

Updated: December 6, 2023

Parent & Student Handbook



2023-2024

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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 well being.

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

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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, students at École Sifton School are encouraged to show their ROAR. ROAR stands for Respect, Ownership, Achievement, and Responsibility. Each day, students say our pledge - We use our ROAR everyday. We do our best in every way. We make strong choices. We respect all voices. We strive for more. Here we ROAR! Students are recognized when they portray these characteristics, as well as being encouraged to use them when they are encountering issues at school.

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 recurring 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.

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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 (Transportation Student Conduct)

Policies and Procedures

REGISTRATION

At the beginning of each year, parents are asked to fill out a verification form 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 8:25am. Each classroom will be assigned a specific door to enter the building. The front door will be used by our PreKindergarten and Kindergarten/Maternelle students.

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. Please be sure to not park in the section with traffic cones, as the day care bus parks there for pick up. There are also some drop off/pick up zones in our parking lot available. Please pull up to the front of the line when entering our parking lot to avoid congestion at the front door.

Please do not park in the marked bus-loading zones. This is a long section of our school, extending to the end of 49th Avenue, as well as a section of our school parking lot.

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 in the visitor section of our parking lot.

At the end of the day, parents of Grade K-5 students are asked to wait outside the school for their child to join them after the final bell goes.

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.

Regular student attendance is the responsibility of the parent/guardian and the student. The school will follow the steps outlined below in accordance with **Battler River School Division Administrative Procedure 330-Student Attendance.**

Teachers will take attendance twice daily-before 8:45 am in the morning and before 12:15 pm in the afternoon. Parents will receive an automated phone call to notify them when their child has been marked absent at morning attendance.

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ÉSS Late Policy

Punctuality is also important for the smooth operation of the school. Late arrivals disrupt the learning of all students by delaying lessons and/or interrupting learning. Furthermore, it is important for students to learn responsibility for their schedules and punctual attendance as they grow ever closer to becoming employable members of our community. **Students are expected to be at school and in their classrooms by 8:40 am.**



The following procedures are to be used for all students arriving late to class:

- 1) Students who arrive late or leave early are asked to check in at the office.
- 2) The administrative assistant will mark the student as late in PowerSchool.
- 3) If a student is chronically late, a plan will be developed by the school to improve punctual attendance. Methods of communication will include: phone call, email, classroom communication apps, or in person meetings.

Targeted strategies that could be put in place to support student attendance could involve:

- A meeting with the family
- Providing a modified schedule for the day, such as different start and end times, duration of class time, focus on subjects of interest
- Recommending Family Service Liaison Worker (FSLW) support
- Building a Communication plan with family, staff, admin to allow for tracking and monitoring of success for student
- Regulation locations in case they become overwhelmed

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 and posted on our website.

Some 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. Other classrooms use tools such as See Saw, phone calls, messenger, or email to communicate with parents.

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 be worn in the school but each teacher has expectations regarding wearing headwear in their classroom.
- 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.

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- Students will have a pair of non-marking runners to wear in the gym.
- Clothing with pictures or slogans must be school appropriate and not contain profanity or inappropriate messages or images.
- 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 expected to keep their lockers closed 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 cell phone 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 program on the mornings of Monday to Thursday. The program 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.

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BREAKFAST CLUB



At this time, Sifton school has a “grab and go” breakfast program available to all students in their classrooms. Nutritious food is provided daily at the start of school for those students who are in need of it.



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INCLUSIVE EDUCATION

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

- Early Literacy Program
- Specialized Learning Supports
- 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. Meetings are usually held

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. Parents who wish to volunteer in the classroom/school need to have a criminal record check and intervention check done prior to working with students.

