



Parent/Student Handbook

INTRODUCTION

This document outlines the policies and procedures of Lakecrest Independent School. These policies and procedures all support our main mission and reflect our values and guiding principles. They also accord with the standards required by the organizations that give accreditation to the school, including the Government of Newfoundland and Labrador, the Canadian Accredited Independent Schools (CAIS), and the International Baccalaureate (IB) Organization.

These policies and procedures are meant to help create the best possible learning environment for our students. In order to achieve this aim, they are updated regularly to ensure that they are current and best support our students, families and staff.

“Who We Are”

LAKECREST VISION

To develop internationally minded learners and leaders, in an educational community of excellence.

LAKECREST MISSION

Lakecrest Independent School aims to empower students to be effective, independent learners who are principled and confident in their abilities and actions within the local and global community.

GUIDING PRINCIPLES

- An enriched program provides for the full academic and personal development of each student.
- Expectations for students, faculty and staff are supported to ensure full learning potential is achieved.
- Every student is entitled to an equitable share of the teacher's attention.
- A safe, orderly and respectful environment is essential to a positive learning experience.
- Student evaluation is multifaceted and its purpose is to inform instruction and positively motivate students.
- Parents and the extended community contribute to the learning experiences of students.

ACCREDITATIONS

CANADIAN ACCREDITED INDEPENDENT SCHOOLS

The Canadian Accredited Independent Schools (CAIS) organization operates within Canada and abroad, and its member schools are non-profit institutions with elected Boards of Governors who are responsible for hiring a Head to manage the daily operations of the school. To qualify for membership, schools must offer an academic program that will prepare students for entrance to institutions of higher education.

CAIS provides evaluation and accreditation of a school's overall program. Schools are evaluated in terms of their own statement of philosophy, purpose, and objectives, as well as the CAIS Standards. To achieve a CAIS Accreditation, schools must demonstrate achievement in the following areas:

- School Purpose
- School Leadership
- Governance
- Education Program Foundation
- Learning and Teaching
- Student Well-being and Support
- Essential Concepts
- Custodial Care
- Recruitment and Community Engagement
- Human Resources
- Finance
- Facilities and Infrastructure

Although particular programs and emphases vary from one institution to another, in all CAIS schools, education is viewed in the broad sense as encompassing the intellectual, moral and emotional development of each student.

GOVERNMENT OF NEWFOUNDLAND AND LABRADOR

Lakecrest is a private educational institution in Newfoundland and Labrador accredited by the provincial Ministry of Education. A complete provincial curriculum from grades kindergarten to nine is also provided. The Ministry of Education ensures that the Lakecrest program of studies is administered, assessed and implemented following provincial guidelines. Grade level outcomes, as defined in provincial curriculum documents, are assessed at each grade level by fully qualified and certified teachers.

INTERNATIONAL BACCALAUREATE (IB) ORGANIZATION

Since 2012, Lakecrest has been registered with the International Baccalaureate (IB) Organization in Geneva, Switzerland as an IB World School. The IB Primary Years Program (PYP) has been fully developed and implemented at Lakecrest, and incorporates the IB philosophy of education and transdisciplinary teaching and learning.

PROGRAMS

Because of our highly motivated families, very able student body and dedicated faculty, Lakecrest offers school wide curriculum enrichment.

INTERNATIONAL BACCALAUREATE (IB) PRIMARY YEARS PROGRAM (PYP)

The Primary Years Program (PYP) is designed for students between the ages of 3 and 12 years. It is an international, transdisciplinary program designed to foster the development of the whole child, not just in the classroom but also through other means of learning. The PYP focuses on the total growth of the developing child, touching hearts as well as minds and encompassing social, physical, emotional and cultural needs in addition to academic welfare. The PYP combines the best research and practice from a range of national systems with a wealth of knowledge and experience from international schools to create a relevant and engaging educational framework for all children.

The philosophy of the Primary Years Program, as it directly affects the child, is expressed in a series of desired attributes and traits that characterize students with an international perspective. Taken together, they create a profile of PYP students. The Primary Years Program offers a comprehensive approach to teaching and learning. It provides a complete curriculum model which incorporates guidelines on what students should learn, as well as guidelines on teaching methodologies and assessment strategies." The curriculum includes concepts, skills, attitudes, actions and knowledge which are taught across all subject areas. (Reference Website: <http://www.ibo.org>)

To ensure completion of both the Newfoundland and Labrador provincial and International Baccalaureate Primary Years Program student outcomes, a Lakecrest Program of Inquiry (POI) has been prepared for students. Each grade level program of studies from kindergarten to grade six includes six enrichment Units of Inquiry (UOI).

MUSIC

Lakecrest delivers an enriched Music Program designed to challenge a highly able student body. The time dedicated to Music instruction exceeds the percentage prescribed by the NL Department of Education.

Lakecrest offers instruction in both choral and instrumental music. Choirs include grades one to three, grades four to six, and grades four to nine chamber choir groups. Educational research is clear that music education enhances cognitive development and results in improved performance in other school subjects such as mathematics, language arts and other subjects.

LEARNING COMMONS (LIBRARY)

The Learning Commons is a space where students develop an appreciation and enjoyment of using many different resources. Library and research skills are taught to encourage independent learning and curiosity. Student resources in both French and English can be found in the library. These can be used and signed out by students.

Volunteers are generally available, and parents are welcome to assist with general library maintenance, preparation of materials for display, and other tasks.

PHYSICAL EDUCATION

Each class from Kindergarten to Grade 9 has three scheduled 45 minute periods of P.E. weekly. The main goal for the P.E. Program is to engage all students in regular physical activity. This goal enables each child to develop the knowledge, skills and attitudes necessary to lead active and healthy lifestyles.

Physical Education classes also introduce the students to various sports and many options for fitness. These opportunities can help students to discover aptitudes for school and community athletics, competitive and recreational sports. Students can be inspired to strive to achieve personal and team goals.

A large component of the P.E. Program is Leadership. Leadership is fostered and encouraged in all grades in various school programs, such as Student Council and outreach programs for many charities. In the P.E. Program, there is daily opportunity for leadership.

Students are encouraged to translate the skills and experiences gained in P.E., such as confidence, discipline, perseverance, and teamwork, to all aspects of their lives.

EXTRACURRICULAR ACTIVITIES

Students at Lakecrest develop their minds and bodies through a variety of activities. A wide range of stimulating and interesting extracurricular activities are available. Participation in these activities is an essential part of building strong social skills, developing personal interests and working towards developing life-long friendships. The extra-curricular program offers challenges and opportunities for students with a diversity of interests. It is with our students in mind that the faculty develops the program each year.

Extra-curricular activities are scheduled from 3:00 p.m. until 4:00/4:30 p.m. It is encouraged that each student will participate in at least one of these programs.

Student leadership is emphasized at Lakecrest. A student council has as its mandate, the initiation of school spirit-building activities and the provision of a forum for a student voice in the operation of the school. Students in grades six and up have the opportunity to participate in the student council which helps them develop their leadership skills. Student leadership is also fostered in many other student-led activities.

Lakecrest runs a house system which allows for further leadership opportunities. Students in Grade 8 and 9 can apply to be a House Captain or Co-captain for their house. Through the house system, students are able to connect with other students throughout the school and participate in team building activities and various outreach opportunities. The children also receive points for behaviors that are seen as exemplary. The four house teams are Brigus, Baccalieu, Quirpon and Ramea, as a nod to places within our province.

INFORMATION TECHNOLOGY

Starting in kindergarten, students are expected to achieve grade level outcomes for the use of technology as a tool for learning. Student access is achieved by the provision of laptops in classrooms. Laptops are provided for all students in grades K-4. Parents of students in grades 5-9 will be required to provide a laptop for their child(ren). All classrooms at Lakecrest are equipped with interactive whiteboards or smart TVs for use by students and teachers.

PROCEDURES

LAKECREST STUDENT ESSENTIAL AGREEMENT

An essential agreement consists of guidelines which all members of the school community agree to follow. The agreement provides for the provision of the best possible learning environment for students and teachers. This essential agreement considers how student beliefs, attitudes and conduct contribute to the overall atmosphere of Lakecrest. Our school-wide essential agreement is reflected in the essential agreements which are developed at most grade levels in collaboration with students and homeroom teachers. These are displayed in classrooms and reinforced daily by teachers.

Our school-wide essential agreement for students comments on the following attitudes, beliefs and behaviors:

Integrity

Use integrity when completing work or sharing ideas in order to realize opportunities for academic and personal growth.

Respect

Model positive behavior and language, which reflect cooperation with all members of the school community in order to realize opportunities for academic and personal growth. Respect our environment.

Responsibility

Accept responsibility for actions and education in order to realize opportunities for academic and personal growth.

Persevere

Stick to it...

Be diligent, with the inner strength and determination to pursue goals in order to realize opportunities for academic and personal growth.

Be caring and have empathy

STUDENT RIGHTS AND RESPONSIBILITIES

The general statements included in the Lakecrest rights and responsibilities list reflects many of the school guidelines which are part of our essential agreement.

- I have a RIGHT to learn.
- It is my RESPONSIBILITY to listen to instructions, work cooperatively, to ask questions, and discuss concerns.
- It is my RESPONSIBILITY to complete homework assignments on time and to the best of my ability.
- I have a RIGHT to hear and to be heard.
- It is my RESPONSIBILITY not to talk, shout or make loud noises when others are speaking.
- I have a RIGHT to be respected.
- It is my RESPONSIBILITY not to tease or bother other people or to hurt their feelings.
- I have the RIGHT to be safe.
- It is my RESPONSIBILITY to not physically harm anyone else.
- I have a RIGHT to privacy and to my own personal space. This includes my locker and school materials.
- It is my RESPONSIBILITY to respect the personal property of others, and to accept their right to privacy.

STUDENT PERSONAL RECORD

At the beginning of each school year, the personal record is completed / updated for each student. This student personal record includes the student's address, emergency contact information, and allergies or medical conditions. This information will be used in case of accident or injury, and also to enable mailing reports and letters. Parents are asked to inform the office of any changes to a student's personal record.

ATTENDANCE

Students are expected to make the best possible effort to attend school. If a student is going to be absent from school for a day, parents are asked to please phone the school or provide a note for the homeroom teacher explaining the absence. If a student is late with a valid reason, we ask parents to notify the school. If a student is late or absent frequently or without valid reasons, the parent will be contacted. Absence from school does not normally excuse students from assigned class or homework. If you know your

child will be away from school, please ask your child's teacher for work in advance so that your child does not miss important content.

EXTENDED STUDENT LEAVE/ABSENCE

The demands of the curriculum are such that if a child were to miss a significant period of instructional time, this could have an impact on his or her achievement for that year. While travel provides wonderful opportunities for learning, it is important to understand the educational ramifications of missed school instruction. The school year has been organized to provide for natural breaks and holidays for students. Increasingly, student assessment is based on ongoing daily observations, rather than only on a test and/or a final exam. Before making this decision to remove your child from school for vacation please talk to your child's teacher and consider the following factors:

- student overall achievement
- progress to date
- the possible effect this absence may have

Although it is not the teacher's responsibility to provide programming during this absence, with sufficient notice (at least 2 weeks) and depending on the grade level, teachers may be able to provide a folder of work that could include textbook assignments, worksheets, journal assignments and assigned reading.

Teachers are not able to:

- provide a copy of a textbook that is shared between classes.
- replicate teacher-led inquiry lessons or hands-on experiences and the assessment(s) associated with them.
- provide copies of evaluations – tests, quizzes, etc.
- provide live-streamed or remote learning lessons for students who are absent.

Before requesting work, please consider carefully whether or not it will be realistic for the student to successfully complete this work while absent. Upon a student's return to school, it is his/her responsibility to catch up on any other work that has been missed. This will require additional time and assistance from home.

PUNCTUALITY

Students are expected to be in their classroom ready to start the day at 8:30 a.m. Arrival time is from 8:15-8:30 a.m. Students who arrive after 8:30 a.m. will be marked as tardy.

BELL SCHEDULE AND INSTRUCTIONAL TIMES

8:00 a.m.	School doors open
8:15 a.m.	Student arrival
8:30 a.m.	Classes begin for all students
10:05 a.m.	Morning recess
10:20 a.m.	Classes resume
11:50 a.m.	Junior lunch/senior recess
12:12 p.m.	Senior lunch/junior recess
12:35 p.m.	Classes resume
2:45 p.m.	Dismissal begins

WEDNESDAY EXTENDED LUNCH

On Wednesday of each week, the lunch hour is from 11:50 a.m.-12:50 p.m. At this time, students may leave the building with parents or guardians for lunch away from the school. Students who remain in school will have lunch and/or recess at adjusted times, from 11:50-12:20 p.m.(junior lunch/senior recess), and from 12:20-12:50 p.m. (senior lunch/junior recess). This recess may be outside, in the gymnasium or in the classroom, as weather conditions and attendance permit. Grade 8/9 students have the privilege of leaving the school grounds on their own, provided a release/permission form is signed by their parent/guardian in September and filed with the homeroom teacher and school office. This privilege will be contingent upon a timely return to class by 12:50 p.m., as well as students exhibiting appropriate behavior and respect for our local community.

OFFICE HOURS

The office is open from 8:00 a.m. - 4:00 p.m. each school day. The office opens fully a week prior to the start of the school year, and is open until the end of June following the close of classes. The office has reduced hours during school holidays, however phone messages and emails are checked regularly, with access to the school campus by appointment only. As the office is an extremely busy place, please leave a message on the answering machine if you do not get a phone call answered. We will do our best to get back to you as soon as possible.

UNSCHEDULED SCHOOL CLOSURES DUE TO WEATHER

In the event that school must close during the day due to unexpected storms, water or furnace problems or other emergencies, an announcement will be made on local radio stations, Facebook, Twitter and via the school's email. School personnel will also attempt to call all parents to pick up their children who will be supervised in the school until they are picked up. When road conditions become hazardous or unexpected storms threaten, parents have the option of picking up their children before regular dismissal. In these cases, parents are asked to contact the school by phone if possible to have their children get ready to go home. Parents should come to the office and their children will be paged to come down to meet them.

In the event of a closure prior to the start of the school day which is due to the weather (e.x. snow days), the decision to close the school will be made by 6:30 a.m. and announced via email, social media (Facebook, Twitter) as well as local radio stations. Lakecrest does not provide remote learning during school closures due to poor weather as staff would be unable to safely arrive at the school campus to access learning resources.

INDOOR RECESS DUE TO WEATHER

In the event that it's raining, or the temperature with the wind chill exceeds -18C, at the discretion of the school and based on the conditions at the time, students may be kept indoors for recess with no PE classes happening outdoors.

TELEPHONE AND MESSAGES

Students are asked to avoid using the school telephone except for emergencies. Students must ask permission to use the telephone outside the office. Messages of an urgent nature will be passed on to students. The use of cell phones or other IT devices by students during the school day is permitted only with the authorization of a teacher in support of the activities in a particular classroom.

PARKING / "DROPPING OFF" / "PICKING UP" STUDENTS

The parking lot at 73 Patrick Street belongs to Lakecrest Independent School and is used by parents and visitors during the school day. City regulations do not permit any vehicles to park or stop in front of the school between 8:00 a.m. and 8:30 a.m. and between 2:30 p.m. and 3:30 p.m., Monday to Friday. If a parent wishes to "stop and drop" this must be done below the Accessible parking space in front of the church or

beyond the crosswalk (at least five meters). The school doors open at 8:00 a.m. and student dropoff begins at 8:15 a.m. Supervision is not available before 8:00 a.m. and students should not be left unaccompanied at the school entrance before that time, especially in cold weather. The school cannot accept liability for accidents and other incidents occurring when students arrive before 8:00 a.m.

ACCIDENTS, INJURIES, & ILLNESSES AT SCHOOL

When accidents which involve injuries occur on school grounds or within the school building, they are reported to the office as soon as possible so that treatment can be started. After any such incident, an Injury/Near Miss Form is completed detailing what happened and what was done by the supervising teacher. If necessary, parents are contacted to notify and provide assistance. If it is determined that immediate medical attention is required, and if we cannot contact a parent, we reserve the right to call an ambulance. The supervising teacher or administrator must speak directly with the parent/guardian before arrangements are made for the dismissal of the student.

SUPPLIES AND BOOKS

All books and school supplies are provided for the students by the school. Each student should have a backpack or bag to carry their books home. It is suggested that families ensure that students have a few basic supplies such as paper, pencils, etc. at home to ensure students are able to complete all homework.

SCHOOL LUNCH PROGRAM AND NUTRITION

Students are asked to bring a healthy morning recess snack to school each day. A daily lunch service is also run by the school's Home and School Association, or students can bring their lunch from home if they wish. To help your child as well as to help us keep our grounds clean and tidy, we would ask that all snacks & lunches:

- Are nutritionally sound to help your child be alert and active throughout the school day. As much as possible, we ask you to please avoid sending "junk foods" such as chips & pop.
- Come in reusable containers if at all possible.

Lakecrest does not permit any nuts or nut products and shellfish to enter the school due to the presence of children with severe allergies to these substances.

BIRTHDAY PARTY INVITATIONS AND CLASS TREATS

It is the practice at Lakecrest that when invitations to birthday parties are distributed in a classroom, all children in the class are given an invitation. If any student is not invited, the omission causes hurt feelings. If you are having a smaller party where you would prefer to only invite only some members of the class, we ask that you do not hand out invitations at school but rather do it privately.

At Lakecrest, we love celebrating your child's special day and will ensure they feel recognized and cherished. However, we kindly request that parents refrain from bringing in sweet treats (such as cake or cupcakes) for students during the school day. This policy helps us accommodate allergies, dietary restrictions, and our nutrition guidelines. If you would like to commemorate your child's birthday in a meaningful way, we encourage non-food options, such as donating a book to the classroom library that all students can enjoy.

HEALTH AND SAFETY

ALLERGIES

Some Lakecrest students have severe allergies to peanuts and nut products as well as fish and shellfish. There are also a number of children with other allergies and sensitivities. For the individuals in question, contact with any form of the product could cause an anaphylactic reaction resulting in difficulty breathing, and possibly death in a very short time. Our faculty is regularly in-serviced in these emergency situations. It is important that parents let us know when they become aware of an allergy their child has and contact the school office to receive a copy of the appropriate form to complete and send back.

We ask that dogs and cats not be brought into the school thus avoiding any difficulties that may ensue. Please ensure anyone who would bring your child to school, or who would pack lunches for them, is aware of the peanut and fish product alert and the need to keep pet hairs away from classes as much as possible.

MEDICATION

Except for inhalers and Epi-Pens, students should not normally keep medications in their desks, as others could accidentally gain access.

Only prescribed medications should be brought to school and these should be brought to the office for storage during the day.

If a parent cannot come to the school to administer the medication, please inform the office and we will try to arrange for someone to administer the medication. Parents must fill out a [Medication Consent and Release Form](#) in order for staff to be able to administer any medications to students.

The school also cannot distribute to students drugs like Tylenol or other non-prescription drugs without parental permission and a signed Medication Consent and Release Form due to the possibility of sensitivities to these substances and the lack of medical supervision in the administration of them.

SCHOOL ACCESS

All school access is monitored during the school day and after-hours. The front door is on a timed opening and closing electronic device for arrival and dismissal, however other doors may be utilized on an as-needed basis. A video doorbell and CCTV installed around the exterior of the building adds extra levels of security. Lakecrest operates a secure campus, with all external doors locked at all times. All visitors must check/register with the school office before going into the school.

SECURITY CHECKS

All new full-time and part-time teachers, staff and non-parent volunteers who work in the school on a regular basis shall be required to submit a Certificate of Conduct from the Royal Newfoundland Constabulary.

PUBLIC HEALTH NURSE

Health and Community Services has assigned a Public Health Nurse to work with our school. The Public Health Nurse normally visits the school regularly. When immunization programs are conducted by Health and Community Services, the Public Health Nurse contacts parents to provide information on these programs and to seek parental consent for their child to be included. Parents relocating to St. John's should bring copies of their children's immunizations records to the school.

LOST AND FOUND

From time to time, articles left around the school are collected and placed in the Lost and Found bins. Periodically, these Lost and Found articles are displayed on a table for students and parents to check and retrieve. Articles not claimed within a reasonable time are donated to local charities. Parents are asked to label all student items.

FIELD TRIPS

As part of the enriched educational experience, Lakecrest encourages teachers to take advantage of the wide variety of resource persons and places of relevance which abound in our local community. Parents will be asked to sign a field trip waiver form each year as part of their child(ren)'s student information form. Parent driver volunteers are required to submit a copy of their valid driver's license and proof of insurance with a minimum of \$2,000,000 coverage. They must also ensure their vehicle is able to accommodate child car seats and/or booster seats as needed, depending on the age of the students being driven.

FIRE AND LOCKDOWN DRILLS

Each year the school will conduct Fire and Lockdown Drills in order to familiarize students and teachers with procedures needed to ensure safety in the case of an emergency.

COMMUNICATION

- **NEWSLETTERS**

The Lakecrest Weekly Newsletter is published on Mondays. It is through the newsletter that much information is disseminated to all members of our school community. Our newsletter is emailed directly to parents.

- **E-MAIL**

Occasionally e-mail notifications are sent to parents when additional messages are necessary, which include things such as school closures or information regarding school events.

- **PUSH NOTIFICATIONS**

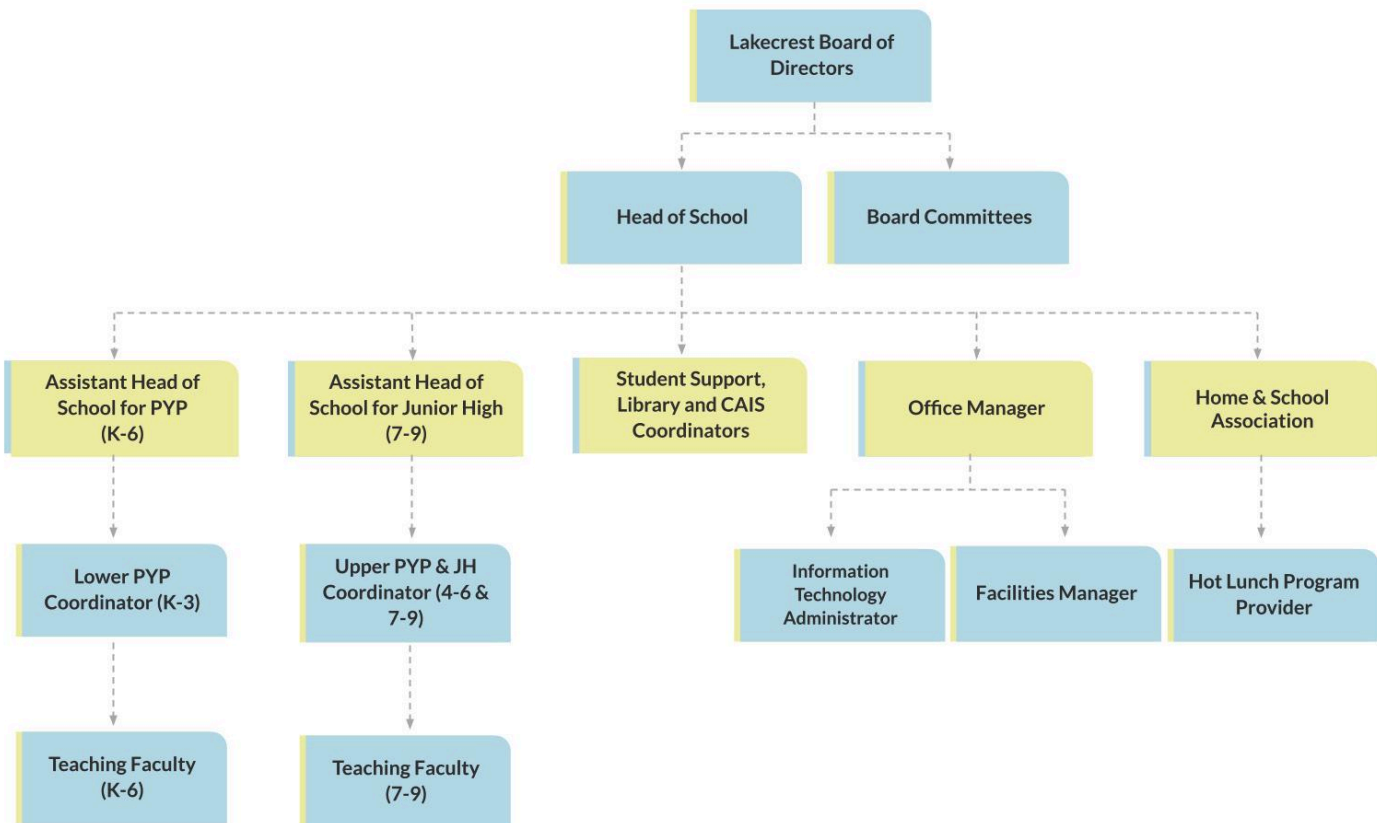
The Lakecrest App is available for Apple and Android devices. You can download the App from the App Store or from the Play Store. This will allow you to receive notifications from Lakecrest.

- **SCHOOL CALENDAR**

The full annual school calendar is available as a Google Calendar on our [school website](#). This contains daily information about holidays, teacher in-service and assembly schedules. While the school also publishes a one-page full-year calendar showing key dates and holidays, parents should always refer to the Google Calendar on the website for details about specific events and times.

GOVERNANCE

Lakecrest Independent School Organizational Structure



GOVERNANCE OVERVIEW

The Lakecrest Board of Directors is a duly constituted body charged with the responsibility to create policy and monitor the operation of the school to ensure that the ends of Lakecrest are being met to a suitable standard. The By-Laws of the Lakecrest Board of Directors contain the guidelines within which it operates and these By-Laws outline the procedures and regulations related to the election of the Board and the carrying out of their functions. The Lakecrest Board of Directors is composed of parents of students currently attending the school as well as a number of external community members. Ex-officio members of the Board include the President of the Home and School Association and the Head of School. The terms of Board members are arranged so that each year a percentage of the seats on the Board conclude while other members continue until the end of their terms in a subsequent year. Elections are held at the Annual General Meeting (AGM) of the Lakecrest Board of Directors with the nomination process being carried out according to the By-Laws of the Board.

The Lakecrest Home and School Association supports the aims of the school through its work in organizing volunteers to carry out various functions. These functions include fundraising, the School Lunch Program, the Class Parent system, and the facilitation of special events. The Home and School Association provides invaluable support to the school through its work.



**SCHOOL
OF CHOICE**

LAKECREST POLICIES

[ACCEPTABLE USE OF TECHNOLOGY POLICY](#)

[ADMINISTRATION OF MEDICATIONS AND MEDICAL INTERVENTIONS POLICY](#)

[ADMISSIONS POLICY](#)

[APPEALS POLICY](#)

[ASSESSMENT POLICY](#)

[BULLYING INTERVENTION POLICY](#)

[BURSARY PROGRAM POLICY](#)

[CANNABIS AND SMOKE-FREE POLICY](#)

[CLASS SIZE POLICY](#)

[DISCIPLINE POLICY](#)

[DRESS CODE](#)

[DRUG AND ALCOHOL POLICY](#)

[HOMEWORK POLICY](#)

[INCLUSION AND DIVERSITY POLICY](#)

[LANGUAGE POLICY](#)

[PROTECTION OF PRIVACY POLICY](#)

[SOCIAL MEDIA POLICY](#)

[STUDENT SUPPORT SERVICES POLICY](#)

[TUITION POLICY](#)

[VOLUNTEER POLICY](#)

[5-9 STUDENT CODE OF CONDUCT](#)
[K-4 STUDENT CODE OF CONDUCT](#)

LAKECREST SCHOOL POLICY AGREEMENT

By enrolling at Lakecrest Independent School, all parents and students agree to abide by the policies and guidelines outlined in this Parent/Student Handbook.

CONTACT INFORMATION

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