

# Susa Creek School

## Parent Handbook



**P.O. Box 150  
Grande Cache, AB  
T0E 0Y0**

**Phone: 780-827-3366**

## Hours of Operation & Daily Schedules

Kindergarten - Grade 8

Monday to Friday

8:30 a.m. - 2:40 p.m.

### Time Schedule

8:30 a.m. - 10:50 a.m.	Silent reading & L.A.
10:50 a.m. - 12:00 p.m.	Math
12:00 p.m. - 12:40 p.m.	Lunch & recess
12:40 p.m. - 1:20 p.m.	Period 3
1:20 p.m. - 2:00 p.m.	Period 4
2:00 p.m. - 2:40 p.m.	Period 5
2:40 p.m.	Dismissal

## School Calendar 2018/19

September 4/18 – First day of school for students

June 27/19 – Last day of school for students.

Monthly calendars are sent home with students, posted on our school facebook page and web page.

### Staff

### Position

Susan Chartrand	Principal/Teacher (K-1)
Jaeda Feddema	Teacher (gr.2 - gr. 4)
Kanha Santamaria	Teacher (gr.5 - gr. 8)
Alice Moberly	Teacher Assistant
Vicky Wanyandie	Teacher Assistant/Native Language Instructor
Tammy Smith	Secretary (part time)
Brandy Gienger	Secretary (part time)
Serge Levesque	Caretaker/ Hot Lunch

## Fire Drills & Crisis Plan

In order that students know how to act quickly and without confusion in case of an emergency, fire drills are held throughout the year. It is important that the building be evacuated quickly and quietly. We also practice lock down procedures with students.

## School Act

The School Act defines the responsibilities of the student as follows:

- Work hard.
- Attend school every day and on time.
- Co-operate with others.
- Follow the rules.
- Be responsible for his/her behavior.
- Respect others.

The School Act defines the responsibilities of the parent as follows:

- To take an active role in the student's educational success.
- To ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment.

- ❖ to co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student.
- ❖ to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school.
- ❖ to engage in the student's school community.

### SAFE & CARING SCHOOLS

Safe and Caring Schools is intended to build character in students that is based on respect and responsibility, as well as the knowledge, skills and attitudes needed to resolve conflicts peacefully. It is based on these fundamental concepts:

- Non-violent values and behaviors must be taught and reinforced consistently by the important adults in a child's life.
- Integrating and reinforcing safe and caring principles into the school curriculum, the home and the community teaches children to apply safe and caring values to all aspects of their lives.
- Children and youth who feel safe and cared for are predisposed to learning.
- Children and youth need to take responsibility for regulating their own behavior.
- Adults influence children's behavior through modeling.
- Children and youth are the responsibility of all adults in the community.

### STUDENT RULES

- ❖ I will choose to keep my hands and feet to myself.
- ❖ I will choose to say nice things to others.
- ❖ I will choose to follow directions of an adult the first time I am told.
- ❖ I will take pride in my school.

### OTHER EXPECTATIONS

- Keep hats and jackets in your designated areas.
- Outside boots and shoes are not be worn in the school.
- If you come on a bus, go home on the same bus.
- No products containing nuts or peanuts are allowed at school.
- TALK, WALK, AND TELL when someone else is being unsafe and not following the rules.
- We strive to be a sugar free school. While we do allow occasion treats we ask that you send healthy sugar free snacks and drinks.

### SCHOOL DISCIPLINE POLICY

#### PREAMBLE

- Teachers will have a set of class rules made clear to students Students will be reminded of these rules and other rules pertaining to the school, field trips, and bussing safety
- While the consequences in each class may differ, it is expected that the system of progressive measures will be followed, as outlined below.
- Incident data will be kept in the office as a record of students who violated the rules.
- Parents may be called at any step of the policy.
- Depending on circumstances and seriousness of offenses, steps may be skipped or omitted.

#### PROCEDURES

##### CLASSROOM

Teachers follow a progressive discipline plan that students are aware of.

An example of the stages involved could be as follows:

1. **Reminder** - This is a reminder not a reprimand. It may be directed to the whole class at once. It may be directed to one or two students. The teacher does not need to approach the student using this step. The teacher needs to take the opportunity to remind students early enough that the situation does not progress beyond a point where a simple reminder is no longer appropriate.
2. **Warning** - This is a reprimand. The student is approached. The warning may be either verbal or written. Verbal warnings should not be delivered across the classroom. The teacher moves in close to the student and lets him know what he is expected to do. The student is asked to identify the next step.
3. **Consequence** - A discussion is had between teacher and student regarding the behaviour. A consequence such as loss of privileges is applied at this time. Unacceptable behavior will be identified- student has the choice of behaving or moving to step 4.
4. **Out of class time out**

5. Student is sent to the office- the student is removed from class. A discussion is had with the principal regarding the behaviour. A further consequence may be applied and parents notified.

#### OFFICE

- A. Talk/Reminder/Explanation (1st) - unacceptable behavior will be identified - choice of behaving or moving to step B will be given.
- B. Office Generated Consequences (2nd) - choice of behaving or moving to next step will be given.
- C. Office Generated Consequences (3rd) - Parents Informed - choice of behaving or moving to next step will be given.
- D. In-School Suspension -
- E. In-School Suspension -
- F. In-School Suspension -
- G. Out of School Suspension -
- H. Out of School Suspension -
- I. Refer to the Board with recommendation for expulsion.

#### NOTE:

- PARENTS MAY BE INFORMED AT ANY STEP AND WILL BE INFORMED ON STEPS "C" TO "I".
- DEPENDING ON CIRCUMSTANCES - STEPS MAY BE SKIPPED.
- FOR SERIOUS OFFENCES, STUDENTS MAY BE BANNED FROM ANY OR ALL EXTRA-CURRICULAR ACTIVITIES.
- STUDENTS HAVE THE RIGHT TO BE IN SCHOOL, BUT IT SHOULD ALSO BE CONSIDERED A PRIVILEGE, THEN THE MOST LOGICAL CONSEQUENCE IS TO PROGRESSIVELY LOSE THE PRIVILEGE.
- SUSPENSION ONLY OCCURS AFTER THE STUDENT HAS CHOSEN TO MISBEHAVE.

#### FIELD TRIPS

Students from Susa Creek School go on three types of field trips.

DAY TRIPS - Trips that can be taken in one school day. These trips may be around the community or other centers such as Grande Cache.

CURRICULUM TRIPS - Trips of up to 5 days in length to other centers, for the purpose of making the curriculum more meaningful to our students and providing them with a wider variety of experiences.

#### STUDENTS AT RISK ON FIELD TRIPS

##### Overview:

Field trips are viewed as an extension of the learning that takes place in the school setting. As such it is expected that all students take part in the activity provided that they behave in a manner that is safe and conducive to learning and enjoyment of the other students on the trip. Students who have progressed through the Discipline Policy to the point that they have demonstrated repeated noncompliance to the rules or the staff's authority are considered to be at risk and therefore participation on field trips may be restricted or cancelled as outlined below:

##### Procedures and Guidelines:

- ❖ Once a student has demonstrated repeated unwillingness to follow the rules and direction of the staff, he/she may be considered at risk and may have conditions placed on his/her participation in field trip activities.
  - The administration, in discussion with the classroom teacher, may determine that a student is at risk and will only be allowed on the field trip if certain conditions are met.
  - The parents or guardians of the student shall be informed in writing by the school administration as to what conditions are placed on the student's participation in the field trip.
- ❖ Conditions for students at risk on field trips may include but are not limited to the following:
  - The parent or guardian shall accompany the student on the trip and be responsible for the student's supervision and behavior.
  - If the supervising teacher deems the student's behavior to be unacceptable, the student will not be allowed to participate further in the field trip activities and may be prohibited from participating in future trips taken by the class or the school. The administration will finalize the action and notify the parent/guardian in writing.
    - The parent or guardian shall remove the student from the class activities and in the case of overnight trips, from the residence of the student groups. Transportation will be arranged for the parent and child to be returned to the community.
    - The student shall be held accountable for his or her actions and may face disciplinary action on return to the school setting.
- ❖ Arrangements shall be made for the students who are unable to meet the stipulated conditions to attend school while the rest of the class is on the field trip.

## ATTENDANCE

Good attendees are often successful achievers. The staff wants all students to complete their programs. This becomes difficult for students who are frequently absent.

Absences are excusable for illness, emergencies and deaths in the immediate family. Parents of Susa Creek School students have been very good at letting the school know about the absences through letters or phone calls. Letters or home visits may be necessary when the staff is concerned about student absences.

Students with chronic absences will be reported to the school division and possibly the Attendance Board for legal action.

Students are expected to stay within school grounds from arrival to dismissal, students who walk to and from school are expected to go home directly after dismissal time.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Freedom of Information and Protection of Privacy (FOIP) Act aims to strike a balance between the public's right to know and the individual's right to privacy, as those rights relate to information held by public bodies in Alberta.

In a school setting, the privacy of students and parents is protected by rules that schools must follow in the collection, use, protection and disclosure of personal information.

Alberta schools collect and use personal information for authorized programs and activities that are a normal part of school life. These uses are a vital part of a healthy and functioning school environment and participation of all students is very important. The FOIP Act will not dramatically change normal school activities; it will not prevent parents from participating in their children's education. It will allow parents and students broader rights of access to information and it will obligate schools to protect privacy.

The Act should be applied in a common sense manner and should not negatively affect school life.

## PERSONAL PROPERTY

Parents are asked to make sure their children's boots, runners and jackets are marked with their names for easy identification. Children should be cautioned against leaving money in their desks, coats or cubbies. IT IS RECOMMENDED THAT STUDENTS DO NOT BRING TOYS, PERSONAL ELECTRONICS OR GAMES TO SCHOOL, AS WE WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.

## VANDALISM

Section II of the School Act states: if property of a board is destroyed, damaged, lost or converted by the intentional or negligent act

a) The student and his/her parent are jointly and severally liable to the board in respect of the act of the student

## BOOKS & OTHER SCHOOL PROPERTY

Students are given all supplies free and are expected to use them wisely. Students must use library books and textbooks over a period of several years, so each student must take good care of his/her books. If they damage or lose them, students are expected to pay for them.

## TRANSFERS

Parents transferring students out of the community should let the teachers know in advance so that the child can pick up his/her personal belongings. The receiving school will need to know your child's Provincial Identification number.

## ILLNESS

If a student is ill, he/she should not be sent to school. If a student becomes ill or has a serious accident while at school, the staff will attempt to contact the parents/guardians. The student will wait in the office until the parent arrives. If specialized medical attention is needed, the staff will contact the hospital for direction and parents will be informed as soon as possible. Parents are responsible for taking students to the clinic for regular medical appointments.

Staff members are not permitted to give medicine to students without an appropriate form filled in by the child's doctor.

If students must take medicine, they will be required to take it themselves (under a teacher's supervision), or the parent must come to the school to administer the medication.

All medication must be given to the classroom teacher or brought to the office, with a note for proper administration of the medication.

### **HEADLICE**

Please see the attached Northland School Division policy regarding head lice.

### **RECESS**

For elementary students recess is important. Students respond better to instruction if they have a physical break and get the chance to release their energy outside. If the weather is very cold or if the grounds are very wet, students do not go outside for recess. Otherwise all students are expected to go outside for recess and should be properly dressed for the time of year. A note from the parent is required when requesting that a student, due to health factors, stay inside at recess. The temperature cut off for indoor recess will be -18.

### **HOMEWORK**

At all grade levels there is some form of homework. In some classes, students may just be practicing the things they learned at school, and, in other classes, they may have brought assignments home to work on. If parents have any questions concerning the homework their child is doing, please talk to his/her teacher.

Homework is necessary:

- ❖ For developing independent working skills
- ❖ Enabling students to succeed at the high school level
- ❖ For gaining competency in reading and math

### **TECHNOLOGY POLICY**

While the school feels that the network has great potential as an information source and communication tool and should be used in a variety of ways, the school expects the following not to be permitted:

- ❖ Sending or displaying offensive messages or pictures
- ❖ Harassing, insulting or attacking others
- ❖ Damaging computers, system, programs or networks
- ❖ Vandalism or illegal activities
- ❖ Violating copyright laws
- ❖ Trespassing in other's work
- ❖ Wasting resources
- ❖ Downloading excessively large files
- ❖ Accessing, using or sending inappropriate information/language
- ❖ Any other inappropriate use or misuse of the system
- ❖ Accessing social media

Violations of the above and other inappropriate technology uses may result in sanctions:

- ❖ Denial of computer privileges, temporary or permanent
- ❖ Additional disciplinary action
- ❖ Where applicable, law enforcement agencies may be requested to become involved

### **INFORMATION ON BUSSTNG**

Bussing at Susa Creek School is operated by Grande Yellowhead Public School through an agreement with Northland School Division. Grande Yellowhead can be contacted as follows:

Transportation Services - Office Hours

7:00am - 5:00pm

780-723-6170

or 1-800-723-2564 ext 122

Bus route information can be accessed at <http://www.gypsd.ca/routes>

### **CLOSING SCHOOL**

If the school is safe, it will be open. This means that the school may be open even though the buses are not running. The staff will go home only if the conditions are unsafe or unhealthy as judged by the principal (in consultation with the Superintendent). Students do not lose out on attendance awards if the buses are not running.

**PLEASE NOTE:**

1. We have students with severe nut and peanut allergies. Contact with these items could cause DEATH. No nut or peanut products at school please.
2. Parents with children that could go into anaphylaxis shock MUST provide the school with an EpiPen.

**PLEASE CUT OUT AND RETURN THE FOLLOWING:**

We, the parents/guardians of \_\_\_\_\_ have read the previous pages of the Susa Creek School Handbook outlining the policies and guidelines of the school. If you have any questions or concerns, please call the school.

\_\_\_\_\_  
Parent/Guardian Signature

11