



## **SCHOOL HANDBOOK**

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**[www.south-sahali.sd73.bc.ca](http://www.south-sahali.sd73.bc.ca)**

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# Section One: Introduction

Welcome to SSES! Bienvenue à l'École Élémentaire South Sa-Hali!

The purpose of this handbook is to provide a general outline of student expectations and school guidelines and practices. We hope it will be useful to you throughout the school year.

Our school is a community where people offer strength and support for each other and where opportunities for personal growth exist for everyone. It is a good place to learn, to work and to be. Our students and staff work together to support the core values and beliefs that we all live by to make SSES a great school.

One of our core beliefs in French Immersion is for students to speak French during instructional activities in order to develop fluency in oral French to the greatest degree possible. It is the staff's expectations that students will speak French; this includes students' interactions with each other in the classroom, gym and other areas, with the exception of English Language Arts (20% of instructional time Grades 3 through 7).

Kindergarten and early Grade 1 students gradually build their oral French fluency, so some English is acceptable in these early years. In addition, it is a bonus for students' oral French growth if they also speak French in the hallways and outside although this is not mandatory unless they are speaking with a French-speaking staff member. As parents, our staff really appreciates your support in strongly encouraging your children to speak French at school and to aim for speaking excellent quality French.

The staff and SESS believe that...

- Learning is a life-long process
- Children learn through a wide variety of learning styles
- Children are curious and eager to learn
- Children need an environment that is safe, trusting and challenging
- Parents are important partners in education
- The physical, emotional and intellectual growth of the child needs to be fostered
- Students need to speak French all the time and to the very best of their abilities during instructional time (except English Language Arts instruction and when children are in Kindergarten or early Grade 1).

When you have questions or concerns please first contact your child's teacher. If necessary, please follow up with either the principal or vice principal.

Staff is committed to giving the learning needs of our students top priority, and believe in our vision. We plan to have a safe and happy year working together!

## **VISION STATEMENT**

We envision an inclusive French Immersion school community where personal excellence is inspired through learning opportunities that encourage inquiry, creativity, and global and cultural awareness.

## **Staff**

**Principal:** M. B. Buemann  
**Vice Principal:** Mme M. Dumas

### **Teaching Staff:**

Mme Bolster, K.  
Mme Bournival, I.  
Mme Cloet, J.  
Mme Demers, S.  
Mme Diederichs, E.  
Mme Donas, Y.  
Mme Dundass, J.  
M. Francoise, H.  
Mme Graf, M.  
M. Hallett, G.  
Mme Hunter, M.  
M. Leclair, D.  
Mme Mcdiarmid, S.  
Mme McLean, S.  
Mme Moffat, C  
Mme Muraca, S.  
Mme Palson, N.  
Mme Viaud, G  
Mme Venables, P.  
Mme Wigness, M.

### **Support Staff:**

**Administrative Assistant:** Mme L. Chave (Mme Lisa)  
**Certified Education Assistant:** Mme T. Franzen  
**Certified Education Assistant:** Mme E. Murphy  
**Certified Education Assistant:** Mme L. Nevin  
**Certified Education Assistant:** Mme T. Norton  
**Custodian:** M. B. De Frias  
**Custodian:** Mme. D. Bergey  
**Custodian:** M. K. Black  
**First Nations Education Worker:** Mme D. Lynn  
**Library Assistant:** Mme A. Schafthuizen,

# Section Two: Schedules

## School Schedule

School doors open at 8:30. A good arrival time for students is 8:25 in our lower drop off parking lot.

- 8:30 Welcome bell rings; school opens for students.
- 8:40 School starts; instructional hours begin.
- 10:10 Recess outdoor play
- 10:25 Return to class room after recess
- 12:15 Lunch eating time - Bon appétit!
- 12:35 Outdoor play time
- 1:15 Afternoon instruction begins
- 2:40 Dismissal
- 2:50 Buses depart for Valleyview bus loop

## Office Hours with Mme Lisa (School Admin Assistant)

Office hours are from 8:00am to 3:30pm, Monday to Friday. Student office monitors answer phone calls from 10:10am to 10:25 am and from 12:15 to 1:15 pm.

## Recess and Lunch Hours

Our school promotes a healthy active environment. During recess and lunch times, students are encouraged to be moving and playing. Students should bring a healthy snack to keep their energy levels high to be ready for learning.

## Early Dismissal

Once each year, a day is designated as an early dismissal day, when students are dismissed earlier than usual to accommodate parent/teacher conferences. This occurs once at the beginning of the year. Please refer to your child's agenda for the current year's schedule. On this day, the bus will also run two hours earlier and your child will be dropped off at their bus sites.

Time	Description
8:30 AM	Warning Bell
8:40 AM	School Officially Begins
10:10 AM	Recess Break
10:25 AM	Recess Ends
12:25 PM	Early Dismissal



## **Bus Schedule**

The bus arrives from the Valleyview Loop no later than 8:35 am. The bus departs for the Valleyview Loop at 2:50 pm. Before and after school supervisors will meet the bus.

## **Section Three: Health**

### **Student Illness**

While we encourage students to attend school every day, a child who is ill does not learn well and they may expose other children and adults in the school.

If a child does become ill, for the protection of your child and that of classmates and adults, please keep them home until treated and/or recovered.

If your child becomes ill at school, parents or designates will be contacted to come and take your child home. We are unable to supervise children who are sick at school for extended periods of time.

If it is a communicable disease such as chicken pox, pink eye, strep throat, etc., please inform the school so we can take precautions.

### **Medical Alerts**

Parents/Guardians of students having potentially life threatening health conditions are asked to contact the school in order to develop or review an appropriate care plan. This must be completed annually.

### **Medication Policy**

No medications (prescription or non-prescription) are to be administered by school district employees without prior written consent of the parent/guardian. A request for Administration of Medication at School form, which includes written medical advice from a physician, must be signed. For more information, please see district policies 1006.1 and 1006.2 at [www.sd73.bc.ca](http://www.sd73.bc.ca).

### **Scent and Nut Sensitivity**

We have students with severe peanut allergies at our school. Classroom teachers will let parents know if peanut snacks are to be omitted in particular classrooms. People are asked to avoid scented personal or scented hygiene products in the school as people have scent sensitivities.

### **Head Lice**

It is recommended that parents check children at home on a regular basis (at least twice a month if not more). If you do find head lice, please treat your child before they are sent back to school. Also, please report it to the school so that we can take steps to keep them under control. The school handles any reports confidentially. More information on head lice and head lice policy can be found on the school district website <https://bcisd73.civicweb.net/Documents/DocumentList.aspx?ID=39487>

## **Section Four: Safety**

### **Visitors to the School**

Our doors remain locked throughout the day, except for the main door by the office. Students are expected to enter and exit through the doors nearest their classrooms. All visitors are to check-in and sign-in at the office when entering the building and check out when leaving the building. School district staff wear identification while in the school.

### **Classroom Visits**

We value all the support you give your child and their classroom. However, to ensure minimum interruption of the instructional program, please consider the following guidelines:

Try and make your request 48 hours prior to your visit. Most teachers have an open door policy, but please be aware that the presence of another adult in the classroom can be disruptive unless planned for.

If it is a request for a conference, please try and give notice. Most teachers will try and make arrangements to meet with you outside of instructional hours.

To ensure the legal rights and privacy of the teacher and children, pictures and other recording devices are not permitted unless specific consent has been given by the teacher, or office and if it involves other children that are not your own, the parents of those children.

If you are looking to volunteer on a regular and consistent basis, you will need to register with the school as a volunteer and will be required to complete a criminal records check.

### **Supervision**

Students are urged not to arrive before 8:25 am unless they have a sponsored activity such as a sports practice. Educational Assistants provide supervision for bus students before and after school. School doors are open for students at 8:30 am Teachers and educational assistants supervise students outside during recess. Parent supervisors and education workers supervise at lunchtime. Please note that there is no supervision provided prior to 8:30 am or after 2:40 pm except for 2:40-2:50 at the bus loading.

### **School Parking Lot**

Please use our lower drop off parking lot. Please do not use our staff parking lot or entry driveway to drop off students. Because the parking lot is only for staff parking and it is small and uses a single entry and exit, it is not safe for students and families to be driving in and out.

The drop off lot has been designed for efficiency and bus drop off. It is a two-way entry from both sides of our drop off lot.

Please respect the stop signs and bus drop off area signs and the sign regarding no student drop offs in the staff parking lot.

At the east end entry stop sign, please do not turn left but proceed around the drop off loop.

## **Bicycle, Skateboard and Scooter Policy**

If children ride their bikes, skateboards or scooters to school, helmets are mandatory! Upon arrival at school, students are required to secure their bicycle, skateboard or scooter on the bike racks located on the west side of the school – above the baseball diamond. It is recommended they lock them. Students bring these items to the school at their own risk.

For safety and liability reasons as well as lack of available space, students are not permitted to be riding them during school hours. They may only be used for transportation to and from school.

Students are not permitted to play around the bike stands as they are not playground apparatus and should only be used for storing and securing bicycles, skateboards and scooters.

## **Absences**

Consistent attendance is a vital component of any program and absolutely necessary in order for a child to succeed. Significant student absences and lateness will impact your child's ability to do well and achieve success in the educational program we offer at South Sa-Hali Elementary. However, on occasion it is necessary for your child to be away due to illness or other factors. If you know your child will be absent from school please call 1-844-350-2647 or visit [ktsd.schoolconnects.com](http://ktsd.schoolconnects.com) If you need to pick up your child from school for an appointment you need to sign your child in and out at the office.

## **Students Arriving Late**

It is important for students to understand the need to be punctual. Students are to enter the school, at their class' designated door, at the 8:30 welcome bell. Students who are not in their classrooms by the 8:40 bell are considered late and must report to the office to check-in to ensure our accurate attendance. Lateness is noted on report cards.

## **Permission for Lunch Off Campus**

If parents or guardians provide written, signed, dated permission, older students may leave the school grounds at lunch. Our safety process is as follows:

1. Students show their dated, signed, written permission from a parent or guardian to their teacher and to a playground supervisor as they are leaving the school grounds.
2. Students check in with the same playground supervisor on their return so that staff knows the student has returned safely.

## **Safety Drills**

As you may know, safety of children is a priority at all School District 73 schools. For this reason we practice several evacuation drills, an earthquake drill and two lockdown drills each school year.

As a staff, we have discussed the procedures for these drills. In all of our practices, we teach and review the procedures with students first to ensure students know how to react properly and safely. All drill practices only last a few minutes.

If you would like to discuss our safety practices or have any questions, please contact your student's teacher or call the office to speak with an administrator.

## **Snow Reminders and Inside Shoes**

Snow season normally begins mid-November which is the time we begin expecting inside shoes for all students and removal of outside shoes when entering our school for everyone. Please help your children to ensure they have an extra pair of shoes at school; running shoes are ideal as students also need those for P.E.

Safety related to snow – This is the message students have heard from staff and supervisors:

Snow must stay on the ground. This means there is no snowball throwing permitted.

Sliding takes place only on the large hill in front of the gym. There is no sliding anywhere else; this includes in the morning when children are arriving at the entrance above our school.

During snowy, frosty and icy conditions, the steep hill by the primary entrance and Kindergarten rooms is off limits.

Crazy carpets and other thin, flexible sleds are the only sleds permitted.

Children must wear snow pants when sliding.

Please send warm clothing with your children: boots, warm coats, hats, mittens, snow pants. During the winter, children will continue to have healthy, outside play in the fresh air.

## **Section Five: Communication**

### **Home-School Communication**

To provide better communication we are sharing with you the best ways to get answers to your questions and have important conversations.

If you have any questions related to your child's academic or social progress you should contact your child's teacher first.

If you have any questions about community resources please contact the office and they may be able to direct you to the most appropriate person to help you.

If you need to speak to an administrator, please follow these steps:

Contact the secretary in the office. You can either come into the office at the school or call the school at 250-374-2451

Be prepared to share some information about your question or concern so that the secretary can direct your message to the appropriate person to help you. At times, other support personnel may be able to answer your questions.

If you are requesting a meeting with an administrator, be prepared to share the purpose of your meeting. If it is about a classroom concern, you will be asked if you have already met with your child's teacher.

Teachers will do their best to address any concerns you have about the classroom. Please request a meeting as early in the year as possible to share your concerns so that staff members can address them in a timely manner.

If you have a concern, please contact the teacher to arrange a meeting time. Having extra adults in the room that are unexpected or unplanned can be disruptive. Ask your child's teacher if there is a good time to meet and arrange that meeting. Again, please let them know a little bit about the nature of your concern so they can try to answer it efficiently and professionally. They can typically be contacted by school phone, email, written notes/letters or after school when there is no instruction or supervision happening.

## **Emailing Teachers**

Email has become a quick and convenient way of communicating with your child's teachers. As a result, our teachers are receiving hundreds of parent emails a week. Trying to answer emails while staying on top of planning and marking in addition to teaching during the day, makes for an added workload for teachers. Please keep the following ideas in mind when emailing teachers:

- Keep your emails brief and to the point. If your email is long, then perhaps you need to set up a time to meet with the teacher.
- If your email is being sent as an emotional response, take some time before pushing send. (Coaches ask for 24 hours before they take complaints.) If the issue is big, consider meeting with the teacher.
- Teachers do not work 24 hours a day. They are not expected to reply to email in the evenings.
- Read your email out loud before sending to ensure that you are using an appropriate tone. Emails with a harsh tone are very upsetting.

Remember, teachers are people too!

Thank you for taking these ideas into consideration!

## **Interacting with Students / Children at School**

We encourage and foster a strong learning community environment. There are many times during the school year where parents and the community interact in a positive proactive manner as children and adults. However, there may be times when concerns may arise between students and parents either at school or off school grounds. Please be aware of the following procedure:

If you have a concern or an issue with a child that is not your own, please bring those issues to the teacher or to the office and do not address them with the child directly. The office will assist in remedying the situation. Under no circumstances are adults permitted to address concerns or issues directly with a child that is not their own.

The above situation also applies for issues or concerns that have occurred outside of school. If you feel that these issues may impact interactions at the school, let the teacher or office know so we can deal with it as necessary.

According to the Freedom of Information Act, the school cannot provide contact information to parents or visitors for children that are not their own.

## **Newsletters**

Our school newsletters will be posted on our school website near the 15th of each month.

Our school will email newsletters if you provide your email. Paper newsletters are only sent home if parents request a copy. If you wish a paper copy, please phone our school or email to request one. Paper newsletters are also available in the holder across from our main office. We recommend that the school has your email address for emerging events and changes even if you still wish to receive the newsletter via a paper copy.

## **Assemblies**

A monthly assembly will be scheduled for the entire school. We will rotate the assemblies on Tuesdays, Wednesdays and Thursdays each month to minimize the impact on gym access. The assemblies will be from 9am – 10am. Regular assemblies provide the opportunity for student leadership and recognition, sharing, and community involvement. Assembly dates will be published in the school newsletters.

## **Phone Use**

School phones are business phones and students' use of them is restricted to emergencies only. Students may use the phone with teacher permission. Student cell phone use at SSES is only to be before 8:30 am and after 2:40 pm. At no time will the use of any personal electronic device invade or infringe upon the personal privacy or safety of any member of the school district community. (School Board Policy 406.1)

Please ensure that social arrangements or play dates are made prior to coming to school. School telephones are for school business and / or emergencies only.

At all times, students require permission to use school phones. If you require your child to make a call home, please make sure you inform the office or your child's teacher. Generally it will not be a problem. Please be aware that calls should be made during breaks so not to disrupt instructional time.

## **Parents as Partners...**

You can help your child be successful at school! A successful school experience requires a partnership between the child, the teacher and the parent. We especially need you to assist in the following ways:

Keep home information current. Please notify the school of any changes to phone numbers or addresses. It is important that the school has an up-to-date, local emergency contact. Also, please notify teachers if someone different will be picking your child up from school.

Please help your child arrive at school on time and let us know of any planned absences.

Please keep your child home if he or she is ill.

Encourage a positive attitude about learning. Involve your child in a variety of reading, writing, math and physical activities.

Take an active interest in your child's schoolwork. Discuss their daily activities and check to ensure work is being completed. Agendas, for Grades 1-7, are an excellent tool.

Attend parent-teacher conferences, student led conferences, open houses, and performances.

Communicate directly with the teacher if concerns arise.

Note library day, gym days, etc., on your home calendar so your child is prepared with appropriate supplies / clothing.

## **Parent Advisory Council (PAC)**

Our Parent Advisory Council meets at the school on a regular basis and is actively engaged in the school community. The meeting dates are published in the school newsletters.

## **Section Six: Code of Conduct**

South Sa-Hali Elementary School's Code of Conduct is consistent with the School District and other schools with our district. It has been established to maintain a safe, caring and healthy learning environment. The purpose of the Code of Conduct is to inform all members of the school community of our shared obligations and responsibilities while in attendance at school, while travelling to and from school, and while attending any school function at any location.

The School District #73 Board of Education believes that every student has the potential to be a self-disciplined, positive, contributing member of society. The Board also believes students have a right to receive their education in a safe, nurturing, educational environment.

The Code of Conduct is intended to encourage acceptable student behaviour in order to establish and maintain a safe, respectful and caring learning environment. By coming to school, students agree to follow these expectations:

- Respect themselves, others and school property;
- Attend school regularly and be punctual for all classes;
- Engage in purposeful learning activities and set high standards for personal achievement;
- Show consideration for diversity: the thoughts, feelings, and heritage of others;
- Use electronic systems in a respectful, responsible and co-operative manner;
- Conduct themselves in a polite, respectful and co-operative manner;
- Dress in a manner that appropriately reflects a school environment.

School staff will teach classroom and playground expectations, and re-teach any behavioural and relationship skills as needed. For more information, see the school district's policy 600.1 at [www.sd73.bc.ca](http://www.sd73.bc.ca).

Some specific expectations are that:

- Students should use the washrooms nearest their classroom.
- Hats/hoods should not be worn in the classroom or school hallways. We ask that visiting adults please also respect this expectation.
- Body contact must be limited in games or activities.
- Students are not to play in the parking lot.
- Students remain in their classrooms during their lunch eating time. They are expected to be seated, reasonably quiet and behave in a safe manner. Sharing of food is discouraged due to some students having special dietary needs or allergies. Hand washing after eating has proven to be the best practise to prevent common illness – each classroom has hand-washing facilities.

## **Positive Behaviour Intervention and Support (PBIS)**

At École South Sa-Hali, we believe that students are socially responsible citizens. Adults model this through collaboration, and students engage in active intention setting for positive and productive days, both at school, and in the community.

PBIS is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. PBIS methods are research-based, proven to significantly reduce the occurrence of problem behaviours in schools and supported by a three-tiered model." [sd73.bc.ca](http://sd73.bc.ca)

A school-wide PBIS matrix (AIGLES/EAGLES) is available to demonstrate PBIS to our school community. You will receive information on PBIS throughout the school year during our assemblies and school newsletters.

## **Playground Expectations**

While students are at school, they are under the supervision of our staff and parent supervisors. This means that students must remain inside the fences surrounding our playground.

## **Bullying**

As per our Code of Conduct, all people are expected to respect themselves, others, and property. In situations that may involve bullying, this will be investigated within the social context where it occurs. Each incident may lead to disciplinary action and may be recorded in the school discipline file. Please contact the classroom teacher or administration if you have any concerns.



## **Electronics at School**

Our school staff believes that at school it is important for our students to be physically active and to interact socially. To increase physical activity and social interaction, and to proactively avoid problems with loss of electronics, we ask parents to ensure that children avoid bringing electronics (games, cameras, etc.) to school.

If students bring cell phones to school, use is only before 8:30 and after 2:40; this includes responding to and sending texts, unless teachers request students to use cell phones in class for learning activities.

## **Dress Code**

In accordance with SD73 School District Policy No. 612.1: Students are expected to dress in a manner appropriate for an academic environment.

A student's appearance, clothing, or cleanliness will not be permitted to disrupt the educational process for themselves or others nor can it constitute a threat to health or safety. When the school administration determines that a student's appearance to be disruptive at school, or is considered to be a threat to health or safety, the student will be required to make necessary changes.

The following examples are not considered acceptable.

Please Note: In any of these situations, students will be asked to cover up or will be given a school shirt to wear for the day and told to save this clothing for weekend wear.

Clothing with logos and sayings that promote the use of products that are illegal, racially offensive, contain sexual innuendos or profanity, or promote any form of harassment or violence are not permitted.

Clothing cannot be a distraction to others within the learning environment. Revealing or see-through clothing is not accepted.

For safety and health reasons, footwear must be worn at all times (with the exception of gymnastics).

Appropriate gym clothing as outlined by your child's teacher should be at school and available to students at all times.

## **Technology Use**

In order to maintain a safe and caring learning environment, technology should only be used under the direction of a teacher. Appropriate use of technology and the Internet is defined in the Technology Use policy. Please familiarize yourself with this. Parents and students are also required to review, sign and return to the school the Technology Use permission form.

## **Extra-Curricular Activities**

The Code of Conduct applies to all extra-curricular activities. Students must remember that their participation in extra-curricular activities is a privilege, not a right. Students participating in these activities are a reflection of themselves, their team, their school and their community. Student participants shall:

- Treat everyone with respect
- Exercise self control at all times
- Play fair
- Abide by the Code of Conduct

## Section Seven: Reporting and Assessment

### Report Cards

In accordance with the School Act, teachers will provide three formal written reports and two informal reports. The informal reports can be conferences, interviews, telephone calls, open houses, portfolios, Back and Forth books or an email. If parents require further information or would like to share information important to the welfare of their child, they are asked to contact the teacher to make an appointment. Thank you in advance for your co-operation.

### District Assessments

All schools in our district are required to complete district assessments. These assessments are used to help guide instruction as well as develop comprehensive school plans.

SSES completes our district assessments twice per year – once at the end of September/beginning of October and again at the end of May/beginning of June. A list of the assessments are as follows:

- Évaluation de lecture au primaire Assessment (Grade 1 – 3)
- French Dart Whole Class Reading Assessment (Grade 4 – 8)
- Grade Seven Numeracy Assessment
- Non-Fiction Reading Assessment

### Foundation Skills Assessment (FSA)

The Foundation Skills Assessment is a provincial assessment for all students in grades 4 and 7. The assessment looks at students reading and math skills and requires a written and computer component. The assessment takes place at the beginning of October. All students in grades four and seven are required to write the assessment. The principal cannot excuse students from writing unless they have a medical or special needs designation that prevents them from writing.

Foundations Skills Assessment results are not used in preparing students' final grades. Rather they serve as a complement to other measurements, like classroom assessments and report card marks. This helps provide a more in-depth look at each student's development of basic skills. More information on the Foundation Skills Assessment can be found on the Ministry of Education website:

<http://www2.gov.bc.ca/gov/topic.page?id=FD7DB70FA46C49CEBD23498AA6E7CF2D&title=Foundation%20Skills%20Assessment>

# Student Learning Surveys

The School Learning Survey is an annual survey of students in grades 4, 7, 10 and 12, their parents and school staff. It is a provincial survey that is administered from February to about mid-April. The survey is administered online and takes about 15 minutes. For more information on the School Learning Survey, go to: [http://www.bced.gov.bc.ca/sat\\_survey/](http://www.bced.gov.bc.ca/sat_survey/)

## Section Eight: General Items

### School Fees

Schools in our district charge school fees to cover individual school supplies as well as covering the cost of student planning agendas and Young Peoples Concert (YPC). These costs provide students with opportunities to experience performances not typically available in schools, as well as an agenda to enhance communication between you, your child and the school. The school supply cost ensures that every student receives fair and equal supplies to help their learning experience. Families do not have to worry about lack of supplies, lost supplies or keep track of when students need supplies because they run out.

Parents may decide to provide their own supplies. If you choose to do so, you will work with the teacher to develop a communication system to monitor what supplies they will need for projects and learning. If you choose to purchase your own supplies, please indicate this intention to the school. If you do not indicate otherwise, it is assumed your child will require supplies.

Please note: If you purchase your own supplies, you will still be required to purchase your agenda and Young Peoples Concert. Contact the school on those individual costs. An envelope is sent home at the beginning of the year to be returned with your school supply cost.

Kindergarten: \$44.00 (school supplies & YPC)

Grades 1 – 3: \$52.00 (school supplies, agenda & YPC)

Grades 4 – 7: \$67.00 (school supplies, agenda & YPC)

If you cannot pay your supplies right away, please contact the front office and we can arrange payment options.

Also, be aware that your class may have other opportunities throughout the school year to participate in special field trips that enhance the curriculum which are arranged by the teacher. Sometimes there are small incidental costs associated with these special field trips to cover entrance fees or transportation. You will be notified if and when this happens.

### School Milk Program

**\*\*This program is temporarily on hold as we wait for Blackwell Dairy to rebuild\*\***

*Our school has a milk program at lunchtime. Individual small milks (chocolate or white) will be available for \$1.25 each but a much better deal is to purchase a milk punch card for \$20.00 that provides 20 milks.*

*Students may have one milk per day for themselves only. No buying for friends; each student must have their own card. Milk purchases will likely begin the second week of school.*

*K-Gr. 3 will have milk delivered to their classes.*

*Grades 4-7 will purchase milk at our school office. Milk cards are available for purchase at our school office, cash or cheque.*

## **Volunteers**

Volunteers are always welcomed at the school. Consider becoming a helper in the classroom, the library, on field trips or with sports teams. Please contact your child's teacher or the administration if you wish to volunteer in our school community.

## **Student Placement Procedures**

Staff put a great deal of consideration into developing placements for students. Factors such as male/female ratio, academic groupings, independence level, social dynamics, class size regulations, siblings and parent requests are taken into consideration. Please be advised placement of children is the school's responsibility and the decision of the principal, as per the School Act.

## **Do parents have the choice of classroom or teacher?**

No, it is the principal's responsibility under the School Act to make class placements. Worries that might seem enormous during the first few days of school usually dissipate once classroom programs and relationships have been established.

## **Why are there split grades or multi-aged classrooms? Are straight classes superior to split classes?**

Staff is assigned to our school based on projected enrolment, and often there are not enough student numbers for each grade to be taught as a straight grade. If the number of students registered does not align with the typical class size, as determined by the district policy, we would have split classes. There is no difference in curriculum requirements between split and straight classes. The B.C. curriculum is taught as directed by the Ministry of Education.

## **Why are students placed in temporary groups at the beginning of the year?**

Our population changes between June and September. We try to have the fewest possible disruptions for students. Once numbers have been confirmed and staffing is finalized, we will confirm class placements. This is usually completed before the end of the first week. Any student registering the week before school starts in September may be placed on a wait list and we will attempt to fit them in. If we cannot accommodate a student placement, we will assist parents to find a space at another school.

## **Learning Assistance Programs**

Additional programming may be provided for students by the learning assistance resource room teachers (LART's). Teachers may choose to refer students for learning assistance depending on needs.

Speech and language support, learning assessments, behaviour supports, counselling and gifted programs (in class and district-wide) are available. Access to additional programming in the school is through the classroom teacher. Some students needing additional programming will have an Individual Education Program (IEP) including a case manager (one of the learning assistance resource teachers) to support the plan.

## **Field Trips**

Field trips are an extension of classroom programs. Parents will be notified in advance and must sign a permission slip in order for their child to participate. Parent volunteers are often needed to help supervise children. Parent drivers must complete a form for insurance purposes. Please note that no child under 12 is allowed in the front seat of a vehicle that is equipped with an air bag. In addition to this, please note that the provincial regulations regarding use of car seats is in effect and must be followed for any trip transporting children. Parent drivers are requested to go directly to and from the field trip location, without any additional stops, during field trips. Thank you for your co-operation. Students are expected to behave on field trips in the same good manner in which they conduct themselves at the school. It is also expected that students try to speak in French as much as possible during these excursions.

## **Gym Clothing for P.E. Classes**

Intermediate students are required to wear gym clothing: T-shirt, shorts/sports pants, and non-marking running shoes. Primary class gym clothing requirements will vary with individual teachers. Primary teachers will let parents know gym clothing expectations.

## **District Sports Program**

SSES offers a variety of extra-curricular sports programs for older students. Parents are asked to discuss with their children and, together, make wise decisions about joining activities and committing to school teams. Gym clothing is required for these programs.

In the interest of participation and school spirit, team members must demonstrate a sincere wish to play. We set high expectations for our students and participation in team sports is dependent on their understanding and demonstration of the following:

- Teachability – willing and eager to learn and improve skills
- Commitment to the Team – No quitting part way through the season
- Maximum Effort – students shows 100% effort and determination
- Sportsmanship and Respect – for each other and other teams, coaches and referees. Hard work and good citizenship in class and around the school is essential in order to demonstrate cooperation and trustworthiness
- Team Player – ability to work hard and to operate as a team member

Every effort will be made to give each player on the team who meets these expectations equal playing time. This will be our philosophy in league games and tournament games. If our teams should participate in playoffs, some players may end up playing more than others.

## **Aboriginal Education**

Our school offers Aboriginal Education opportunities and events with our First Nations Education Worker. If your child has an interest in participating in the Aboriginal Education program, please indicate this to the office. It is not necessary to have Aboriginal ancestry to become involved.

## **Lost and Found**

Lost and found items can be found in the front hall. Items that are not claimed will be donated to the Found for Kids Program.