

Student/Parent Handbook
2018-19



Our Mission:

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

Sansome School

Student/Parent Handbook 2018-2019

TIME/BELL SCHEDULE

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

PUNCTUALITY AND LATES

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

STUDENT ABSENCES

Students are required by law to attend school every day as scheduled unless prevented from doing so because of illness, medical reasons or family priorities. Notification from a parent/guardian indicating the absence is required and appreciated. If no notification has been provided we will be contacting parents and/or emergency contacts as required.

The school office is open from 8:30 am - 4:30 pm. An answering machine is available for messages after hours or you can email the office directly at <mailto:sansome@sjasd.ca>

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 that occur before school, at lunch and after school that include sport, music and more. Information will be shared in announcements, on our website and our weekly email newsletter.

SNACKS & LUNCH

Sansome School strives to maintain a safe environment. Some students have severe allergies to nut products. With this in mind, 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 water bottles 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 with the support of administration.
- ✓ 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 practices, a paper newsletter will not be sent home. Parents/Guardians are encouraged to access our ongoing school blog online at <https://www.sjasd.ca/school/sansome/> A weekly email will also be sent your way entitled "Notes from the Office" to keep you informed of upcoming events and handouts. If you are not receiving these messages please contact the office to revise your email address.

VISITORS

All visitors are required to report to the office, where they will be asked to sign in and issued a visitor pass to wear as they move within the building. Without a visitor pass, staff will ask you to report to the office.

TRANSPORTATION

According to Board Policy, school bus service is provided those eligible. Students are supervised by staff while getting on and off the bus at school. Students are expected to cooperate with these supervisors 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 excessive noise i.e. no shouting, screaming, etc.
- ✓ Be courteous to fellow passengers.
- ✓ Do NOT throw objects on the bus
- ✓ Do NOT eat or drink on the bus

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.sjasd.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 at the conclusion of each school term.

BICYCLES

Bike racks inside a fenced bicycle cage are available. Students are advised to have locks on their bikes as this cage is left open over the lunch hour. 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 all assemblies and performances as they happen.

FIRE /LOCKDOWN DRILL/TORNADO DRILLS

10 Fire Drills, 2 Lockdown Drills and 1 Tornado Drill 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 and performance tasks
- ✓ 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 connect with teachers at any time during the year as the need arises. Please call the school or email your child’s teacher directly to make an appointment. Teachers also may request conferences with a student or parent as the needed.

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 their ongoing 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.

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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 (East Side) of the school, then walk to the door area 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. No students should be picked up in the staff parking lot area.

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.
- Sansome School will strive to provide students with opportunities to be engaged in a wide variety of physical and social activities.
- Sansome School encourages families to send lunches with packaging that is recyclable to promote sustainable development.
- Sansome School will strive to communicate healthy food choices to our students to encourage healthy lunches and snacks.
- Sansome School will work to ensure that all staff members are made aware of food allergies and guidelines to support these students

St. James Assiniboia School Division Code of Behaviour and Conduct

A positive school climate and a safe learning and teaching environment are essential if students are to succeed in school. A positive school climate means everyone feels they are welcome and respected. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility for everyone to be accountable for their actions and contribute to a positive school climate.

In alignment with the Manitoba Education Provincial Code of Conduct and the St. James-Assiniboia School Division's Student Conduct policy (JK), Assiniboine School's goal is to provide a safe, secure and caring learning environment, which fosters students' personal growth, self-respect, and a sense of belonging and prepares them to be responsible citizens.

All people on school property and/or engaged in school business must behave in a respectful manner and comply with the code of conduct.

Unacceptable behaviours include, but are not limited to the following: Bullying/cyber-bullying

- Social, physical, sexual, psychological, verbal or written abuse or aggression
- Harassment/discrimination
- Under the influence of drugs or alcohol
- Threats to self and others
- Gang involvement
- Possession of a weapon
- Possession or being under the influence of an illicit drug
- Inappropriate use of the internet and electronic devices/communication

For further information regarding the code of conduct, please refer to the following resources:

- [Click here](#) to view School Division Policy JK: Student Conduct
- [Click here](#) to view the School Division Student Threat Assessment brochure
- [Click here](#) to view the Manitoba Education: Safe and Caring Schools Provincial Code of Conduct – Appropriate Interventions and Disciplinary Consequences