

# Lomond Community School



## PARENT AND STUDENT HANDBOOK

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## WELCOME!

Welcome to Lomond Community School. After reading this booklet, you will be familiarized with our wonderful little school on the prairie. Here you will find:

- Staff listings
- Our history
- School policies
- Important information you might want to know

Be sure to check in at our office - we would love to take you on a tour and show you around.

## OUR STAFF

**Principal :** Melissa Gartly

**Vice-Principal** Amber Doram

**Family Liaison Counselor:**

Tara Odland

### Teachers:

Gr. 1/2 Home Room – Tami McClure (LST)

Gr. 3/4 Home Room – Gwen Ambrose

Gr. 5/6 Home Room – Amber Doram

Jr./Sr. LA/SS – Fleur Sweetman

Jr./Sr. Math -- Amanda Cayford (mat. leave)

Matthew Stevens

Jr./Sr. Science – Cilena Mathieu

**Academic Counselor:**

Garth Mouland

**Music Instructor:**

Sharon Forsyth

**Custodian:**

Janina Friesen

### School Secretary:

Cindy West

**Bus Drivers:**

Sara Klassen

Bob Donnelly

Bonnie Dyck

### Librarian:

Tawnya Schlaht

### Educational Assistants:

Tawnya Schlaht

Dennell Gillespie

### Kindergarten (private):

Kimberly Collis

Janina Friesen (EA)

## OUR SCHOOL COUNCIL

Our School Council is known as LACE (Lomond Association for Community Education). This council is a collection of parents, community representatives and staff who work together to effectively support and enhance student learning. LACE is a member of the Alberta Home and School Council's Association and is represented at the Council of School Councils in the Horizon School Division. The council meets once per month.

## OUR VISION STATEMENT

*We are committed to creating passionately engaged learners who confidently pursue continual improvement now and in the future as contributing global citizens.*

Our goal at Lomond Community School is the success of your children. We seek out the best ways to help them learn in the way that works best for them. When children are successful in school, they feel more able to continue learning through-out their lives. In reaching our goal, we value our parents. Education is best accomplished as a partnership!

## OUR MISSION STATEMENT

Lomond Community School is a 21st century inclusive learning community that engages and empowers all learners for success.

## OUR BELIEF STATEMENTS

We believe in and support...

- Foundations of learning:
- Parent and community engagement
  - Governance
  - Leadership
  - Professional learning
  - Research and evidence
- Essential learning conditions:
  - Effective teaching
  - Effective learning environments
  - Effective supports and services
- Inclusive education
- Passionately engaged learners

## STUDENT EXPECTATIONS

As per the Alberta Education Act, students, as a partner in education, have the responsibility to

- a) attend school regularly and punctually,
- b) be ready to learn and actively engage in and diligently pursue the student's education,
- c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- d) respect the rights of others in the school,
- e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- f) comply with the rules of the school and the policies of the board,
- g) co-operate with everyone authorized by the board to provide education programs and other services,
- h) be accountable to the student's teachers and other school staff for the student's conduct, and
- i) positively contribute to the student's school and community.

#### PARENT RESPONSIBILITIES

Under the Alberta Education Act it is also noted that a parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to

- a) act as the primary guide and decision-maker with respect to the child's education,
- b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- c) ensure that the child attends school regularly,
- d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- e) co-operate and collaborate with school staff to support the delivery of specialized supports and services to the child,
- f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services
- g) engage in the child's school community.

#### OUR ATTENDANCE AND TARDINESS POLICY

We firmly believe that student success is greatly increased when a student can attend all of his or her classes. Quite simply, the more one attends, the more one learns. All absences must be reported to the office as soon as possible. **Please phone in to the office (403.792.3620) or email Cindy ([cindy.west@horizon.ab.ca](mailto:cindy.west@horizon.ab.ca)) so that we are aware of your son or daughter's absence.** Unexcused absences are unacceptable and may be subject to the consequences of our discipline policy.

We also believe that it is vitally important that student success also comes from being on time to all classes. Therefore, we require that students show up for class on time and prepared to learn. Excessive lateness to class may also be subject to consequences.

#### OUR DISCIPLINE POLICY

Lomond Community School is a learning environment where the staff, students and visitors should feel welcome, safe, and cared for. As a result, we believe that an individual approach to student discipline is essential for a fair and equitable discipline process. Students are to be responsible for their actions.

### **Acts of Misconduct (minor offenses)**

This class of behaviors are those perceived to be disruptive to the orderly process of education in the classroom, on school property or during a school sponsored activity field trip. Some examples are:

- *Leaving the classroom without permission*
- *Running and/or making excessive noise in the classroom or hallways*
- *Initiating or participating in physical contact that disrupts, interrupts, or is otherwise unsuitable to a school setting*
- *Unprepared for Instruction*
- *Behavior that disrupts the orderly process of classroom instruction*

**Class One:** is a minor offense that is easily corrected by the staff member and student working together. The student clearly demonstrates remorse and corrects the situation quickly.

Warning – Inappropriate behavior identified

Out of Class “Time Out” – 5 to 15 minutes

In-School Suspension – 1 period

Teachers will document events when a student is suspended from a class period.

Receiving a “class period suspension” may result in a parent/ teacher/ student meeting being arranged to discuss behavior and possible disciplinary action (Administration may be involved).

If the above fails in correcting the behavior and the problem is consistent, the minor offense will become a chronic or major offense and will be reported to administration and escalated to class two.

### **Discipline Intervention**

**(Admin., Teachers, Parent, Student)**

**Class Two:** Discipline Intervention will begin when a discipline problem is reported to administration. If an offense is considered severe, highly dangerous, and/or occurs too frequently, the appropriate consequence will be determined accordingly. Staff members will consider all mitigating circumstances prior to disciplinary intervention and assure due process for each



student. Mitigating circumstances shall include, but are not limited to, the following factors:

- Age, health, maturity and program placement of student
- Pattern of misconduct – Note: repeated acts of misbehavior may result in special consequences
- Attitude of student
- Co-operation of parents
- Willingness to cooperate/shows remorse
- Seriousness of offense

In-School Suspension – 1 to 3 full days

Out-of-School Suspension – 1 to 3 full days

**Class Three:** is a major offense that immediately involves school administration. A level three offense may be the result of chronic level two offenses where the student has shown little or no remorse or willingness to change.

### **Acts of Misconduct (major offenses)**

This class of behaviors are those perceived to be seriously disruptive to the orderly process of education in the classroom, on school property or during a school sponsored activity or field trip. Some examples are:

- *Fighting and/or promoting of fights.*
- *Theft and/or vandalism*
- *Gross insubordination (extreme disrespect)*
- *Possessing, using, under the influence, or eliciting of drugs or alcohol in/on the school grounds.*
- *Harassment*
- *Possession/use of offensive weapons*

In-School Suspensions – 1 to 3 full days

Out-of-School Suspensions – 1 to 3 full days

Five Full Days Out-of-School Suspension – *with recommendation to the Board of Education for Expulsion.*

**School Administration may supersede the guidelines of the discipline protocol at any time.**

### **Tobacco Use**

The Horizon School District has a “Tobacco-Free Campus Policy.” The use of any tobacco products is not permitted in any buildings or on any properties of the school district. Students violating the policy shall be subject to the following disciplinary action:

- 1<sup>st</sup> Offence - Warning and possible Suspension from school.
- 2<sup>nd</sup> Offence – Suspension from school.

### **Alcohol and Drug Discipline Protocol**

These procedures operate with the understanding there are 3 levels of severity that apply to Alcohol and Drugs at school. It is also understood that there is a great deal of fluidity between the levels. It is important to note that repeat offenders will be dealt with on a situation-by-situation basis.

**\*\*Please see disciplinary protocol on the schools website\*\***

<p><b><u>Level 1</u></b> – Being <b>Under the Influence</b> of Alcohol or Drugs at School</p> <p><b><u>Level 2</u></b> – <b>Possession</b>, at school, of Alcohol or Drugs and/or Paraphernalia associated with Alcohol or Drugs</p> <p><b><u>Level 3</u></b> - <b>Selling or Distributing</b> Drugs at School or <b>Possession</b> of Alcohol or Drugs and/or Paraphernalia associated with Alcohol or Drugs deemed to be <b>not for Personal Use</b> at School or <b>Possession of Proceeds</b> deemed to be from the Selling or Distributing of Drugs</p>
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### **Academic Misconduct / Malpractice Guidelines, Expectations and Consequences**

It is important that the work students are credited for at Lomond Community School is indeed their own work and has been created under acceptable conditions with the use of appropriate resources. With this basic principle in mind, the following is intended to provide all high school students with the information needed to ensure they do not engage in activities that bring into question their academic integrity.

**\*\*Please see disciplinary protocol on the schools website\*\***

It is important for the students and parents to understand their responsibilities with regards to education. As well, Horizon School Division takes a strong stance against violence, bullying, and threatening behaviours. Ensure that you have a good understanding of the policies and procedures we have in place to ensure a safe and caring environment for all students.

## FAIR NOTICE

Horizon School Division is committed to creating and maintaining safe and caring school environments in which students, staff, parents, and others feel safe. Any threat of violence will not be tolerated by Horizon School Division schools.

## BULLYING

Lomond Community School believes that the safety of the students and staff is of paramount concern. Bullying, harassment, weapons, and violence of any type will not be tolerated. Parents can access the policy regarding high risk behaviours and the Horizon School Division Threat Assessment Protocol on the division website at [www.horizon.ab.ca](http://www.horizon.ab.ca).

If an object is deemed to be dangerous or threatening by a staff member, it may be confiscated and not returned. The student involved will have their parents contacted immediately. The student may face consequences as considered appropriate by the school principal, or his designate, and could include the following:

- immediate removal from the school until it is considered safe for the student to return
- an in-school or out-of-school suspension
- detention
- the composition of a restitution plan

Any bullying, harassment, or violent behaviour exhibited by a student will be dealt with very seriously. The principal, or designate, in conjunction with the Family Liaison Counsellor and Clinical Team Leader for Horizon School Division, will make every effort to determine the underlying circumstances of the situation. In accordance with the Horizon School Division Board Policy IFCL, an incident of violence shall result in the principal either:

- suspending the student(s) from school for one to five days
- making a recommendation to the Board for expulsion.

Before a student is readmitted to the school the principal shall communicate and enforce conditions to the student's re-admittance. If the incident is considered to be serious by school administration, the RCMP may be called and charges may be laid.

The principal, or designate, shall document the incident for future reference.

## SCHOOL VISITORS

We ask that anyone visiting at the school please sign in and out at the office. We are required to know who is in the building at all times in case of an emergency (such as fire or lockdown).

## PERMISSION TO LEAVE SCHOOL GROUNDS

Students are only permitted to leave the school grounds with parental permission. Students are required to bring a note into the principal signed by the parent if leaving during school hours.

## PROTOCOL FOR ADDRESSING PARENTAL CONCERNS

Horizon School Division expects concerns relating to instruction, discipline, supervision, policy or learning materials be handled and resolved as close to their origin as possible.

The proper channel for all concerns is:

- teacher/bus driver
- principal
- superintendent of schools
- school board

## OUR HOMEWORK POLICY

We at Lomond Community School believe that homework must be worthwhile and must always promote student learning. If homework is not completed by the student the teacher has the right to have the student stay in at the lunch time break to work on that homework. If a student has missed school for any reason, they are responsible to make up for the work that has been missed. Please discuss these arrangements directly with the teacher.

## SCHEDULE

Our school day commences at 8:30 AM and ends at 3:36 PM. We operate on a 4 day work week.

## MORNING EXERCISES

Students begin the day with the morning announcements, followed by O Canada, and then The Lord's Prayer. The Lord's Prayer is conducted within the individual classrooms. If you do not want your child to partake in any or all parts of morning exercises, please inform the principal and your child will be excused.

## LOCKDOWN AND FIRE DRILLS

The safety of our students and staff is paramount. Therefore, we conduct 2 lockdown drills and 6 fire drills each year, to ensure everyone is prepared in the event of an emergency. We encourage parents to discuss the importance of these drills with their children.

## REPORT CARDS

For elementary students there are three reporting periods each year. You will receive a report of your child's achievement in the months of November, April and June.

For junior and senior high school students there are two reporting periods per semester. You will receive a report of your child's achievement in the months of November, January, April and June. It is very important to keep on top of your son or daughter's accumulation of credits towards the Alberta High School Diploma. If you have a question regarding this, please come in and see the principal.

## HIGH SCHOOL AND COMPLETION

High school students are required to complete a minimum of 100 credits as per Horizon School Division Policy. They must also complete the Alberta Education requirements to receive a Certificate of Completion or a Certificate of Graduation.

## STUDENT RETENTION

Retaining a student is one of the most difficult decisions that have to be made. Although the process to determine if retention is necessary is the same, staff at Lomond Community School will ensure that each case is treated individually. The steering factor will always be what is in the best interest of the child. The decision to retain a student will be in accordance with the Horizon School Division policy regarding student placement. This policy states:

“The ultimate decision as to the placement of a student rests with the principal and the teacher; however such a decision shall not be made without parental consultation.”

The process to be adhered to will be as follows:

- A. The teacher and parents will conference throughout the school year. The possibility of retention should be made known to the parents no later than March.
- B. The principal, learning support teacher, and homeroom teacher will conference about the child before such notification is given.
- C. The learning support teacher will conduct a learning assessment using a variety of available tests.
- D. A student portfolio, including report cards, anecdotal records from the teacher or learning assistant, sample work, and assessments will be gathered and kept by the learning support teacher.
- E. The learning support teacher will complete a retention scale before the end of May.
- F. The parties involved will meet to discuss the scale, and any pertinent information in regards to the retention of the student.
- G. The principal, learning support teacher, and homeroom teacher will then meet to determine a final recommendation.
- H. A meeting with the parents will be held before the second week in June to finalize the decision.
- I. Parents will be made aware that they have the right to appeal any decisions to the Board in accordance with Horizon School Division policy.

## PARENT TEACHER INTERVIEWS AND STUDENT LED CONFERENCES

We strongly encourage all of our parents to attend our parent/teacher interviews and student led conferences. These are wonderful opportunities for everyone to contribute to the success of the student. As well, if you have question, concerns or compliments you can always schedule an appointment to talk with the teacher(s) about your son or daughter.

## PROVINCIAL ACHIEVEMENT EXAMINATIONS

Each year Alberta Education conducts testing within most of the core subjects. There is a variety of information on the Alberta Education website for both students and parents to help prepare for the Achievement Testing. <http://education.alberta.ca/> Alberta Education in past has tested Grades 3, 6 & 9. They are now beginning to phase this out to implement a new program that will test the students' retention of materials in the fall after the summer break. 2016/17 school year will see the grade 3 students not writing PAT's or completing SLA's

## DIPLOMA EXAMINATIONS

Each semester, Alberta Education conducts testing of all Grade 12 students within the core subjects. There is a variety of information available on the Alberta Education website for both students and parents to help prepare for the Diploma Examinations: <http://education.alberta.ca/>

## AWARDS AND RECOGNITION

Celebrating student success is an activity that we like to do several times every year. We also believe in student success and we recognize these at assemblies throughout the year.

Every fall the school holds an Awards ceremony in conjunction with a Grad fundraising supper. There are a wide range of awards available to all students from grade 1 to 12. Awards are given for academics, citizenship, athletics, and most improved in many different areas. The award criteria and requirements have been thoroughly scrutinized by both the school staff and by LACE. The majority of the awards are sponsored from the community with some sponsored by the school.

## PLAYGROUND RULES

Recess and the use of the playground equipment is a privilege and, as such, students must adhere to certain guidelines and rules to ensure everyone has a safe and enjoyable time. If students do not follow these rules then this privilege may be removed. All students need to get outside and must go outside for recess unless a staff member tells them otherwise.

While on the playground during school hours, students will:

- avoid throwing gravel, rocks, sticks, snowballs, or any other objects that may inflict serious injury.
- play safely on all equipment and with each other and avoid rough play and play fighting
- stay off of the parking lot and clear of any construction materials, machines, or vehicles at all times.
- a helmet must be worn if a student uses a rip-stick, a skateboard, rollerblades, or a bicycle as a method of travel to and from school.
- understand the playground equipment is for kindergarten and elementary students only, unless directed otherwise by a staff member.
- avoid throwing snowballs, face washing or dumping snow down peoples' clothing.
- inform the supervisor on duty of any dangerous activities, harassment, or bullying.

## RECESS AND LUNCH

The elementary students have two breaks (one in the morning (15 mins) and one in the afternoon (10 mins)) as well as a 15 minute break at lunch time after they are done eating their lunch. The junior and senior high students get a 33 minute lunch break each day.

## BUSING

During the time they board the bus to the time they disembark, students are under the authority of the bus driver. Procedures for student misconduct are given to each student at the beginning of the new school year by their bus driver. If there are any problems on the bus that the driver needs assistance with he or she will inform the principal immediately after the incident.

In the event that a student wishes to have a friend come home with them on the bus, the parent must inform the driver 24 hours in advance.

## INJURIES AND ILLNESS

Minor injuries will be dealt with at school. If a serious injury occurs at school, every attempt will be made to notify the parents or the emergency contact. If this fails and medical attention is required, the child will be taken to the Vulcan Hospital by the principal via ambulance. Parents are requested to supply the school with Alberta Health Care Numbers and a list of medical problems, issues or allergies for each student.

## ADMINISTRATION OF MEDICINE

Horizon School Division Policy IHCD states:

“The Board does not believe that staff members should administer drugs to students unless such action is deemed necessary to sustain the life or well-being of a student, and then only when parental permission has been granted.”

If your child does require medication during school hours or for emergency use, please inform the school office. Parents will be required to complete a ‘Request for School Assistance with Administration of Medication’ form indicating that permission has been granted and the type, dose, and frequency of medication is given. All medicines must be stored in the office, or for purposes of practicality, in the student’s classroom. Medicine will be administered by the student’s teacher.

## ALLERGIES

Please inform us if your child has any allergies whatsoever so that we can be fully prepared in the event of an allergic reaction emergency. If a child has a serious allergy parents can send in medicine to be kept at the school office for their child in case of an emergency.

## SUPPORT COUNSELING FOR STUDENTS

The Family School Liaison Counseling program offers our students, families, and staff a chance to enhance the child's personal, social and academic success. Students may be referred to the counselor by parents, staff, or by the student themselves. Some reasons students may see a counselor may include bullying, family violence, depression, family breakdown, grief/death, lack of motivation, friendship skills, self-esteem, or behaviour problems. We encourage students to seek assistance when in need.

Support is offered through counseling with students, parents and families; group counseling; family support and education; providing a link between home and school; class presentations; parent presentations; and a connection and referral to community services.

The Family School Liaison Counseling program can offer educational programs on healthy relationships, anger management, bully proofing, child abuse prevention, friendship skills, self-esteem, study skills, as well as other programs that can be created as needed. Please feel free to contact the school principal if you have any questions or comments.

## ACADEMIC COUNSELING

Academic counseling services are available for our junior and senior high school students. Our Academic Counselor can offer students a variety of information on career choices, post-secondary institutions, job shadowing, scholarship information, and a number of other aspects of making the transition from school to the workforce or postsecondary. The Academic Counselor also provides our high school students with a number of outside agency presentations designed to inform the students of the many choices available.

## LOCKERS AND PERSONAL PROPERTY

All students are issued a locker and are expected to keep his or her locker in a clean and functional manner. Please remember that lockers are school property and are therefore subject to the same rules. As school property lockers are assigned to an individual student for their use, they are subject to our expectations of being kept clean, and may be searched by school authorities.

## MOVIES IN THE CLASSROOM

Visual media shown during instructional time should directly relate to curriculum topics, be age suitable, culturally appropriate, consider community context, and have clear educational benefits. Movies and documentaries shall only be shown in school with the approval of the school principal, unless it is an approved resource by Alberta Education and/or available through Alberta Education's video streaming sites. Professional staff, in consultation with the principal, shall use professional judgment regarding suitability to age, culture, school and community context.



## CELL PHONE POLICY

In the age of digital technology we recognize that many of our students have cell phones. In some instances these devices can be used as a tool to aid in the learning in the classroom. If the cell phone is not being used for a learning activity in class, they are to be left in the student's locker or on the teacher's desk during class time.

If a student is caught using a cell phone for non-educational purposes during class time the phone will be confiscated by the staff member and brought to the office. These may be picked up by:

- the student at the end of the day from the principal if it is the first offence
- the parent at the end of the day from the principal for further offences

## DRESS CODE

Although there is no formal dress code policy at Lomond Community School, we do encourage students to dress appropriately and functionally. Hats are allowed at Lomond Community School.

Good social judgment includes knowing what is appropriate to wear. More specifically, students are expected to dress appropriately – clean, neat, modest clothing – no offensive language or advertisement of illegal substances are to be found on clothing. The principal, or the designate, reserve the right to ask a student to change or send a student home if his/her clothing is deemed inappropriate.

## STUDENT FEES

Beginning in the 2016-17 school year, there will be no student fees charged at Lomond Community School. Students will be charged fees for individual activities as necessary.

Calculators are available to rent from the school for the senior high students only and at a cost of \$15.00 for the year. Students are expected to supply their own batteries for the calculators.

## COMMUNICATING TO PARENTS

Lomond Community School recognizes the significant role parents and the community play in the education of our children. Communication efforts include this school handbook, calendars that are issued both yearly and monthly, weekly newsletters, evening school events, formal parent/teacher interviews, student-led conferences, school council meetings, the school website, and several special events throughout the year.

The school staff strongly encourages parents to visit the school at any time during the year. If you would like to visit your child's classroom, please keep the following in mind:

- parents should make an appointment in advance with the teacher or principal
- please sign in at the office

## INCLEMENT WEATHER AND SCHOOL CLOSURE

The safety of the students shall be the primary consideration in all decisions or actions taken in times of severe weather conditions.

If the weather is not permitting the busses to do their morning pick up the bus driver is required to advise all the parents on their route that it is not running. If the weather is bad enough to close the school before school starts there are many different sources available for parents to be advised. It will be posted on the Horizon School Division Web page ([www.horizon.ab.ca](http://www.horizon.ab.ca)). It will also be announced on the following FM radio stations periodically after 7 AM:

The River 107.7 FM

Rock 106.7 FM

Country 95.5 FM

93.3 The Bee FM

Bus drivers and staff will also complete a phone fan out to all families.

If the weather worsens during the day and the superintendent closes the school for the remainder of the day the busses are called into the school early and the school staff contact all the families. If we cannot reach a family we will keep those children at the school and either billet the students to families in town or wait until someone can come and get them.

## OUR STUDENT LEADERSHIP

At the beginning of each school year, the formation of a new student leadership council is conducted through the election process. We promote a strong student voice in Lomond Community School and we greatly encourage students to become involved with their Student Leadership group. The Student Leadership has an annual cookie dough fundraiser that helps pay for field trips and extra-curricular registration fees.

## LOMOND LITTLE LEARNERS

Lomond Little Learners is the private kindergarten that operates in Lomond Community School on full-day Tuesdays and Thursdays. For more information on the Lomond Little Learners, please contact Mrs. Kimberly Collis at (403)792-3620.

## VIDEO-CONFERENCING

With great success, we have been participating in Video conferencing for the past several years. We offer this as a way for our students to take some classes that may not have been available to them at the school.

## BRAIN-BASED LEARNING AND DIFFERENTIATED INSTRUCTION

Our school staff have embraced the concepts of brain-based learning and differentiated instruction. Each student learns differently and these sensible teaching methodologies are profoundly effective in meeting the needs of all of our learners.

## HOT LUNCH PROGRAM

Every Thursday we are able to offer a hot lunch to our students and staff. The hot lunch is used as a method of fundraising for our Grade 9 and Grade 12 graduating classes and for the LACE parent group (our parent council).

We depend on our parents to be able to offer the hot lunch service to our children. One parent from each family is placed in a group and is required to help with ONE hot lunch per year. The schedule comes out in October. A convener from the group (someone with past experience) will be in touch with you to inform you of your duties.

If you have a child in grade 9 or 12, you will also be involved in other hot lunches as a fundraiser for grad expenses. This schedule will be explained at meetings by the grad coordinator.

## OUR MUSIC PROGRAM

We are delighted to be able to offer an enhanced music program with Mrs. Sharon Forsyth offering private lessons for students. You can contact Mrs. Forsyth to arrange these lessons ([mommaforsyth@gmail.com](mailto:mommaforsyth@gmail.com)). She is also in charge of the Music classes for the elementary and junior high. The goal of these programs is to nurture a love for music.

## OUR ATHLETIC PROGRAM AND EXTRA-CURRICULAR ACTIVITIES

We encourage our students to become involved in athletics as a part of his or her school experience. Along with daily physical education instruction students are involved in extracurricular sports and we try to help students register with other schools for any school sports that we cannot provide.

Students participate in Cross Country Running, Badminton, Track and Field, Curling, and Volleyball. We have also participated in Cardboard Boat Races, Science Fairs, Field trips, and Christmas Concerts.

## LOMOND LIONS WEAR

We try to make at least one big order a year of Lomond Lions wear. We were able to greatly expand our selections over the past year and now can offer jackets, ball caps, and athletic wear, along with our usual T-shirts, hoodies, and similar items. Order forms will come home with your children with a deadline date for the order.

## FUNDRAISING

As government funding has decreased over the past few years, schools have had to get creative in ways to fund many different things in the school. Our school has many programs that are funded through fundraising. Some of these items are field trips, graduation ceremonies, teacher and support staff time, student's union and bussing to name a few. Our major fundraisers are popcorn and cookie dough sales, Grad Dinner and Auction, etc.

We also fundraise for programs outside of our school. Some of these programs are The Terry Fox Run and the Travel Club.

## STAFF AND PARENT LIBRARY

Over the past couple of years we have been building a staff and parent library in the library. Staff and parents are encouraged to borrow a book at any time. There are a number of titles and subjects relating to education that are relevant to our school.

## LOST AND FOUND

Please note that we have two lost and found locations in the school. The elementary lost and found is located in the hallway between the Gr. 1/2 class and the Gr. 3/4 class. The junior/senior high school lost and found is located in the lower level of the school inside the entrance to the foyer.

Please check these areas on a regular basis for items your child may have lost. At the end of the school year, lost and found items are placed on display for parents and students. Any remaining items are taken to a charity.

## RECYCLING

Lomond Community School is an environmentally sensitive institution that recycles on a regular basis.

## VOLUNTEER DRIVERS

Occasionally we need to ask for volunteer drivers for field trips and we will require them to complete a Volunteer driver form and supply the school with a copy of your Driver's License and Insurance card. When you are a volunteer driver for the school you must adhere to all driving rules and regulations.

## VOLUNTEERS

We greatly appreciate all of those individuals who volunteer their time in enrich the learning experiences of our students. Without you, many activities and events simply wouldn't exist. Please accept our appreciation!

## FIELD TRIPS

We fully appreciate the importance of field trips to the educational experience of our students. Field trips enhance and expand school-based learning opportunities and can be extremely fun for our students.

Students may not be allowed to participate on a field trip for the following reasons:

- unacceptable or inappropriate behaviour at school or during previous field trips
- poor attendance
- a disrespectful attitude towards teachers or other students

Students not participating in a field trip are still expected to attend school unless otherwise informed.

Field trips must have an educational component to justify the outing to the School Board. Teachers try to make the field trip touch as many different curriculum areas as possible. Written permission is required for all field trips.

School rules are in effect at all times during the trip. The teacher in charge of the field trip is responsible for the health and safety of all students participating in the field trip. This is still true if a student's parent(s) attends. Students, who consistently misbehave or ignore directions from the adults in charge, can be sent home immediately.

## HIGH SCHOOL INTERNATIONAL TRIP

With the intent of having all of our high school students participate, the parents of Lomond Community School offer an international trip every 3 years. This involves a high degree of fundraising to help with the cost of the trip. The fundraising events are decided amongst all the Travel Club members. Some events that they have participated in the past are: bottle drives, used battery drives, fruit sales, Tin Man set up and take down in Vulcan, and the ball tournament concession in Enchant. Currently, the Travel Club members also run the school's Snack Shack and manage the recycling program as well.

Travel is managed through EF Tours, a company that has been providing Educational Tours for over 45 years. Students' safety is a prime concern of EF Tours on their trips and they provide a highly qualified guide, a bus driver, and aid in the creation of routines to ensure that students are safe and cared for in the foreign country they are visiting.

## LOMOND MULTI-PURPOSE FACILITY

Our wonderful new multi-purpose facility (including a gymnasium and a commercial kitchen) has now been completed and is available to our community. If you would like to rent this facility for an event, please contact the school for more information.

## STUDENT USE OF THE MULTI-PURPOSE FACILITY AND GYMNASIUM

Please keep in mind that the following rules apply in the both facilities:

- street shoes are not allowed for sporting events or phys-ed class – students must have inside shoes for use in the gymnasium (please be sure that these shoes do not leave marks on the floor)
- food or drink are not allowed in the gymnasium - water is permitted during sports competitions
- no real hockey sticks are allowed in the gymnasiums.

## 4-H

The local chapter of the 4-H Club meets regularly in the Community Hall and uses the school for some aspects of their program. If you are interested in having your child participate, please contact Mrs. Marie Logan at 403-792-3696 for more information.

## OUR WEBSITE

Our site can be reached at:

<http://lomond.horizon.ab.ca/>. We also have a Facebook page available at: <https://www.facebook.com/pages/Lomond-Community-School/> where we will post information, pictures and items of interest to the school community.

You can access this site for a variety of information. You can sign up for the school newsletter to come via email every week and our office also publishes a monthly calendar of events. We welcome any suggestions that you may have as our website continues to evolve.

## AERR & 3 YEAR PLAN

Each year Lomond Community School updates the Annual Education Results Report and Three Year Plan for the community, the school division and Alberta Education. This is made available through the website. It outlines the plans, directions, and actions that the school is taking to ensure a high quality educational experience for our students.

## LINKS AND REFERENCES FOR PARENTS AND STUDENTS

The following list of links and references has been included to help parents and students learn more information designed to assist in their child's education.

Online Resources:

- Alberta Education: [www.education.gov.ab.ca](http://www.education.gov.ab.ca)
- Quest A+: <https://questaplus.alberta.ca/> for practice Diploma exams and PAT's
- Information on bullying: [www.bullying.org](http://www.bullying.org)
- Resources: [www.horizon.ab.ca](http://www.horizon.ab.ca) (select resource centre)
- Alberta 2Learn Society: [www.2learn.ca/parent/parentvirtual.html](http://www.2learn.ca/parent/parentvirtual.html)
- Alberta Teachers Association: [www.teachers.ab.ca](http://www.teachers.ab.ca)
- Healthy Alberta: [www.healthyalberta.com](http://www.healthyalberta.com)