

Welcome / Bienvenue / Oki

École Agnes Davidson School is a single-track elementary school offering French Immersion classes. We believe that all students from Kindergarten through Grade 5 can be strong leaders in their own capacity with an approach that allows staff to support students by fostering a deep sense of responsibility, respect, and dedication to themselves, their school community and their families. École Agnes Davidson School also has a strong focus on gratitude along with a growth mindset to create a reflective and positive learning environment.

École Agnes Davidson School accepts students registered in the French Immersion program for students residing in Lethbridge. Children outside the boundaries are welcome to register, if space and resources are available. Transportation arrangements for out of boundary students are the responsibility of the parents.

Agnes Davidson Vision Statement

Endless Possibilities – Possibilités Infinies
Explore...Explorer...Discover...Découvrir...Create...Créer
Grow leaders un enfant à la fois!

Agnes Davidson Mission Statement

At Agnes Davidson school we grow and cultivate leaders who model respect, creativity and responsibility, and are encouraged to reach their overall potential in a safe, caring and engaging learning environment.

À l'école Agnes Davidson nous travaillons à développer une communauté de leaders modelant le respect, la créativité, la responsabilité et le désir de réussir et de grandir dans un environnement favorisant un apprentissage optimal.

School Goals

- Supporting students in achievement with strong foundations in literacy and numeracy across the disciplines.
- Supporting students in developing attributes of innovation, creativity, and critical thinking.
- Creating inclusive learning environments which are welcoming, caring, respectful, and safe.
- Supporting seamless integration of technology.
- Supporting a high quality French Immersion program valuing the Francophone culture.



Office Hours

The school office is open from 8:15 a.m. until 4:15 p.m. Monday through Thursday and 8:15 a.m. until 1:15 p.m. on Fridays.

Student Arrival and Departure

Students are encouraged to arrive no earlier than 10 minutes before the morning bell as this is when supervision is provided for students. Students will not be permitted to enter the school before the bell rings. During inclement weather, students may enter the school and proceed to their classrooms. An announcement will be made in such circumstances. **We ask parents NOT to drop off or pick up students from the staff parking lot.** This is an area of high congestion and represents an extreme danger to students.

Absences, Lates and Leaving Early

When students are absent or late, parents are required to notify SafeArrival in one of three ways;

- 1) SafeArrival website – <https://go.schoolmessenger.ca>
 - 2) SchoolMessenger app (Apple App store or the Google Play Store or from the link <https://go.schoolmessenger.ca>)
 - 3) Call Toll Free Number 1-866-879-1041
- All absences need to be reported before bell time. If you miss the deadline it is not necessary to call the school, please wait until the SafeArrival System contacts you to excuse the absence.
 - For early departures or same day leave & return absences, please come to the office when picking up or dropping off your child, you will need to sign him/her out of the building.
 - Students who arrive late must first go to the office to ask for a late slip before going to class.
 - When confirming an absence please make sure to press 2 at the end of the call, otherwise the system will continue to call until student absences are confirmed. Report half day absences as late arrivals.
 - All absence reporting methods are available 24 hours a day, 7 days a week.
 - SafeArrival website allows you to report absences, update contact phone numbers and email addresses should they change, as well as review messages sent through our SchoolConnects system.
 - All absence reporting should go through the SafeArrival website, app or toll-free number. Please do not contact the school directly to report an absence.

Synervoice

Synervoice is our communication tool used by many schools in the district. It is an automatic messaging system that will send school communication to parents and staff in a highly effective and efficient manner through telephone voice messages and/or email messages. It will use the communication information you have set up with the school office upon registering your child. This messaging system will not be used for spam communication but strictly for school business.

School Fees

We have a school fees to help offset the costs of the student agenda and field trips. Costs vary depending on the grade level of the student. Payment can be made through School Cash Online beginning at the start of the school year.

School Cash Online

For safety and efficiency reasons, Lethbridge School Division and Agnes Davidson are now cashless. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! School levy, donations, Lunch-On-The-Go, and all other money collection for the school, can be done through School Cash Online. Please visit <https://lethbridge.schoolcashionline.com/> to create an account or log into your existing account.

Visitors / Volunteers

All visitors and volunteers **must** sign the visitor/volunteer binder and wear a visitor volunteer badge, located in the office, before proceeding to a classroom.

Appropriate Dress for School

Although the school does not have a strict dress code, parents are urged to see that their children dress appropriately and tastefully for school. Beach wear and T-shirts with offensive lettering are considered inappropriate and in poor taste. Also, what may be acceptable for younger students may not be for older students. All students are asked to bring a pair of indoor shoes that will only be worn in the school. We suggest that this pair of shoes be the shoes that your child wears for physical education (non-marking soles).

Recess

During recess time, students are expected to go outside except in the case of illness or inclement weather. If a child is to be kept inside for health reasons, please send a note to the classroom teacher. Since recess is a time for our students to get fresh air and exercise, we have a rule whereby students are not to bring electronic games or collection cards to school. Such activities are sedentary in nature and do not reflect our healthy kids philosophy.

School Bussing

Southland provides transportation by school bus. Students qualify for bussing if they are in the French Immersion program and live at a distance too far to walk. Kindergarten students may ride the bus one way. However, parents are responsible for arranging noon hour transportation.

Volunteer Automobile Transportation

Any parent who transports students during a school trip is required to fill out a Volunteer Driver Form at the office prior to the trip. Parent drivers are to ensure that students wear seat belts and that there are enough seat belts for the number of students they are driving.

Bicycles, Skateboards and Scooters

Bicycles, skateboards and scooters are to be walked on school property and through the crosswalks. Skateboards may be kept inside the school where the students hang their coats. Bike racks and scooter racks are provided on both sides of the school. Since the school cannot accept responsibility for students' items, it is essential that students lock their bicycles and scooters securely to the racks at all times.

Parking

All parking in the parking lot is reserved for staff except for handicap parking stalls. Thank you for following all City Parking Bylaws.

Student Drop-Off Zones

Students may be dropped off on on 20th Street. Thank you for following all City Bylaws.

Locked Doors

For the safety of your child, the majority of our doors will be locked during instructional times. The only door that will be opened is the main door by the office.

Fire Drills/Lock-Down Drills

Fire drill evacuations are practiced at least six times per year. Should an actual fire occur, re-entry to the school would likely be impossible. In this event, all classes would proceed to Gilbert Paterson Community School until parents are contacted to pick up students or transportation is arranged. In case of an interior or exterior intruder or safety hazard, Lock Down procedures are practiced twice a year to ensure the safety of all students and staff.

Change of Address

Please notify the office of changes in address, telephone numbers, location of parents, or emergency contact people by filling out and signing the demographic change form in the office. When moving away or changing schools, please advise us ahead of time.

Personal Items

Students are encouraged to leave personal items at home unless the teacher requires them for instructional purposes. The school does not accept responsibility for lost, stolen or broken personal items.

Medication

Division requires medical information be completed by parents or guardians and signed by doctors if medication is required at school. Students with medical conditions, such as extreme allergies or asthmatic conditions, are identified and this information is communicated to the staff through a medical alert list.

Medications for on-going medical conditions must be administered and supervised by the office staff. A district form, signed by the medical doctor, must accompany the medication that will be safely stored in the office.

Curriculum Handbooks

Curriculum Handbooks describe the different programs of study for each subject covered at the different grade levels. These are available free of charge on the Alberta Learning web site at <http://www.learning.gov.ab.ca>. They are also available at a cost from the Learning Resources Distribution Centre (780-427-5775) or the Queen's Printer bookstore (780-427-4952).

Reporting Procedures and Parent-Teacher Interviews

The report card used at École Agnes Davidson School is one adopted by the district. Its purpose is to reflect student progress relative to grade-level learner expectations as stated in the Alberta Programs of Study. Three report cards are issued during the course of the year, one in November, one in March and the final report card in June.

The report card is only one method of communicating information. Interviews are a critical part of the reporting process and provide an opportunity to acquire additional information about your child's learning. Parent-Teacher Interviews and/or

Celebrations of Learning are scheduled after the first two report cards. Parents are encouraged to phone or email teachers to set up a time to discuss students' progress.

Fair Notice of Threat/Risk Assessment

Our School District believes in creating safe and caring environments for students and staff. Any incident, where a student engages in behaviour which threatens the safety of others, will be investigated. Administrators may implement a Risk Assessment for worrisome behaviours including references to, or involvement in violent activity at school or an increased interest in activities that are deemed as dangerous to the safety of others. A Threat Assessment is implemented when a student threatens homicide or injury to others, suicide, brings a weapon to school, or makes direct verbal or written threats to others. The Threat/Risk Assessment regulations are outlined in [Policy 502.1](#) Welcoming, Caring, Respectful and Safe Learning Environments available at;

Managing Health Issues in Schools

Every year, we have students in our school with health concerns including asthma and allergies for example. For some students, these conditions can be extremely severe and even life threatening. Even though our school is not "Nut Aware", we are asking parents to be mindful of this situation and we encourage you to be aware of packing snacks with any kinds of nuts in them to school. Thank you for your cooperation in this matter. Click on [Policy 504.1](#) for further information regarding the Division Policy; Managing Health Issues In Schools.

Student Discipline Policy

École Agnes Davidson School, as a member of Lethbridge School Division, is proud of its history and record of high standards. The following information is outlined to communicate the standards of conduct and consequences for students in Lethbridge Public Schools.

A student at École Agnes Davidson School has the right: to a quality education, to learn, to be safe and secure in the school environment, to be treated with dignity and respect, and to be treated fairly and be heard by school personnel.

Minor Offences

École Agnes Davidson School will take a proactive approach in dealing with following offenses; cheating, obscene acts/gestures/languages, verbal assault (racial/religious/personal), disruption of the operation of the school, truancy (The School Act – Section 10(1) states that students must attend school regularly and punctually), inappropriate clothing, and physical assault.

Disciplinary Actions: school counselling, peer counselling/mediation, behavioral/performance contracts, detention, withdrawal of privileges, in-school suspension, referral to outside agencies, or placement in an alternative learning environment.

Major Offences

Student and staff safety is an important concern for École Agnes Davidson School. The following offences are considered major and will be treated with the utmost seriousness: weapons (as defined by the criminal code such as anything used or intended for use in causing death or injury to persons or anything used or intended for use for the purpose of threatening or intimidating any persons), vandalism, harassment (physical, sexual, verbal assault, and racial discrimination), repetitive non-compliance, theft.

Disciplinary Actions: parents/guardians will be contacted, police contacted, student suspension, referral to an expulsion committee, counselling, or restitution settlements if appropriate.

Appeals

If a parent or guardian disagrees with a school-based decision which significantly affects the education of his or her child, the School Act makes provisions for appealing that decision. As per [Policy 505.9](#), the first appeal of an employee decision shall be made to the employee who made the decision. From there, the appeal may be made through the school principal, the Communications Officer if appropriate, the Associate Superintendents, the Superintendent of Schools, and lastly to the Board of Trustees. Please refer to the policy on the district website, www.lethsd.ab.ca for full details.

Search and Seizure

As per [Policy 502.1.5](#), Lethbridge School Division Board believes that enforcement of the Board and/or school rules may, from time to time, require that school administration conduct a search of property and/or seizure of prohibited or missing items.

The Board authorizes school Principals, in connection with the enforcement of district or school rules, to carry out searches of student desks, clothing, and personal property such as backpacks, book bags, or purses.

Technology and Computer Information

Alberta Education has mandated that communication technology be an integral part of education. With this in mind, we have created an environment at École Agnes Davidson School to facilitate this mandate. We have placed a computer in every classroom to be used at the teachers' discretion. Our computer lab, Learning Commons, as well as four laptop carts and two pods of Ipads, are fully networked, allowing students to access the Local Area Network and the World Wide Web. Lethbridge School Division has a filtering system in place and the school staff have additional safety lessons for all students on proper Internet use.

Below is a copy of our school's Acceptable Use Policy for computers in the school. We ask that parents go through this with their children to inform them of appropriate and inappropriate use of technology and of the consequences that may result if this policy is not followed.

Rules for Appropriate Use of Technology

1. Do not use a computer to harass other people or harm their work.
2. Do not type in a URL address or surf the Internet. Use only the search engine links located on the school's web page or those provided by teachers to research information on the WWW.
3. Do not damage the computer or the network in any way.
4. Do not alter the settings on the computer or the network in any way.
5. Do not install unauthorized software, shareware or freeware. Downloading is not permitted.
6. Do not copy any electronic material and claim it as your own.
7. Do not view, send or display offensive messages or pictures. Notify an adult immediately if you encounter materials that violate the rules of appropriate use.
8. Do not print material without authorization from a teacher.
9. Do not trespass in another's folders, work or files.
10. Do not reveal personal information about yourself or others over the Internet.
11. Do not use computers unless permission is granted and supervision is present in the room.

Students are expected to be careful and responsible when using technology equipment available in the school. Students who purposefully harm or destroy technology equipment belonging to the school will be required to pay full replacement cost of the item(s) and will be suspended from using the equipment for a given period of time.

I have read the rules and regulations listed above with my child and accept responsibility.

Parent Name: _____

Parent Signature: _____

Special School Programs and Services

School District Support Services

Lethbridge School Division has a variety of support services for students. These include:

- Counsellors
- Speech Language Therapist
- Coordinator of Indigenous Education
- Consultants
- Occupational Therapists and Physiotherapist
- Nurses
- Resource Officers
- Psychologists
- Mental Health Capacity Building Coaches
- Family Support Workers

One of the services provided to assist with academic, social or behavioral concerns is the Learning Team. The above specialists, along with the school Principal, Vice Principal, Learning Support Teacher, classroom teachers and parents, form a Learning Team (L-Team) that meets approximately once a month to discuss concerns and issues which may be affecting student learning and/or behaviour.

To access any of these support services for your child, please contact your child's teacher or the administration.

Supports and Services

Students who have special learning needs will receive supports and services within an inclusive school setting. Through the collaborative work of the Learning Team, supports and services will be identified based on what will best help your child to be successful at school.

Alberta Education has developed a guide to the continuum of supports and services called "*Report of the Blue Ribbon Panel*". This guide helps parents and teachers put into place supports and services based on student needs. The staff at École Agnes Davison School continues the implementation of strategies and tools that assist in identifying students' learning needs. This process recognizes and values parent input and participation.

This document can be found with the following [link](#):

Counselling

At École Agnes Davidson School, our guidance and counselling program is based on the philosophy that guidance and counselling is available to all students. The program reflects and supports the transition from a traditional, reactive counselling approach to a more comprehensive approach involving all the school staff, the home and the community. The scope of the program includes responsive services and individual student planning but also includes developmental guidance instruction and school/community support. It recognizes and supports opportunities for proactive and preventative programs and approaches. It is based on the belief that each individual is unique, that programs must focus on the developmental needs of students, teachers, staff, parents and the larger school community. The program must be flexible enough to respond to changing needs.

Making Connections

Making Connections has moved from site-based support to division wide support. The team has been developed new processes and resources for schools in regard to Family Support. This team provides short-term action-based support for schools and families. Family support workers help individuals with additional support who may have barriers in accessing community resources independently.

Student Health

All records relating to the students' health are maintained separately by the Chinook Health. A CH nurse will visit the school as needed to provide services such as immunization. Any questions regarding these services can be answered by calling the CHR at (404) 388-6655.

French Immersion Program

Our school offers French Immersion as an alternate program. The goal of the Immersion program is to educate students to become functionally bilingual. Full immersion in the French language is offered from Kindergarten to Grade 2. Beginning in Grade 3, 15% of the instruction is in English.

Learning Commons

Each class is assigned one weekly book exchange. During this time, students return previously borrowed books and choose new material. Students are responsible for all books they borrow and are expected to return them on time. Families are expected to pay for any lost or damaged books. The Learning Commons is also available to classes for an alternate space for learning and facilitates many forms of research and collaborative learning.

Lunch

The lunch hour is 45 minutes in length with 21 minutes assigned for outdoor play and 21 minutes assigned for students to be outside and active. During the noon hour, classroom teachers will be eating with their own students in their classroom and outdoor supervision will be covered by staff members on a scheduled rotation.

At the beginning of each school year, please inform your child's teacher as to whether your child will be staying during the noon hour on a regular or an occasional basis. At anytime throughout the year if this arrangement changes, please inform your child's teacher.

Co-Curricular Programs

A variety of sports and fine arts activities are available in the morning, during the noon hours and after school. The choices of activities vary depending on the interests and talents of the staff.

Field Trips

Each class enjoys various field trips away from the school as an extension of what is studied in class. Parents will be informed of these trips and may be asked to assist as volunteers. Busses are provided for needed transportation. A fee may be assessed for more elaborate field trips if the cost exceeds what has been budgeted by the school. Students will never be refused from participating on a field trip because of cost. If parents cannot afford a field trip due to financial difficulty, please contact the office.

School Council

School Council is comprised of parents, the Principal, the Vice Principal, and a teacher representative. Once a month, the School Council meets to share school related information, to discuss issues that may arise within our community and to plan a variety of school-wide activities. Each year, two members of School Council volunteer to represent École Agnes Davidson School on the District School Council.

Annual Meeting: The School Council meetings are open to all parents/guardians of children enrolled in École Agnes Davidson School. School Council is an integral part of École Agnes Davidson School. The meetings are held once a month and are comprised of two parts. The School Council meeting is usually about one hour in length, during which the Principal, Vice-Principal, and a Staff member report on school news, staffing, school budget, school improvements, up-coming events, and activities. We also receive reports from the School District Representative, and the ASCA Representative. After the School Council meeting, there is an École Agnes Davidson School Parent Fundraising Association meeting. The ADSPFA consists mainly of the School Council members, and the executive remains the same. This meeting is usually thirty minutes in length and includes the Treasurers report and the committee reports, such as Dragon Days, Lunch-on-the-Go, and Change for Change. The ADSPFA budget is discussed, and funds are allocated to needs within the school. Fundraising events are also discussed and planned.

Mission Statement

In the spirit of partnership, École Agnes Davidson School Council fosters communication between the school staff and families of the students. It offers the school community a forum to exchange ideas, to raise concerns, and an opportunity to facilitate activities that broaden the educational experience within the school. École Agnes Davidson School Council will proactively represent our school community in educational and political arenas extending beyond our school.

- Foster communication among the school board, school staff, and the families of the students, and the community at large.
- Offer a forum to exchange ideas, raise concerns, and an opportunity to facilitate activities involving our students;
- Proactively represent our school community in educational and political arenas extending beyond our school;
- Maintain the welcoming environment that exists within the School Council, and at the school, making it a lasting school community value;
- Promote parent participation in the School Council and school community;
- Be adaptive to changes, growth and development within the school, and district.
- Enhance educational, cultural, and community activities and opportunities for our students;
- Establish a succession plan for its officers.

Vision Statement

As a community, we are committed to support and enhance our children's academic and personal experiences, so that our children will achieve their potential, as they become community minded citizens.

School Council Officers Roles and Responsibilities:

Officers of the School Council consist of a Chair, Vice-Chair, Treasurer, and Secretary. Any member of the School Council is eligible to be elected as an officer for a one-year term. An officer can be re-elected at the AGM to serve for another year but cannot be in the position for longer than two consecutive years.

Chair:

To plan the agenda for meetings, convene and facilitate the meetings, act as spokesperson for the School Council, ensure that the School Council is represented at monthly school staff meetings and prepare the Annual Report at the end of the year for submission to the School Board.

Vice-Chair:

To assist the Chair with the above duties and assume the duties of the Chair in his/her absence.

Treasurer:

To manage all financial transactions, prepare and present a monthly financial report to School Council and aid in the preparation of the financial statement for the Annual Report. Basic cheque book balancing is required.

Secretary:

To keep accurate minutes and records of all meetings, process correspondence and communication and maintain an accurate list of names and phone numbers of School Council members.

District School Council Representative:

Two members of School Council shall be elected at the Annual General Meeting to represent the views of École Agnes Davidson School Council at the Division School Council (DSC). Duties shall include: a) attending all meetings of the District School Council; b) taking information from School Council to the DSC monthly meetings and reporting information from DSC meetings to École Agnes Davidson School Council meetings; c) appointing an alternate School Council member to attend the meeting, if unable to attend; d) one representative shall be from the School Council positions of Chair, Vice-



Chair, Secretary or Treasurer; and e) both representatives will have been members of École Agnes Davidson School Council for a minimum of one year.