begin the year, we look forward to its new experiences and opportunities. We believe that good communication enhances the partnership between the school and the home. We hope that this handbook/agenda will be a useful source of information and communication between the home and school.

It will be our privilege to work with you and your child to promote excellence in educational experiences.

OUR SCHOOL

Origin of School Name

Leo Nickerson was a local resident noted for his unselfish devotion to community work, particularly with young people in Cubs and Scouts. On July 14, 1961, he was serving as a leader at a weekend camp. A freak storm hit Lake Wabamun and surprised a group of his Cubs who were swimming. The boys were in shallow water but high waves created by the violent winds swamped the swimmers. Leo Nickerson managed to save two boys before turning his attention to three others who had been swept out to deeper water. Witnesses told of seeing him reach and grab hold of the Cubs before suddenly being overcome by a wave. All four drowned.

In 1964, when the original school was built, it was named in his honour. Mrs. Sylvia Nickerson laid the original cornerstone which is still displayed outside the front entrance.

In 1986, Mrs. Nickerson officially cut the ribbon, opening our renovated facility and unveiling an artist's sculpture of her late husband. The following year, a modern upgraded playground and major landscaping project was completed.

For many years, students have been told the story of Leo Nickerson and have been invited to emulate his qualities of friendship, selflessness and service to the community.

In 2014, École Leo Nickerson School celebrated its 50th Anniversary. A special celebration was held on June 24th to mark this important milestone. Mrs. Nickerson and her daughters were in attendance, along with school board trustees, and current and former students, teachers and administrators. A commemorative plaque was presented by school trustees, and is displayed with the original cornerstone, which was laid 50 years prior. The students and artist Stan Phelps collaborated on a celebratory mural entitled *A Child's Realm*, depicting our school's sense of community and love of learning.

SCHOOL PROFILE

Leo Nickerson is a multi-track school offering English, French Immersion and Logos Christian programs. This multi-track setting promotes tolerance and understanding among students. The school's philosophy is that students from all programs develop cultural appreciation, respect and mutual understanding.

The school welcomes students into colourful, happy and exciting classrooms where dedicated and talented teachers and educational assistants make learning come alive. The teachers' strategies are grounded in the current research on how the brain works and in the fundamentals of primary literacy. The school also enthusiastically welcomes parents to be partners in their children's education.

This partnership of students, staff and parents produces amazing results:

- Well-established and successful programs
- A proven record of academic excellence
- An effective early literacy focus supported by a Balanced Literacy program, Reading Intervention and Resource
- A strong focus on Leadership and Differentiated Instruction
- An energized staff excited about providing a diverse range of extracurricular activities
- A well-defined and implemented anti-bullying program
- A focus on the integration of technology through a state-of-the-art computer lab, networked computers, Interactive White Boards, multi-media projectors, document cameras, and mobile labs
- A strong Fine Arts program
- An active School Council and a well-established fund-raising society (Friends of Leo Nickerson)
- A Family Resource Center in the school lobby, circulating parent information through a library of materials on topics of interest to parents
- A comprehensive skill-based physical education program led by a dedicated specialist
- A friendly and invitational school atmosphere

One focus of the staff is cultural enrichment for all students. Along with the Friends of Leo Nickerson, the staff members work hard to provide students with the richness of cultural opportunities through the Artist in Residence Program, the annual trip to the Edmonton Symphony Orchestra, the Alberta Opera, the Youth Dance Troop, l'Unithéâtre, the fabulous Christmas and Spring performances, and many other musical and theatrical activities.



BELL SCHEDULE

<u>PERIOD</u>	<u>RANGE</u>
Supervision begins outside	8:40
Registration/Announcements	8:55-9:00
Period 1	9:00-9:30
Period 2	9:30-10:00
Period 3	10:00-10:30
Period 4	10:30-11:00
RECESS 11:00-11:15	
Period 5	11:15-11:45
Period 6	11:45-12:15
Grade 1-3 - LUNCH 12:15-12:45, PLAY 12:45-1:10	
Grade 4-6 - PLAY 12:15-12:45, LUNCH 12:45-1:10	
Registration	1:10-1:15
Period 7	1:15-1:45
Period 8	1:45-2:15
Period 9	2:15-2:45
Period 10	2:45-3:15
Read-In/Homeroom	3:15-3:25

Early dismissal - students will be dismissed at 12:25 p.m. on the first Wednesday of every month (with the exception of September) for staff meeting.

OFFICE HOURS

Our office staff are in from 8:00 a.m. to 4:30 p.m. It would be appreciated if calls with information for students were received *prior to 3:00 p.m.*

ATTENDANCE CONFIRMATION SYSTEM

Students must be accounted for at the beginning of each morning and afternoon session. If your child is not in class, we will need to confirm that you are aware of this.

We do this in one of two ways:

- referring to the record of calls/emails from parents reporting student absences
- calling the parent to report the absence

Please help us **keep contact information current** by advising us of any change in contact names and phone numbers, as well as any change in parent home or work numbers.

You can help us with this procedure by reporting the absence:

- call the attendance voicemail at **(780) 460-7792**, or
- call the school at **(780) 459-4426**, or
- email leo.nickerson@spschools.org, or
- use our online submission form on the school website lnem.spschools.org

Late Sign-in/Early Sign-out

Students must *sign in* at the office if they arrive at school late. Students who need to leave the school for any reason before dismissal must be authorized to do so by a parent and must *sign out* at the office.

CHARACTER EDUCATION SHOWING OUR TRUE COLOURS

As a school community, we at Leo Nickerson, endeavor to help students build supportive relationships. We strive to protect all students from harassment and bullying through education. One way we try to accomplish this is through our character education program.

Incorporating new ideas into an established and comfortable routine often encourages us to embrace different ideas with renewed enthusiasm and interest. It is with this belief in mind that we continue to embark on a school-wide Character Education program. Our goal is to focus the efforts of students and staff alike to become the best we can be: as individuals, as a school population and as members of the wider global community. In short, we strive to show our True Colours.

Using the acronym **COLOURS**, we will assist our students in learning about specific positive behaviours and in developing qualities of character.

<u>Character Quality</u>	<u>Colour</u>	<u>Symbol</u>
Cooperation/Coopération	Red	Hand
Organization/Organisation	Orange	Puzzle Piece
Listening/L'écoute	Yellow	Face
Open-Minded/Ouverture d'esprit	Green	Light Bulb
Understanding/Ultra sympathique	Blue	Ribbon
Respect and Responsibility/ Respect et responsabilité	Indigo	Star
Sharing and Caring/S'entraider	Violet	Heart



To facilitate solid understanding, the Colours Program and the associated qualities and colours will be introduced in classrooms and at school assemblies. We will reinforce the concepts throughout the year at other assemblies as well as directly and indirectly in our classes, in the halls, and on the playground. When a child is observed demonstrating a quality or "colour", they will be rewarded. This may be done simply through acknowledging the behaviour or by placing a ballot in the school's **COLOURS** box. Colour-coded ballots will be available in each classroom. On a daily basis, draws from the **COLOURS** box will be made during the morning announcements. Prizes will be given to the students chosen. Ballots are also drawn at monthly assemblies. These students will participate in a pizza lunch along with other winners, Mr. Jones, and Mme Nowell.

PERSONAL SAFETY

Out-of- Bounds Areas/School Property

The following areas are out-of-bounds to students during school hours:

- parking lot
- bicycle racks
- areas beyond fence surrounding the side and back playground areas
- bus lane area

Bus students are not allowed to leave the school grounds at noon or recess without written permission by a parent. Bus students line up and wait for the bus with a supervisor at the bus lane or in the gym in inclement weather.



Vehicle Safety ... for the safety of our children

Vehicles used to drop off and pick up passengers... you are requested to keep the following in mind:

1. Refrain from dropping off/picking up students in the **bus lane** on the Cunningham side of the school from 8:40-9:15, 11:15-12:45, and 3:15-4:00.
2. In order to make the south side of Sycamore Avenue, between the parking lot entrance and exit, a drop-off zone, this area has been designated a 15 minute area between 8:00 a.m. and 4:00 p.m.
3. To ensure a safe area for the students to cross from Sycamore to the school, parents are asked not to enter the Staff Parking Lot between 8:00 a.m. and 4:00 p.m. Stalls in the parking lot have been assigned and are not otherwise available.

Accident/Illness

Every effort is made to prevent or to minimize possibilities of accidents at school. Playground supervision, discussions about safety, safety patrollers, and various other educative activities encourage children to recognize physical hazards and to protect themselves.

In the event of an accident or illness, the school office will endeavor to contact the parent or guardian by telephone to ascertain his or her wishes with respect to medical attention. If the parent or guardian cannot be contacted, the school will get help from the child's family doctor, the paramedics and/or the emergency department of the Sturgeon General Hospital (Community Health Center).

Please ensure that all necessary information such as phone numbers, medical information, etc. is kept up to date at the office.

Peanut and Nut Allergy Awareness

It is the school's responsibility to keep each and every child safe. Leo Nickerson School strives to be a "peanut and nut free environment". Our school has children with severe peanut and/or nut allergies. To these students, the taste, touch or smell of peanuts and/or nuts could cause an anaphylactic reaction (severe allergic reaction that could lead to rapid death if untreated), which would require the injection of epinephrine by an EpiPen, and a 911 call immediately.

It is our responsibility to provide a "safe and caring" environment that enables all our children to reach their potential – regardless of medical problems. Please, carefully read all labels, looking for peanuts, nuts and traces of peanuts and nuts, so that these products are not sent to school.

Students' Medication

The School board policy stipulates teachers' responsibilities regarding the proper procedure for administering medicines to students. Policy stipulates that teachers will act as a reasonable and prudent parent and will:

- identify students in need of medication
- monitor students in compliance with prescribed medication schedule (i.e. remind a student to take their medication)
- ensure appropriate storage (usually school office) of medication
- encourage students with severe allergies to carry their prescribed EpiPen

Severe Allergies and EpiPens

It is our belief that in order to keep each and every child safe, students identified as having severe allergies, who have a prescribed EpiPen, are expected to carry their EpiPen on them. To ensure student safety:

Teachers are asked to:

- remind students to carry their EpiPens
- assist the student in understanding their responsibility
- communicate with parents

Parents are asked to:

- communicate with the school about their child's allergies and prescribed EpiPen
- notify the school of any changes and ensure school medical information is kept up to date
- replace EpiPens that are expired
- assist their child in understanding their responsibility

Students are asked to:

- wear their prescribed EpiPen
- tell parents and/or the school if their EpiPen is forgotten, lost or damaged in any way
- become an advocate for their personal safety

PLAYGROUND SAFETY

To encourage a safe playing atmosphere for all students during outdoor recess, students are expected to follow a set of basic expectations that align with our Colours Program. Supervisors are on the lookout for children displaying our Colours traits. When the supervisors clearly see students demonstrating these desirable traits, students are rewarded with coloured ballots which are then dropped into a draw box for prizes.

SCHOOL HEALTH SERVICES

Alberta Health Services works together with parents, schools and community agencies to provide a range of coordinated community health services for school-age children and their families. Our common goal is to improve students' health and learning outcomes. Various health services are provided by registered nurses, dental hygienists, rehabilitation, and speech and language practitioners. If you would like to talk to your school's nurse, please call the St. Albert Public Health Centre at (780) 459-6671. You will also find helpful information on the school website: lnem.spschools.org.

OPEN DOORS TO PARENTS AND COMMUNITY

Parents and the community are encouraged to become involved in the school. There are many ways to do this including:

- **In the Classroom:** working in partnership with your child's teachers in the classroom and on special projects and events.
- **School Council:** facilitates the development of a common vision for the school. Members provide input on communication strategies, planning processes, resource allocation, and other relevant topics.
- **Friends of Leo Nickerson:** coordinates school-wide fund-raising activities and social events.
- **Logos Steering Committee:** enriches the Logos program in the district, plans and assists with Logos fellowship events, and works with staff to increase community awareness of the Logos program.
- **Invitational Education Committee:** ensures that the school environment is welcoming, warm and cheerful. This committee is responsible for the Parent Resource Library and the Artwalk, and remains committed to further improvements designed to make Nickerson even more invitational.

STUDENT SUPPLIES

A basic supply list is provided for each student through the school office. It is also included with the June progress report for the year ahead for grades 1-6.

The school offers parents the opportunity to pre-purchase school supplies for children who are returning to Leo Nickerson. During the month of June, each student will be provided with a supply list and order form. This program is optional. If you place an order, information is sent home about pick-up dates and times (generally the week before school starts in the Leo Nickerson lobby, 8:00 a.m. - 4:30 p.m.).

DRESS CODE/FOOTWEAR

Students should dress in a manner appropriate with the educational goals and activities at the school. Students should have a change of clothes (that may be kept at school) in case required.

Mudrooms and/or lockers are provided for hanging up coats, backpacks, sweaters, and for outdoor footwear. Indoor shoes must be worn in case of an emergency or a fire drill and are also required for Physical Education. Students are reminded that clean footwear is to be worn within the school. These can be the same shoes that students wear for Phys. Ed.

ASSEMBLIES

Throughout the school year, we will be holding a number of assemblies to celebrate children's learning. Some assemblies will be formally organized and others will be informal sharing of children's work in progress. Parents and other family members are cordially invited to attend. Dates and times of assemblies will be listed in newsletters.

INCLEMENT WEATHER POLICY

On the days when the weather is inclement, students are admitted to the mudrooms and/or invited to stay indoors for their safety and well-being. It is expected students will come to school properly dressed for cold or wet weather.

When weather conditions are adverse (heavy rain, extreme cold) our cold weather policy goes into effect. Students will then stay indoors throughout recess and/or lunch.

HOMEWORK POLICY

Homework and personal study are important aspects of student learning. The student handbook/agenda is one important way of encouraging and following up on home study. Work that is not completed in class may become homework.

Staff beliefs regarding homework:

- School is one part of a child's life, and life must have balance. The amount of time a child spends doing homework must take into account expectations parents hold with respect to extra lessons, practices, and family time. If an assignment of any type is sent home, teachers expect the child to complete it as well as possible in a time reasonable to the child's working limits. Parents are encouraged to assist and support their child wherever necessary.
- Reading is an integral part of life. All children should be encouraged to read at home daily.
- Homework can include learning by experiencing real life examples of mathematics, language, science, art or any subject which develops building blocks for real life education. Encouraging children to create, design, construct and play in different environments is valued as being both educationally sound and pleasurable.

HOMEWORK GUIDELINES

Homework can consist of a variety of activities which are initiated by the school or the home. As a general guideline we recommend 15 minutes for younger children increasing to 40-60 minutes for older children. These amounts of time will vary with the child, the time of year and the specific activity.

Home study activities may consist of:

- skill reinforcement
- recreational reading with someone or alone
- completion of school assignments
- review and study of school or interest topics and subject material
- special projects
- education-related activities with parents

If you wish to have more details regarding homework, please contact your child's teacher.

LUNCH LADY/FRIENDS FUN LUNCH

Order forms for lunch from *The Lunch Lady* (an optional program) are sent home on a regular basis; alternately, you may register and order online at thelunchlady.ca.

In addition, Friends of Leo Nickerson provide the opportunity to order a lunch on a monthly or bi-monthly basis. This is called *Friends Fun Lunch*. Please refer to the monthly handouts and the school newsletter. Ordering is only available online through healthyhunger.ca.

All students who would normally go home for lunch are invited to remain at the school for lunch on Lunch Lady or Friends Fun Lunch days.

LUNCHROOM POLICY

Under district policy a \$60.00 fee for the school year is levied for all students who stay for lunch with **no maximum** per family. Students remaining for lunch will eat in designated areas. Students are asked to remain in the eating area until dismissed. Students are expected to use proper manners and act appropriately while eating lunch. Inappropriate behaviour may result in lunchroom privileges being suspended.

At dismissal, students are expected to leave the area in an orderly fashion and go outside. Students who stay for lunch may not, under any circumstances, leave the school grounds without written permission from their parents.

SCHOOL FIELD TRIPS

Throughout the school year, trips are planned by individual teachers. These trips are educational and are planned to enhance and enrich the curriculum by extending it to real-life situations and experiences beyond the classroom. Admission fees, travel, and food costs may be requested from parents to help cover field trip expenses. For those families experiencing financial hardship, special arrangements may be made.

CO-CURRICULAR/EXTRACURRICULAR ACTIVITIES

Students can choose from a variety of co-curricular/extracurricular activities offered after school or at lunch. Sports activities, intramurals, and clubs enrich our regular school programming. Students are notified of clubs and sign-up procedures through the homeroom teacher, on the morning announcements, and/or in the Student Agenda or Communication Bag.

HOME/SCHOOL COMMUNICATIONS

The Student Agenda & Communication Bag

We place a high priority on good communication between the home and school. The Student Agenda is one form of communication. Each day, your child will bring home this agenda which contains pertinent information about the school and/or your child's classroom. **Please make sure that your child shows you their agenda each day. Please read the information, initial the agenda and make sure your child brings the agenda to school the following day.**

The Communication Bag will contain communications such as permission forms, school news, calendars, clubs, and various community activities. It also serves to protect agenda, books and assignments. Please make sure your child brings the Communication Bag to school every day.

School Newsletter

Another means of keeping parents and the community informed about programs, activities and special events at Leo Nickerson is the newsletter. Newsletters are compiled and published monthly by the school administration, counselling services and classroom teachers. An electronic copy of the newsletter is sent to every family that has provided an email address. The school-wide newsletter, and much more detailed information, is available on the website at www.lnem.spschools.org.

Reporting Individual Student Progress

Assessing and communicating student progress is an important part of the learning process. The assessment of progress includes a variety of dimensions, including but not limited to: participation, skill and concept development and completion and quality of assignments. The focus of the assessment is to identify the student's level of achievement and learning needs. Achievement is based on the learning expectations of the curriculum. Teachers use a combination of strategies to communicate student progress. These strategies include interviews, phone calls, notes, and formal written progress reports.

This year's formal reporting will take place as follows:

November

- progress report
- interview and/or celebration of learning

March

- progress report
- interview and/or celebration of learning

June

- final progress report

Parent Concerns

Please feel welcome to contact us at any time to discuss concerns or questions you may have. Through open and cooperative communication we will be able to maintain a positive team approach for the benefit of students.

Classroom concerns should first be addressed with the individual teacher. Concerns regarding curriculum and/or school procedures may be discussed with the school administration.

The "Healthy Interactions" Process

The Leo Nickerson staff uses the "*Healthy Interactions*" program of communication skills and conflict resolution. We are committed to this process which follows these steps:

1. Concerns are dealt with in an open, honest manner as close as possible to the source.
2. Concerns are defined so all people are clear on what the problem is.
3. Interests of all parties (parents, teachers, students, others) involved are identified.
4. Alternative solutions are considered.
5. An action plan is developed.
6. Follow-up is taken as necessary.



Contacting Students during School Hours

The use of cell phones is discouraged during school hours (8:55 a.m. – 3:25 p.m.); students are encouraged to leave cell phones at home. However, if students need to have a cell phone for before/after school use, for parental contact and safety, this cell phone must be out of use during the school day. If students need to use a phone they must obtain permission from the classroom teacher to use the phone in the classroom.

School Web Page

Visit our school web site at www.lnem.spschools.org to:

- Learn about our school programs, activities and staff
- Find interesting information and web links for children and parents
- Access the school newsletter and calendar
- View a Current Events Calendar
- View the Photogallery

LIBRARY



Library Philosophy

The school library is an integral component of the educational program at Leo Nickerson. The library technician acts in partnership with the classroom teachers and administrators to encourage students to achieve their potential as life-long learners.

Circulation Procedure for Students

Each class has a scheduled library period weekly. Students may borrow two items which are due back in 7 days. Loan privileges will be revoked if books are overdue. To help cover replacement costs, students will be billed for lost or damaged materials.

USE A GREAT EDUCATIONAL WEBSITE!

LearnAlberta.ca is a web site that provides quality online resources to the Kindergarten to Grade 12 (K-12) community in Alberta. Students, teachers, and parents will find multimedia learning resources that are based on Alberta Learning curriculum guidelines. LearnAlberta.ca is a safe, reliable, and innovative collection of learning resources developed by Alberta Learning in consultation with stakeholders.

Within LearnAlberta.ca, the Online Reference Centre is a collection of multimedia encyclopedias – in both English and French – that can be accessed on LearnAlberta.ca. Reference material, which includes newspapers, magazines, books, maps, pictures, video, transcripts, and more, can be found for all grades and subject areas.

Username: LA54

Password: 6378

IMPORTANT WEBSITES

Leo Nickerson

www.lnem.spschools.org

St. Albert Public Schools

www.spschools.org

Alberta Health Services

<http://www.albertahealthservices.ca/>

Online Reference Centre

www.learnalberta.ca

Canadian Parents for French

www.cpf.ca

Other useful websites can be found on the school website, under “For Students”.

LEO NICKERSON SCHOOL SONG

Verse 1

It takes the sunshine and the rain
To help a garden grow.
The sun and moon together work
To make the ocean flow.
Our strength is in our differences,
The gifts we have to share
And together we can build a better world
For people everywhere.

Chorus

We're the colours of the rainbow
We're the stars up in the sky.
No two of us are quite the same
And here's the reason why:
We all have a purpose
And a special place to serve
For it takes a world of differences
To make a difference in our world.

Verse 2

The mountains need the valleys,
And the water needs the sand,
We all need each other to lend a helping
hand.
We must work together; we can't do it
alone.
We all need each other to make this
house a home.

