

# LEGACIES ACADEMY

## Policies & Procedures



2024 - 2025

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# DECLARATION OF A LEGACY

## **Rights of a Child**

Children have the right to be respected as capable, worthy and good. Capable of fulfilling and expanding all their potential, worthy of their role as an active participant in their development and seen as innately good and perfectly made. Children have the right to be held as individuals who own access to their autonomy and uniqueness. Along with this adeptness, children possess the necessary preparedness to access the curiosity imperative for negotiating with everything the environment brings to them. The environment is an authentic teacher for the child, whereby the child is justified to move freely within a safe and thoughtful boundary that nurtures the child's own expression and imagination. Each child is worthy of active participation in developing their character through socializing and experiencing life as it is received by them. They reserve the right to be free from any restrictive narrative that impedes the true essence of the child.

## **Rights of Teachers**

Teachers have the right to be respected as trusted professionals who work to crystallize the experiences of the child into an organized conceptual framework. Teachers are a knowledgeable source for the consideration and application of learning strategies that inform the child as a life-long learner. Teachers invest in the needs of the child by researching interactions shared between the environment, the child and the educator, to discern and then act in perfect integration with the needs of the child. The teacher intentionally intervenes to facilitate or enrich the construction and reconstruction of knowledge. Teachers have the right to thrive in their profession through collaboration with colleagues, other educational experts, the school board, parents and the child, while remaining open to growth, development and experimentation. Along with this collaboration, teachers consider the culture and environment to inform best practices, always aiming for harmony between the rights of the child, teacher and parent.

## **Rights of Parents**

Parents have the right to be respected as an active co-responsible participant in their child's educational experience. The role of the parent has an incredible impact on how children make meaning of the world around them and is respected for its significance. However, the relationship between school and home should be neither a delegation of power, nor estrangement. Instead, at Legacies we expect strong collaboration with families to develop a more true and reciprocal knowledge about the child by involving family connections and contributions in the educational process. Parents are free to discuss problems that revolve around the needs of the children, converging family philosophies with those held by the school to forge a fruitful, harmonious encounter for the child.

# LEGACIES STAKEHOLDERS

**Legacies stake-hold-er** ~ (n.) *an individual or group of individuals with a keen interest in the success of each student's learning journey*

## **Legacies Stakeholder:**

- Parents who value Legacies' alternative approach to education
- Teachers who specialize in sensitivity and responsiveness to student's needs, tailoring educational instruction and classroom environment to ignite and inspire a love of learning
- School Counsellor who works closely with students, teachers and parents to identify root causes through thoughtful conversation, and implements emotional and behavioral intervention strategies both at home and at school
- Speech and Language Pathologist who identifies and treats concerns applying to the development of speech (sounds and articulation) and language skills (social learning)
- Physical Therapist who identifies and treats concerns applying to the body's physiological (body structure) and kinesthetic (body movement) abilities, including concerns that are visible (core strength) and invisible (sensory needs)
- Occupational Therapist who identifies interventions or modifications necessary in the classroom environment to support students with sensory or physical challenges
- If alternative interventions are needed, referral to other specialists may include: a pediatrician, osteopath, homeopath, naturopath, optometrist, vision therapist, dentist, chiropractor, psychologist

# STUDENT POLICY

Legacies Academy strives to instill a safe, secure, caring school environment while upholding the rights of the child as listed in the *Declaration of a Legacy*. We believe that the basic long-term purpose of discipline is development of the capacity for respect, self-control, self-confidence, and responsivity to others in social interactions and aim to instill discipline by discerning and then acting in perfect integration with the needs of the child.

## Student Covenant

Students are responsible for their behaviour and any behaviour that disrupts or distracts from the educational atmosphere of our school is unacceptable. The expectation is that students will follow reasonable rules and regulations, which are in place to benefit the growth of vital relational and life skills within every student in the school community. It is an expectation that all students will behave in a manner that is courteous, respectful and in accordance with the school philosophy. When the conduct of a student is detrimental to him/ herself, others or the school, or when a student refuses to comply with defined expectations, that behaviour is interpreted as communication that the child needs further intervention to develop life and relational skills. Interventions will be implemented with the expectation that parents will support school discipline procedures.

## Student Code of Conduct

Clear guidelines are provided so that children know what is expected of them. Limits that relate to safety and protection of self, others, and the environment are clear and are enforced consistently in a positive way. Children are given time to respond to expectations. Each student must adhere to the Code of Student Conduct governing student discipline, with the ultimate goal of providing students with a positive learning climate. Our school wide rules are:

- Be respectful in our speech and conduct
- Believe in the importance and value of authority
- Encourage others to be kind and stand up for one another
- Be respectful towards all living beings (people and animals)
- Address others properly and do not resort to name-calling, swearing or “potty language”
- Help everyone to feel included
- Learn to apologize when we make mistakes
- Respect each other’s space
- Be respectful of school property (books, furniture, equipment and the building)
- Treat nature and trees with care
- Accept personal responsibility for the cleanliness of the school and outdoor spaces

# STUDENT POLICY

## Student Discipline Procedure

The Student Code of Conduct is designed with enough flexibility so that teachers can exercise judgment within the scope of the Code, their classroom behaviour management system, the student's personal behaviour monitoring abilities, or any behaviours in relation to off campus activities. Any and all disciplinary action taken will be responsible for building necessary life and relational skills within the child, while fostering their sense of self. Teachers may use a variety of strategies depending on the child and the situation. These strategies include gaining a child's attention, staying in close proximity to the child, reminding, acknowledging feelings before setting limits, redirecting or diverting, age-appropriate choices, and natural consequences.

The following are rules for the discipline of students that incorporate the principles within the Rights of the Child. Behaviours ranging from verbal (name calling, teasing, gossiping, manipulating, etc.), physical (pushing, kicking, biting, pinching, etc.), and relational (ignoring, isolating, excluding, rolling of eyes, sighs, etc.) will be addressed. Teachers will intervene whenever such behaviour is witnessed or reported. Depending on the intent, severity and frequency of these behaviours, escalating consequences will apply.

### **Legacies Academy will NOT under any circumstance:**

- Inflict or cause to be inflicted any form of physical punishment, verbal or physical degradation or emotional deprivation
- Deny or threaten to deny any basic necessity
- Use or permit the use of any form of physical restraint, confinement or isolation.

## **Level One Infractions**

Refers to minor misbehaviour on the part of the student that impedes or disrupts orderly classroom procedures, school operations or exposes their individual needs for skill development. These infractions will be addressed by school personnel and do not typically require parents to be notified.

Disciplinary Options:

- Confiscation of non-instructional item
- Reflective Assignment
- Practicing new skills under the instruction of the teacher

## **Level Two Infractions**

Misbehaviour that is frequent or serious enough that it disrupts the learning climate of the school and/or endangers the health or safety of others. These infractions, which usually result from the continuation of Level One incidents, require the intervention of administrative personnel because the prior interventions have failed to build the necessary skill. Also included in this level are misbehaviours, which do not represent a direct threat to the health and safety of others but require further instruction for skill development.

Disciplinary Options:

- Parents informed (School Connect, Incident Report, or email)
- Choices may become limited to allow for reflection or regulation as needed
- You Hit, You Sit\*

*\*You Hit You Sit is a process that guides reparation between all parties involved. The premise of the task is for both parties to sit together, discuss the issue, leaving only when granted permission from the other party. This process fosters conflict resolution skills, flexibility, solution-based thinking and forgiveness. For more information about this process, search Barbara Coloroso's Kids Are Worth It or ask us.*

## **Level Three Infractions**

Acts that are frequent or serious in nature that disrupt the learning environment of the school or acts that pose a threat or danger to the health, safety, or welfare of others in the school. The student has participated in You Hit You Sit 3 times, or the extent of violence indicates immediate intervention. These acts will require administrative actions which could result in the immediate removal of the student from the school and possible intervention of law enforcement authorities.

Disciplinary Options:

- Phone call home and the parents will be asked to pick up their child from school
- In or Out of School Suspension
- Reparation upon reinsertion into regular school activities
- Supervised integration of new conflict resolution skills

# PARENT POLICY

Legacies Academy values the relationship between the school and parents as active, co-responsible participants in each child's school experience. Parents uphold a mutually supportive relationship, founded on mutual respect, committed to collaboration and sustaining an open line of communication. Maintaining the important relationship between the school and parents is integral in serving a child's education. Legacies Academy reserves the right to register students and families who fully embrace their rights as parents, and the mission, vision, policies and procedures adopted by Legacies Academy.

## **Parent Covenant**

Parents are responsible for being an active co-responsible participant in their child's educational experience. The role of the parent has an incredible impact on how children make meaning of the world around them and is respected for its significance. However, the relationship between school and home should be neither a delegation of power, nor estrangement. Instead, at Legacies we expect strong collaboration with families to develop a more true and reciprocal knowledge about the child by involving family connections and contributions in the educational process. Parents are free to discuss problems that revolve around the needs of the children, converging family philosophies with those held by the school to forge a fruitful, harmonious encounter for the child.



# PARENT POLICY

## Parent Code of Conduct

It is expected that parents will address any concerns in a positive and supportive manner, avoiding public actions or criticisms detrimental to Legacies Academy or its employees, parents or students. Each parent must adhere to the Code of Parent Conduct with the ultimate goal of maintaining a positive climate for everyone within the school community. Specific expectations to the Code of Parent Conduct are detailed in the following Addendum:

- Agree that the education of each child is the joint responsibility of the school faculty, school community and parents.
- Address members of the school faculty and staff in a respectful manner.
- Work collaboratively with the school in the best interest of the child.
- Demonstrate a positive example for students in their conduct, language and behaviour while on school property or at school-led events.
- Seek to gain clarification of a child's view by contacting the appropriate staff member with the intent to avoid a misunderstanding and reach a solution through solution-based thinking.
- Contact the school directly when clarification on any subject is needed, rather than relying on the interpretation of other parents or sources outside of the school staff.
- Avoid negative gossip or unfounded criticism that disparages the reputation of the school program, staff, students or parents within the school community.
- Refrain from using social media to fuel conflicts involving any part of the school community, including school programs, staff, students or parents. This includes Facebook, Instagram, WhatsApp or other social media sites.
- Be respectful of school property and agree to appropriate school drop-off and pick-up times. Parents present during school hours agree to discuss the purpose for their arrival at the school with the appropriate staff member and understand the importance of each child's independence and agency within the school context.
- Not respecting the above guidelines may result in someone being asked to leave the school premises and, in some cases, may lose access to the school.

# PARENT POLICY

## Complaints, Grievances and Conflict Procedure

In the case of parents who remain estranged from their collaborative, co-responsible rights as listed in the *Declaration of a Legacy*, the Parent Covenant and Parent Code of Conduct, the following steps will be taken:

- An in-person meeting will be requested to reconnect on guiding principles.
- Should the meeting be refused or evaded, written notice will be sent via School Connect, email or in letter format, that the parent has breached their covenant and expectations have not been met. Another request for an in-person meeting will accompany the notice.
- Should an in-person meeting continue to be refused or evaded, Legacies Academy administration reserves the right to use their judgment that could lead to the family's dismissal from Legacies Academy on the grounds of fundamental differences.

In the case of parents whose conduct depicts a delegation of power over and above their rights, demonstrates expectations that do not align with the *Declaration of a Legacy*, breach the Parent Covenant and/or Code of Conduct as written in the Parent Policy, the following actions will be taken:

- An in-person meeting will be requested to reconnect on guiding principles.
- Parent concerns will be readily and compassionately heard by all Legacies Academy faculty.
  - If concerns include honoring parental values and wishes that do not impose on the implementation of our educational philosophy, Legacies Academy staff will absolutely honor the parent's request.
  - If concerns include honoring parental values and wishes that go against the implementation of our educational philosophy, (i.e. depicting consequences for children other than their own, teaching children to hold other students or parents in low regard resulting in avoidance or unforgiveness, or using critical and demanding tones when making requests), Legacies Academy will attempt to de-escalate, clarify and resolve the underlying issue and request an in-person meeting.
- Should an in-person meeting continue to be refused or evaded, Legacies Academy administration reserves the right to use their judgment that could lead to the family's dismissal from Legacies Academy on the grounds of fundamental differences.

# STAFF POLICY

At Legacies Academy, we are committed to fostering a nurturing and empowering environment where every child can flourish and leave behind their own lasting legacy. Our Teaching Policy is grounded in the belief that education is a transformative journey that requires a unified philosophy, holistic approach, and unwavering commitment to the well-being and growth of every student.

## **Staff Covenant**

Teachers uphold the responsibility as respected as trusted professionals who work to crystallize the experiences of the child into an organized conceptual framework. Teachers are a knowledgeable source for the consideration and application of learning strategies that inform the child as a life-long learner. Teachers invest in the needs of the child by researching interactions shared between the environment, the child and the educator, to discern and then act in perfect integration with the needs of the child. The teacher intentionally intervenes to facilitate or enrich the construction and reconstruction of knowledge. Teachers agree to thrive in their profession through collaboration with colleagues, other educational experts, the school board, parents and the child, while remaining open to growth, development and experimentation.

# STAFF POLICY

## Staff Code of Conduct

- Agree that the education of each child is the joint responsibility of the school faculty, school community and parents.
- Accept coaching and criticism gracefully, and as constructive, integral aspects of growth and collaboration.
- Address all members of the school community in a respectful manner.
- Work collaboratively within the school community in the best interest of the child.
- Seek to gain clarification of a parent's or staff member's view by contacting the appropriate parent or staff member with the intent to avoid a misunderstanding and reach a solution through solution-based thinking.
- Contact administration directly when clarification on any subject is needed, rather than relying on the interpretation of other staff, parents or sources outside of the school staff.
- Be respectful of school property and agree to adhere to daily arrival and dismissal times, communicating changes with administration or staff when appropriate.

## Professionalism

- Demonstrate a positive example for students and parents in their conduct, language and behaviour while on school property, at school-led events, or public events not associated with the school.
- Avoid negative gossip or unfounded criticism that disparages the reputation of the school program, other staff, students or parents within the school community.
- Refrain from using social media to fuel conflicts involving any part of the school community, including school programs, staff, students or parents. This includes Facebook, Instagram, WhatsApp or other social media sites.
- Remain conscientious about maintaining personal boundaries between school business and external social connections. Staff and parents who socialize outside of the school setting enter an agreement to mutually uphold each other's integrity and the integrity of our school community.

## Respect for Confidentiality

- Of the family, where details of conversations involving any member of our Legacies families are discussed on an as needed basis, and are limited to the staff and family members involved in the intervention or educational process.
- Refrain from participating in discussions outside of school that involve school incidents/families/students.

# STAFF POLICY

## Complaints, Grievances and Conflict Procedure

In the case of a teacher who fails to adhere to the Teacher Code of Conduct, the following steps will be taken:

- An in-person meeting will be requested by administration, to reconnect on Legacies Academy's Guiding Principles.
- Should the meeting be refused or evaded, written notice will be sent via School Connect, email or in letter format, that the staff member has breached their covenant and expectations have not been met. Another request for an in-person meeting will accompany the notice.
- Should an in-person meeting continue to be refused or evaded, Legacies Academy Principal reserves the right to request resignation or relieve the staff member of their professional duties.

# **COUNSELLING PROCEDURES**

## **LIFE AND RELATIONAL SKILL BUILDING**

### **Observation**

- Focus on building life and relationship skills based on behavioural observations that expose current needs.

### **Thoughtful Conversation**

- Facilitate thoughtful conversations with strategic question sequencing to uncover thoughts, beliefs, and feelings surrounding a certain event or task.
- Conversations are meant to understand the subjective experience of the child, to reframe belief systems, and to guide the implementation of interventions to produce adaptive outcomes.
- Behaviour intervention strategies like role playing, reflective activities, restorative activities and sensory support.

### **Holistic Approach**

- Working to learn about family values and beliefs, honoring the family unit as a valuable and collaborative entity necessary for reaching goals and optimal outcomes.
- Holding the family unit in high regard and in a positive light.
- Providing parents with opportunities to explore new strategies through Parent Nights.
- Providing parents with useful resources that align with Legacies Academy's philosophy.

### **Manage Documentation with Care**

- Contact Notes/Reports are shared with the child's teacher(s) in paper format, returned to the Counsellor and destroyed.
- Contact Notes/Reports are shared with the child's parent(s) in paper format or via School Connect, email or another electronic format.
- All files are stored on a drive that only the Counsellor and Principal have access to.

### **Confidentiality**

- Maintain details of conversations, observations and interventions for the persons of interest only and within necessary and appropriate measures.

# OFF CAMPUS PROCEDURE

Off-site activities include, but are not limited to, nature walks, community visits and field trips that require parent transport.

## Program Time

- Morning Preschool                      8:00 to 11:30
- Afternoon Preschool                    12:30 to 4:00
- Full Day Students                        8:00 to 4:00

## Risk Acknowledgement

Parents understand that there are risks associated with off-site/outdoor activities. In case of accident or any personal injury of their child, they release and discharge Legacies Academy or any of its directors, teachers, employees or parent volunteers, from any claims, actions and causes of action arising from any accident or loss caused by the participation of the child named above during any activity held at this location, or during any off-premises outing or at any location where the program is held, or on route to/from any other activity.

## Parks & Playgrounds

- George Lane Playground - Rated for children 18 months & up
- Birchwood Park - Rated for children 3 years & up
- Zipline Park - Rated for children 3 years & up

## School Yard - 410 Macleod Trail SW

Legacies Academy has a fenced school yard. I understand that my child may play in the school yard as part of their regular programming at any point during the regular class schedule (for the purposes of meeting the gross motor development of the children).

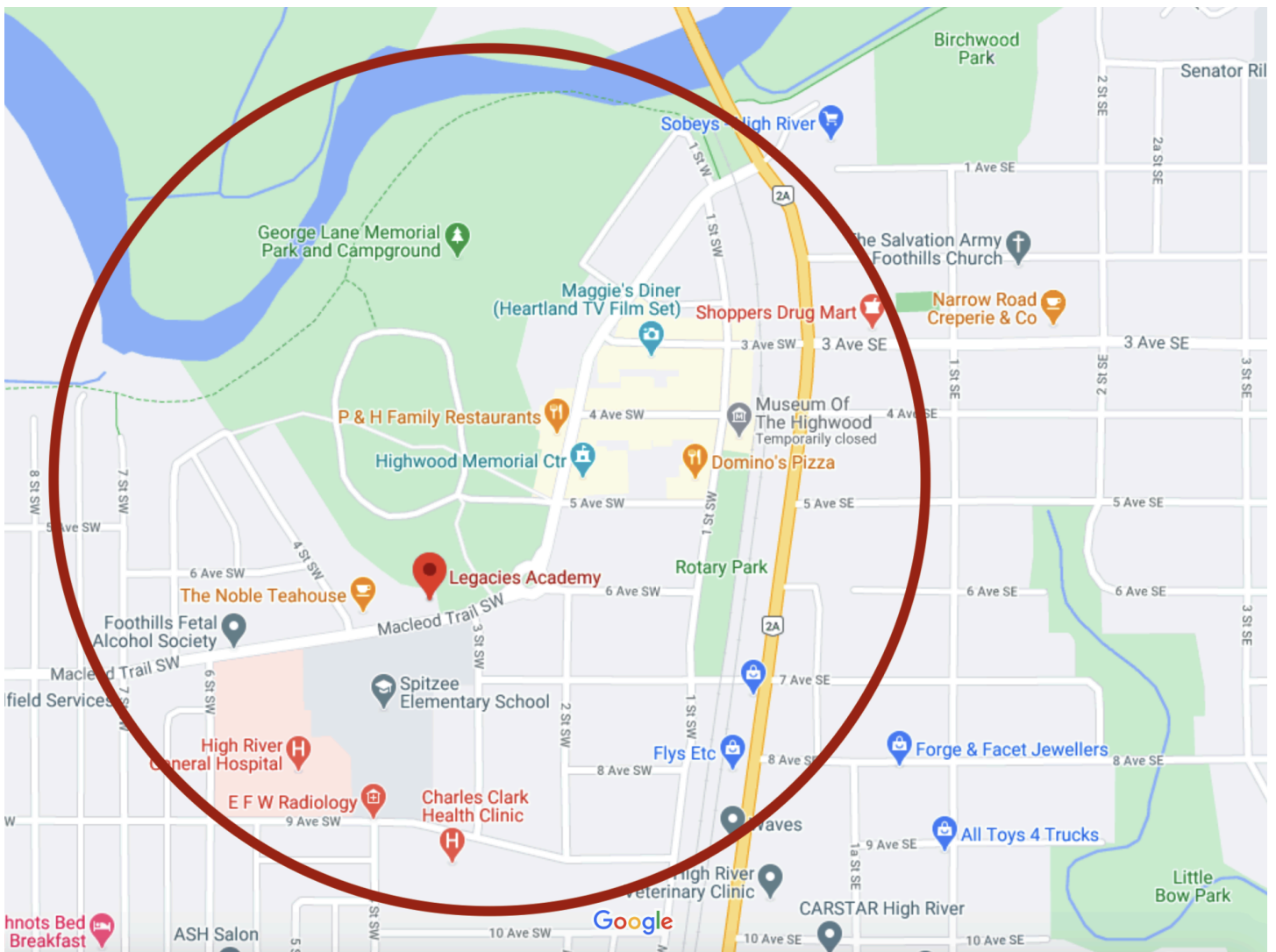
## Field Trips

Additional Permission Forms will be provided for excursions beyond this scope. Additional consent will include: child's name, date of activity, description of activity, duration of activity, transportation mode, and supervision arrangement.

## Nature Walks - Preschool

As part of our programming, we occasionally take the children on nature walks, outings to community playgrounds, and outings to local community businesses. For all of these off-site activities, the mode of transportation used will be walking only, and will always be within reasonable walking distance. I understand that my child will be supervised at all times and that the regulated staff to child ratio of 1:12 and if there are more than 6 children in attendance then 2 staff will also be present at all times. Staff will take attendance before they leave, when they arrive at the off-site location, periodically during their time at the off-site location and when they return. All off site activities will be during program hours and we will not be off-site for longer than 2-3 hours at one time. All of our walking adventures are limited to within the red circle identified on the map below.

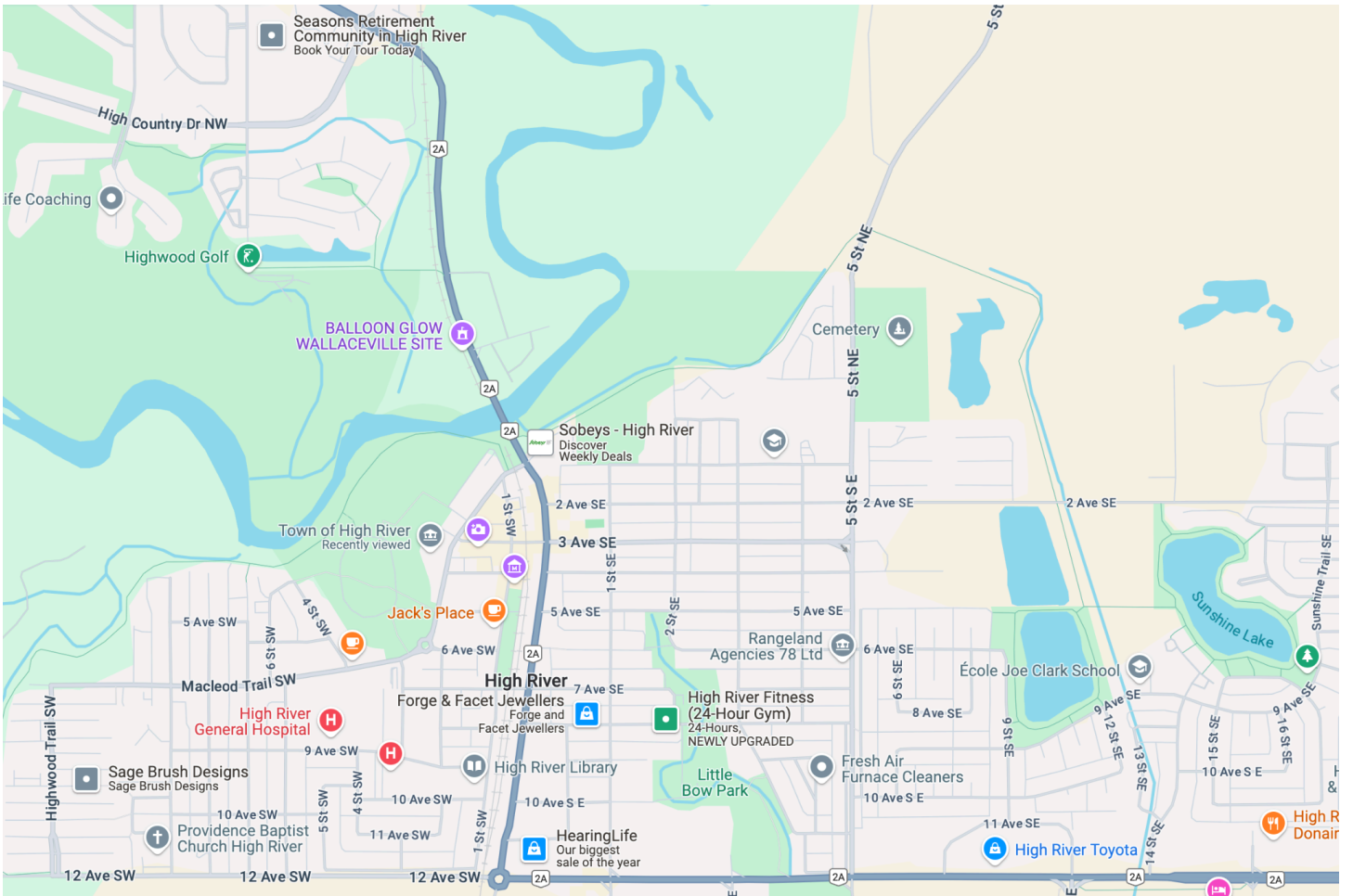
- George Lane Park - Located behind Legacies Academy
- Happy Trail Paths - Paved pathways





## Nature Walks - Elementary (K-4)

As part of our programming, we occasionally take the children on nature walks, outings to community playgrounds, and outings to local community businesses. For all of these off-site activities, the mode of transportation used will be walking only, and will always be within reasonable walking distance. I understand that my child will be supervised at all times. Staff will take attendance before they leave, when they arrive at the off-site location, periodically during their time at the off-site location and when they return. All off site activities will be during program hours. All of our walking adventures are limited to areas within the map below.



# EMERGENCY PROCEDURES

In the case of an emergency situation, a staff member will take the portable record and the school will implement a telephone or email fan out system that will be used to contact parents. All parents will be informed of the nature of the emergency and the school's action plan to deal with the situation. As a proactive measure to an emergency situation that requires the school to be evacuated, we will have a minimum of one monthly fire/evacuation drill as well as two school lock-down exercises a year. These will provide the students and staff the opportunity to become very familiar with the routine and expectations in the event there is a real emergency. Also, an after hours emergency number will be posted and visible from outside the school.

The following telephone numbers are posted on the program premises and are readily accessible:

- Emergency medical service & Ambulance service
- Fire Department & Police Service
- Poison Control Centre
- Nearest Hospital or emergency medical facility
- Child Abuse Hotline

# EVACUATION PROCEDURE

*Please Note: In all of these scenarios, the appropriate emergency services will be called.*

## **Preschool & Kindergarten** - 410 A and 410 B Macleod Trail SW, High River

In the event of an evacuation, the teacher will calmly ring the bell/chimes (as per usual when a work period ends) and then inform the children that they are to line up by the door with their indoor footwear on. Once the children are lined up and counted they will exit the building with a staff member. The children will exit the door following the staff members and walk to the indicated Muster Point. The last staff member to leave the school will do a sweep of the building (checking all areas for children before exiting). The portable records will be taken with a staff member. Once the children have all exited the building the group will gather by the Muster Point and attendance will be called out loud. Depending on the severity of the situation the parents can be asked to pick up their children from the Muster Point. Staff and children will be aware of emergency evacuation procedures through participation of fire drills (timed and documented).

*Please Note: The Muster Point is posted on a pole in George Lane Park, just outside of the back gate.*

## **Elementary** - 35 3 Avenue SE, High River

In the event of an evacuation, the teacher will calmly ring the bell/chimes (as per usual when a work period ends) and then inform the children that they are to line up by the door with their indoor footwear on. Once the children are lined up and counted they will exit the building with a staff member. The children will exit the door following the staff members and walk to the indicated Muster Point. The last staff member to leave the school will do a sweep of the building (checking all areas for children before exiting). The attendance will be taken with a staff member. Once the children have all exited the building the group will gather by the Muster Point and attendance will be called out loud. Depending on the severity of the situation the parents can be asked to pick up their children from the Muster Point. Staff and children will be aware of emergency evacuation procedures through participation of fire drills (timed and documented).

*Please Note: The Muster Point is posted on the adjacent brick building in the parking lot behind the school.*

# LOCK DOWN PROCEDURE

*Please Note: In all of these scenarios, 911 will be called as soon as the children are in a safe, secure location and out of immediate danger.*

## **Preschool** - 410 A Macleod Trail SW, High River

In the event of a lock down situation, the students and teachers will all gather inside of the main floor bathroom as it locks from the inside and requires a key from the exterior. The bathroom blinds are always drawn and there is no way for an intruder to see inside. If the threat is imminent and more threatening the students will be escorted to the basement storage room. The door locks from the inside and requires a key from the exterior. The one small window will be blocked to inhibit line of sight from outside. If further protection is needed, students will be moved to the fire rated mechanical room. It has a heavy steel door that locks from the inside and requires a key from the outside.

## **Kindergarten** - 410 B Macleod Trail SW, High River

In the event of a lock down situation, the students and teachers will move to 410 A to gather inside of the main floor bathroom as it locks from the inside and requires a key from the exterior. The bathroom blinds are always drawn and there is no way for an intruder to see inside. If the threat is imminent and more threatening the students will be escorted to the basement storage room. The door locks from the inside and requires a key from the exterior. The one small window will be blocked to inhibit line of sight from outside. If further protection is needed, students will be moved to the fire rated mechanical room. It has a heavy steel door that locks from the inside and requires a key from the outside.

## **Elementary** - 35 3 Avenue SE, High River

In the event of a lock down situation, the students and teachers will move to the garage because the windows on the garage doors are covered and there is no way for an intruder to see inside. If the threat is imminent and more threatening the students will be escorted to the storage room which is hidden by the staff washroom. Both of these doors lock from the inside and require a key from the exterior.

# INCLEMENT WEATHER PROCEDURE

*Please Note: In all of these scenarios, 911 will be called as soon as the children are in a safe, secure location and out of immediate danger.*

## **Preschool** - 410 A Macleod Trail SW, High River

- In the event of a tornado, severe windstorm or extreme thunderstorm the students will be escorted to the basement. The students are able to remain in the cement stairwell away from all the (small) basement windows or move to the storage room if more space is needed.
- In the event of a threatening whiteout or heavy snowfall parents will be given the option to pick up their children early and teachers will remain until all the children have been taken home.
- In the event of flood warning, school will be closed. If the flood warning is issued during school hours, parents will be notified and instructed to pick up their children immediately. The teachers will remain until all the children have been taken home.

## **Kindergarten** - 410 B Macleod Trail SW, High River

- In the event of a tornado, severe windstorm or extreme thunderstorm the students will be escorted to the basement of the Preschool - 410 A. The students are able to remain in the cement stairwell away from all the (small) basement windows or move to the storage room if more space is needed.
- In the event of a threatening whiteout or heavy snowfall parents will be given the option to pick up their children early and teachers will remain until all the children have been taken home.
- In the event of flood warning, school will be closed. If the flood warning is issued during school hours, parents will be notified and instructed to pick up their children immediately. The teachers will remain until all the children have been taken home.

## **Elementary** - 353 Avenue SE, High River

- In the event of a tornado, severe windstorm or extreme thunderstorm the students will move to the garage. The entire building is built with a steel frame but the garage has no windows. If the threat is imminent and more threatening the students will be escorted to the storage room.
- In the event of a threatening whiteout or heavy snowfall parents will be given the option to pick up their children early and teachers will remain until all the children have been taken home.
- In the event of flood warning, school will be closed. If the flood warning is issued during school hours, parents will be notified and instructed to pick up their children immediately. The teachers will remain until all the children have been taken home.

# NUTRITION POLICY

All food must be healthy and relatively unprocessed, where possible. Children need nutritious food to sustain their growing body and brain. Oftentimes the quality of food we put into them can reflect the quality of the behaviour we get out of them. Also, the more variety your children are exposed to the more developed their pallet becomes - if you send it we will encourage them to try it and eat it. Before eating the children will wash their hands, wait for everyone to be seated and then they eat communally while seated. We will ensure that food is provided to children in a timely manner each day.

- **Vegetables:** carrots, cucumbers, peas, broccoli, cauliflower, peppers, celery, avocados, pickles, olives
- **Fruit:** grapes, apples, oranges, strawberries, berries, kiwi, pineapple, watermelon, bananas, pears
- **Other:** smoothie, cottage cheese/fruit, hard boiled egg, hummus, yogurt/granola, nuts/trail mix, protein balls, fruit leather, dried fruit, cheese, deli meat rolls, chicken fingers, noodles (butter/parmesan), small sandwiches (PB&J or lettuce/cheese/meat), wraps/rolls (tuna or cream cheese/cucumber), quesadillas (cheese, cheese/meat or PB & banana), sweet potato fries, pita pocket, oatmeal, popcorn, muffins, supper leftovers and so many other options

## **Peanuts & Nuts**

- We are NOT peanut or nut free.
- You MUST notify us of your child's peanut allergy.
- By sending your child with allergies, you are accepting the risk involved.
- Students wash their hands before and after snack and we diligently clean the tables after snack.
- There is no way for us to guarantee that we can enforce or maintain a peanut/nut free environment.

# HEALTH POLICY

When a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness the child's parent will be contacted and arrangements for pick-up will be made. The parent, guardian or Emergency Contact will be required to pick the child up within 20 minutes of being called initially.

Additionally, a child may be sent home if they require greater attention than can be provided without compromising the care of other children in the program or if they display any other illness or symptom that a teacher knows or believes may indicate the child poses a health risk to persons on the program's premises. Otherwise, children are permitted to attend school if a previous Medical Condition exists and results in one or more of these signs or symptoms.

The child may only return when they no longer pose a health risk and we are satisfied that they have no remaining signs or symptoms. Acceptable evidence may include the child being symptom free for at least 24 hours or a signed physician's note.

## **Signs or Symptoms of Illness may Include:**

- Fever - Temperature above 38 degrees Celsius
- Chills / Hot Sweats
- Nausea / Vomiting / Diarrhea (within the past 48 hours at home or at school)
- Cough / Sore Throat / Difficulty Swallowing
- Shortness of Breath or Difficulty Breathing
- Runny Nose - Green or Yellow Mucus
- Nasal Congestion - Not explained by sensitivities, allergies or seasonal allergies
- Generally Feeling Unwell / Fatigue / Unexplained Loss of Appetite
- Loss of Sense of Taste or Smell
- Muscle and/or Joint Aches
- Headache / Earache
- Conjunctivitis - Pink Eye
- New or Unexplained Rash / Bumps / Hives
- Evidence of Lice Infestation
- Chicken Pox or Fifth Disease with Rash / Spots still present

## **Additionally, please inform us of the following:**

- Prescribed Antibiotics
- Advil / Tylenol Administered
- Family Illness within the past 48 hours (vomiting / diarrhea / cold / flu)

[Read our full Health Policy](#)

## **Supervision of Sick Children**

If a student becomes ill or shows signs of being unwell their parent or guardian will be contacted to pick them up as the safest place for an ill student is at home. Until the parent or guardian arrives, the child will be kept in the Staff Room with a staff member so that they are safe and cared for with no distractions. Moving the sick child away will ensure that they are far away from the other children. The parent or guardian will be required to pick the child up within 20 minutes of the phone call, otherwise the Emergency Contact will be called. Also, if the parent or guardian cannot be reached initially the Emergency Contact will be called.

## **Administration of Medicine**

The administration of medication to a student is the responsibility of the students' parent(s) and physician. If possible, medication schedules should be arranged so that students take the medication at home.

When no other viable alternative exists to a student requiring medicine during the school day, school staff may be requested to provide such assistance if in the best interest of the child. All requests for the administering of medication will require the parent to request and complete the [Student Health Plan](#) form. The school will require this signed request from the parent (and/or physician) that indicates the type of medication to be administered, time, and manner of administration, required dosage, and action to be taken in the event of possible hazard of side effects. All medication will be stored out of reach of the children in the Staff Kitchen along with the Medication Records, including:

- The written consent of the child's parent has been obtained
- The medication is in the original labelled container
- The medication is administered according to the labelled directions
- The following information is recorded:
  - Name of the medication
  - Time of the administration
  - Amount administered
  - Initials of the person who administered the medication

## **Health Care**

We will provide or allow for the provision of health care to a child only if written consent of the child's parent has been obtained for calling 911/ambulance due to injury/illness, or a written and signed plan provided by the parent in regard to any diagnosed malady, (i.e. diabetes, epilepsy, feeding tube) or the health care provided is in the nature of first aid. Within reason, Legacies Academy will not deny a child access to school due to medical conditions. Depending on the child's specific needs, an additional staff member may be hired to ensure their needs are met.



# PERSONAL MOBILE DEVICES & SOCIAL MEDIA

## Purpose

The purpose of this policy is to ensure that students remain focused on their learning during instructional time and to create an environment conducive to academic achievement. This policy sets clear expectations regarding the use of personal mobile devices during school hours and provides guidelines for their storage, access, and consequences for violations. This policy also extends to expectations set for all staff members at Legacies Academy.

## Policy Statement

- **Mobile Devices at School:**

Students are prohibited from bringing personal mobile devices (e.g., smartphones, tablets, smartwatches) to Legacies Academy, unless they are used for emergency purposes or connect to critical medical devices. These personal mobile devices must be kept on **silent or powered off** and **stored out of view** during class time and only used for their intended purpose.

- **Use of Mobile Devices During Instructional Time:**

Staff members are prohibited from using personal mobile devices (e.g., smartphones, tablets, smartwatches) during instructional time at Legacies Academy. There are appropriate, non-instructional times built into the day when staff members are able to check their personal mobile devices (10:15-10:30, 12:30-1:00 and 3:00-3:15). The prohibited, instructional times are 8:00-10:00, 10:30-12:30, 1:00-3:00 and 3:15-4:00.

- **Storage of Mobile Devices:**

Mobile devices must be stored in a secure location during instructional time, locations include:

- **Phone for Safety:** In the student or staff member's school bag or backpack
- **Medical Devices:** In a wearable, zippered pouch on the student or staff member's body

- **Access to Social Media:**

Students are prohibited from accessing social media platforms while on school networks or using school devices. Any attempt to access social media is considered a violation of the school's acceptable use policy and is subject to disciplinary action.

## Roles and Responsibilities

- **Students:** Students must ensure their mobile devices are turned off or set to silent and stored out of sight during instructional time. Students are responsible for ensuring their devices are stored securely and safely in the designated areas. Students must refrain from using social media or engaging in any non-educational activities on their devices during school hours.
- **Parents:** Parents are encouraged to reinforce the importance of the policy with their children and ensure they understand the expectations regarding mobile device use at school. Parents should ensure that their child's mobile device is appropriately set to silent or powered off before coming to school. In the case of emergency situations requiring the use of a mobile device, parents should contact the school (through SchoolStatus) to ensure proper communication with their child.
- **Teachers:** Teachers will remind students of the policy at the beginning of each term and throughout the year as needed. Teachers will enforce the policy consistently and monitor students' compliance with device storage rules. Teachers will address any violations of this policy promptly and notify the principal when necessary. Teachers will also comply with the policy.
- **Principal:** The principal is responsible for the overall enforcement of the mobile device policy within the school. The principal will provide ongoing professional development for staff regarding effective implementation of this policy. The principal will work with parents and students in addressing any recurring or serious violations. The principal will also comply with the policy.

## Consequences for Non-Compliance

- **First Violation:** If a student is found in violation of this policy (e.g., using a mobile device during class or accessing social media), the teacher will issue a verbal reminder and confiscate the device for the remainder of the class period. The student will be reminded of the policy.
- **Second Violation:** If the student is found in violation again, the teacher will confiscate the device and bring it to the school office. The student's parent/guardian will be notified, and the student will be required to pick up the device from the school office at the end of the school day.
- **Repeated Violations:** For repeated violations, the student may face further disciplinary actions (in accordance with our Discipline Policy) and the principal will work with the family to address the student's behavior and ensure compliance.

## Annual Notification

- The school will notify parents, students and staff about this policy at the beginning of each school year through the Policies & Procedures Manual. A signed acknowledgment from parents and students confirming their understanding of this policy is required at the start of the school year.

## Review and Revision of the Policy

- This policy will be reviewed annually by school administration to ensure its effectiveness and relevance. Feedback from students, parents, and staff will be considered during the review process.