

**BACK TO  
SCHOOL**

**2017-2018**

# **Parent Handbook**



*Livingstone Range*  
SCHOOL DIVISION NO. 68

**Welcome to the 2017-2018 school year in Livingstone Range School**

Welcome to the Livingstone Range School Division. It is our pleasure to greet you as we begin, or continue, our relationship of working together. With this Parent Handbook, our goal is to provide you with information and resources to help ensure that your years as an LRSD parent are satisfying for both you and your student.

We encourage parents to see themselves as true partners with our staff in the education of students and hope the information included on these pages will be helpful to you and your family. We invite you to consider the various ways that you can stay involved in your school community, and as new ideas or questions come to mind, please let us hear them.



**2017-2018 Student Contact Information**

School: \_\_\_\_\_

Grade: \_\_\_\_\_ Room Number: \_\_\_\_\_

Teacher: \_\_\_\_\_

Teacher's E-mail Address: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

School Website Address: \_\_\_\_\_

*This handy guide was designed with you, the parent of a Livingstone Range School Division (LRSD) student, in mind. This handbook is published as a resource for parents and students. If you have questions about Livingstone Range School Division schools or programs, please do not hesitate to contact your school Principal.*

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## Board of Trustees

School Boards exist for children. In addressing matters related to their mandate, Trustees must, at all times, be the children's advocate. Educational policies must be judged first on what is best for the development of the whole child. While schools cannot take the place of the role of the family, trusteeship means being partners with parents to ensure that children, our greatest natural resource, are provided with the best possible educational opportunities to become the future citizens the community wishes them to be.

The Alberta Legislature, through The School Act (soon to be the Education Act), has delegated much of its authority for the governance of education to locally elected school boards. School Boards are agents of the legislature and, as such, have certain obligations to perform and certain powers to carry out their tasks. In keeping with the theory that government is most effective when it is situated closest to the people being governed, local people elect trustees to act for the legislature in the local community.

The Trustee, as a representative of the people, is a decision-maker; one who must integrate the information from all the sources; process that information; evaluate it, and make a decision compatible with Livingstone Range School Division's vision and mission.

Trustees are elected for a four year term. The next election of School Trustees will take place on October 16, 2017.

### LRSD No. 68 Board of Trustees - 2013-2017 Term

#### Ward 1

John McKee	mckeejo@lrsd.ab.ca	Claresholm	403-625-2090
Brad Toone	tooneb@lrsd.ab.ca	Claresholm	403-330-1713

#### Ward 2

Kristy Stevens	stevensk@lrsd.ab.ca	Crowsnest Pass	403-458-0037
Clara Yagos	yagosc@lrsd.ab.ca	Crowsnest Pass	403-628-2340

#### Ward 3

Lori Hodges	hodgesl@lrsd.ab.ca	Fort Macleod	403-553-3447
Martha Ratcliffe	ratcliffem@lrsd.ab.ca	Fort Macleod	403-894-3946
Shannon Scherger	schergers@lrsd.ab.ca	Pincher Creek	403-627-5220

### Board Meetings

Public Board Meetings take place at Central Office, 5202 - 5th Street East, Claresholm. Dates for these meetings are set in June each year at the Board's Organizational Meeting.

For specific dates and times, contact Central Office or check our website at [www.lrsd.ca](http://www.lrsd.ca) / Board / Board Information.

## **Board Foundation Statements**

### ***Vision***

To be leaders in providing quality education to rural students in a dynamic learning environment.

### ***Mission***

To develop critical thinkers and life long learners who become contributing citizens. This will be accomplished through consistent delivery of high quality programming and teaching that is responsive to diverse student needs and interest in an inclusive environment.

### ***Core Values***

Livingstone Range School Division models and promotes a safe and caring environment of mutual respect within the education community. Accountability for excellence in student achievement is supported by the following behaviours:

- Transparent and effective communication
- Collaborative decision making
- Commitment to success and achievement
- Recognition and celebration of accomplishments

### ***Guiding Principles***

- 1) Decisions must be student centered.
- 2) Decisions must take into account our geography and ruralness.
- 3) Schools and communities must work collaboratively to provide the best quality education opportunities for students.
- 4) Decisions are best made closest to the child through site-based decision making.
- 5) Decisions reached must be affordable now and sustainable in the future.
- 6) Equitable access to programming opportunities for students within their communities.
- 7) Program delivery must be flexible and responsive to student needs.
- 8) Accountability must be built into every decision.
- 9) Decisions must reflect board policies.



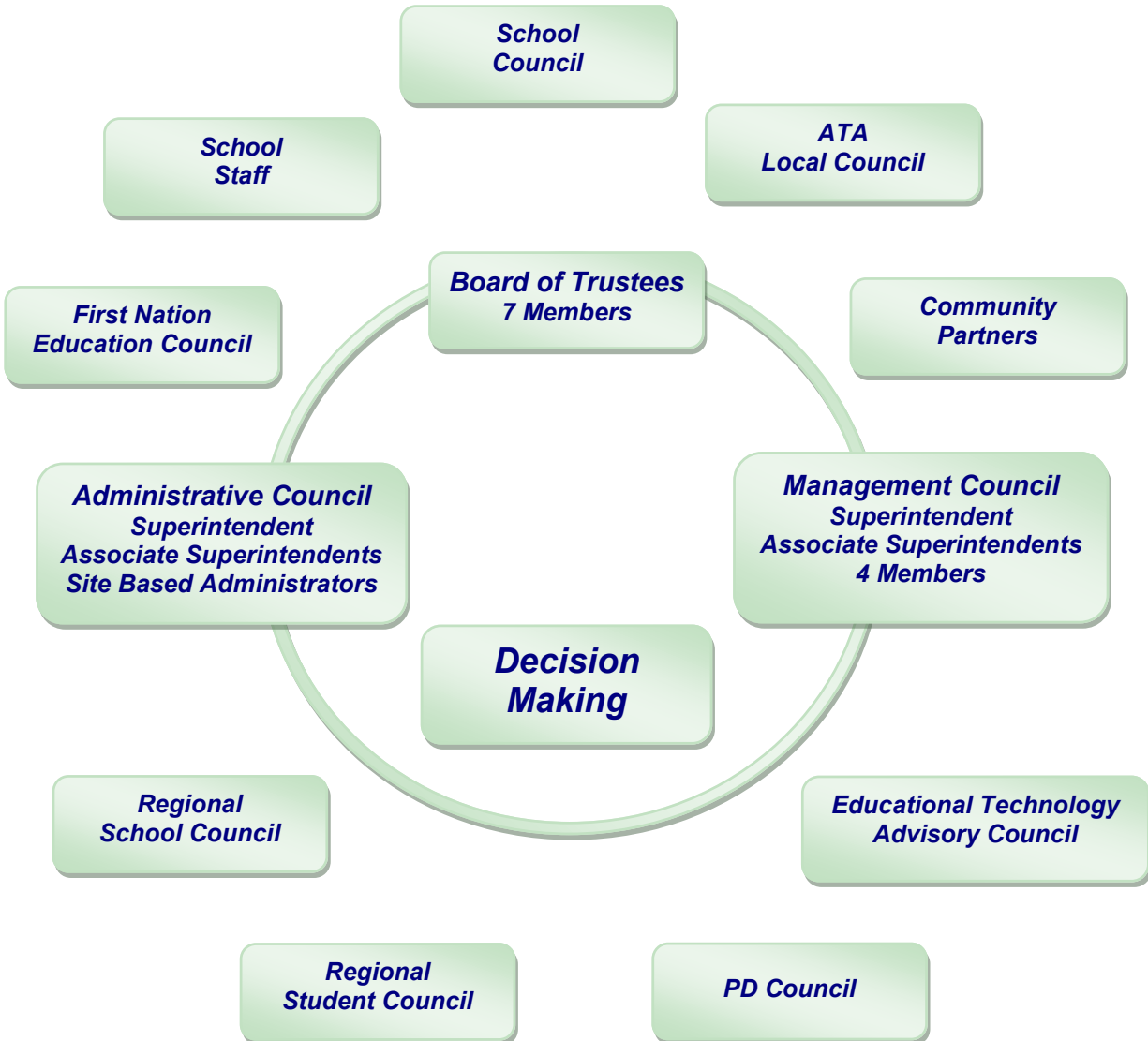
## **LRSD Divisional Goals, September 2017**

Each year the Board of Trustees reviews data from a variety of sources to identify strategic priorities. At their April 14, 2015 Board Meeting the trustees approved the following three divisional goals as part of their Three Year Plan..

- 1) Literacy and Numeracy  
*All students will create, acquire, connect and communicate meaning through literacy and numeracy in a wide variety of contexts.*
- 2) Success for All Learners  
*All students are engaged in meaningful learning that is appropriate, enhances his or her abilities, and takes place in positive learning environments.*
- 3) Transitions  
*The unique learning skills of individual students will be supported in K-12 transition plans and in preparing students for success after high school.*

## **Decision Making**

The Livingstone Range School Division believes that decisions must be student centered and made in a collaborative manner. The Board of Trustees works with many stakeholder groups, both formal and informal.



Livingstone Range School Division No. 68 was formed by combining the former school jurisdictions of Crowsnest Pass, Pincher Creek, Waterton Park and Willow Creek. The name is taken from the Livingstone mountain range located within the division; a height of 7788 feet and located at latitude 50° 12' 30" and longitude 114° 27' 21".

The Division serves a population of approximately 25,000 and spans a distance of over 100 kilometers from Fort Macleod in the east, to Crowsnest Pass in the west, and a distance of over 300 kilometers from Nanton in the north, to Waterton in the South.

There were 3,580 Full Time Equivalent students in 14 schools, 4 Outreach schools and 13 Hutterite Colony schools during the 2016-2017 school year, with an operating budget of approximately \$50 million.



## Central Services

**Central Office** in Claresholm is open from 8:30 am to 4:30 pm during the school year. We are also open from 8:30 am to 3:30 pm in July and August.

Livingstone Range School Division No. 68  
5202 - 5th Street East (P.O. Box 69)  
Claresholm, Alberta T0L 0T0

Phone (403) 625-3356 Toll Free 1-800-310-6579  
Facsimile (403) 625-2424  
Website <http://www.lrsd.ca>  
Email [centraloffice@lrsd.ab.ca](mailto:centraloffice@lrsd.ab.ca)

### Central Office Staff

	<i>Title</i>	<i>Email</i>	<i>Ext.</i>
<b>Superintendent's Office</b>			
Dave Driscoll	Superintendent of Schools	<a href="mailto:driscoll@lrsd.ab.ca">driscoll@lrsd.ab.ca</a>	235
Olwyn Buckland	Executive Assistant,	<a href="mailto:bucklando@lrsd.ab.ca">bucklando@lrsd.ab.ca</a>	229
<b>Administration Services</b>			
Darryl Seguin	Deputy Superintendent	<a href="mailto:seguid@lrsd.ab.ca">seguid@lrsd.ab.ca</a>	230
Sandy Gould	Administrative Assistant	<a href="mailto:goulds@lrsd.ab.ca">goulds@lrsd.ab.ca</a>	247
Chad Kuzyk	Director, Learning & Innovation	<a href="mailto:kuzykc@lrsd.ab.ca">kuzykc@lrsd.ab.ca</a>	237
Sandra Lamouche	FNMI Success Coordinator	<a href="mailto:lamouches@lrsd.ab.ca">lamouches@lrsd.ab.ca</a>	-
Rod Kettles	Technician	<a href="mailto:kettlesr@lrsd.ab.ca">kettlesr@lrsd.ab.ca</a>	234
Curtis Rigaux	Technician	<a href="mailto:rigauxc@lrsd.ab.ca">rigauxc@lrsd.ab.ca</a>	-
Sterling Tippet	Technician	<a href="mailto:tippetts@lrsd.ab.ca">tippetts@lrsd.ab.ca</a>	240
<b>Business Services</b>			
Jeff Perry	Associate Superintendent	<a href="mailto:perryj@lrsd.ab.ca">perryj@lrsd.ab.ca</a>	227
Phil McGale	Coord. Of Transportation, Health & Safety	<a href="mailto:mcgalep@lrsd.ab.ca">mcgalep@lrsd.ab.ca</a>	225
Greg Gorzitza	Coordinator of Facilities	<a href="mailto:gorzitzag@lrsd.ab.ca">gorzitzag@lrsd.ab.ca</a>	248
Connie Bonetti	Director of Finance	<a href="mailto:bonettic@lrsd.ab.ca">bonettic@lrsd.ab.ca</a>	223
Ginger Besplug	Payroll Clerk, Certified Staff	<a href="mailto:besplugg@lrsd.ab.ca">besplugg@lrsd.ab.ca</a>	224
Barbara Murtagh	Payroll Clerk, Non-Certified Staff	<a href="mailto:murtaghb@lrsd.ab.ca">murtaghb@lrsd.ab.ca</a>	226
Jackie Takacs	Accounting Clerk, Maintenance Secretary	<a href="mailto:takacsj@lrsd.ab.ca">takacsj@lrsd.ab.ca</a>	239
Julie Hutchinson	Receptionist / Secretary, Central Office	<a href="mailto:hutchinsonj@lrsd.ab.ca">hutchinsonj@lrsd.ab.ca</a>	100
Karen Woynarowsky	Student Information System Coordinator	<a href="mailto:woynarowskyk@lrsd.ab.ca">woynarowskyk@lrsd.ab.ca</a>	236
<b>Programs &amp; Services</b>			
Ken Sampson	Associate Superintendent	<a href="mailto:sampsonk@lrsd.ab.ca">sampsonk@lrsd.ab.ca</a>	241
Danny Roberts	Director, Learning Services	<a href="mailto:robertsd@lrsd.ab.ca">robertsd@lrsd.ab.ca</a>	243
Kendra Massie	Clinical Team Leader	<a href="mailto:massiek@lrsd.ab.ca">massiek@lrsd.ab.ca</a>	246
Lisa Furukawa	Early Learning Coordinator	<a href="mailto:furukawal@lrsd.ab.ca">furukawal@lrsd.ab.ca</a>	
Kevin Verberk	Behaviour Specialist Teacher	<a href="mailto:verberkk@lrsd.ab.ca">verberkk@lrsd.ab.ca</a>	
Nikki Lytwyn	Administrative Assistant	<a href="mailto:lytwynn@lrsd.ab.ca">lytwynn@lrsd.ab.ca</a>	228
<b>Communications</b>			
Zyna Taylor	Communications Coordinator Intern'l Student Program Coordinator	<a href="mailto:taylorz@lrsd.ab.ca">taylorz@lrsd.ab.ca</a>	233



### Student & Family Services

Contact your local School Principal or Ken Sampson (Associate Superintendent, Programs & Services) at 1-800-310-6579 or 403-625-3356.

To meet the needs of all students, Livingstone Range School Division utilizes an inclusive framework where a student's strengths are the focus in helping them address their learning needs. Schools are provided resources to work together with students and parents to design supports that can respond flexibly to a student's changing needs within the classroom. Learning Support Teams (learning support teacher, counsellor, administrator and other support personnel) are in place in each school to work with students, parents and teachers to ensure this process is successful. Regular student / parent / teacher conferences are scheduled to ensure proactive discussions take place. Through this change in paradigm we want to keep open, honest dialogue with all partners to enable success for all of our students.

#### School Based Learning Support Services include:

- In-classroom support
- Literacy programming for students having difficulty with reading, writing and numeracy development
- Behavior and learning assistance
- Challenge programs to support all learners
- Speech and language support
- Assessments
- Program consultation
- Liaising / consultation with outside agency representatives
- Family - School Liaising counselling support

A qualified Learning Support Teacher is available in each school to monitor and coordinate these services. If you have any questions or concerns about your child's learning, please speak with your child's teacher who can then bring the conversation forward to the Learning Support Teacher.

#### Early Intervention Services

Livingstone Range School Division is committed to providing individualized educational programs within an inclusive environment for young children with an identified need. Parents are key partners in developing and evaluating their child's program. Children with severe physical, emotional or behavioural challenges, may access educational programming as early as 2 years, 8 months of age and receive support for up to three years, prior to school registration. Children with mild or moderate disabilities may enter early childhood programs as early as 3 years, 8 months of age and receive support for up to 2 years, prior to school entry. To inquire about these services contact your local elementary school.

#### Counselling Services

Livingstone Range School Division provides professional counseling services in all community schools. A qualified Family School Liaison Counsellor is available in each school and an Academic Counsellor is available in each high school. Services include:

- Personal / Social Counselling
- Preventative Programs
- Consultation
- Academic Counselling (Grades 7-12)
- Liaising and consultation with outside agency representatives
- Career Counselling (Grades 7-12)
- Post Secondary Counselling (Grades 7-12)

Please contact your School Counsellor listed on the following page for more information.

## School Counselling Staff

A.B. Daley School	403-646-3161	FSL: Tracey Wallace
J.T. Foster School	403-646-2264	Academic/Career Counsellor: Leanne Watson
		FSL: Tracey Wallace
Stavelly School	403-549-3757	FSL: Maya Ichikawa
West Meadow Elementary School	403-625-4464	FSL: Maya Ichikawa
Willow Creek Composite High	403-625-3387	Career Practitioner: Christina Bazell
		FSL: Julie Isaac
Granum School	403-687-3734	FSL: Karen Sparkes
W.A. Day Elementary School	403-553-3362	FSL: Karen Sparkes
F.P. Walshe High School	403-553-4411	Career Practitioner: Christina Bazell
		FSL: Marli Duncan
Canyon School	403-627-3118	FSL: Kelsey Yeliga
Matthew Halton High School	403-627-4414	Academic Counsellor: Greg Freer
		Career Practitioner: Alanna Whitaker
		FSL: Holly Stewart
Livingstone School	403-628-3897	Academic Counsellor: Mary Krizan
		Career Practitioner: Alanna Whitaker
		FSL: Janet Elder
Horace Allen School	403-563-3998	FSL: Karen Manzer
Isabelle Sellon School	403-562-8816	FSL: Karen Manzer
Crowsnest Consolidated High	403-563-5651	Academic Counsellor: Lori Prentice
		Career Practitioner: Alanna Whitaker
		FSL: Janet Elder
Jurisdictional FSL	403-632-6330	LRSD Clinical Team Lead: Shaun Metz

### Outreach Schools

Livingstone Range School Division provides four outreach programs for students at the senior high level as an alternative program from the traditional school environments. The overall goal of these programs is to assist students in becoming academically successful. Students accessing outreach programs may be experiencing any of the following:

- Low self esteem
- A delay in academic achievement
- Inconsistent school attendance
- At risk of dropping out of school
- May have already quit school
- Require more flexible programming

**Outreach North.** Services the students from Nanton to Claresholm. To inquire about this program, contact Outreach North at 403-625-3541.

**Walshe Crossroads Campus.** Serves the students in Fort Macleod and surrounding area. For inquiries, call 403-892-2573.

**Napi Friendship Center.** Serves students from Pincher Creek and surrounding area. For inquiries, contact 403-627-4224.

**Outreach West.** Located in Coleman and serves the Crowsnest Pass area. Contact **403-563-8487**

### Technology Services

For further information contact Chad Kuzyk (Director of Learning & Innovation) at 1-800-310-6579 or 403-625-3356.

The role of technology in Livingstone Range School Division is to support the learning process of students. Technical Support is provided to the jurisdiction by a Director of Learning & Innovation, three technicians, a student information system coordinator and a secretary.

#### Quick Facts.

- Goal - Maintain minimum student access at a 6:1 student to computer ratio
- A flexible Innovation Fund is available to use at the discretion of the school during the evergreening process to meet the technology and learning needs of students
- Goal - Maintain teacher/administrator/librarian access at a 1:1 teacher to computer ratio
- Wireless capabilities in all schools
- Courses offered via Video Conferencing / On-line Virtual School / ADLC

#### Assistive Technology

There are a wide variety of media, devices and services to support students in their learning:

- All Schools and students have access to Read & Write Gold for Google (text to speech software).
- Schools have access to iPads for assistive technology.

#### Internet Safety

Livingstone Range School Division is committed to providing a safe and caring environment for students in our schools. A digital environment can be a wonderful experience; however, as with anything else, there are dangers to be aware of and avoid. There are a number of ways to help students safely navigate the digital world.

- LRSD has basic content filtering software installed jurisdictionally that blocks inappropriate internet access by categories such as "adult material, hacking and malware".
- Processes are in place at each school to block sites that are sources for inappropriate conduct and contact such as cyberbullying, predation and on-line exploitation.
- A Network *Responsible Use Agreement* is in place to assist students and staff in understanding the expectations of digital use in the school environment.
- Sessions are provided to students to foster an understanding of the appropriate use of the internet (Digital Citizenship)
- Teachers inform, support and enforce internet research practices that encourage students to evaluate and validate the source, quality, reliability and appropriateness of the information that they gather.
- Students are instructed on appropriate conduct when using digital forms of communication and are provided instruction and support on what to do if they encounter harassing, threatening, inappropriate or illegal behavior or material.

### **School Fees**

#### **2017-2018 School Fees & Service Charges**

In accordance with the introduction of *Bill 1: An Act to Reduce School Fees* as well as the *School Fees and Cost Regulation*, there will be no schools fees charged to parents for Text Books, Work Books, Photocopying, Printing or Paper Supplies.

The Board of Trustees for the Livingstone Range School Division have gone one step further and eliminated the technology fee charged in years past.

The Board has also identified three areas of service provided by schools and parameters around charging fees for the service.

#### **Basic Educational Services**

No fee will be charged for services, supports and materials required for a student to successfully complete a prescribed program of instruction as defined in the Guide to Education. Examples may include in-class instruction and supports, handouts, textbooks, mandatory workbooks, paid electronic educational content and photocopying.

#### **Enhanced Educational Services**

Principals may assign fees for services, supports and materials that are not required for a student to successfully complete a prescribed program of instruction as defined in the Guide to Education. Examples may include curricular field trips, programs of choice, cultural activities, and options programming.

#### **Non-curricular Services**

Principals may assign fees for optional activities or materials that are outside of the educational mandate of the Division. Examples may include sports teams, clubs, agendas/student planners, yearbooks, and extended non-curricular trips.

All fees must be used for the purpose that was specified prior to being charged and collected on a cost recovery basis.

#### **School Fee Summary Document**

A School Fee Summary Document will be completed annually, reviewed with the School Council and posted on the school's public website.

#### **Fee Payments**

Fees are payable at the beginning of the school year. For payment options, please consult with your local school.

To pay student fees electronically go to <https://lrzd.schoolcashionline.com>

#### **Fee Waiver**

To find information for the LRSD waiver of fee process and qualifications, please go to [LRSD.ca](http://LRSD.ca)

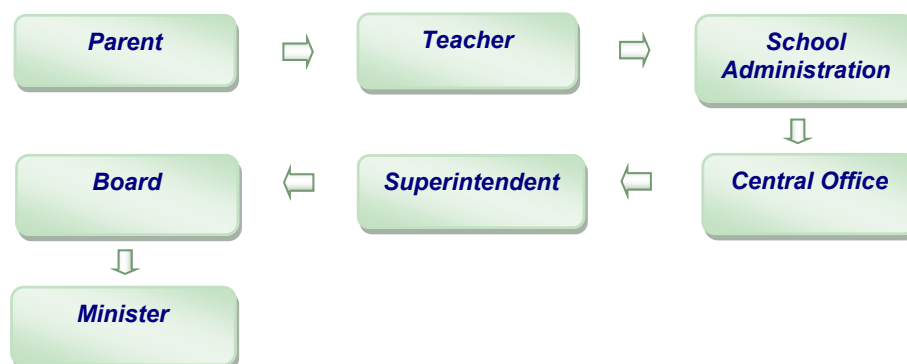
For further information on school fees please go to the [LRSD.ca](http://LRSD.ca) website to view Administrative Procedure 505 Students Fees and Service Charges. (*About - LRSD Documents - Administrative Procedures*)

### Appeals

Livingstone Range School Division school staff strive to work together with all students and parents to design appropriate programming based on shared information. Any concerns can be addressed at the school level with the classroom teacher and School Principal, and then if necessary, with the jurisdiction to determine the required next steps (Board Policy 14, Livingstone Range School Division No. 68). If need be, further problem solving can then involve the Superintendent of Schools, the School Board, or the Minister of Education.

### Dispute Resolution Process for Parents

The following visual provides a graphic overview of the process for resolving conflicts.



### Steps in the Conflict Resolution Process

#### First Steps

Schools are required to make every reasonable effort at the school and district level to resolve concerns collaboratively with parents. Despite these efforts, if there remains a disagreement between parents and the school with a decision related to the child's educational programming, the first step is for the parent to talk to the teacher to try to resolve the concern together. If that fails, the next step is for the parent to talk to the School Principal and/or Assistant Principal. Together with the teacher and school administrator, most issues that affect a student's educational program should be resolved.

#### Next Steps

Should the teacher and school administrator not be able to resolve the concern with the parent, they may refer the parent to a staff member at the Division Central Office. If, after this step, the parent still does not agree with the Central Office staff member's decision, the parent should write or telephone the Superintendent to express their concern. If the concern is not resolved by the Superintendent, the parent may apply in writing to the Board Chair to initiate a board-level appeal.

#### The Final Step

If the parent does not agree with the Board's decision after the board-level appeal, the parent may request in writing that the Minister of Education conduct a Review by the Minister for specific decisions. In accordance with the School Act of the Province of Alberta, the Minister may review a Board decision on a matter that the Board and parents have not been able to solve with respect to placement in an educational program, expulsion decision, home education matters, amount and payment of fees, accuracy or completeness of a student record.

## *Student Transportation / Bad Weather Days*

### **Student Transportation**

For more information, please contact Phil McGale, Coordinator Transportation, Health & Safety at Central Office , 403-625-3356 , cell 403-625-1027 or toll free at 1-800-310-6579.



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### **Bad Weather Days**

There have been several interesting weather situations over the past few school years. The following outlines the decision to close schools or to stop buses from travelling.

**Administrative Procedure 542: Bussing During Inclement Weather** indicates that the driver of each bus is responsible for making the final decision on whether or not to operate on any day in which student safety may be in jeopardy. The driver will check with one or two parents along the route prior to making this decision. When the decision is made not to operate an individual bus route, the driver notifies the Coordinator, Transportation, Health & Safety, as well as parents along the route. The Coordinator will notify principals of the schools affected. If the majority of busses in an area are not operating, the Coordinator, Transportation, Health & Safety will notify the Superintendent or designate, who will in turn close schools in the busing area affected. If the buses are not operating in the entire school division, all schools will be closed.

**The decision to close schools will be made prior to 6:45 am.** When school closures have been announced, bus drivers will be notified and they will, in turn, notify parents on their route. Teachers and support staff are not required to attend when schools are closed. Once students are at school, drivers are encouraged to leave them until the end of the school day. After consulting with parents, school principal, and the busing supervisor, a bus driver may decide to take students home from school early. However in case students have to stay at school due to bad weather, each principal is required to have a contingency plan in place to accommodate students overnight.

## **Bad Weather Days, Continued**

Listen to radio stations **(High River)** CFXO 99.7 and CHRB-AM 1140; **(Crownsnest Pass)** CJPR 94.9; **(Lethbridge)** Country 95.5 FM, LA 107.7 FM, CJBZ 93.3, CJOC 94.1 (Lethbridge) for school closure announcements.

Specific information on school closures and busses not operating due to bad weather will be posted on the Livingstone Range School Division website. This announcement will be indicated by a “Red Bus” icon on the website home page and on individual school websites. Clicking on the bus icon will bring up a list of bus routes and affected buses will be highlighted in red.



## **Safe & Caring**

### **Student Safety**

Livingstone Range School Division schools are safe, nurturing, positive and respectful learning environments that enable all students to succeed to their full potential. Our schools are places that promote peaceful problem solving, academic excellence and a sense of belonging for all students. Students are expected to demonstrate respect for their fellow students and staff, and promote the values they need to become responsible members of society. Schools monitor attendance. They want to ensure your child arrives at school safely. In order to assist the school with this monitoring, your assistance is appreciated. *Please notify the school if your child will be absent or late.* Additionally, please ensure the school has an updated emergency number in the event your child is injured or becomes ill at school.

### **Student Threat Assessment Fair Notice and Process**

#### **Introduction**

Livingstone Range School Division is committed to creating and maintaining school environments in which students, staff, parents and others feel safe. Schools will respond to all threats of violence.

#### **What Behaviours Initiate a Student Threat Assessment?**

A Student Threat Assessment will be initiated when behaviours include, but are not limited to:

- Serious violence or violence with intent to harm or kill
- Verbal / written threats to harm or kill others
- Internet / social media threats to kill or injure others,
- Possession of weapons (including replicas), bomb threats and fire setting
- Gang related intimidation and violence
- Sexual intimidation or assault

#### **Duty to Report**

To keep school communities safe and caring, staff, parents, students, and community members must report all threat related behaviours to school administration.

#### **What is a Threat?**

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats must be taken seriously; staff will investigate and respond to all threats.



## **Safe & Caring, Continued**

### **What is a Threat Assessment**

Each school has a Threat Assessment Team which is multi-disciplinary. The team includes an administrator, counsellor and police. It may also include a mental health professional and child and youth services worker.

### **What is the Purpose of a Student Threat Assessment?**

- To ensure the safety of students, staff, parents and others
- To ensure a full understanding of the context of the threat
- To begin to understand the factors that contribute to the threat maker's behaviour
- To be proactive in the development of an intervention plan that addresses the emotional and physical safety of the threat maker
- To promote the emotional and physical safety of all

### **What is the Process in a Student Threat Assessment?**

All threat making behaviour(s) by a student(s) shall be reported to the principal who will activate the protocol for the initial response.

Once the team has been activated, interviews may be held with the student(s), the threat maker, parents and staff to determine the level of risk and develop an appropriate response to the incident.

Intervention plans will be developed and shared with parents, staff and students as required.

### **Can I Refuse to be part of the Student Threat Assessment Process?**

It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process, by the threat maker or parent / guardian, the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

Failure to comply with conditions relating to Threat Assessments could render a student ineligible to return to classes.





## **Supporting Your Child**

### **Starting Ages**

Students must be six years of age on or before December 31, 2017, to start in Grade 1 in the fall. Kindergarten students need to be five years of age by this same date to begin.

### **Parental Involvement**

Parent involvement in school activities is an essential part of an effective school. Parent involvement in schools may take various forms:

- Maintaining effective two-way communication with your teacher and school
- Assisting children with their learning activities at home
- Involving the community in school activities
- Volunteering in school activities
- Participating in school councils

### **Parents can share the experience!**

You can help your child enjoy school by:

- Getting to know your child's friends
- Talking with your child about school activities and routines
- Encouraging, supporting, and modeling positive attitudes about education
- Talking with your child about school, interests, friends
- Knowing school rules, program expectations, discipline policies, and grading practices
- Participating in parent-student-teacher conferences
- Reading information provided by the school such as newsletters, teachers' notes and website postings
- Attending special events

### **School Council**

School Councils were established in 1995 to increase parent and community involvement. They are mandatory for all public schools including charter schools. School Councils play an important role by providing advice and assistance to School Principals and Trustees regarding educational issues. Involvement on School Councils include:

- Focusing on education matters
- Providing input on various matters such as school budgets, program planning
- Serving as a liaison between parents, the school and community groups
- Gathering information and sharing experiences
- Supporting the goals and objectives of the school

School Councils must have the following members:

- 1) Parents of student enrolled in the school (parents must form majority of the members)
- 2) School Principal
- 3) Teachers
- 4) Community Representative who is not the parent of a child in the school (optional)
- 5) Students (high school level)

Schools may add more representatives depending on their needs. Each School Council establishes by-laws to guide their work. Through School Councils, Albertans assume an advisory role in education matters from academic programming to budgeting. Get involved! By getting involved, you will make a positive difference in your child's school years.

## ***Supporting Your Child, Continued***

### **Regional School Council**

Regional School Council membership includes one representative from each School Council, the Board of Trustees, representatives from senior management, school administrators, student representatives from the Regional Student Council and invited guests. The Council meets three times a year.

Regional School Council's mandate is to:

- Facilitate sharing between School Councils.
- Develop resolutions for the Alberta School Councils Association.
- Share knowledge and expertise.
- Provide an avenue of communication between School Councils and the Board of Trustees.
- Work together to address and discuss issues of common interest.
- Celebrate successes.

### **Regional Council of Student Leaders**

Regional Student Council membership includes members of each Grade 7-12 schools and their advisors, the Board of Trustees and the Superintendent.

Regional School Council's purpose is to:

- Provide a forum for student input and voice
- Utilize student voice in making educational decisions.
- Foster understanding of leadership in a democratic context and build leadership capacity with students.
- Share ideas and learn from each other.
- Bring forward issues and concerns.

### **Volunteering**

Because we consider volunteers an important part of our school system, and the safety of children in our first concern, we ask that volunteers have a **criminal record check** done prior to arriving for volunteer work. All of our local RCMP detachments have agreed to complete these checks at no cost to the volunteer, so please contact your local RCMP detachment for the proper forms you will need to complete. When your child moves to a new school, we ask that volunteers obtain a new record check. We appreciate your cooperation in keeping all of our children safe.

### **Curriculum Handbooks for Parents**

The Curriculum Handbooks for Parents are available online on the Alberta Education Website at: <http://education.alberta.ca/parents/resources/handbooks.aspx> . This website also provides a concise grade-at-a-glance summary and quick overviews of what students are expected to learn in each grade.

### **Help Your Child with French**

Canadian Parents for French at [www.cpf.ca](http://www.cpf.ca)

### **Grade 12 Resources**

Grade 12 students looking for scholarships can visit the following websites:  
[www.alis.gov.ab.ca/scholarships/main.asp](http://www.alis.gov.ab.ca/scholarships/main.asp) or [www.scholarshipscanada.ca](http://www.scholarshipscanada.ca)

## **Professional Development**

Teachers have the greatest impact on student learning.

By valuing the performance and building the capabilities of our teachers - particularly their expertise, intellectual development, professional judgment and networks - we improve educational outcomes for students.

Ongoing professional development for teachers is essential to:

- Ensure teachers are effective educators and leaders.
- Maintain quality schooling and training.
- Promote professionalism.
- Encourage a sense of scholarship within the teaching community.

Research confirms that teachers need both internal and external professional development to enhance their capabilities. Both play important, independent roles in improving schools for students.

Livingstone Range School Division has a responsibility to allocate its resources effectively - in programs, buildings, and also in the development of great teachers so that all students can have high-quality instruction.

Just like practitioners in other professions, teachers need to deepen their knowledge and improve their skills over the course of their careers. In Livingstone Range School Division, like all school divisions, professional development takes many forms. It may be a division-wide school PD day, where all school staff get together to work on a school-based project. It may be Divisional Day, held annually when all staff are together at one site. It may be individual or team-based attendance at conferences where speakers provide information about the latest trends in teaching. Or, it may be coaching or mentoring with colleagues or other professionals.

Staff professional development helps all students reach higher levels of learning. It is the key to any school improvement or enhancement in teaching style. Because professional development usually involves a break in the normal school schedule, it is important that parents and community stakeholders understand what the school is working to improve. Parents are partners in the education of their children and can support professional development in the following ways.

- Ask about the professional learning opportunities at your child's school. Ask the school board about its professional development goals for the school year. This sends an accountability message that quality professional development matters, and that parents expect teachers to receive quality professional development.
- Join the School Council and include professional development as a topic of discussion.
- Attend teacher recognition and award ceremonies. Active participation and presence in the school lets teachers know that parents are supportive of and attentive to teacher quality.
- Volunteer your expertise and skills in the classroom. Being active and involved in the classroom will deepen your connection to the school and help advance student understanding of your area of expertise.

Schools in Livingstone Range School Division regularly participate in a variety of professional development activities. Each year staff gather at one site for Divisional Day, a professional development day for all staff members. The base school division calendar identifies division wide professional development days and can be found on the School Division Website at [www.lrsd.ca](http://www.lrsd.ca). Parents should refer to their child's school webpage for information regarding their school calendar which may contain additional site-based professional development days.

## Livingstone Range Schools

### Nanton

**A.B. Daley School**  
2409 - 24th Avenue  
Nanton, AB T0L 1R0

**K-6** Website: [www.abdaleyschool.ca](http://www.abdaleyschool.ca)  
Phone: (403) 646-3161  
Principal: Audrey Kluin ([kluina@lrsd.ab.ca](mailto:kluina@lrsd.ab.ca))

**J.T. Foster School**  
2501 - 22nd Street  
Nanton, AB T0L 1R0

**7-12** Website: [www.jtfosterhighschool.ca](http://www.jtfosterhighschool.ca)  
Phone: (403) 646-2264  
Principal: Jason Porteous ([porteousj@lrsd.ab.ca](mailto:porteousj@lrsd.ab.ca))

### Stavely

**Stavely School**  
4823 - 49th Street  
Stavely, AB T0L 1Z0

**K-6** Website: [www.stavelyschool.ca](http://www.stavelyschool.ca)  
Phone: (403) 549-3757  
Principal: Kathy Charchun ([charchunk@lrsd.ab.ca](mailto:charchunk@lrsd.ab.ca))

### Claresholm

**West Meadow Elementary School**  
5613 - 8th Street West  
Claresholm, AB T0L 0T0

**K-6** Website: [www.westmeadowschool.ca](http://www.westmeadowschool.ca)  
Phone: (403) 625-4464  
Principal: Curtis Uyesugi ([uyesugic@lrsd.ab.ca](mailto:uyesugic@lrsd.ab.ca))

**Willow Creek Composite High School**  
628 - 55th Avenue West  
Claresholm, AB T0L 0T0

**7-12** Website: [www.willowcreekhighschool.ca](http://www.willowcreekhighschool.ca)  
Phone: (403) 625-3387  
Principal: Kirby Dietze ([dietzek@lrsd.ab.ca](mailto:dietzek@lrsd.ab.ca))

### Granum

**Granum School**  
408 - 2nd Avenue  
Granum, AB T0L 1A0

**K-9** Website: [www.granumschool.ca](http://www.granumschool.ca)  
Phone: (403) 687-3734  
Principal: Jacqueline Kark ([karkj@lrsd.ab.ca](mailto:karkj@lrsd.ab.ca))

### Fort Macleod

**W.A. Day Elementary School**  
510 - 20th Street  
Fort Macleod, AB T0L 0Z0

**K-5** Website: [www.wadayschool.ca](http://www.wadayschool.ca)  
Phone: (403) 553-3362  
Principal: Richard Feller ([fellerr@lrsd.ab.ca](mailto:fellerr@lrsd.ab.ca))

**F.P. Walshe High School**  
538 - 16th Street  
Fort Macleod, Alberta T0L 0Z0

**6-12** Website: [www.fpwalshehighschool.ca](http://www.fpwalshehighschool.ca)  
Phone: (403) 553-4411  
Principal: Sterling Paiha ([paihas@lrsd.ab.ca](mailto:paihas@lrsd.ab.ca))

**Pincher Creek**

**Canyon School**

408 Victoria Crescent  
Pincher Creek, AB T0K 1W0

**K-6**

Website: [www.canyonschool.ca](http://www.canyonschool.ca)  
Phone: (403) 627-3118  
Principal: Paul Pichurski ([pichurskip@lrzd.ab.ca](mailto:pichurskip@lrzd.ab.ca))

**Matthew Halton High School**

645 Davidson Avenue  
Pincher Creek, AB T0K 1W0

**7-12**

Website: [www.matthewhaltonhighschool.ca](http://www.matthewhaltonhighschool.ca)  
Phone: (403) 627-4414  
Principal: Tara Tanner ([tannert@lrzd.ab.ca](mailto:tannert@lrzd.ab.ca))

**Lundbreck**

**Livingstone School**

215 Robinson Avenue  
Lundbreck, AB T0K 1H0

**K-12**

Website: [www.livingstoneschool.ca](http://www.livingstoneschool.ca)  
Phone: (403) 628-3897  
Principal: Chad Jensen ([jensenc@lrzd.ab.ca](mailto:jensenc@lrzd.ab.ca))

**Crowsnest Pass**

**Horace Allen School**

2006 - 76th Street  
Coleman, AB T0K 0M0

**K-3**

Website: [www.horaceallenschool.ca](http://www.horaceallenschool.ca)  
Phone: (403) 563-3998  
Principal: Elaine Garner ([garnere@lrzd.ab.ca](mailto:garnere@lrzd.ab.ca))

**Isabelle Sellon School**

12602 - 18th Avenue  
Blairmore, AB T0K 0E0

**4-6**

Website: [www.isabellellonschool.ca](http://www.isabellellonschool.ca)  
Phone: (403) 562-8816  
Principal: Marnie Davidson ([davidsonm@lrzd.ab.ca](mailto:davidsonm@lrzd.ab.ca))

**Crowsnest Consolidated High School 7-12**

8901 - 20th Avenue  
Coleman, AB T0K 0M0

Website: [www.crowsnesthighschool.ca](http://www.crowsnesthighschool.ca)  
Phone: (403) 563-5651  
Principal: Christine McKie ([mckiec@lrzd.ab.ca](mailto:mckiec@lrzd.ab.ca))

**Outreach Schools**

Outreach North  
Walshe Crossroads Campus  
Napi Friendship Center  
Outreach West

Kirby Dietze, Principal Willow Creek Composite (403) 625-3387  
Sterling Paiha, Principal F.P. Walshe (403) 553-4411  
Tara Tanner, Principal Matthew Halton High (403) 627-4414  
Christine McKie, Principal Crowsnest Consolidated (403) 563-5651

**Hutterite Colony Schools**

Clear Lake  
Daly Creek  
Ewelme  
Greenwood  
Jumbo Valley  
Little Bow  
Livingstone  
Parkland  
Pincher Creek  
Spring Point  
Thompson  
Waterton  
Willow Creek

Principal: Wes Wescott (403) 627-4414  
Kevin Beggs (403) 625-4644  
Analea Balint (403) 687-2190  
Justin Holladay (403) 553-2235  
Dale Boychuk (403) 553-8847  
John Rashleigh (587) 800-1071  
Tanya Law (403) 897-2195  
LaDonna Schamber (403) 628-2960  
Jennifer Perez (403) 646-3086  
Brad Kropinak (403) 627-2709  
Linda Hammond (403) 553-3404  
Marjorie Latimer (403) 553-2910  
Jennifer Jones (403) 626-2341  
Paul Lawrence (403) 625-3370





**Livingstone Range School Division No. 68**

5202 - 5th Street East

P.O. Box 69, Claresholm, AB T0L 0T0

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



*Livingstone Range*  
SCHOOL DIVISION NO. 68