

Parent Handbook





PARENT HANDBOOK

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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 the school FB page, CommuniKATES, 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.

Working Together as Partners- Code of Conduct

Each day 600 students walk through our doors. There is a lot of good that happens within these walls, but at times there can also be conflict and teasing among students. Did you know that 96% of elementary students report involvement in teasing? A big part of our role as teachers in the building is role modeling and teaching healthy interactions. Parents play a crucial role in role-modeling healthy relationships and interactions too. We consider our partnerships with parents very important as you are our most valued partner in helping to raise good human beings. We understand that it is frustrating when negative interactions happen at the school and the role that adults play in working through conflict and interactions informs our children what is acceptable and what is not.

Below are expectations that are outlined of how adults should deal with concerns at the school.

1. concerns should be dealt with calmly, often taking 24 hours to write down concerns is a good way to ensure that you are able to deal with the concern in an appropriate manner
2. concerns are best dealt with from a solution-focused approach, with both the parents and the school working towards solving the problem
3. conversations between parents and teachers will remain respectful and appropriate; thus SES staff will not tolerate swearing or demeaning language from parents nor will we tolerate personal attacks (verbal/physical)
 - a. SES staff can and may end a phone conversation by hanging up if being sworn at and/or belittled
4. If a parent has a concern the proper channels of communication are as follows:

FIRST: Contact the teacher of your child directly through Seesaw, email, phone (please note that teachers may not respond during teaching hours (8:50-3:14) but will do their best to respond during their set “office hours” usually 1 hour before and/or after school. Teachers will communicate with families about their office hours for the year.

SECOND: Contact the school principal, Dr. Kate Syson through Seesaw, email, or phone

THIRD: Contact Daram van Oers at Central Office

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 8:55 a.m. **(Students should not arrive earlier than 8:30 a.m.)**

First Recess from 10:36 – 10:55 a.m. (Gr. 1,3,5)

First Recess from 10:55-11:14 a.m. (K,2,4,6)

Lunch from 12:50 – 1:09 (Gr. 1,3,5)

Second Recess from 1:09-1:28 K,2,4,6)

Last Bell, to dismiss students, rings at 3:14 (Monday to Friday)

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

Students are encouraged to go home directly after school to 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 Synvoice Program will call the homes of students who are absent without permission if previously arranged by the parents 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 Behavior

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.
-  140 Computer Network Acceptable Use(2022-01-01)

Consequences & Discipline

-  SES CARES (1).pdf

Supervision

Staff supervise students before school, and during recess breaks. To help ensure the safety of your child, we ask that they do not arrive before 8:30a.m. (unless they are bus students) 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.

Student Health

Allergy Aware: We allow nuts at SES however, we have certain classrooms that will be nut free due to children in those classes with nut allergies. Please speak with your child about not sharing their food with other children. 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 a 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 of having lice to the office where office staff will privately 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 and combed through. A notice will be sent home to the classroom of the child with lice to inform the other families to check their child's hair in an attempt to reduce the spread of lice. Quick attention to this issue helps immensely.

Traffic Safety

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

- No Parking on the school side of 54th street from 3:00pm-3:30pm

- The North end of 54th st. (Along the fence line) is a DROP OFF ONLY zone, During the busy time of 8:30-9:00am, parents are asked to not get out of their cars, just drop and go.

Bus Behavior

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

If your child rides the bus, please take time to read through the rules & regulations

■ [SCHOOL BUS RULES AND REGULATIONS 23-24.pdf](#)

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 based on their age. As such, what may be acceptable clothing for a student in grade 1 may look slightly different from a student in grade 6. Students will be addressed on case-by-case basis if there are any concerns with their individual clothing. For our older students, shorts or skirts that are too short, or tops that too revealing or expose the stomach, could be 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.
- 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. 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. SES will have indoor recesses when the outside air temp is -25 or colder.

Personal Property

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. We ask students not bring

anything valuable to school. Any recess toy they want to bring has to follow the “does it fit in my backpack, zipped up” rule! Card trading (ex. hockey and Pokemon cards is not allowed at SES.)

Cell Phone

Students are not allowed cell phones at SES as long as we have supervisors on the playground 8:30am-3:45pm. If students are caught with their cellphone there will be a progressive discipline approach - outlined below:

- First offense: The student’s mobile device will be confiscated by a staff member and held in the classroom until the end of class. The student’s parent/guardian may be contacted and informed of the student’s failure to follow the mobile device procedures.
- Second offense: The student’s mobile device will be confiscated and held in the school office until the end of the school day. The student’s parent/guardian will be contacted and informed of the student’s refusal to follow the mobile device procedures.
- Third & subsequent offenses: The student’s mobile device will be confiscated and held in the school’s office until the student’s parent/guardian is able to come and pick it up. Repeated violations of the mobile device guideline will result in escalating consequences, including parent-teacher meetings, detention, and potentially restricting the student's ability to bring a device to school.

Field Trips

Field trips are meant to supplement classroom experiences. Each grade generally does one large field trip in June (some exceptions). 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 Council is for EVERY PARENT at SES. Council members provide input and assistance to the Principal regarding educational issues and are involved in raising funds for special projects. Serving on and attending our council is an excellent opportunity for parents to work with the school to effectively support and enhance student learning. School Council meetings are generally held at 7:00 p.m. on the first school Monday of the month. We offer a virtual option for these meetings to make attending these meetings more convenient for families. The link is found on our Facebook page as well as our website.

School Fees

School fees help cover the cost of items such as agendas (only grade two) and other fees. These fees are payable anytime before the end of that school year. Cheques should be made payable to Clearview School Division No. 71.

Other fees which generally arise are: cross-country, swimming, school pictures, hot lunches, grade 6 outdoor camp, field trips, and bussing for field trips and swimming.

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. 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.

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,

behavior, 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 academic dishonesty.
- Assigning zeros for missing evidence of learning.

Elementary Report Card Achievement Scale

Academic Achievement

Academic Achievement Scale	
4 - Excelling	Demonstrates superior performance and an in-depth understanding of learning outcomes
3 - Meeting	Demonstrates consistent performance and understanding of learning outcomes
2 - Approaching	Demonstrates inconsistent performance and understanding of learning outcomes
1 - Not Yet	Demonstrates minimal performance and little understanding of learning outcomes
C - Complete	Student has completed the required learning
INC - Incomplete	Student has not completed the required learning

Learner Attributes

Learner Attribute Grading Scale			
<i>Meeting expectation</i>	<i>Meeting expectation</i>	<i>Meeting expectation</i>	<i>Below expectation</i>
4 - Independently Consistently...	3 - Little support required Often...	2 - Reasonable support required With prompting...	1 - High levels of support required Inconsistently...