



Lilian Schick School Handbook

Lilian Schick School is committed to fostering quality student learning within a safe and caring learning environment.

2024-2025



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Guiding Principles

Home to the Knights, our school believes that cooperation among staff, students, parents and community can shape the future of Keen, Noble, Independent, Generous, Honest, Tireless, and Spirited (KNIGHTS) leaders.

As a Learning Community, we believe we should be committed to providing quality instruction with a prime focus on student learning. Our School motto is “learn with passion, lead with confidence.” Home to the Knights, our school believes that cooperation among staff, students, parents and community can shape the future of Keen, Noble, Independent, Generous, Honest, Tireless, and Spirited (KNIGHTS) leaders.

Lilian Schick School staff, students and families share responsibility in being proactive in maintaining a welcoming, caring, respectful, safe and inclusive learning environment that acknowledges and promotes understanding, respect and the recognition of diversity, equity, inclusion and human rights of all students and families within the school community. (Per Policy 310 & Education Act - Sections 16, 35, 35.1)

Lilian Schick School is committed to:

- Providing excellent instructional programs and educational opportunities.
- Establishing and nurturing a relevant, interactive, flexible, safe & caring learning environment.
- Encouraging varied, creative and critical thinking.
- Facilitating a climate of mutual respect through enthusiastic modelling.
- Providing a productive learning environment through organizing classes that are reasonable in size and composition and allocating resources fairly.



Lilian Schick School Team

Mrs. Clark
Principal

Mr. Ohm
Vice Principal

Mrs. St. Onge (**Administrative Assistant**) Briana Dixon (**Office Clerk/ Educational Assistant**)

Mrs. Haas (**Business Manager**)

Ms. Cooper (**Jr. High Counsellor/ Teacher**)

Mrs. Braz (**5B/ Elem. Counsellor**)

Mrs. Sudyk (**LSL/Learning Coach/Teacher**)

Mr. Stronciski (**Music**)

Ms. Scott (**Mindful Mentor**)

Mr. Muir (**5M**)

Mr. Ball (**6B**)

Mrs. Barr (**6Ba**)

Mr. Chin (**7C**)

Mrs. McQuhae (**7M**)

Ms. James (**8J**)

Mr. Covenden (**8/9C**)

Mrs. Thompson (**9T**)

Mrs. Bell (**Head Custodian**)

Ms. Cherry (**Caretaker**)

Mrs. Martinel (**Educational Assistant**)

Mrs. James (**Educational Assistant**)

Mrs. Compton (**Educational Assistant**)

Ms. Vickerman (**Educational Assistant**)

Ms. Lindsay (**Educational Assistant**)

Mrs. Walters (**Educational Assistant**)

Ms. Anema (**Educational Assistant**)

Ms. T. James (**Child Youth Care Worker**)

Mr. Bennett (**Child Youth Care Worker**)

Lilian Schick School Boundaries

- ★ Each school in Sturgeon Public Schools has a designated attendance area. Where a student lives determines their designated schools.
- ★ View the [attendance area](#) for Lilian Schick School..
- ★ Attendance areas also help determine a student's eligibility for transportation. If Lilian Schick School is located outside your attendance area, call the **Transportation Department at 780-939-4341** to ask about available services.
- ★ Please be advised that we have a **voice mail system** where you can leave a message **between 4:00 pm, and 8:00 am** to notify the school if your **child is absent** the next school day. It is not necessary for you to wait until the office opens at 8:00 am. Thank you!

FOIPP Information

The information collected during the student registration process is personal information, as referred to in the Freedom of Information and Protection of Privacy Act (FOIPP). FOIPP sets controls and standards on how public bodies such as school boards collect, use and disclose personal information in their custody or under their control.

To learn how Sturgeon Public Schools uses personal information, read the [Collection and use of personal information by Sturgeon Public Schools](#).

For more information contact:

FOIPP Coordinator
780-939-4341

Bell Schedule

- ★ The **school doors open at 8:15 AM**. If you are dropping off your child prior to 8:15 AM, we ask that they wait outside until the doors open.
- ★ In the event that the weather is inclement, we may bring students in.

Thank you for your cooperation!

8:00 am	Operational Day Begins
8:15 am – 8:25 am	<i>Bus Arrival (Door Supervision)</i>
8:30 am – 8:35 am	<i>Home Room Registration</i>
8:35 am – 9:35 am	Block 1/2
9:35 am – 10:35 am	Block 3/4
10:35 am – 10:45 am	<i>Morning Recess</i>
10:45 am – 11:45 am	Block 5/6
11:45 am – 12:00 pm	<i>Lunch</i>
12:00 pm – 12:30 pm	<i>Noon Recess</i>
12:30 pm – 12:50 pm	Literacy/Numeracy Block
12:50 pm – 1:50 pm	Block 7/8
1:50 pm – 2:50 pm	Block 9/10
2:50 pm – 2:55 pm	<i>Dismissal and Bus Departure</i>
3:30 pm	Operational Day Ends

Absences & Transportation

[Report an Absence](#)

Please remember to report your child's absence. Email lilianschick@sturgeon.ab.ca or call the office at 780-921-2200. We use an automated system with our attendance here at Lilian Schick School. Children must understand the importance of being in their classroom for attendance or check-in at the office if they arrive late to class. If your child is ill, please let us know if it is respiratory, gastrointestinal or a rash.

[School Calendar](#)

This calendar is updated in real-time as staff enter events. Please check our calendar for the most up-to-date events.

[Replacement Bus Pass](#)

If your child loses or misplaces their bus pass, please complete the Replacement Bus Pass form. For more information about transportation, [please follow the attached hyperlink](#).

Communication

Lilian Schick School makes every effort to communicate with parents/guardians through the following methods:

School Website - <https://www.lilianschickschool.ca/> On our site you will find a wide range of information from our School Mission Statement, minutes of School Council meetings, fieldtrip information, calendar, parent teacher interview sign up, newsletters etc.

E-mail – Each staff member at Lilian Schick School has been provided with an e-mail address. Parents are welcome to contact any staff person through their email. All staff e-mail addresses are listed in lower case letters and consist of the first name.last name of the staff person's name followed by @ sturgeon.ab.ca. i.e. darla.clark@sturgeon.ab.ca.

Power Announcements –Power Announcement is a quick communication tool that sends information via email. Parents/guardians will receive regular communications such as our newsletters via email. Please provide the school with any new or changed email address.

Weekly newsletters – Our weekly newsletter is sent home via Power Announcement. This newsletter lists upcoming school activities, events and celebrations within the school. The newsletter can also be accessed on the Lilian Schick School website.

Volunteering

- Volunteers require criminal record checks to work with students.
- Parents who volunteer for *one-day* activities need a *criminal record check*.
- Parents volunteering for *overnight field trips* or *coaching* require a *criminal record check* **and** a *vulnerable sector check*.
- Both the criminal record check and vulnerable sector check are provided by the Morinville RCMP, and need a letter from our front office to ensure this requirement is free of charge.

Parent Teacher Interviews

Parent/teacher interviews are held three times per year in October, November and March. Prior to parent/teacher interviews parents can book their interview online on the school website. Information on how to book your interview will be distributed prior to interview bookings. Please watch for this important information. Student progress is updated regularly and can be checked through the Parent Portal in PowerSchool. Should concerns regarding student progress arise during the school year parents are encouraged to contact their child's teacher directly or the school at any time.

Inclement Weather

Policy 320: Inclement Weather

The Board believes that the responsibility of the safety of school bus passengers during periods of inclement weather or hazardous road conditions is shared by the Board, its staff, school bus operators and by parent/guardians.

The final decision to send a child to the bus stop or to school rests with the parents/guardians, even though buses and schools may be operational.

Schools shall remain open to students when school bus services are suspended by the Superintendent. Parents who have brought their children to school on days when school bus services are suspended will be responsible for picking up their children at the end of the school day. On days when the Superintendent suspends school bus services, teachers shall not conduct examinations, nor introduce new material in their courses. A direct link to obtain daily bus information and cancellations is posted on the Sturgeon Public Schools website under Transportation.

Information regarding bus cancellations is also broadcast on local radio stations and is available on local media websites. A weather bulletin is also placed on the Sturgeon Public Schools website at www.sturgeon.ab.ca or <https://www.sturgeon.ab.ca/transportation>. The final decision to send a child to the bus stop or to school rests with the parents, even though buses may be operational.

If road conditions warrant or in the event that students are sent home early buses may bring students home without prior notification. PLEASE ARRANGE FOR A SAFE PLACE FOR YOUR CHILD TO GO if this happens and if there is not normally someone at home. Please ensure that you have filled out and returned to the bus driver the Student Emergency Card given to you at the beginning of the year and that you update the bus driver with any changes in your emergency contact information. All students riding on school buses are required to wear winter footwear and to carry with them winter headwear and gloves or mitts during winter months. A bus driver may refuse transportation to a student who is not appropriately dressed as provided in this regulation.

Students will be kept inside the school on days when the temperature is below -25° C including wind chill. Absences by students on days when school buses do not operate whether as the result of bus failure, a decision of a contractor not to operate, or suspension of transportation services by the Superintendent, shall be deemed to be excusable.

The final decision to send a child to the bus stop or to school rests with the parents/guardians, even though buses and schools may be operational.

Our school is always open to receive students

Visitors and Parking

- ★ With increased traffic flow, our parking lots get quite congested in the mornings and afternoons.
- ★ Please do not park in the bus lanes
- ★ ***Please note that while parked in the school parking lot, you do so at your own risk. The school is not responsible for any damage, or theft that may incur.***
- ★ ***When entering and exiting the parking lot that you do so at a reasonable speed, and be aware of other students on foot or on bikes.***
- ★ **Drivers must yield to pedestrians and buses as they depart the school to maintain their scheduled route.**
- ★ Supervision starts at **8:15 AM**.

Students Leaving the School

To ensure the safety of our children, students leaving the school for any reason during school hours must sign out at the school office. Children will only be released to their parents or guardians. Should an alternate drop off, pick up, etc. be necessary parents must state their request through a phone call or in writing by sending a note with your child or through email to the teacher or office.

Lunch, Food, and Drinks

At Lilian Schick School we take pride in maintaining clean learning environments. Students are not allowed to bring in food or drink into the learning commons. All teachers exercise appropriate discretion when crafting the most effective learning environment for the students in their classrooms.

All students will eat lunch in their homeroom classrooms. All students are expected to remain on campus for the lunch period. All students have access to our school store which is open from October to the beginning of June.

Personal Communication Devices

Students may bring wireless Personal Communication Devices (PCDs) to Lilian Schick School once they and their parents/guardians have agreed to the policies stated in the Personal Communication Device Agreement. Lilian Schick School is not responsible for any loss or damage sustained to personal Communication devices. This is provided to students and parents for their signature in September of the school year.

PCDs and other devices may be used for personal use before school starts at 8:30 a.m. and during morning and lunch recess. PCDs are not permitted in class. It is requested that students store their PCDs in their backpacks or lockers during class time unless they are requested by the teacher to have them available for educational purposes. Engaging in game playing or social networking during class time is prohibited unless directed by a teacher and in the pursuit of educational outcomes.

Students who use a personally owned device in a manner which is disrespectful to the educational environment whether in class, on school grounds or on division transportation may be asked to place their device in the office. The device will be returned to the student at the teacher's or administration's discretion or, if the issue is of a serious nature, the device will be returned to the parent/guardian.

Cyber Bullying is a serious offense and will not be tolerated. Any incidents of cyber bullying will be dealt with according to the school code of conduct and discipline policy, the policies of the Board and the Education Act.

While students are allowed to bring their devices to school, the school will not be responsible for any damages or loss to property. For this reason, ensure you label all items and be sure to lock them up at school when not in use. Every effort will be made to help students with lost or stolen items however, staff members are not responsible for these devices.

Focused & Effective Communication

Focused and Effective Communication is an interest-based dispute resolution approach for dealing with communication and challenges between internal and external stakeholders. Sturgeon Public Schools reviewed AP717 – Healthy Interactions Program and replaced it with a new [Administrative Procedure - AP221 - Focused and Effective Communication](#). AP221 clearly defines the process for open communication and dispute resolution in Sturgeon Public Schools.

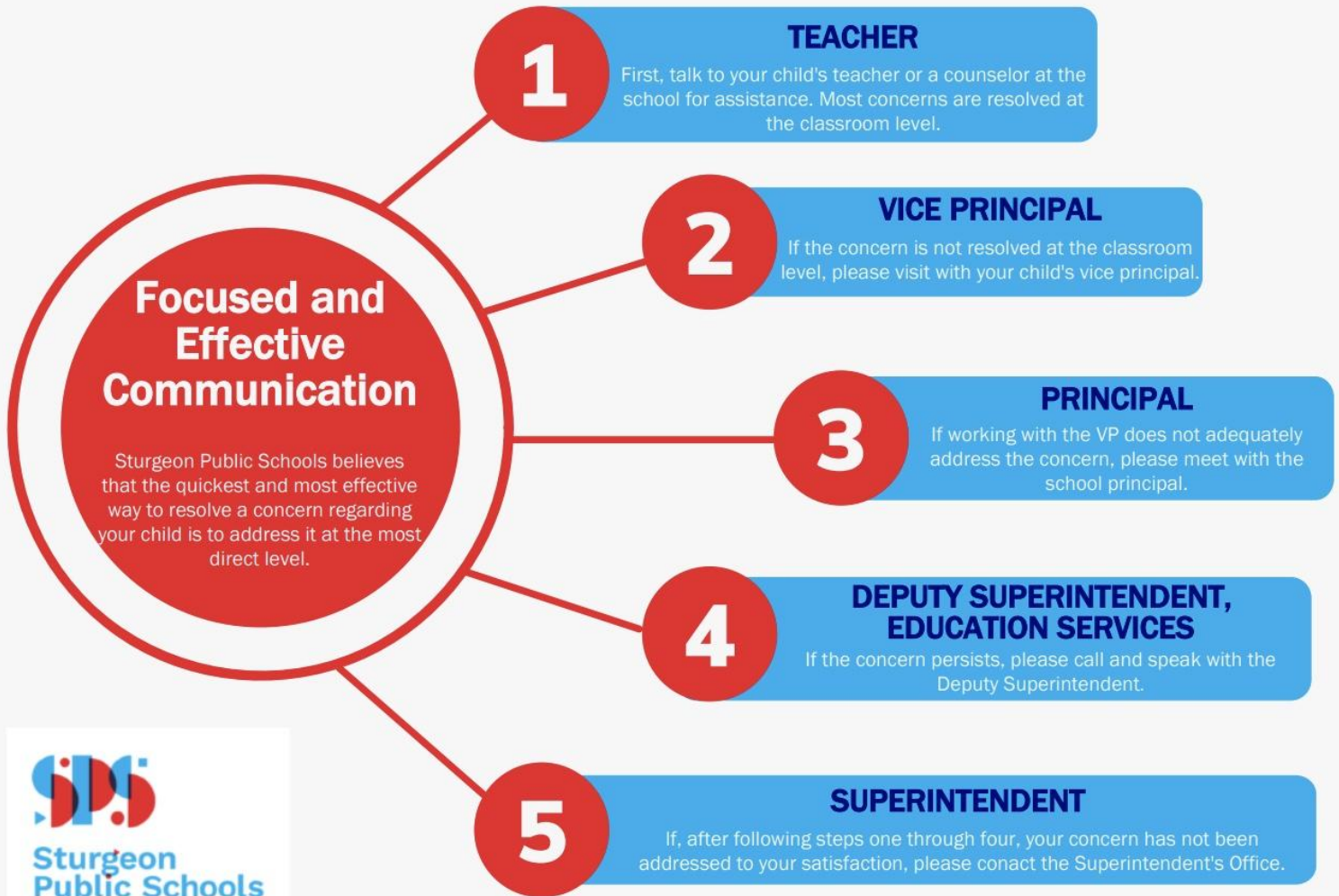
At Lilian Schick School, we cultivate healthy relationships when problem-solving. Nurturing healthy relationships by considering stakeholder interests and a problem-solving approach to conflict resolution creates and maintains open lines of communication. It meets the needs of staff, parents, students and the community through building stronger relationships. Building healthy relationships is an ongoing process in which all parties commit to making relationships work—a winning approach for staff, parents, community, and especially students. Concerns regarding your child start with the teacher first.

We intend to assist staff, parents and community members to more effectively and efficiently resolve potentially difficult issues while minimizing unproductive conflict. Therefore, all possible participants must understand that in Sturgeon Public School Division, there is one standard and consistent manner in which concerns, problems and issues will be handled.

- *Consistency*: All Sturgeon Public School employees follow consistent procedures and use consistent terminology—people know what to expect.
- *Comprehensiveness*: The interests of all parties involved (parent, staff, student, others) will be considered whenever a concern arises—no one is ignored.
- *Credibility*: All individuals in a community must know that all concerns are handled in an interest-based manner that is fair to everyone.

Appendix A

Flow Chart for Focused and Effective Communication - External Stakeholders



Code of Conduct

Lilian Schick School is an inclusive learning environment. All students have the right to a safe, caring, and respectful learning experience. Developing positive behaviour (ethical citizens) is a shared responsibility between students, staff and parents. *Per [Board Policy 900](#)

Our goal is to work with parents and students in understanding how to make positive choices and encouraging students to make positive ones where the needs of each student are respected. We know that students are learning the skills necessary for successful problem-solving. Identifying problems, understanding expectations, taking responsibility for one's actions, and making positive choices are essential to student growth and learning.

The Lilian Schick Student Code of Conduct and School Rules are based on the [Alberta Education Act](#) (Section 31), which describes the legal obligations of all students in Alberta schools.

Lilian Schick Students will:

- 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 towards others in 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.

It is the belief at Lilian Schick School each individual student is responsible for complying with our school expectations and Section 31 of the Education Act. Staff at Lilian Schick School will help students to adhere to the expectations through a process of learning.

Lilian Schick Staff will:

1. Help the student identify the inappropriate behaviour(s)
 2. Help the student solve the problem(s) created by these behaviour(s)
 3. Leave the student's dignity intact
 4. Share the Code of Conduct with students twice annually, in September and January.
 5. Make the Code of Conduct accessible to families by sending out electronically in September and posting on school website for easy access.
 6. Ensure ongoing communication exists between staff and parents to encourage and provide the opportunity for active and constructive parental involvement in their children's education.
- Factors such as age, grade, nature of the misbehaviour, degree of the situation, emotional stability, and past history will be considered when action is taken.

It is our belief that parents are key to ensuring their children are ready to learn and help them to make positive and consistent progress toward their academic goals.

Parents will:

1. Take an active role in the child's educational success, including assisting the child in complying with section 31,
2. Ensure that the child attends school regularly, [*Admin Procedure 905- Student attendance](#)
3. Ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
4. Co-operate and collaborate with school staff to support the delivery of supports and services to the child,
5. Encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
6. Engage in the child's school community.

Acts of physical aggression or violence, cyber-bullying and illegal substances will not be tolerated and will be met with serious consequences. *Per Board Policy 120 - Harassment Policy

General School Rules

- Harassment, discrimination, physical, verbal, or electronic bullying, or any conduct which threatens the safety of students and staff are not permitted.
- Profane language and/or inappropriate gestures demonstrate disrespect for oneself, others, and the school. It will not be tolerated.
- Students are to remain in class at all times unless they are given permission by their teacher to leave. Students who are not working in the classroom must be supervised.
- Students are expected to be prepared for class and to bring all necessary materials. Materials that are lost or need replacement are the responsibility of the student.
- Students are to respect school property. Vandalism, damage, and criminal acts will be dealt with by the administration.
- Lilian Schick School has a dress code. For specific information, please see our School Dress Code Policy.
- For student safety reasons, students are asked to refrain from riding skateboards, scooters, and bikes on school property during the school day. Bikes must be placed in the supplied bike rack and secured with a lock until departing the school grounds in a safe manner at the end of the school day. It is required that skateboarders, scooter riders, and bikers use an approved CSA helmet.
- Items which can be viewed as a weapon or are deemed to be weapons under the *Criminal Code of Canada*, are prohibited from school property. Students who are found to be in possession of items or involved in such incidents are subject to consequences according to Board Policy including but not limited to suspension and/or expulsion
- Students are not to possess, use, or distribute alcohol, drugs, tobacco, or vapes and vape products, at school or during school-sponsored events. Students who are found to be in possession of items or involved in such incidents are subject to consequences according to Board Policy including but not limited to suspension and/or expulsion.
- School buses are part of the school. It is expected that students on buses follow school board policy and act appropriately and with respect for one's self and others while on the bus.

Acts of physical aggression or violence, cyber-bullying and illegal substances will not be tolerated and will be met with serious consequences. *Per Board Policy 120 - Harassment Policy

Restorative Measures

Every violation of the Code of Conduct by a student is to be addressed by staff. In order to deal with violations consistently, inappropriate behaviour is generally categorized according to three levels of severity with appropriate action steps.

LEVEL ONE

Infractions such as:

- Classroom/ hallway misbehaviour
- Neglect of homework
- Tardiness
- Playground infractions
- Unprepared for class
- Disrespect
- Dress code violation
- Misuse of language
- Misuse of electronic devices

Consequences for Level One behaviour:

- 1) A staff member intervenes:
 - The student is made aware of misbehaviour
 - The teacher gives logical consequences for student's action, e.g., student who is late is asked to make up the time at noon
- 2) If a violation is repeated the student is referred to counselling or administration.]

LEVEL TWO

Persistent Level One behaviour

A. Opposition to authority or willful disobedience such as:

- Speaking to staff or other adults disrespectfully
- Defiance of authority
- Verbal abuse (profanity/threats)
- Minor theft
- Roughhousing, intimidating, and/or bullying/cyber bullying
- Damage to property

Consequences for Level Two violations will include one or more of the following:

- Loss of privileges; e.g., intramurals, school dances, field trips
- Noon detentions
- After school detentions
- Restitution
- 1-5 day in-school or out-of-school suspension
- Counselling

LEVEL THREE

A. Persistent Level Two behaviour.

B. Extreme violations such as:

- Fighting/assault
- Major theft
- Major vandalizing of property
- Possession, use, or distribution of cigarettes, alcohol or drugs
- Bullying/cyber bullying and/or harassment
- Skipping school

Consequences for Level Three behaviour may include:

- Loss of privileges
- 1-5 day school suspension
- Parent/Guardian conference before student is readmitted
- Possible referral to appropriate agencies for counselling
- R.C.M.P. will be called for an illegal activity
- Possible recommendation to the School Board Discipline Committee for expulsion

All discipline situations are seen as a learning opportunity for students. Staff will be sure to use a restorative approach when dealing with students and ensure to leave their dignity intact. ***All students who are suspended out of school are required to meet with an administrator or counsellor prior to being re-admitted to the school.**

Knights Code of Honor

Students will:

	All Areas	Learning Areas	Common Areas	Out of School Areas	Bus
		Classrooms, gym, kitchen, music room, labs	Learning Commons, hallways, lunchrooms, washrooms	Extra-curricular activities, school grounds, field trips, arena, online activities	Bus
Respect	<ul style="list-style-type: none"> use appropriate language when communicating with others be aware of the needs of other maintain personal space treat all properly with care treat others kindly refer to everyone by their correct names and pronouns 	<ul style="list-style-type: none"> be mindful of others' learning use materials appropriately and return with care listen when others are talking follow instructions 	<ul style="list-style-type: none"> maintain personal space treat school technology, furniture, and equipment with care follow instructions of all staff 	<ul style="list-style-type: none"> engage with others in a caring manner in person and online follow supervisor's expectation express gratitude often maintain personal space 	<ul style="list-style-type: none"> follow all bus rules and instructions be courteous care for the bus use an indoor voice
Responsibility	<ul style="list-style-type: none"> maintain a safe and clean environment consider the safety of others be where you are supposed to be on time demonstrate digital citizenship use areas for their intended purpose follow all school rules 	<ul style="list-style-type: none"> be active and engaged in your learning challenge yourself in learning showing up on time hand in your best work on time come prepared ready to learn use personal technology as directed by your teacher 	<ul style="list-style-type: none"> keep areas tidy return materials to their proper place use school and personal technology appropriately and positively wipe or remove dirty footwear walk where you're going 	<ul style="list-style-type: none"> follow extracurricular/field trip expectations follow the athletic code of conduct policy be proactive to catch up on work missed be where you are supposed to be on time 	<ul style="list-style-type: none"> follow all bus rules inform drivers of absence submit all travel forms punctually dress appropriately for the weather
Leadership	<ul style="list-style-type: none"> be KNIGHTS <ul style="list-style-type: none"> Keen Noble Independent Generous Honest Tireless Spirited be the best version of yourself and encourage other to be the same report bullying (be the caring majority) 	<ul style="list-style-type: none"> take charge of your learning encourage others to be involved promote the learning of new things set SMART goals recognize your role 	<ul style="list-style-type: none"> be a positive example invite participation include everybody encourage and support others report damage / inappropriate use of school technology and equipment be aware of your surroundings 	<ul style="list-style-type: none"> lead by example represent the school in a positive way report cyber bullying 	<ul style="list-style-type: none"> help the bus driver when needed assist younger students

Avoidable Extended Absences During the School Year

Sturgeon Public Schools believes regular school attendance is a significant contributing factor to student learning, positive connections at school, and student progress.

Parents/guardians sometimes choose to take students out of school for extended periods for vacations, hunting, working at a place of employment, or other avoidable reasons. In these situations, the school may not excuse these absences but mark them as “parent aware.” Regular class attendance is essential for maximizing achievement.

In addition, Lilian Schick School cannot reschedule PAT exams for these avoidable extended absences. If an avoidable extended absence is scheduled during the school year, The parent/guardian should inform the administration and the various subject teachers well before the event. The student will be responsible for obtaining notes and completing assignments during their absence. [*Per AP905 - Student Attendance at School](#)

After discussing extended absences with their teachers, students may find this information via classmates or Google Classroom. The teacher may not provide homework packages before or during the extended absence.

Upon returning, the student must complete and turn in any required assignments and complete assessments within a reasonable amount of time, determined by the teacher.

[Key sections of the Education Act include:](#)

Section 31: Student responsibilities

Section 32: Parent responsibilities

Section 33: Board responsibilities

Section 34: Trustee responsibilities

Section 35: Bullying Awareness and Non-discrimination

Section 36: Student discipline: suspension

Section 37: Student discipline: expulsion

Section 196: Responsibilities of a teacher

Section 197: Responsibilities of a principal

Dress Code

In keeping with the philosophy of Alberta Education, we at Lilian Schick School strive to help our students become productive citizens who are ready to pursue high school and eventually careers in the workforce. As a result, students are expected to conduct themselves in a manner that demonstrates respect and to dress for a school/work setting.

Lilian Schick School Dress Code promotes safety and learning at school and include the following expectations:

- Students are required to wear footwear at all times in the school.
- Hats can be worn in school but we ask students to store the hats in their backpacks upon entering the school. Students are not permitted to wear hats to class.
- Students must not wear clothing that has inappropriate language, graphics or slogans (i.e. depicts sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, tobacco, or vaping or vape products, or which degrade the integrity of individual groups).
- Students are expected to dress in good taste, with integrity as the guiding principle.
- Students should dress appropriately to the environment and activity they are participating in.
- Final determination about dress lies with school staff.

Equity, Diversity, Inclusion & Human Rights

Lilian Schick School staff, students and families are to share responsibility in being proactive in maintaining a welcoming, caring, respectful, safe and inclusive learning environment that acknowledges and promotes understanding, respect and the recognition of diversity, equity, and human rights of all students and families within the school community. [*Per Board Policy 110](#)

Cameras in Schools

Sturgeon Public Schools believes that in order for Division property and individuals on Division property to be safe and secure, the use of video surveillance systems (“cameras”) is necessary.

Students and parents shall be informed in writing by the school administration at the beginning of each school year and as necessary during the school year that the school will be monitoring certain activities, and as the purpose of such monitoring practices. [*Per AP 610: Video Surveillance Systems](#)

Personal Device Policy

At Lilian Schick School, we strive to create a supportive and nurturing learning environment that encourages positive social interactions and fosters academic excellence. We ask students **not to use devices (e.g., cellphone, smart watches, etc.) that impact academic learning throughout the day** to achieve these goals.

- Students must store their devices in their lockers for the entire school day. This includes both breaks.
- Students must have a lock on their locker to ensure their device is safe.
- Per the Technology Use Agreement, the school is not responsible for the loss of personal items.

Research has shown that excessive use of technology can lead to decreased social skills, poor academic performance, and mental health issues (Twenge, Campbell, & Martin, 2018). In contrast, limiting screen time can improve social connections, academic skills, and overall mental health (Grand Canyon University, 2018). Limiting use during socialization (e.g., recess) can improve face-to-face communication and strengthen social bonds (Grand Canyon University, 2018).

By eliminating the use of devices unrelated to academic use during school hours, we hope to cultivate a more positive and supportive school community while promoting healthier habits and enhancing academic performance (Lepp et al., 2015). We appreciate your cooperation in creating a better learning environment for all.

If your device is not stored in your locker during school hours, including break periods, a parent or guardian must retrieve it from the school office. This is necessary to ensure a safe and focused learning environment for all students.

Thank you for your understanding and cooperation.

References

- Grand Canyon University. (2018, May 8). How Cellphones Affect Communication Skills. [Blog post]. Retrieved from <https://www.gcu.edu/blog/gcu-experience/how-cellphones-affect-communication-skills>
- Lepp, A., Barkley, J. E., & Karpinski, A. C. (2015). The relationship between cell phone use, academic performance, anxiety, and satisfaction with life in college students. *Computers in Human Behavior*, 43, 210-217. <https://doi.org/10.1016/j.chb.2014.10.053>
- Twenge, J. M., Campbell, W. K., & Martin, G. N. (2018). Decreases in psychological well-being among American adolescents after 2012 and links to screen time during the rise of smartphone technology. *Emotion*, 18(6), 765-780. <https://doi.org/10.1037/emo0000403>
- Rosen, L. D., Carrier, L. M., & Cheever, N. A. (2013). Facebook and texting made me do it: Media-induced task-switching while studying. *Computers in Human Behavior*, 29(3), 948-958. <https://doi.org/10.1016/j.chb.2012.12.001>
- Sturgeon Public School Division. (2021). 870: Exhibit 2: Technology Resources Responsible Use Protocol Students

Awards

Academic Awards

Elementary Honours	<ul style="list-style-type: none">• Cumulative score of 16 for Language Arts, Social Studies, Math and Science.• Passing grades in each course student is enrolled in.
Jr. High Honours	<ul style="list-style-type: none">• 80% average in Language Arts, Social Studies, Math and Science.• Passing grades in each course student is enrolled in.

Book Awards

A book is presented to the most deserving student in each homeroom in Grades 5-9. Selections are collaboratively made by staff based on the following criteria as per [Policy 860](#).

Individual development:

- Contribution to the welfare and progress of the homeroom and school.

Knighthood Awards

It is awarded to grade 9 student(s) who have made significant contribution to the achievement of the KNIGHTS statement of Lillian Schick School during their time here.

Ag Society Awards

- Scholarship
- Service

Athletics Awards

- Gold
- Silver
- Bronze

Music and Fine Arts Awards

- Drama
- Art
- Music/ Band

PowerSchool & Fees

PowerSchool Parent Portal

Please use this Parent Portal to track your child's progress, attendance, sign forms digitally and pay your bus/school fees online. If you require access or have any questions regarding the use of PowerSchool Parent Portal, don't hesitate to contact the school office at 780-921-2200.

- ★ *The PowerSchool Mobile app does not offer secure payment processing. You need to access PowerSchool on a web browser in order to make payments.*

Fees

Students are charged fees, depending upon program requirements and involvement in various activities. For example, students will be assessed additional fees for CTF courses, extra-curricular involvement, Music, Art and field trips. Textbooks are rented to students for a nominal fee.

Payment of fees is required at the beginning of each school year. Families experiencing financial hardship are asked to make arrangements with the Principal for alternative payment possibilities. Non-payment of fees will result in a collection agency obtaining payments. Non-returned materials (library books, texts, etc.) and damaged materials will result in student/parent notification and the cost of replacement being assessed against the student/family.

Students may be ineligible to participate in extracurricular activities if any school fees are outstanding.

Online Payment

To reduce time and paper waste, school fees can be paid online. Parents of returning students can pay their children's fees through their existing [PowerSchool Parent Portal](#) account.

New students must first be registered at their school. Once the child is registered, a Parent Portal account will be created.

[More about new student registration.](#)

[How To Complete Field Trip/Payments on Parent Portal.](#)

Liability for Damage to School Property

Lilian Schick School will charge parents the cost of repairing damaged property pursuant to Section 16(1) of the School Act of Alberta.

Keeping Safe

THROUGHOUT THE YEAR, STURGEON PUBLIC SCHOOLS CONDUCT TRAINING AND DRILLS to help better prepare students and staff for possible emergency situations. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action.

Schools conduct drills throughout the year to rehearse emergency procedures. These exercises prepare students and staff to act quickly and help to minimize a child's fear during a real emergency. Sturgeon Public Schools utilizes the **HOOR ZERO School Emergency Program**. More information can be found at <https://www.sturgeon.ab.ca/division/emergency-program>.

Lockdown

Lock-Downs are usually used in response to acts or threats of violence to students and/or staff directly impacting the school. During a Lock-Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond very quickly to a Lock-Down command to get to a safe location before doors are locked. **No one, other than law enforcement, is permitted access to the building until the Lock-Down is over.**

Hold and Secure

Hold and Secure is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. **No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.**

Shelter-in-Place

Generally, Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. **Students will not be released or dismissed until the situation has been resolved.**

Evacuation

An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation center. Parents will be informed of the alternate location through the school's Crisis Notification Network.

Dismissal

Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised.

Reuniting with your Child

WE RECOGNIZE THAT WHEN AN EMERGENCY OCCURS parents will be worried and want to be reunited with their child as quickly as possible. It is our intention to make this happen, however, to ensure every child's safety and the safety of staff, specific procedures have been established for releasing students. These procedures may be modified depending on the circumstance.

Parents are asked to adhere to the parent-child reunification procedures listed below. Staff will work hard to ensure these procedures take place without delay. However, please understand the process will take some time: we ask for your patience when you arrive at the Parent-Child Reunion Area.

Parent-Child Reunion Procedures

1. A Parent-Child Reunion Area will be established. Parents will be notified at the time of the emergency of the Reunion Area's location. The location may not be at the school — the location will depend on the specifics of the emergency.
2. Students will only be released to an individual designated as legal guardian or emergency contact on the student's Emergency Form, which is completed at time of school registration. Please be sure to keep this information current with your school, as the school will only release a child to someone listed as an Emergency Contact — there will be no exceptions.
3. Valid identification is required to pick up your child. This is required to protect your child from any unauthorized individuals attempting to pick up students. Even if school personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or outside agencies.
4. You will be required to sign for the release of your child. This is extremely important, as it ensures your child, along with other students, is accounted for at all times. Please do not just take your child from the school or evacuation center without signing for his/her release.
5. Once you have been reunited with your child, please leave the area immediately. This is for your own safety and that of your child.

If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunion Center until alternate arrangements can be made. Your child will be supervised at all times.

When an Emergency Occurs

ALTHOUGH YOUR NATURAL INSTINCTS IN AN EMERGENCY may be to go to the school to safeguard your child, please understand that doing so could impede the response to the situation. Going to the school may interfere with emergency crews and school personnel efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult. Please follow the instructions provided to you through the communications channels outlined below. **Please do not come to the school to pick up your child unless requested to do so.**

If you arrive at the school in the midst of an emergency, please respect the protocol in progress. While we understand personal circumstances or initial reactions might move you to do something contrary to the school's established procedures, we cannot compromise the safety of students or staff to accommodate individual requests that could put anyone at risk.

Please **DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE.** Parents are asked **not** to call the school or their child's cell phone during an emergency. Phone systems need to remain available for handling the actual emergency. Overloading the system may mean the school cannot communicate with first responders. Calling your child's cell phone during an emergency may be putting them at higher risk by disclosing their location or drawing attention to them during a lock-down.

Keeping Informed during an Emergency

DURING AN EMERGENCY, it is unlikely you will be able to reach the school by phone. We will, however, make every effort to contact parents directly or by one of the methods noted below.

Crisis Notification Network and/or the Media

Parents will be alerted to emergency situations via the School's Crisis Notification Network (phone or electronic notifications) and local media. Stay tuned to local TV and radio stations for news alerts.

Website, Social Media and Community Hotline

The Division will also keep parents informed by posting information regarding the emergency on the Division website, through social media and recordings on the Division Community Hotline. Website www.sturgeon.ab.ca

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Violence & Threat Risk Assessment (VTRA)

Sturgeon Public School Division is committed to providing safe and caring learning environments for all students, staff, school visitors and community members. To this end, Sturgeon Public School Division has been invested for many years in the continued professional certification of administrative staff in Level 1 & Level 2 Violence and Threat Risk Assessment (VTRA) training across the Division.

VTRA helps schools respond quickly to incidents where students' behaviors pose a potential threat to safety or serious harm.

In the communities we are privileged to serve, we have formalized community-based VTRA protocols with regional partners such as neighboring school jurisdictions, the RCMP, Alberta Health Services and other community agencies.

We encourage families to take the time to read through our [VTRA Brochure](#) and [VTRA Letter of Fair Notice](#) so you have a better understanding of the protocols we are trained in to ensure the safety of your children.

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