

Susa Creek School Handbook



PO Box 150
Grande Cache, AB. T0E 0Y0
Phone: 780-827-3366

Hours of Operation:

Morning bell- 8:20 a.m.

Morning Recess- 10:00 -10:15

Lunch 11:45-12:00 p.m

12:00-12:15 p.m.- Lunch Recess

Dismissal- 2:45 p.m.

Staff

Shayna Sinclair

Principal/teacher (Gr. 5-8)

Jaeda Feddema

Teacher(ECS- Gr. 3)

Alice Moberly

Educational assistant

Victoria Wanyandie

Cree Language teacher

Rili Lewis

Educational assistant

Jennifer Metruneck

Educational assistant

Tammy Smith

Secretary

Serge Levesque

Caretaker/Hot lunch



Student Obligations:

- **I will keep my hands and feet to myself**
- **I will be respectful to my peers and adults in the school**
- **I will be kind to others**
- **I will follow instructions the first time I am told.**
- **I will take pride in my school and community.**



Mission

Susa Creek School will encourage and promote the best possible education for its students through efficient teaching and administration, which can be accomplished in a disciplined atmosphere with the close cooperation of the parents, the Local School Board Committee, and the staff.

Philosophy

Susa Creek School will foster a positive, engaging and culturally relevant learning environment in which students will be encouraged to achieve to the best of their abilities.

Other Expectations:

- **Keep outdoor clothing in your designated areas.**
- **Outside boots and shoes are not allowed in the school**
- **We strive to be a healthy school. Pop, Energy drinks, candy and chocolate are not allowed during school time. Allowances will be made for special occasions with permission.**
- **If you come to school on the bus, you must go home on the bus. Written permission must be granted by the student's guardian to change any travel plans. Phone calls are not acceptable, due to liabilities.**
- **Cell phones are not allowed at any time during the school day. Please phone the school directly if you need to contact your child. Cell phones that are used during class time will be taken away and returned at the end of the day. After a third infraction the phone will be confiscated until a guardian picks it up.**



School Discipline Policy

- **Each teacher will have classroom rules that the students need to follow.**
- **Each classroom may have different consequences, however progressive measures will be followed.**
- **Incident reports will be made and kept in the office as a record of the students who violated the rules.**
- **Parents may be called at any step of the policy.**
- **Depending on the seriousness of the infraction, steps may be skipped or omitted.**

Procedures:

Teachers will use a progressive discipline plan, after all other avenues have been used the student will be sent to the office. Once the student is sent to the office a discussion will be held with the principal. A further consequence may be deemed necessary and the parents will be notified of the consequence that may be an in-school suspension, out of school suspension or an expulsion may be recommended to the board, dependent on the infraction.

Attendance

Children who attend school on a regular basis thrive academically and socially. We strive to offer the best educational experience to all of our children and we need them present to do this.

Absences are excusable for illness, emergencies, and deaths in the immediate family. Please continue to alert the school when your child will be away, to avoid inexcusable absences.

Students with chronic absences will be reported to the school division and possibly the Attendance Board for legal action. It is a parent's responsibility to send their children to school.

Illness

Students that are ill should not be sent to school. If a student becomes ill or suffers a serious accident in school, the parents will be contacted as soon as possible. The student will wait in the office until a parent arrives. If specialized medical attention is needed the staff will contact the hospital for directions and the parents will be informed as soon as possible.

***Please note: staff members are not allowed to administer medicine to students. All medicine must be given to the office for safekeeping and the students must self-administer. If this is not possible a guardian must administer the medicine.**

Head Lice

If a child is spotted with head lice a letter will be sent home to all of the students in the class, notifying everyone to check their children's heads. In extreme chronic cases a phone call home and alternative measures may be taken. It is strongly encouraged to continually monitor your child's head as head lice is a persistent and on-going problem for all schools.

Personal Property

Please ensure all of your student's personal belongings are marked with their names for easy identification. Children should not bring money, electronic devices or toys to school. The school will not be held responsible for any lost or stolen items.

Vandalism

If property of the board is destroyed, lost or converted by intentional negligent act

- a) The student and his/her parent/guardian are jointly and severally liable to the board in respect of the act of the student.**
- b) If you break or damage school property you will need to pay for the loss.**



Books and Personal Property

Students are given school supplies for free. They are expected to treat and use them wisely. If a student loses or destroys a school textbook or library, they are expected to pay for them.

Technology Policy

While the school feels the network has great potential as an information and communication tool and should be used in a variety of ways, the school will not permit:

- Sending or displaying offensive messages or pictures**
- Harassing, insulting or attacking others**
- Damaging computers, systems, programs or networks**
- Vandalism or illegal activities**
- Violating copyright laws**
- Trespassing on another'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 Bussing

Our bus is run by Northland School Division, please contact nsd61.ca for transportation information. Check both this website and our school's Facebook page for updates on bussing.

Closing School

If the school is safe, it will be open. This means the school will be open even if the bus or busses are not running. The staff will only go home if the conditions have been deemed unsafe or unhealthy as judged by the principal (in consultation with the superintendent).

Field Trips

Field trips are a privilege to go on. If a student is at risk of causing danger to himself/herself or others will be restricted or cancelled as outlined below:

- **Once a student has demonstrated repeated unwillingness to follow the rules and directions 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 child 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 the conditions are placed on the student's participation in the field trip.**
- **Conditions for students at risk on field trips may include but not limit 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 in further field trips, activities 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 an overnight trips, from the residence of student groups. Transportation will be arranged for the parent and the child to be returned to the community.**
- **The student shall be held accountable for his/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 trip.**

Freedom of Information and Protection of Privacy Act

In a school setting, the privacy of students and parents is protected by rules that schools must follow in the collection, protection and disclosure of personal information. The FOIP Act aims to strike a balance between the individual's right to privacy, as those rights relate to information held by public bodies in Alberta.

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.

The School Act

The School Act defines the responsibilities of the student to be:

A student, as a partner in education, has the responsibility to (a) attend school regularly and punctually, (b) be ready to learn and actively engage in and diligently pursue the student's education, (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, (d) respect the rights of others in the school, (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means, (f) comply with the rules of the school and the policies of the board, (g) cooperate with everyone authorized by the board to provide education programs and other services, (h) be accountable to the student's teachers and other school staff for the student's conduct, and (i) positively contribute to the student's school and community.

The School act defines the responsibilities of the parents as follows:

A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to (a) act as the primary guide and decision-maker with respect to the child's education, (b) take an active role in the child's educational success, including assisting the child in complying with section 31, (c) ensure that the child attends school regularly, (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment, (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child, (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and (g) engage in the child's school community.

Recess and Physical Education:

Recess is important, students respond better to instruction when they have a physical break and release their energy outside. If the weather is colder than -18 or is extremely wet, it will be an indoor recess. Children should be properly dressed for the seasons and always wear appropriate footwear. If a child is too ill to be outside, they are too ill to be in school. A note is required if a child needs to stay in or is unable to participate in physical education classes for medical reasons.

Safe and Caring School

We are proud to be a safe and caring school. Our goal is to help to promote respect, and responsibility. We aim to provide our students with the skills, knowledge and attitudes to become responsible and caring adults. Thank you for your continued support in building character in our students.