



École Élémentaire  
**Leo Nickerson**  
Elementary School

Student Handbook & Agenda  
2019-2020

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Student Name

Room

Principal: **Helen Nowell**

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	<u>Character Quality</u>	<u>Colour</u>
	<b>C</b> Cooperation Coopération	Red
	<b>O</b> Organization Organisation	Orange
	<b>L</b> Listening L'écoute	Yellow
	<b>O</b> Open-mindedness Ouverture d'esprit	Green
	<b>U</b> Understanding Ultra sympathique	Blue
	<b>R</b> Respect and Responsibility Respect et responsabilité	Indigo
	<b>S</b> Sharing and Caring S'entraider	Violet

## **WELCOME TO LEO NICKERSON**

The staff of Leo Nickerson welcomes you! 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 is useful as a source of information and communication between the home and school.

It is 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 dual-track school offering English and French Immersion. This dual-track setting promotes acceptance and understanding among students. The school's philosophy is that students 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, Levelled Literacy 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 Chromebooks, iPads, 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 inviting 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 such as, but not isolated to, 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

PERIOD	TIME RANGE
Supervision begins outside	8:40
Warning Bell	8:54
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
Grade 1-6 <b>RECESS</b>	11:00-11:15
Warning Bell	11:14
Period 5	11:15-11:45
Period 6	11:45-12:15
Full-day Kindergarten - <b>PLAY</b> 11:35-12:00, <b>LUNCH</b> 12:00-12:35	
Grade 1-6 - <b>LUNCH</b> 12:15-12:40, <b>PLAY</b> 12:40-1:03	
Warning Bell	1:02
Registration	1:03-1:08
Period 7	1:08-1:38
Period 8	1:38-2:08
Period 9	2:08-2:38
Period 10	2:38-3:08
Homeroom/Wellness	3:08-3:25

**Early dismissal – grades 1-6 students are dismissed at 12:25 p.m. on the first Wednesday of every month (excluding September, which has no staff meeting).**

## OFFICE HOURS

The school office is open daily from 8:00 a.m. to 4:30 p.m. With permission, students can use an office phone or a classroom phone to call a parent/guardian. Generally, permission can be obtained from the classroom teacher.

## ATTENDANCE CONFIRMATION SYSTEM

Student attendance is submitted 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/emailing the parent(s) to report the absence

Please help us keep contact information current by advising us of any change in parent and emergency names and phone 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](mailto:leo.nickerson@spschools.org), or
- use our online submission form on the school website: [ln.spschools.org](http://ln.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.

## 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.



## 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 both students and staff 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.

Character Quality	
	<b>C</b> Cooperation Coopération
	<b>O</b> Organization Organisation
	<b>L</b> Listening L'écoute
	<b>O</b> Open-mindedness Ouverture d'esprit
	<b>U</b> Understanding Ultra sympathique
	<b>R</b> Respect and Responsibility Respect et responsabilité
	<b>S</b> Sharing and Caring S'entraider

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 classrooms, 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 whose ballots are drawn. Ballots are also drawn at monthly assemblies. These students will participate in a pizza lunch along with other winners, Mme Nowell and Mrs. Schepens.

## CODE OF STUDENT CONDUCT

### Expectations for Student Behaviour

Leo Nickerson believes that every child has the right to learn in a safe and caring environment. Each child, therefore, also has the responsibility to ensure that their behaviour contributes to a productive and positive atmosphere. Since misconduct can involve numerous forms and degrees of seriousness, each case will be dealt with according to individual circumstances.

Our school staff believes in helping children develop responsible behaviour by promoting and acknowledging students' positive attitudes. Our school COLOURS program is how we nurture fundamental character traits such as Cooperation, Open Mindedness, Listening, Organization, Understanding, Respect & Responsibility, and Sharing & Caring and we acknowledge and celebrate them on a daily basis.

Students at Leo Nickerson are expected to conduct themselves in a manner which reflects an attitude of respect for themselves, the rights of others and the school environment. As well, students are expected to adhere to the district Code of Student Conduct which is distributed annually each fall to parents.

Parents will be consulted and involved in more serious or repeated incidents. The student, home and the school must share in the responsibility of developing appropriate conduct and positive attitudes. By working together, we hope to ensure responsible student behaviour in an excellent learning environment.

## **PERSONAL SAFETY**

### **Out-of-Bounds Areas/School Property**

Students are not allowed to leave the school grounds at noon or recess without written permission by a parent.

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**

Bus students line up and wait for the bus with a supervisor at the bus lane or in the gym during 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 parking 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 all 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 endeavour 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, we will endeavour to contact the emergency contacts provided on the registration, and then emergency services where appropriate.

Please ensure that all necessary information such as parent and emergency phone numbers, medical information, medications taken regularly, 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. École 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.

We all can work together to provide a safe and caring environment that enables all our children to reach their potential – regardless of medical challenges. 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 that teachers will act as a reasonable and prudent parent and will:

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

### **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. A combined approach is necessary 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

## **KIDS PLUS™ ACCIDENT INSURANCE**

Kids Plus™ Accident Insurance is an optional insurance that reimburses for accident-related medical and dental expenses not covered by provincial, extended health or dental plans. Please go to [kidsplus.ca](http://kidsplus.ca) for more information.

## **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 students 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, 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: [ln.spschools.org](http://ln.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.

**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 inviting.

## **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 May or June, each student will be provided with a Staples 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 gymnasium, 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 learning. Some assemblies will be formally organized and others will be informal sharing of student's work in progress. Parents and other family members are welcome to attend. Dates and times of assemblies will be listed in newsletters and on the school website ([ln.spschools.org](http://ln.spschools.org)).

## **INCLEMENT WEATHER**

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) students will stay indoors throughout recess and/or lunch.

## **ELECTRONIC DEVICES AT SCHOOL**

Students are not to have any electronic devices (including cell phones) 'ON' at school during the instructional day, unless instructed to do so and directly supervised by a staff member. This also includes both recess and lunch. Not only do we want to avoid inappropriate use of these items, but there is also the added consequence of them being lost or misplaced. If students choose to bring electronics to school, the items MUST remain in their backpack or locker during the instructional day, from 8:55-3:25, as well as on school property at the beginning and end of the day.

## **HOMEWORK**

Homework and personal study are important aspects of student learning. The Student 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 each 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.

## **SCHOOL FIELD TRIPS**

Educational trips are planned throughout the year 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.

Financial hardship should not be a barrier to additional experiences offered at school. Please contact the Principal to make arrangements in these circumstances.

## **LUNCH LADY/FRIENDS FUN LUNCH**

Information forms from The Lunch Lady (an optional program for hot lunch on Thursdays) are sent home on a regular basis; ordering is only available online through [thelunchlady.ca](http://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 information forms and the school newsletter.

Ordering is only available online through [healthyhunger.ca](http://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**

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

## **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.

## **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.

### **Borrowing library books**

Kindergarten students borrow one book per week during their weekly assigned library visit. Grades 1 – 4 students borrow 2 books per week during their weekly assigned library visit. Grades 5 & 6 students are able to borrow books as needed for enjoyment and research. Emails are sent weekly to those students whose books are more than 2 weeks overdue.

## 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 the 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 it to school every day.

The Communication Bag will contain communications such as permission forms, school news, calendars, clubs, and various community activities. It also serves to protect the 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.ln.spschools.org](http://www.ln.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, emails 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 co-operative 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, unless permission is obtained from the homeroom teacher. If students need to use a phone they must obtain permission from the classroom teacher to use the phone in the classroom.

### School Web Site

Visit our school web site at [www.ln.spschools.org](http://www.ln.spschools.org) to:

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

### St. Albert Public Schools

[www.spschools.org](http://www.spschools.org)

### Alberta Health Services

[www.albertahealthservices.ca](http://www.albertahealthservices.ca)

### Online Reference Centre

[www.learnalberta.ca](http://www.learnalberta.ca)

Username: LA54

Password: 6378

### Canadian Parents for French

[www.cpf.ca](http://www.cpf.ca)