



# STETTLER ELEMENTARY SCHOOL

Working Together To Empower Leaders

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## PARENT HANDBOOK 2019-20





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## Welcome

Welcome to Stettler Elementary School. This handbook is meant to serve as a reference during the year, so please keep it in a safe place. **Updated information will be available through school newsletters and on our website at <http://ses.clearview.ab.ca>** It is a good idea for you to bookmark the school web page and return to it regularly. Your support of the school is greatly appreciated.

## Hours of Operation

Please ensure that your child attends school regularly and arrives on time. Punctuality is an important life skill and ensures your child will not miss out on important learning necessary for success.

First Bell rings at 8:50 a.m. **(Please have students arrive no earlier than 8:35a.m..)**

First Recess from 10:42 – 11:02 a.m. (Monday to Friday)

Lunch from 12:46 – 1:06 (Monday to Friday)

Second Recess from 1:06 -1:26 (Monday to Friday)

Last Bell, to dismiss students, rings at 3:10 (Monday to Friday)

The school calendar is published and sent home with students. A digital version of the calendar may be found at <https://ses.clearview.ab.ca/Calendar.php>

Students are encouraged to go home directly after school and check in with their parents to ensure student safety, and avoid worry and concern. Please do your best to pick your child up from school in a timely fashion at the end of the school day.

## Safe and Caring School

SES is proud of its record in being a safe and caring school. Staff and students must respect themselves, respect each other, and respect property. We ask that you help us maintain our safe and caring school by adhering to the following :

### Absentee Check Program

We ask that you send a note to your child's classroom teacher if he/she will be absent from school, late in arriving, or if you would like to pick him/her up from school before the end of the school day. Please call the school (403-742-2235) after 8:15 a.m. to inform us of an unplanned student absence such as illness. Our SchoolMessenger Program will call the homes of students who are absent without permission at approximately 10:00 a.m. each morning. Regular and punctual attendance is important to a student's progress at school and to his or her personal development. The Province of Alberta School Act requires that all students in grade 1-6 attend school regularly and punctually.



## Student Behaviour

Under the Alberta School Act (section 7) students are expected to conduct themselves so as to comply with the following code of conduct:

- be diligent in pursuing their studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the Board to provide education programs and other services
- comply with the rules of the school
- respect the rights of others.

## Supervision

Staff supervise students before school, and during recess breaks. To help ensure the safety of your child, we ask that students not arrive before 8:35 a.m. and that they go home immediately after school to check in with you before heading off to do other things. Remember that our school locks the outside doors while class is in session in an effort to keep our students safe.

## Sign In Sheet

All visitors to our school are asked to sign in. The sign in sheet is located at the main entrance directly beside the office. Please provide your name and the date and time you arrive. When you exit the school, please sign out, providing the time of departure.

## Fire Drills

In an effort to ensure safety and preparedness in our students, the school participates in four fire drills per year. The staff are all trained in Hour Zero protocols and work diligently to ensure that students know what is expected of them during these drills. In the event of a real fire, we will move to our designated locations and we ask that parents do not call or come to the school. We understand your desire to know that your child(ren) is safe, but in doing so you are inhibiting Emergency Services from effectively doing their job and interfering then with our ability to keep your child(ren) safe.

## Lockdown Drills

Again in an effort to ensure safety and preparedness, our students participate in two lockdown drills per year. The staff are all trained in Hour Zero protocols and work diligently to ensure that students know what is expected of them during these drills. In the event of a lockdown, we ask that parents do not call or come to the school. We understand your desire to know that your child(ren) is safe, but in doing so you are inhibiting Emergency Services from effectively doing their job and interfering then with our ability to keep your child(ren) safe.



## Student Health

### Nut Safe

Nut allergies have become a serious concern for our society. **We need your support and cooperation in making a reasonable effort to send food to school, which does not contain nuts.** Also, please speak with your child about not sharing their food with other children. We will continue to ask our students to eat their lunches in their classrooms and to not take food outside. There may be times when we will send notice home of other serious allergies and we will need the support of families.

### Medication

There are times when parents need the help of school staff with the administration of medications to their children. Please ask office staff for a Request for Assistance to Administer Medication Form when this happens. You will need to complete the form, ask a medical doctor to complete small portion of the form, and return the form and medication (with a prescription label and the child's name) to the office before we are allowed to give the child the medication at school. This form is a directive of Clearview Public Schools.

### Lice

Lice are an unfortunate part of life at an elementary school. They will infest anyone. Our practice with lice at school is as follows: Teachers will send students they suspect as having lice to the office where office staff will check their hair. Parents will be notified if we find lice and will pick their children up from the school and keep them home until their hair has been treated. Quick attention to this issue helps reduce the spread of lice.

### Traffic Safety

Parents are asked to follow posted speed limits and parking restrictions.

### Bus Behaviour

Riding the bus is a privilege, not a right. We expect students to follow these guidelines. Failure to do so may result in the removal of bus privileges.

- Sit properly and quietly in your seat, facing the front while the bus is in motion
- Always promptly obey orders given by the school bus driver
- Be properly dressed for the weather
- Be at your pick up point on time

### Bus Notes

It is very important, for you as a parent, to send a note to the bus driver and to the teacher, when your child will not be riding the bus.



## Student Dress Code

Students at Stettler Elementary School are very young and should be dressed accordingly. Shorts or skirts that are too short, or tops that are too short or revealing, expose the stomach, are examples of clothing choices that are not appropriate in a school setting.

- Clothing that promotes or brings awareness to hate, persecution, intolerance of others, unhealthy lifestyles, etc. are not allowed at school.
- Students are expected to have two sets of shoes at school. One pair is to be worn inside while the other is to be worn outside only. All outdoor shoes must be removed at the door.
- Students do not change for gym classes.

## Cold Weather

Please ensure that your child is appropriately dressed for the weather. They are expected to go outside during recess and we want them comfortable at that time. Students may be asked to stay in the classrooms during recess when we are experiencing extremely cold conditions, but these days are rare. It may be a good idea to have an extra pair of pants and socks in the locker or student backpack during periods of wet weather

## Personal Property

The safekeeping of personal property rests with our students. Therefore, they are not allowed to bring any toys and/or electronic equipment.

We request that lunch kits and all outer clothing items, including footwear, be identified with your child's name. We have several lost and found boxes located in the school hallways. We encourage children to look in them if they have misplaced an item. Unclaimed items from the lost and found are donated three times a year (December, March, and June) to a recognized charity.

## Cell Phone

Cell phones are not permitted at the school or at school sponsored events (ie sporting events, field trips, ski trips).

## Field Trips

Field trips are meant to supplement classroom experiences. Information will be sent home prior to each field trip and you will be asked to sign a permission slip. It is a district expectation that this slip be signed before your child is allowed to go off site. To avoid disappointment, please ensure the permission slip is signed and returned to your child's teacher by the due date. Parental involvement is encouraged on field trips as requested.



## School Council

Stettler Elementary School is blessed with an amazing group of parents who participate in the School Council. Council members provide input and assistance to the principal regarding educational issues and are involved in raising funds for special projects. Serving on our council is an excellent opportunity for parents to work with the school to effectively support and enhance student learning. Parent Council meetings are generally held at 7:00 p.m. on the second school Monday of the month.

## School Fees

School fees help cover the cost of items such as textbook rental, workbooks, novels, some supplies, cultural performances, and general accident insurance. These fees are payable anytime before the end of that school year, but are due on October 31. Cheques should be made payable to Clearview School Division No. 71.

### Annual School Fees are:

- \$75 - for each grade 1 student.
- \$85 - for each grade 2-6 student.
- \$100 - for each five day Kindergarten student.
- \$70 - for each three day Kindergarten student.

### Other fees

Other fees which generally arise are: swimming, school pictures, milk program, hot lunches, grade 6 outdoor camp and field trips.

## Parents in Hallways

It is important to remember that the school does not wish to alienate parents or even keep them at a distance. We do however need students to develop independence and comfort in the school setting. If a parent encourages his/her child to say his/her goodbyes at the door of the school and proceed to class on his own, he/she accepts the idea that school is a "safe and good place to be." This also gives the child the opportunity to adjust his/her emotional standing between the front door and the classroom door, rather than as he/she enters the classroom, with all of his/her peers watching.

You are welcome to enter the school with your child the first week of school to help him/her find their locker and get organized before and after school. This is also an excellent opportunity for you to meet your child's teacher. Please help your child develop their independence, after the first week of school, by saying goodbye to them at the outside school door and picking them up at the end of the school day from the same door. This also helps us, as teachers, to build routines with our students.

Parents are asked to use the main entrance to the school when they drop-in during the school day. Please sign in and out at the office.



## Family Holidays Taken While School is in Session

### Homework

Students spend a good amount of time in school learning through discussion and hands-on activities. This change from years past makes it difficult to send homework with children while they are on vacation. Travel is a wonderful learning opportunity for children so we encourage parents to help their children learn about the people, economy and geography of the area they are visiting. All of this while having fun of course! The change in teaching along with the learning opportunity offered with travel means that we will not send work in advance of a family vacation. We are happy to help our students catch up on their work when they return from a family holiday taken while school is in session.

### Report Card

Report cards are issued three times during the school year. Parent-teacher interviews are scheduled in conjunction with the first and second report. Our school does not issue report cards early. We will keep the report card safely at school until the student returns from their holiday.

### Student Assessment

The collection of evidence related to a student's learning is known as assessment. It consists of teacher professional judgment in the form of observations, conversations, products, and student reflection on progress. Classroom assessment is broad-based including a variety of evidence gathered over time using varied assessment methods. While student learning is measured in relation to learner outcomes from the Alberta Program of Studies, some students' programs are adapted or modified in one or more subjects to meet their individual learning needs. Three times a year the school will issue report cards which include teacher comments and levels of achievement as described below. Each report card reflects student learning for that particular reporting period. Information regarding attendance, behaviour, effort, participation, attitude, etc., is collected, recorded, and communicated separately from achievement-based evidence.

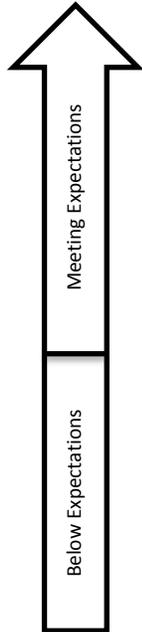
Grading practices must ensure the accurate measurement of learning. The following assessment practices distort the accuracy of measurement, **and are not used at our school.**

- Awarding extra credit or bonus points.
- Giving all members of a group a single grade for a demonstration of learning.
- Deducting marks for student work submitted after the due date.
- Deducting marks for student lates or absences.
- Applying a grade of zero as a punishment.
- Assigning zeros for missing evidence of learning.



### Elementary Report Card Achievement Scale

Achievement Level	At this time the learner is:
5	<ul style="list-style-type: none"> <li>- Exceeding learning expectations</li> <li>- Applying concepts in <b>novel or unique</b> learning situations</li> <li>- <b>Independently</b> using skills and strategies</li> </ul>
4	<ul style="list-style-type: none"> <li>- Meeting learning expectations</li> <li>- Applying concepts in <b>new</b> learning situations</li> <li>- With <b>minimal</b> support, using skills and strategies</li> </ul>
3	<ul style="list-style-type: none"> <li>- Meeting learning expectations</li> <li>- Applying concepts in <b>familiar</b> learning situations</li> <li>- With <b>reasonable</b> support, using skills and strategies</li> </ul>
2	<ul style="list-style-type: none"> <li>- Approaching learning expectations</li> <li>- Applying concepts when <b>rehearsed and highly structured</b></li> <li>- With <b>high</b> levels of support, using skills and strategies</li> </ul>
1	<ul style="list-style-type: none"> <li>- Below learning expectations</li> <li>- Having difficulty applying concepts <b>even when rehearsed and highly structured</b></li> <li>- <b>Despite high</b> levels of support, is having difficulty using skills and strategies</li> </ul>
U	Unable to Assess <ul style="list-style-type: none"> <li>- Personalized comment to explain the student couldn't be assessed (ISP, vacation, illness, other circumstance, key assessments incomplete or missing)</li> </ul>





## Learner Attributes

4	<b>Meeting expectations</b> <ul style="list-style-type: none"><li>- Independently</li><li>- Consistently</li></ul>
3	<b>Meeting expectations</b> <ul style="list-style-type: none"><li>- Little support required</li><li>- Often</li></ul>
2	<b>Meeting Expectations</b> <ul style="list-style-type: none"><li>- Reasonable support required</li><li>- With prompting</li></ul>
1	<b>Below Expectations</b> <ul style="list-style-type: none"><li>- High levels of support required</li><li>- Inconsistently</li></ul>