

Student/Parent Handbook  
2016-17



**Our Mission:**

**Sansome School promotes learning within a challenging, safe and supportive environment.**

# Sansome School

## Student/Parent Handbook 2016-2017

### TIME GUIDE

8:45	Outside supervision begins
8:55	Student entry/Attendance
9:05	Announcements
10:25-10:40	Recess
11:55	Dismissal for Lunch
12:55	Outside supervision begins
1:00	Student entry/Attendance
2:25 – 2:40	Recess
3:55	Dismissal

\*on early dismissal days, dismissal is at 3:18 PM

### Student Entry: PLEASE BE ON TIME

Promptness is an important life skill. Student entry is at 8:55 am and 1:00 pm. Please encourage respect for classmates and teachers by being on time.

### PATROLS

Patrols are selected and trained from Grade 4 and 5 to ensure the safety of all students. Street patrols are stationed at crosswalks and busy intersections to assist students when crossing the streets.

Patrol stations are at Bedson /Sansome and Sansome/ Raquette, during the following times on days with student dismissal at the regular time.

8:45 am -- 8:55 am
11:55 am – 12:05 pm
12:50 pm – 1:00 pm
3:55 pm – 4:05 pm

### CALL BACK SERVICE

Parents must notify the school when a student is absent. If the school has not been informed, parents will be contacted. The school office is open from 8:30 am - 4:30 pm. An answering machine is available for messages after hours.

Students are required by law to attend school every day it is in session unless prevented from doing so because of illness or medical reasons. A dated and signed note or telephone call from the parent indicating the absence is required and appreciated.

### CHANGE OF ADDRESS AND/OR PHONE NUMBER

In the event of address or phone number changes (work and/or home) during the year, new information must be submitted to the school office immediately. It is imperative that we are able to contact you or a

designated individual in case of illness or emergency related to your child. This also applies to the emergency contact person who is listed on your registration form.

### APPOINTMENTS

Parents are encouraged to schedule doctor and dentist appointments outside of school hours whenever possible, or to arrange these appointments on inservice or administrative days. In cases where this is not possible and early dismissal is required, parents are reminded to notify the school and sign their child out at the school office.

### HEALTH CONCERNS

Parents are reminded to notify the school of any health/medical concerns related to their children.

This information should be communicated to the school at any point during the school year.

Where it is necessary that medication needs to be administered at school, parents must complete the necessary forms as per division policy.

### CO-CURRICULAR PROGRAMS

Sansome offers students a wide variety of activities within the co-curricular program. There are academic, leisure, and high interest activities as well as many athletic opportunities.

### SNACKS & LUNCH

Sansome School strives to maintain a safe environment. Some students have severe allergies to nut products. In this light, we respectfully request that all parents refrain from sending peanut butter, or other items containing nuts to school.

Although we cannot guarantee that products containing nuts will not enter our school, we are committed to minimizing the risk to our students as much as possible. Students are encouraged to bring nutritional recess snacks and drinks to school.

Supervision is provided for students at lunch. Please note microwave oven service is not available.

## **Lunch Room Expectations:**

- ✓ Follow the directions given by all lunch supervisors.
- ✓ Remain seated while eating and be polite while eating.
- ✓ Speak at a reasonable volume.
- ✓ Play safely and respectfully on the school playground.

## **Consequences**

- ✓ Lunch supervisors will address minor incidents.
- ✓ Inappropriate behaviour may result in a suspension of lunch privileges.

In the event of a lunch suspension, parents are responsible for making alternate arrangements for the supervision of their child over the affected lunch hour.

## **NEWSLETTERS**

In the interest of sustainable development, parents are encouraged to access our ongoing school blog online at <http://sansomeschool.blogspot.ca>  
Printed copies are also available by request.

## **VISITORS**

All visitors are required to report to the office, where they will be required to sign in and issued a visitor pass to wear.

## **TRANSPORTATION**

According to Board Policy, school bus service is provided for eligible students. In addition, this service may be purchased if space is available. Students are supervised by staff while getting on and off the bus at school. Pupils are expected to cooperate with these safety patrols and are required to follow the rules of bus ridership, which include:

- ✓ Remain seated unless instructed otherwise by the driver.
- ✓ Do NOT touch or open windows unless directed.
- ✓ Refrain from making noises i.e. no shouting, screaming, etc.
- ✓ Be courteous to fellow passengers.
- ✓ Do NOT throw objects.
- ✓ Do NOT eat or drink.

If students do not display appropriate behaviour on the bus, their service may be suspended.

## **EMERGENCY BUS CANCELLATION**

In the event of severely inclement weather, buses may be cancelled. In extreme weather conditions, please ensure that you check local radio stations (example: CJOB 680

AM), or the division Website at [www.sjsd.net](http://www.sjsd.net) to determine the status of school bus service.

## **LOST AND FOUND**

Labels on items of clothing, including footwear, are encouraged. Smaller, more valuable items are turned into the office. Unclaimed articles are donated to a charity each term.

## **BICYCLES**

Bike racks inside a fenced bicycle cage are available. Students are advised to have locks on their bikes. The school assumes no responsibility for damage or loss.

## **STUDENT ASSEMBLIES**

The purpose of student assemblies is to bring the total student body together for special announcements, short programs and to foster a positive sense of community. Parents are welcome to attend.

## **FIRE /LOCKDOWN DRILL/TORNADO DRILLS**

Practices are held throughout the year to familiarize students with these procedures.

## **INSERVICE/ ADMINISTRATION DAYS**

Certain days of the school year are assigned for inservices and administrative tasks. During these days teachers are involved with parent/teacher conferences, curriculum meetings and various workshops.

## **STUDENT ASSESSMENT**

Students are assessed on a continuous basis throughout the school year. This assessment includes:

- ✓ daily assignments, notebooks,
- ✓ performance tasks
- ✓ special projects
- ✓ cumulative tests and quizzes
- ✓ conversations and interviews with students
- ✓ Observations and anecdotal records of student work

Other forms of assessment may also be used. Report Cards are issued at the conclusion of each term.

## **STUDENT-LED CONFERENCES**

A "Celebration of Learning" is held twice a year to allow parents to share in their child's progress. Parents are encouraged to confer with teachers at any time during the year when the need arises. Please call the school to make an appointment. Teachers also may request conferences with a student or parent as the need requires.

## **PARENT COUNCIL**

Sansome School maintains an active Parent Council which works cooperatively with the school in the best interests of the education of the children. The Council organizes general meetings of interest, sponsors fundraising events, and co-hosts special activities with the school. Parents are encouraged to participate on the Council and support events.

## **PARENT VOLUNTEERS**

Sansome School welcomes and appreciates volunteers and the assistance they provide for staff and students. Volunteers assist with a wide range of activities including library, reading, coaching, and classroom assistance. Please note that completed Child Abuse and Criminal Records checks are required. Please contact the office at 204-889-6000 for further information.

## **SPECIAL PROGRAMS**

Programs such as Reading Recovery and Math Enhancement are offered throughout the year. In order to enhance their learning potential, students experiencing difficulties in these areas are referred by their teacher.

## **GUIDANCE**

The counseling program facilitates the emotional and social development of students. It is preventative in nature and includes individual, small group and whole classroom intervention. Topics such as study skills, peer pressure, personal safety and responsibility are important topics for discussion, as well as issues related to a specific concern.

## **STAFF MEETINGS/EARLY DISMISSAL**

Staff meetings are held on the first and third Tuesday of each month. Students will be dismissed early (3:18 pm) on these days. Please refer to the school day calendar for exact dates.

## **RESOURCE**

Sansome School utilizes the Diagnostic-Collaborative Resource Delivery Model. This model is designed to assist school staff in the assessment and planning of programs for Kindergarten to Grade 5 students with learning challenges. Staff members and/or parents can make referrals to resource. Through cooperative teamwork, students are assessed, and programs are developed, implemented and evaluated. Programming will occur in the most enabling environment which may be the classroom and/or another location in the school.

## **EDUCATIONAL SUPPORT SERVICES**

Educational Support Services provides the following clinical services:

- ✓ Educational Psychologist
- ✓ Speech and Language Clinician
- ✓ Social Worker

Students are referred to ESS by teachers, principals, parents, physicians or other community service agencies. ESS staff members consult and collaborate on services for students and work closely with teachers, administration and parents. The referral requires a parental signature.

## **PARKING LOT**

At morning and afternoon dismissal/entry times, parents are reminded to park their vehicles in the main parking lot at the front of the school, then walk to the school to meet their children. Parents may also choose to arrange pick up spots with their child on streets adjacent to the school to help alleviate parking lot traffic. Two spots have been designated for our visitors with special mobility needs.

## **Sansome Healthy Living Policy**

At Sansome School, we believe that balanced nutrition and physical activity contribute to a “healthy mind and body” and have a positive impact on learning. Following are the Sansome School Guidelines for promoting a healthy active lifestyle:

- Sansome School will continue to encourage students to live an “active” lifestyle, promoting physical fitness and activity. School staff members are encouraged to act as role models in order to promote a healthy active lifestyle.
- Sansome School will strive to provide students with opportunities to be engaged in a wide variety of physical and social activities.
- Sansome School will encourage families to send lunches with packaging that is recyclable to promote sustainable development.
- Sansome School will strive to communicate healthy food choices in the school newsletter and/or the school website to encourage healthy lunches and snacks. Sansome School recognizes that schools need to be flexible for celebration days.
- Sansome School will work to ensure that all staff members are made aware of food allergies and guidelines to support these students.
- Sansome School community members will be encouraged to choose fundraising activities, rewards and incentive programs which reinforce healthy food choices. Sansome School recognizes that student incentives and rewards can include physical activities.

