

Parent & Student Handbook



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Be Responsible, Be Respectful, Be Safe

Sois responsable, sois respectueux, sois prudent

At École Sifton School, students, parents and staff will work together to develop the academic, emotional and social needs of our school community to create lifelong learners and successful global citizens.

Students, parents and staff of ÉSS are committed to:

Being **RESPECTFUL** to others and themselves in what they say and what they do.

Being **RESPONSIBLE** by being prepared to be their best and do their best every day.

Being **SAFE** by making the right choices for everyone's wellbeing.

Students, parents and staff of ÉSS will demonstrate:

Respect by:

- Using kind word and actions
- Being honest
- Respecting others' right to be different
- Maintaining a positive attitude
- Respecting all property
- Working as a team
- Celebrating each other

Responsibility by:

- Owning their actions
- Always giving a consistent effort
- Ensuring they have all the things they need to learn
- Keeping all areas of the school clean

Safety by:

- Using self-control and being responsible for our actions.
- Using common sense
- Doing the right thing
- Using school materials and equipment appropriately

**I do the right thing because it is the right thing to do,
Even if no one is watching**

Our Philosophy

At École Sifton School, we work to make every day a successful one for each student in our school. We strive to serve our community and meet not only the educational needs of our students, but also their emotional and social needs, while recognizing their unique individual characteristics.

Responsible members of society respect the rights of others without sacrificing their own rights. It is our goal to guide students to be responsible members of society in a manner that promotes each individual's feeling of positive self-worth.

Learning is a life-long process and in today's changing world a continuing desire to find out and know could well be the essence of an individual's success. For this reason, we strive to cultivate within each student an inquiring mind, tuned to a life-long positive attitude toward learning.

To support this goal, we are a Bucket Filling School! Through this character education program, we encourage students to fill their own buckets and the buckets of others through positive messages, attitudes and good deeds. Each month has its own bucket filling theme which we teach students about and encourage them to portray all year long.

Student Code of Conduct

The purpose of our Code of Conduct is to outline for students, parents, and staff what are acceptable and unacceptable behaviours, and to outline possible consequences for unacceptable behaviours. All members of the École Sifton School community can expect to be treated with dignity and fairness, free of discrimination.

At École Sifton School we believe in the responsibility model of discipline. Effective discipline comes from the belief that teaching individuals to take responsibility for their behaviour is more motivating in creating behavioral changes than teaching them to be obedient in order to avoid punishment.

If a student engages in inappropriate behaviour, the consequence(s) will depend upon the severity of the infraction. It is our belief that most children of school age are capable of understanding the appropriateness of their actions and that they are able to learn how to prevent further infractions of a similar nature. By applying logical and consistent consequences, and by providing students with opportunities to become responsible and caring members of the community, students will learn to take responsibility for their behavior, while still maintaining their dignity.

Bullying and discrimination will not be tolerated within our school community. Students are encouraged to alert staff if they feel they are being bullied. Harassment is any repeated negative action against a person that causes worry or fear. School staff will follow through on reported incidents.

Procedures for Discipline:

- For minor infractions, it is the responsibility of the "adult in charge" (teacher, administrator, supervisor, etc.) to intervene and assign consequences. Administrators will be involved for reoccurring infractions.
- For major infractions, an administrator will be involved in the process.
- In many cases, contact with the home will also be made to describe the inappropriate behaviour(s) and the corrective action and/or consequences.
- Depending upon the nature of the behaviour, students may also be referred to the School Resource Officer.
- The principal or their designate may proceed to a more serious consequence by omitting intermediate steps in the discipline plan if the action is warranted in their opinion.
- Each incident will be treated on its own merit.

References: *School Act*, Sections 12, 45(8) and 60
B.R.S.D. #31 - Procedures: 350 (Student Behaviour and Conduct)
356 (Suspension and Expulsion of Students)
160 (Safe and Caring Schools)
551 (Conduct on Buses)

Policies and Procedures

REGISTRATION

At the beginning of each year, parents are asked to fill out registration forms for their child. The school office requires a photocopy of your child's birth certificate to be kept on file as mandated by the Province. If your phone number, address or emergency contact information changes from that which is provided on your child's registration form, please contact the school immediately.

It is critical that we have up-to-date contact numbers. In the event that a child becomes ill or injured at school, we need to be able to get in touch with you or your emergency contact.

STUDENT ENTRY

We ask that your child does not arrive at school prior to 8:00am. Students will be able to enter the school at that time, and will be allowed to participate in Breakfast Club if they choose and then go outside for morning recess.

Students are expected to go home or to OSCAR at the end of the day. There is no outside supervision for students after school.

STUDENT PICK UP

Parents picking up their children may park along the east or west side of 43rd Street. Parents are encouraged to park along 49th Avenue just north of the soccer fields as well to reduce congestion.

Please do not park in the marked bus-loading zones, and for safety reasons, please do not pull into the staff parking lot to drop-off/pick-up your children.

At no time is the riding of bicycles, scooters, skateboards, etc. permitted in the bus loading/unloading zone or on the sidewalks in front of the school.

VISITORS TO THE SCHOOL

For the safety of our students and staff, we request that all visitors to the school report to the General Office upon arrival. Parents or others who are dropping off items for students will generally be asked to leave the item at the office and the student will be called down at break time to retrieve it.

Visitors who are staying for a longer period of time are asked to sign in at the general office. They will be given a visitor pass that they must wear while in the school. Visitors are asked to park on the street and not in the staff parking lot.

At the end of the day, parents of Grade 1-5 students are asked to wait in the lobby until the final bell goes before heading to their children's classroom.

SCHOOL ATTENDANCE AND LATE ARRIVAL POLICY

Regular school attendance contributes significantly to academic success and requires cooperation between students, parents, teachers and the school administrators.

Parents are requested to notify the school regarding each child's absence by phoning the school at any time and leaving a message on the answering machine. Where absences are unexplained, parents will be notified by an automatic calling system that their child is absent from school.

Punctuality is also important for the smooth operation of the school. **Students are expected to be at school and in their classrooms by 8:29 am.** Students who arrive late or leave early are asked to check in at the office.



REPORTING ILLNESS

The school strongly urges parents to keep ill or symptomatic children at home where they can be cared for properly. Families are urged to call in when students are going to be absent.

COMMUNICATION

The school newsletter is an important communication link between the school and home. It is published once a month and is sent via email. Parents can sign up for the newsletter on our website. Once you enter your email, you must confirm your email address to receive the newsletter. A condensed paper version is available for those who require it. These can be picked up in the office.

Students in grades 1-5 have individual agendas to help them become well-organized students. The agendas are an excellent tool for communication between the school and home, and we ask that you check it daily for messages from the teacher.

We also have a Twitter account (@siftonbrsd) where we post upcoming events and important reminders for parents. You can also sign up to receive texts to your phone through remind.com. Please check with the office to find out how to sign up!

STUDENT HEALTH INFORMATION

An anaphylactic reaction is an allergic reaction so severe that it is life threatening. We recognize the dangers faced by students and staff with severe or anaphylactic reactions (allergies) to foods. While we cannot guarantee an allergen-free environment, we will take reasonable steps to ensure a safe environment for children or staff with life-threatening allergies. We rely on parents to communicate information about children with severe or anaphylactic reactions, and administration will work with these families to complete a Severe Allergy Alert Form/Anaphylaxis Emergency Plan.

If parents identify their child to have severe or anaphylactic reactions to specific foods, we will ask other parents in that student's class to refrain from sending those foods to school. The homeroom teacher will communicate with parents if it is necessary to declare their classroom an "allergen-free" area. The purpose of this policy is to be educational in nature, and all learners are expected to treat others with consideration and respect by adhering to this policy.

STUDENT APPAREL AND DRESS CODE

Students at École Sifton School are expected to dress in a manner that is appropriate for a school setting and that reflects the changes in weather that we experience throughout the year. Some guidelines for parents and students:

- Headwear such as caps and toques may only be worn entering and exiting the school.
- Students will have a pair of shoes to wear inside the school, and are expected to take off their outdoor footwear when they enter the school.
- Students will have a pair of non-marking runners to wear in the gym.
- Students shall wear school and age appropriate clothing that provides adequate body covering and does not leave undergarments exposed.
- Clothing with pictures or slogans containing profanity or inappropriate messages or images are not allowed.
- Parents are asked to label clothing when possible, especially shoes, boots, and coats.



STUDENT LOCKERS

At the beginning of the year, each student is assigned a locker to use for the school year. Students are also provided with an age-appropriate combination lock for securing their belongings. Students are expected to keep their lockers **closed** and **locked** throughout the day, and to keep them clean and tidy.

Only items that are necessary and appropriate for school should be kept in the locker. The school administration reserves the right to search any locker if it is suspected of containing dangerous or illegal materials, or items that are inappropriate for a school setting.

TOYS, ELECTRONIC DEVICES and CELLPHONES

Students are discouraged from bringing toys to school, and if they do so, they do so at their own risk as the school assumes no responsibility for lost or stolen items.

Students who have other electronic devices or a cellphone are asked to keep them in their lockers on silent during the day, including at recess. Some teachers may decide to allow students to use their electronic devices in class for educational purposes, but this decision is left up to teacher discretion. If parents need to contact their child during the day, they should call the office and leave a message which will be passed on to their child.



INCLEMENT WEATHER PROCEDURES

Individual bus drivers will make an early determination about weather and road conditions in the areas they travel. Should road and weather conditions make it unsafe for buses to travel, drivers will initiate the phone fan-out for their route. They will contact the school, and a notice will be posted on the school website.

By region practice, the school building will remain open, even in extreme conditions. If rural parents opt to drive their children to school on a day the bus is not running, they must remember that they will need to drive them home at the end of the day as well. **Parents can ultimately decide not to send students to school if they believe conditions are extreme or unsafe. This decision can be made regardless of the buses running or the school being open.**

Should weather conditions change during the day, forcing buses to depart early, parents will be notified by phone fan-out before the buses leave.



Programs and Services

FRENCH IMMERSION

The French Immersion program is offered to all students in BRSD. As of the 2015-2016 school year, BRSD has French Immersion programming from Maternelle to Grade 12.

Bussing to École Sifton School for French Immersion students is available in the City of Camrose, and to students in the County of Camrose who reside in the

École Sifton School attendance area. Parents of students in the French Immersion program who do not reside in the attendance area noted above should contact the Director of Transportation at BRSD #31 for details about the eligibility requirements for transportation.

EARLY LEARNING PROGRAM

BRSD operates Early Learning programs in all of our elementary schools within the city of Camrose. Here at Ecole Sifton we offer a 3 year old program on Monday and Friday mornings and two 4 year old programs, both an English and French program, Tuesday to Thursday morning and afternoon (should numbers warrant). The programs are taught by a certified teacher and offers a great start to your child's education in a holistic play-based environment where students are encouraged to, "seek, participate, persist and care". (*The Alberta Early Learning Framework*).

KINDERGARTEN/MATERNELLE PROGRAMS

Both the English and French Immersion kindergarten programs are full-day classes that are held on Monday/Wednesday or Tuesday/Thursday, along with occasional Fridays.

BREAKFAST CLUB

Our breakfast program provides healthy breakfast meals, such as cereal, toast, bagels, fruit and occasional hot meals, every day before school for all students.



Volunteers are always needed for the program. Please contact the office if you are able to help out!



INCLUSIVE EDUCATION

Each school in Battle River School Division has been assigned a **Learning Facilitator**. The Learning Facilitator is responsible for the coordination of specialized services, including identification, assessment, program development and transition planning for students with specialized needs.



Some of the specialized programming at École Sifton School includes the following:

- Early Literacy Program
- Specialized Learning Supports
- Literacy Links Reading Program
- Referrals to Alberta Health Services, including:
 - Speech-Language Pathology
 - Physical Therapy
 - Occupational Therapy

WELLNESS PROGRAMMING

At École Sifton School, we work to develop and promote the mental and physical health needs of our students and their families. We can facilitate referrals and help coordinate access to services that allow children and youth to protect their mental and physical health at as early an age as possible. At the school, working with administration and other BRSD members, the following staff and programs help with these services:

- School Wellness Coordinator
- FSLW – Family-School Liaison Program
- Mental Health Capacity Building

SCHOOL PARENT COUNCIL

School Councils are associations of parents, staff and community representatives who work together to promote the well-being and effectiveness of the school community. École Sifton School has traditionally enjoyed a very supportive school council that meets once a month. The school council is an effective way of providing input to the school and district administration.

The École Sifton School Parent Council provides services to the school like the Hot Lunch Program, Milk Mondays, and various fundraisers throughout the year that help fund student activities. All parents are encouraged and welcomed to become involved in the Parent Council.

PARENT VOLUNTEERS

Students benefit greatly by seeing their parents involved in school activities and we invite parents to become involved in the school program on a voluntary basis. Parental involvement may include listening to children read, assisting students with projects or demonstrations, coaching or coordinating special activities or events. We ask that parents plan volunteer visits with the classroom teacher.

