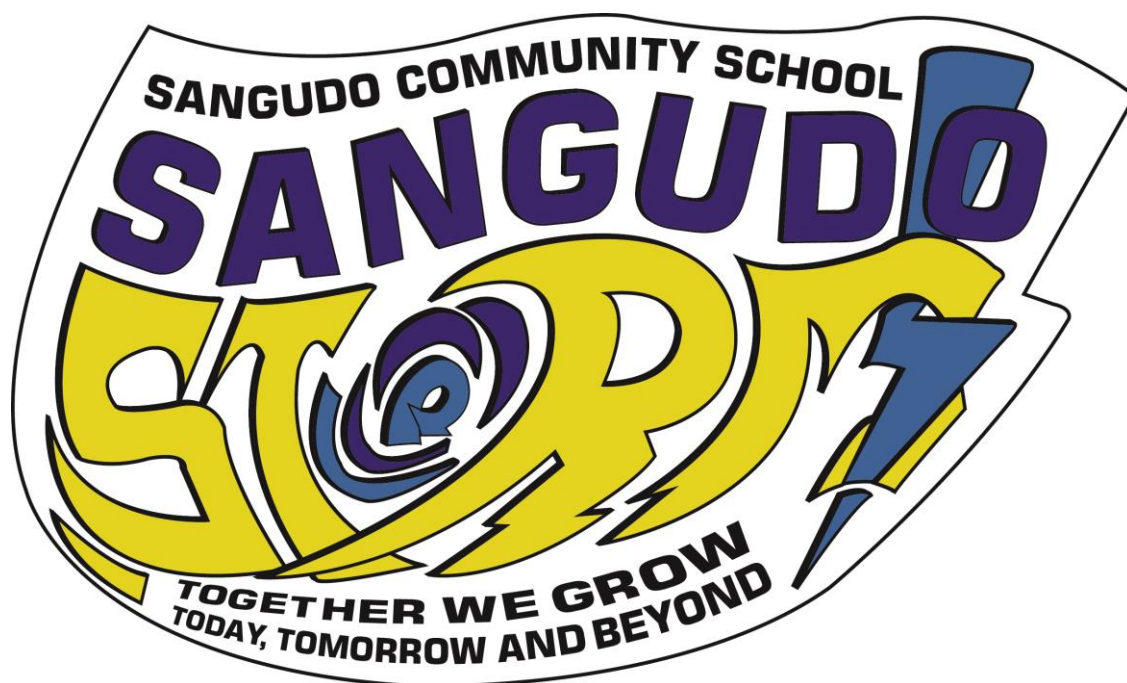


SANGUDO COMMUNITY SCHOOL

STUDENT & PARENT HANDBOOK



2014 / 2015

SANGUDO COMMUNITY SCHOOL

P.O. Box 419, Sangudo Alberta, T0E 2A0

Phone: (780) 785-3431

E-mail: scs@ngps.ca

Fax: (780) 785-3179

PRINCIPAL'S MESSAGE

A school, like the larger community of which it is a part, can only function if all the stake holders are aware of their rights and responsibilities. Within the pages of this handbook are the guidelines by which Sangudo Community School endeavours to meet its' responsibilities to all students.

A school is first and foremost an educational institute. At the same time, it is the place where students do much of their socializing, engage in sports and other activities, learn leadership skills and otherwise prepare for life after graduation. Every student must be able to engage in these activities with the full knowledge that their learning needs, safety and general well-being are of prime consideration to those around them. The guidelines in this handbook are here to ensure that these needs are met.

In addition the policies which govern the day to day operation of the school are listed, as well as descriptions of the services provided. Both the policies and the services are in place to insure the smooth operation of the school and to make students aware of what is expected from them and what is available to them. As a staff we hope that by providing this information we will enable all SCS community members to work together in such a way that all students get the most from the educational experience made available to them.

A handwritten signature in cursive script, appearing to read "L. Oates".

L. Oates
Principal

Contents

SCS SCHOOL MISSION, PHILOSOPHY AND GOALS	5
IT TAKES A VILLAGE	6
ATTENDANCE PHILOSOPHY, POLICIES AND PROCEDURES.....	9
POLICY	9
PARENT/GUARDIAN REPORTING OF ABSENCES	10
SCHOOL ATTENDANCE PROCEDURES	10
<i>Late Arrival</i>	11
<i>Skipping or Unexcused Absences</i>	11
BEHAVIOURAL EXPECTATIONS	12
STUDENT CONDUCT CODE	12
<i>Minor Incidents</i>	12
<i>Major Violations</i>	12
CONSEQUENCES	13
SUSPENSION OF STUDENTS	14
STUDENT TRANSPORTATION	14
<i>Bus Policy</i>	14
ADDITIONAL EXPECTATIONS.....	16
<i>Care of the Premises</i>	16
<i>Dress Code</i>	16
ACADEMIC POLICIES AND EXPECTATIONS.....	17
FINAL EXAMINATIONS	17
PROMOTION/RETENTION POLICY	17
INFORMATION AND SERVICES.....	19
AGENDA BOOKS.....	19
AWARDS.....	19
<i>Academic Awards Criterion</i>	19
BELL SCHEDULE.....	20
CELLULAR PHONES AND OTHER COMMUNICATION DEVICES	20
FIRE DRILLS, SCHOOL EVACUATION AND LOCKDOWNS	20
GUIDANCE AND COUNSELLING PROGRAMS	21
INFIRMARY	21
LIBRARY	21
LOCKS AND LOCKERS.....	21
OFFICE AREA	22
REPORT CARDS-PARENT/TEACHER INTERVIEWS	22
SANGUDO SCHOOL COUNCIL	22
SCHOOL CALENDAR	22
SCHOOL FEES	23
SCHOOL GUESTS	23
SCHOOL NEWSLETTER.....	23
SNACK SHOP AND VENDING MACHINES.....	23
STUDENT ACCIDENT INSURANCE	23
YEARBOOK.....	23

SCHOOL ACTIVITIES	24
ATHLETICS	24
COACHING.....	25
<i>Coaching Philosophies and Playing Time</i>	25
<i>Eligibility Requirements</i>	25
<i>Athlete's Code of Conduct</i>	26
INTRAMURAL SPORTS.....	26
STUDENT COUNCIL.....	26
SCHOOL DANCES.....	27
APPENDIX	28
BELL SCHEDULE.....	29
STAFF LIST 2014-2015	30
SCHOOL MAP	31
2014- 2015 SCHOOL CALENDAR	32

SCHOOL MISSION, PHILOSOPHY and GOALS

School Mission

SCS's responsibility is to provide a safe, supportive, respectful learning environment where each student has the opportunity to achieve his or her fullest potential.

School Philosophy

Our school is a place:

- Of learning knowledge, skills and attitudes,
- Of developing reason and creativeness,
- Of practising the skills of self-discipline and reasonable behaviour.

Section 7 of The School Act guides our school's philosophy.

This Act states that the student must:

- Be diligent in pursuing his/her studies;
- Attend school regularly and punctually;
- Cooperate fully with everyone authorised by the Board to provide education programs and other services;
- Comply with the rules of the school;
- Be accountable to staff members and volunteers for their conduct;
- Respect the rights of others.

School Goals

Goal 1

To build a productive and respectful learning environment, and encourage and foster academic excellence.

Goal 2

To support the social and emotional growth of students so that each experiences success.

Goal 3

To develop a safe environment for all.

Goal 4

To develop responsible behaviours.

It Takes A Village

Northern Gateway Regional Division No. 10 shall be responsible for the:

- a. achievement and growth of each student.
- b. confidence and satisfaction of students.
- c. performance of staff.
- d. confidence & satisfaction of parents and the community.
- e. physical environment and assets.
- f. financial status of the division.

School Administration has the responsibility to:

- a. provide leadership and facilitate a shared vision, philosophy and common goals for the school.
- b. work to manage resources and create a positive, productive & safe learning environment.
- c. supervise the evaluation of students, staff and programs.
- d. direct the management of the school.
- e. use communication skills to create an atmosphere which enables students, staff, parents and community to work effectively with one another.
- f. maintain order and discipline.

School Council has the responsibility to:

- a. advise the principal and the board respecting any matter relating to the school.
- b. encourage greater parent participation in the education of their children.
- c. promote parent understanding of the education system and the teaching process.
- d. provide parents with an organization through which they can express support for education.
- e. enhance communication between home & school.
- f. provide input from parents in the development of the mission of the school and in the attainment of that mission.
- g. receive reports from the principal regarding school programs, general rules and school organization.
- h. deliver annually to the Board both a written report of the School Council's activities for the year and minutes of each meeting.

Teachers have the responsibility to:

- a. teach in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, sex, physical characteristics, age, ancestry or place of origin.
- b. diagnose educational needs, prescribe and implement instructional programs and evaluate progress of pupils.
- c. supervise and direct any activity that delegates specific and limited aspects of instructional activity to non-certificated personnel.
- d. treat pupils with dignity and respect and be considerate of their circumstances.
- e. not divulge information about a pupil received in confidence or in the course of professional duties except as required by law or where, in the judgment of the teacher, to do so is in the best interest of the pupil.

Students have the responsibility to:

- a. be diligent in pursuing their studies.
- b. attend school regularly and punctually.
- c. cooperate fully with everyone authorized by the Board to provide education programs and other services.
- d. comply with the rules & regulations of the school.
- e. account to the staff & volunteers for their conduct.
- f. respect the rights of others.
- g. be dressed in a manner which is conducive to learning, in good taste, and not a health or safety hazard.
- h. treat school property with due care and respect.

Parents have the responsibility to:

- a. play an active role in their child's learning at home, at school and in the community.
- b. ensure their child has adequate quiet time for home study, review and reading.
- c. keep informed & respond to educational issues.
- d. participate in an informed and democratic way in such decisions as the school's environment, programs and practices.
- e. accept accountability for their child as a learner and their role in their child's learning.
- f. provide their child with care, encouragement and support by becoming involved in their child's education.
- g. support the school, work for change where needed, and help the school provide a safe and friendly environment for their child's education.
- h. ensure their child attends school regularly.
- i. inform the school of student absences by "calling in".
- j. demonstrate respect in their communications with their child's school.
- k. attend student-parent-teacher interviews.
- l. support their child's efforts to uphold their agreement.

Educational Assistants have the responsibility to:

- a. support the goals and objectives of the school.
- b. ensure positive relationships with staff & students.
- c. maintain confidentiality regarding students and other in-school matters.

- d. work with individual or groups of children under guidance and supervision of the teacher.
- e. assist teachers with special classroom projects.
- f. assist teachers with preparation and implementation of materials & programs.
- g. assist in supervision.
- h. assist with skill development in selected aspects of learner communication and problem solving.
- i. assist with self-concept development and enhancement of the students through support, analysis and patience.
- j. acquire knowledge pertinent to the child's needs.

Volunteers have the responsibility to:

- a. notify the teacher or principal that they wish to volunteer. All volunteers must be approved in advance by the principal .
- b. work directly with students under the supervision of a certificated teacher.
- c. perform only nonprofessional tasks that have been assigned.
- d. provide help to the classroom teacher to better meet the individual needs of students.
- e. acknowledge that volunteers will be considered to be agents of the Board while engaged in their approved volunteer tasks.

The community has the responsibility to:

- a. promote and engage in communication with the school in matters of general interest.
- b. provide community involvement in education where possible and applicable.
- c. provide support to the school where possible (material and human resources).

Attendance Philosophy, Policies and Procedures

Philosophy

Regular attendance in school is a vital factor for success. Enrolment in a class involves an agreement to contribute to, as well as benefit from, the learning experiences provided in the class. Irregular attendance curtails the ability to contribute and often hinders the progress of the class through efforts to “catch-up”. *Students and parents/guardians have a joint responsibility* to ensure that the student attends class promptly and regularly.

Policy

ARRIVAL TIME

For students’ comfort and safety, they are requested to arrive at school no earlier than **8:30 am**. Teachers do not supervise students prior to this time.

Attendance will be taken in every class daily and will be monitored closely by both classroom teachers and the Administration.

ABSENCES

Absences are categorised as follows:

Excusable Absences – are absences due to illness, bereavement, or family emergency. Whenever possible, medical and dental appointments should be scheduled outside of class time. Should parents/ guardians decide to take their children out of school for any other reason than those listed, it is important that they notify the school by either telephoning the school, or by sending a note with their child(ren).

School Initiated Absences – Absences for such things as field trips and sports events will be discussed by the teacher concerned and with the principal. When necessary, an information slip and consent form will be sent home to parents/guardians. The expectation is that students will travel to and from the event on school provided transportation unless other arrangements are made by the parents/guardians. A signed note should be sent to the school at least one day before the field trip if a student is not returning to the school on the provided transportation.

Home Initiated Absences- If parents/guardians are aware, in advance, of an expected absence for a period of three or more days, they should notify the office by completing the **Home Initiated Absence** form available from the office or the school website. This will provide an opportunity for teachers to prepare instructions for work missed and to provide any other pertinent information.

Inexcusable Absences –are absences due to carrying out personal business during school hours, missing the bus, sleeping in, truancy and any other absences of a similar nature. Skipping is considered an inexcusable absence from class without the knowledge or consent of parents/guardians and/or the school. Skipping is considered a serious offence.

Parent/Guardian Reporting of Absences

Please send or call in an explanation for a student's absence. Parents/guardians are requested to contact the school at 780-785-3431 if a student is to be absent. If parents fail to give prior notice, the school will endeavour to contact the parents of any absent student. A parental note should be sent with the student when the student returns. The student will have their teachers initial the note, then the student will turn the note into the office to file in the attendance binder. This entire procedure is for safety and legal purposes.

It is the responsibility of the student and his/her parents/guardians to ensure that the student is attending school on a regular basis, and is working at the academic level of which he/she is capable. Students must be in class on time, with the required materials and have all the required work completed to the best of their ability.

All students and parents should be aware of the Northern Gateway School Division's Attendance Policy (Policy #541), which states that students who persistently miss school may be referred to the Provincial Attendance Board.

School Attendance Procedures

Sign out/Sign in Book

Every student must be signed in or out at the office whenever they arrive at school late, or need to leave the school during school hours. Students must be signed out by a parent/guardian in person. Any other person designated by a parent to pick up a student from the school must have a written statement from the child's parent or the parent may notify the school by telephone.

Downtown Noon-Hour Privileges

Students are to remain on school property during the school day. Hamlet students are allowed to go home for lunch with written parental permission (one note at the start of the year), but the school cannot be responsible for these students when they are not on school property. Grade 7-9 students can go downtown with written consent from parents (on a day by day basis), but the school cannot be responsible for these students when they are

not on school property. Downtown privileges are a matter that is between the parent and student.

- In all cases the student is expected to be back at school for the start of afternoon classes.

Late Arrival

Classroom teachers will record attendance at the beginning of class. Students arriving late for class must get their materials and enter class as quietly as possible. The teacher will then change the absent to a late. A student who is continuously late (3 lates for the same class in a week) or who is very late, will be required to make up the time at noon hour. Students will be directed to meet with the teacher at 11:45 a.m. the following day.

If the student does not appear, the parents/guardians will be contacted by phone or letter; the student will be given a second chance to serve their detention the following day. Failure to appear the second day will result in a half-day in-school suspension in the office.

If the behaviour continues, a full day in-school suspension will occur. The third time will be an out-of-school suspension with the Superintendent being informed. In addition, a meeting between the parents/guardians, the student and the principal will be arranged.

Skiping or Unexcused Absences

Students caught skipping will be required to make up the missed time during subsequent noon hours. Teachers will provide work to compensate for the class time missed. The school will contact parents/guardians by telephone or letter to report skipping or unexcused absences.

If this behaviour continues, students will be given a half-day in-school suspension on the second incident, a full-day in-school suspension on the third and a full-day out of school suspension for the fourth. Beyond the fourth incident, consequences will be determined by the school administration.

Behavioural Expectations

Student Conduct Code

Section 7 of the School Act identifies the requirements of the student, which are outlined on Page 2. When the Student Conduct Code is broken, the approach to discipline taken at Sangudo Community School focuses on:

- Helping the student identify the inappropriate behaviour(s)
- Helping the student solve the problem(s) created by these behaviour(s).
- Leaving the student's dignity intact.

When taking action, factors such as age, grade, nature and degree of the misbehaviour, emotional stability, and past history of misbehaviour will be considered.

Minor Incidents

Minor incidents are dealt with at the teachers' discretion. Teachers at Sangudo Community School accept responsibility for their own classroom management.

Major Violations

The staff of Sangudo Community School considers the following to be major violations of the School Act, Northern Gateway School Division Policy (Policy #441), and the Student Conduct Code:

- Demonstration of disrespect to or direct defiance of any Sangudo Community School staff, including any adults volunteering in the school.
- Use of foul language on the school ground (profane, abusive, and obscene language) is simply not appropriate in the school and will not be tolerated.
- Deliberate injury to or intent to injure fellow students or staff. Our staff believes it is important for students to learn to solve problems or settle differences in a non-physical way. Therefore, students who fight will be suspended. Parents/guardians will be advised to pursue assault charges where one party is the aggressor.
- Theft of or wilful damage to school or other student's personal property. Theft in the school is a serious offence and will not be tolerated.
- Being under the influence of, and/or in the possession of drugs at school or on the school grounds. The possession or use of drugs and/or alcohol during the school day or at any school-sponsored event is strictly forbidden. Parents/guardians will be notified and requested to come in and pick up their child. The consequence will be an appropriate suspension. Where the incident involves the law, the R.C.M.P. will be contacted.

- Use of Tobacco Products on School Property- Sangudo Community School is a tobacco free school. As a result, tobacco use is not permitted on school property. If students are caught using tobacco products on school property, they will be required to attend a full noon hour detention (11:45 – 12:30). If there is a second incident the RCMP will be notified and charges may be laid. Parents/guardians will be notified of the first and second incidents by telephone or letter.
- Due to growing health concerns students are not permitted to bring Energy Drinks onto SCS property.
- All students and staff deserve to feel safe and welcome at SCS. Therefore acts of harassment or bullying will not be tolerated. This includes, but is not limited to, such things as name calling, story telling, writing notes.....

Procedure-Major Violations

These offences require immediate teacher and administrator action.

The teacher observing the misbehaviour shall escort the student to the school office. If there is a possibility of physical violence occurring, then the teacher will immediately inform the office. Other staff members may be summoned or informed of the problem.

An Administrator shall be informed of the problem and the misbehaviour(s) will be documented. The student shall be informed as to the specific nature of the violation and the consequences of such misbehaviour.

The school administrator, as outlined below, shall take immediate action.

The RCMP may be summoned if the situation warrants such action.

Consequences

- 1) Immediate notification of parents/guardians as to the nature of the violation.
- 2) Potential suspension of the student for the remainder of the school day and a subsequent period of 1 to 5 days. Suspension may be either in-school or out-of-school. Parents/guardians may be requested to come to the school to pick up the student.
- 3) Recommendation for indefinite suspension or expulsion of student if misbehaviours are repeated.
- 4) If a student is found in possession of drugs or alcohol on the school grounds, or injury to other students or damage to property is judged to be deliberate or wilful, a recommendation for indefinite suspension and expulsion of the student from the school may be made on the first violation. If the actions are of a potentially criminal nature, RCMP will be notified.

Suspension of Students

From Class

As part of the Student Conduct Code, a temporary suspension from class may be undertaken in the following manner:

The teacher will inform the office that a student is being sent to the office because of misbehaviour. The student will be instructed to report to the office with a note from the teacher as to the reasons for exclusion.

The administrator will see the student. Under no circumstances are students who have been temporarily excluded from class allowed to roam the hallway.

From School

In the event that a student does not correct his/her behaviour after being disciplined and when reasonable attempts made by the teachers and administrator to correct the behaviour have failed, the administrator will suspend the student from school. The student will be provided with their assignments and an office assignment related to the offence. These must be done before returning.

The administrator, in consultation with the student and parents/guardians, (a parent/guardian must accompany the student upon his/her return to school) will consider readmittance at the end of the suspension. If a student's readmittance is unacceptable and/or the student is unwilling to cooperate the matter may be referred to the School Board. This will result in the student either being readmitted or expelled.

Student Transportation/Bus Policy

The School District's Bus Policy includes rules for behaviour on school buses. This is intended to help ensure the safest possible transportation. To achieve this, all students must comply with all rules. The school bus driver is responsible for ensuring students adhere to school bus rules. The school's responsibility is to make sure that the Bus Policy is followed.



BUS REGULATIONS FOR STUDENTS

Make sure you and your children are familiar with the rules set out by the Board of Education.

1. Students must obey the driver promptly.
2. Students are to sit properly in their assigned seats while the bus is in motion.
3. Bus drivers may allow eating food on the bus.
4. Students shall not operate equipment or engage in any noisy activity that may distract the driver.
5. Students loading or unloading in rural areas who live on the opposite side of the road must cross in FRONT of the bus and at least ten paces ahead. Students must cross under the instruction and direction of the driver.
6. In urban areas, students should cross only at intersections or pedestrian crosswalks. Bus stops shall be arranged to stop in a place close to safe pedestrian crossover areas.

7. Parents shall ensure that their children are suitably dressed for current weather conditions (proper footwear, outer wear, head gear and mitts). Students who are unsuitably dressed will be reported to the Principal.
8. Students must be on time. The bus driver shall not be required to wait if students are not at, or near, the bus stop at the scheduled time.
9. Students shall proceed promptly to their buses after school dismissal. Students who are constantly late and delay the bus shall be reported to the principal or designated supervisor.
10. Students who miss their homeward bus should report to the supervisor.
11. Outside of ordinary conversation, classroom conduct is to be observed on the bus.
12. Student shall not throw wastepaper or other rubbish on the floor of the bus or out the window.
13. The following activities are prohibited:
 - unnecessary conversation with the driver.
 - extending any part of the body out of the windows.
 - possession and/or consumption of alcoholic beverages/narcotics.
 - profane language. and
 - smoking.
14. Students are responsible for any damage caused by them on the bus.
15. Students who repeatedly violate school bus regulations will be reported to the Assistant Principal and the Manager of Student Transportation Services. Major offences will be reported immediately. The Principal or designate may suspend a child from riding the school bus for violation of any regulation(s) in compliance with the School Act.

Parents are expected to provide the school with a note (Bus Permission Form- SCS website) if any changes are needed in the student's regular bus ride (see below) The office will then give the student a permission form to be given to their bus driver.

- 1) They do not ride the bus regularly (i.e. alternative method of transportation to school)
- 2) They only accept part of the daily transportation (i.e. come in the morning on the bus but do not return in the afternoon on the bus)
- 3) They are a town student whom does not normally ride the bus but requires a ride that day
- 4) They intend to ride on some other bus that day for purposes of being dropped off elsewhere.
- 5) If a student is involved in extra-curricular activities (music, sports practices, tournaments) a parent/guardian can write one note for those dates where the student knows they are to be absent from bus. In exceptional circumstances, if a student forgets to get a note, the parent/guardian can telephone the school during the day to let us know what is happening.

Additional Expectations

Care of the Premises

The fullest possible co-operation of all students is required to maintain a clean and pleasant environment in our school. Students are expected to exercise reasonable care in the use of the school facilities and grounds. They are also expected to keep litter on the premises to a minimum by use of the waste receptacles. Wilful damage as a result of careless behaviour is not acceptable. Students causing damage to school property will be required to pay the cost of any necessary work and repairs, and may be suspended from school.

Dress Code

Students are expected to demonstrate integrity by dressing appropriately for school just as they would in an informal service business. In other words, clothing, or a lack of it, must not be a distraction or offensive to students, staff or the public.

The following are our expectations for dress in Sangudo Community School:

No offensive slogans or sayings that promote violence, sex, drugs, racism, disrespect for minorities or gender may be worn.

Clothing that covers the chest, back and midriff is considered appropriate. Shirts/tops must touch the pants/skirts at the hipline or waistline, and must not be revealing when the student moves. Clothing that covers undergarments at all times (including when bending down) is part of the dress code. Skirts and shorts should reach below the finger tips.

Footwear is expected to be clean.

Hats are not to be worn in the school; they should be removed on entering the school, and can be put on when leaving the school. During inclement weather appropriate headwear may be put on at the locker along with other coats, mitts etc.

The consequence of ignoring these expectations is that students will be asked to alter their clothing or to cover up. Students that persist in ignoring the dress code will be suspended. Students who persist in wearing their hats will have their hats taken away for a week; the second time for a month; and a third time for the rest of the year.

Academic Policies and Expectations

Final Examinations

Final examinations for Jr. High students are normally administered during the last week of each semester. These exams are mandatory. Failure to write will jeopardise a student's final standing.

If a student is unable to attend and write the exam on the scheduled day because of an excusable absence, an alternate date may be scheduled. We request that *the school be informed in writing three weeks before the date of the exam* in the case of a planned absence.

Promotion/Retention Policy

As stated in the Northern Gateway Regional Division's Education Policies Handbook,

"The board believes that promotion, placement and retention decisions shall be made in the best educational interests of the students

- The principal shall ensure that promotion, placement and retention decisions consider the academic, social and physical development needs of the students;
- The principal shall consult with parents when considering the possible retention of a student; and
- The Superintendent shall develop and maintain Administrative Guidelines.

In following the board's policy, the following regulations must be followed:

Responsibility for decision relating to the promotion or retention of student is delegated to the Principal.

The decision for student grade placement shall be made in consultation with the principal, the teacher(s), and the parents/guardians. This decision shall be subject to review by the superintendent or designate.

The parents/guardians may appeal a placement decision to the Superintendent or designate subject to the appeal procedures.

In Junior High grades, the student's final marks in core and complementary courses shall be reviewed to determine grade placement, assignment, or retention. Junior High students and the parents/ guardians shall be informed of the expectations for promotion at the beginning of each school year.

Promotion shall be automatically awarded to the student who achieves:

- An overall average of 50% or higher in all subjects; and/or

- Not less than 50% in three of the four core courses.

The Principal shall use the following criteria in the review of all other cases:

- A review of the student's academic and attendance records;

- The student's age and maturity;

- The teacher(s) recommendations;

- Other factors which warrant consideration in determining the student's future academic success.

Information and Services

Agenda Books

Agendas serve as a form of communication between the school and home and a way for students to organise their time and goals. Students in grades K-6 will be provided with agendas at the start of the year.

Awards

Philosophy

As stated in our school goals, Sangudo Community School strives to:

“build a productive and respectful learning environment, and encourage and foster academic excellence”

This is the philosophy behind our Annual Awards Day. The annual Awards Day is planned for the end of June. This is an opportunity for us to celebrate those students who deserve special recognition for their achievements throughout the school year.

Academic Awards Criterion

- **Academic Program Honours**

Indicates that a student had an overall average of 80% in all courses throughout the year. Award winners will receive a certificate, a medallion and a Northern Gateway Honours pin.

- **Academic Honours with Distinction**

Indicates that a student had achieved 80% in all of the following core courses throughout the year: Language Arts, Science, Social Studies, and Math. Award winners will receive a certificate, an engraved medallion, and a Northern Gateway Honours pin.

- **Top Student in each Grade**

Awarded to the student with the Highest Academic Honours. The winner will be presented with a certificate, an engraved medallion and a plaque.

Bell Schedule

The SCS bell schedule is included for your reference in the Appendix. Students are expected to be in class when the bell sounds.

Cellular Phones and Other Communication Devices

The Northern Gateway School Division Policy #452 states that the school board believes that schools need to restrict the student use of handheld communication devices, such as cellular phones, picture phones and devices such as BlackBerries. The school division policy states that students are not to use handheld communication devices in classrooms, other learning situations (i.e. / during exams), washrooms or locker rooms.

At SCS cell phones should be kept in lockers during the school day. Phones found in classrooms or washrooms will be turned into the office and may be reclaimed by a parent. Possession of electronic communication devices during exams will result in a failing grade.

iPods and other music devices may only be used with permission of the teacher. Failure to adhere to this rule will result in the device being turned in to the office and held until a parent picks it up.

Fire Drills, School Evacuation and Lockdowns

There will be six drills throughout the course of the school year. Teachers are responsible for explaining the fire drill procedures and pointing out the assigned exits to their classes. In addition, a map indicating the exit route to be used during an evacuation is posted in every room.

The sounding of the bell continuously will indicate a fire or fire drill. Treat every such signal as a warning of a fire and evacuate the building immediately.

When the alarm sounds, all students must SILENTLY leave the building by walking briskly, single file to the assigned exits. The first two students to reach an EXIT will hold the doors open. Teachers will take roll call for their classes outside using their class lists. Students must not re-enter the building until one of the administrators indicates all is clear.

In the case of an intruder, the school will be following the lock down procedure and the students will remain in their rooms until the all clear is given.

If parents/guardians require further detail regarding the school's emergency response plans, these can be requested by contacting the office or checking our website.

Guidance and Counselling Programs

A comprehensive Inclusive Education program is available to all students. The program uses a holistic approach where the education, social, personal and career growth and development are a priority. Information and assistance are provided to students through individual counselling, group counselling, and classroom presentations. Students, parents/guardians, and teachers are encouraged to seek assistance from the school Inclusive Ed. Coordinator when required. All staff members are also prepared to offer direction and assistance to students.

Infirmery

Use of this room will be limited to obvious cases of sickness. A note from the teacher must accompany a student wishing to use the sickroom. Whenever possible, parents/guardians will be contacted to pick up students who are in the sickroom.

Library

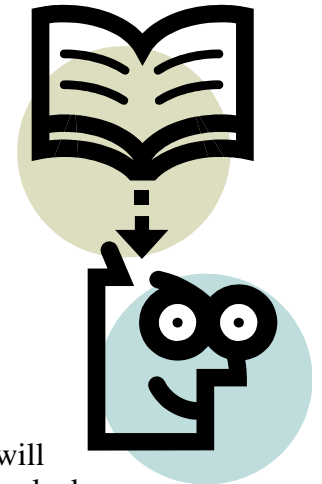
The library is a place for quiet study and free reading. It includes many resources to aid students in their studies. The Library Clerk is available to assist students at specific times during the school day.

The library is also a place where teachers may take their classes for research, and where individual students may work quietly. This is a work area. Respect of others and reasonable quiet is expected at all times. Students using the library will be required to observe the rights of others and to behave accordingly. Food and drinks are not permitted at any time.



Supply List

Classroom teachers supply lists of materials students will need during the school year. These can be pre-ordered at the end of the year for a September delivery from Write-on Stationary or purchased individually. Order forms are available each June.



Locks and Lockers

All students will be assigned a locker in which to store their belongings. Students should not be using any locker not assigned to them. The school will charge a NONREFUNDABLE \$10 fee for locks. Students in K-5 do not use locks.

Students are responsible for the condition and cleanliness of their locker. The school reserves the right to search students' lockers if a suspicion of misconduct arises. RCMP may be involved if criminal activity is suspected. (possession of drugs....)

Office Area

Office hours are from 8:15am to 4:00p.m. Appointments with the principal must be made through the receptionist. The office phone will be answered during these same hours.

Report Cards-Parent/Teacher Interviews

Sangudo Community School strives to maintain an open communication between home and school. A schedule of report cards and parent teacher interviews is included on the School Calendar found in the Appendix. In addition, the school will be contacting parents/guardians when necessary during the school year to keep them up to date on the progress of their child.

Report cards are a vital part of the school's plan to communicate fully with parents/guardians.

Parent Teacher interviews are organized twice a year, once in each school term (two nights each time). Please contact the school and/or your child's teachers at any time throughout the school year if the need arises.

Sangudo School Council

School councils are collective associations of parent/guardians, administrators, staff, students, and community representatives working together to promote the well-being and effectiveness of the entire school community.

School councils are mandated by the Alberta government. The Sangudo School Council serves in an advisory capacity, and is a means to facilitate co-operation among all the concerned participants in our school. In addition, the committee runs a hot lunch program, providing hot meals to SCS students on a cost recovery basis.

The Sangudo School Council meets in the SCS Arts Room, at 5:00 p.m. every third Monday of the month.

School Calendar

The SCS school calendar is included for your reference. See Appendix.

School Fees

All students will be assessed a basic Instructional Fees of \$65.00 for the 2013-2014 school year. This fee is an Integral part of general revenue of the School Budgets. These fees are due by October 31st of each school year. If any parent/guardian cannot pay immediately, please contact the Administration to make alternate arrangements.

Supplementary fees may also be charged in some courses where personal items are made, consumable items are used, or unique experiences are offered. In Career & Technology Studies, such as foods, art or model building there may be additional fees.

User fees for extracurricular sports and other activities will be in place, subject to the costs of the respective programs.

School Guests

The school is property of Northern Gateway School Division #10 and all guests must begin their visit by reporting to the office, where they are asked to sign in or simply let the secretary/ receptionist know they are present. Visitors who interfere with the students' learning are not welcome on the premises.

School Newsletter

A newsletter will be sent home regularly with students and posted directly on the school website. Parents/ guardians should ensure that the newsletter is brought home by their child(ren), as important information, announcements and dates are often found in the newsletter. Students, parents/guardians, community organizations and teachers are encouraged to submit items for the newsletter.

Snack Shop

Healthy snack choices as well as small meal-like items (pizza pops, lunchables etc) are on sale each day. Students are to place their orders prior to first recess break and they will be delivered to the rooms at the start of lunch break. The proceeds from the snack shop are returned to the students via special school equipment purchases and are also circulated back into the snack shop to purchase more products.

Student Accident Insurance

This is made available to all students early in the school year. It is recommended that students take advantage of this additional insurance but the onus is on the parents/guardians to apply for this accident insurance.

Yearbook

A yearbook highlighting the students and their achievements is available each year. Contact the school for more information.

School Activities

Students are strongly encouraged to be involved with any of the following extra-curricular activities in the school; however, we recognise that these are supplemental to the overall education that your child receives. A student's grades, attendance patterns and overall school behaviour will be checked periodically, and if warranted, he/she may be removed from an extracurricular activity in order to concentrate efforts in their required subjects.

Also, students who have inexcusable absences, such as skipping, may be restricted from participating in extracurricular activities, particularly if those absences occur the day of the event. (For example: If a student misses school on a Friday and there is no excusable reason provided, they may not be allowed in to the school dance occurring that night.)

Extra-Curricular Participation

Extracurricular activities at Sangudo Community School are provided through the volunteering of staff members. In addition, those students participating in such activities act as representatives of our school and in some cases assume positions of responsibility. Participation in such activities should therefore be viewed as a privilege not as a right.

In order to participate in **any** extracurricular activity students must be putting a sincere effort into their class work (according to his/her ability) and behaving in a manner in accordance with school policy. Such effort/behaviour must be in evidence before the activity in question begins and must continue throughout the course of the activity.

In advance of any school sponsored activity the staff member involved will post a list of interested students in the staff room. If a concern is expressed about a student, the privilege of participating in that event **may** be denied. Such a decision would be made after discussion among the student, staff and principal.

In the event of an ongoing activity (team, Student Council, Yearbook Comm.) a student showing a marked change in effort or behavior could then be encouraged to correct the situation or face removal from the activity.

Athletics

Sangudo Community School's team name is the Storm. Our school colours are blue, yellow and white. Traditionally, our school has tried to focus on the following sports, when coaches are available:

- Volleyball



- Basketball
- Badminton
- Flag football
- Track and Field
- Mini- handball
- Soccer
- Team Handball

Students participating in extracurricular sports will be expected to pay registration fees to help offset the costs involved. These fees will reflect tournament and transportation costs.

Coaching

All persons who coach at Sangudo Community School are volunteering their time and efforts to help our student-athletes reach their potential. We respect the right of each coach to choose his or her playing standards! If you, or your child, have questions regarding coaching decisions, please consider the following recommendations:

- 1) Encourage your child to communicate with the coach and ask for performance improvement tips.
- 2) Please do not question coaching decisions during or immediately following games - these are a time of immense pressure on all parties! Spend some time reflecting on your thoughts and then contact the coach regarding your concerns!
- 3) If an amicable resolution cannot be reached, we ask that you set up a 3-party meeting involving the coach, yourself and our principal! Hopefully a 3rd party can help clarify issues and possible solutions.

Coaching Philosophies and Playing Time

Individual coaches will determine their own philosophies regarding playing time. All coaches should communicate their expectations to their teams. Please recognize that although all athletes receive equal practice opportunities, they may or may not have equivalent court-time! Generally speaking, more skilled and seasoned athletes will probably receive more playing time than those who are still practicing the basics or learning the game. Through practice and hard work, second-string players will increase in their skills and overall game confidence, and then they may begin to see an increase in playing time. Bench players are equally important as those on the starting line-ups – successful teams have ALL players fulfilling their individual roles.

Eligibility Requirements

SCS believes in our athletics program, however, we recognize that it is supplemental to the overall education that your child receives. An athlete's grades, attendance patterns and overall school behaviour will be checked periodically, and if warranted, he/she may

be removed from an extracurricular activity in order to concentrate efforts in their required subjects.

Athlete's Code of Conduct

As a member of our school team, each player must accept responsibility for themselves, to their other team-mates, and to the school. Athletes are required to conduct themselves using exemplary behaviour both on and off the court, and in overall performance at school.

- Know and Respect the eligibility rules!
- Be fair in judgements and respect the officials' calls
- Play with respect to your coach, your team-mates, and the opposition!
- Your off-the-court behaviour is equally important as your on-the-court behaviour!
- Understand that your success and team membership depends on **ALL** of the above points!

Intramural Sports

For students who would like to participate in school team sports but who are unable to join an after school team, intramurals are organised within the school and run during the lunch hour. The 2013/14 school year will see the continuation of House Leagues which will provide all students with the opportunity to take part in sports, citizenship and other social activities.

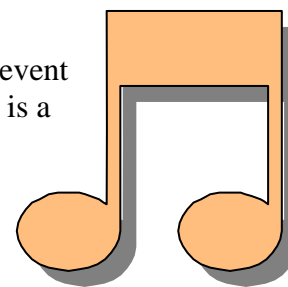
Student Council

Student council plays an active role in our school. They look after the needs of the students, such as organising school dances, arranging student theme days and activities, raising school spirit and morale, and consulting with administration on the direction of the school.

School Dances

School dances are an enjoyable activity for our students. Our largest event of the year however, is the Prom. This event is held in the spring and is a formal occasion. A Prom King and Queen are crowned that evening.

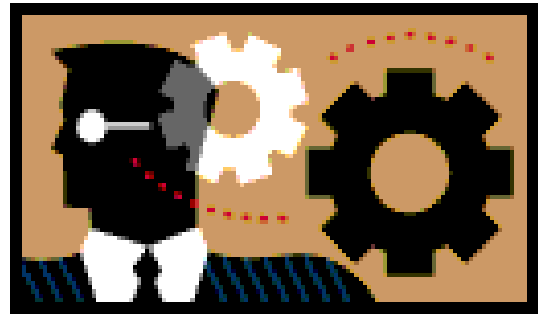
Several staff members and a number of parent supervisors must be on duty at the dance. In order to maintain safety and enjoyment at dances and other school activities, certain expectations are placed on the students and their guests:



Each student is allowed five guests and will be held responsible for the conduct of those guests. All guests must be signed in with the teacher organizing the dance at the office before 3:30 p.m., 2 days before the dance. There is no re-entry (in/out) privileges.

Dances run from 7:00 p.m. to 11:00 p.m. The doors will be closed at 9:00 p.m. Anyone refusing to cooperate with dance supervisors or who is displaying unruly or inappropriate behaviour will be asked to leave.

The consumption of drugs and/or alcohol will not be tolerated. Students and/or their guests who arrive in an intoxicated state will not be allowed to enter. If they are discovered at the dance they will be asked to leave, and their parents/guardians called to pick them up. There may also be further consequences applied.



Appendix



Bell Schedule

Bell Schedule	2014- 2015
Unloading- 7	8:35- 8:42
Home Room- 5	8:42- 8:47
Blk. 1-39	8:47- 9:26
Blk. 2- 39	9:26- 10:05
Recess- 17 Warning bell	10:05- 10:22 10:20
Blk. 3- 38	10:22- 11:00
Blk. 4- 38	11:00- 11:38
Lunch- 20 Break- 30 Warning bell	11:38- 12:58 11:58- 12:28 12:23
DEAR- 15	12:28- 12:43
Blk. 5- 39	12:43- 1:22
Blk. 6 – 39	1:22- 2:01
Recess- 17 Warning bell	2:01- 2:18 2:16
Blk. 7- 38	2:18- 2:56
Blk. 8- 37	2:56- 3:33
Loading- 11	3:33- 3:40

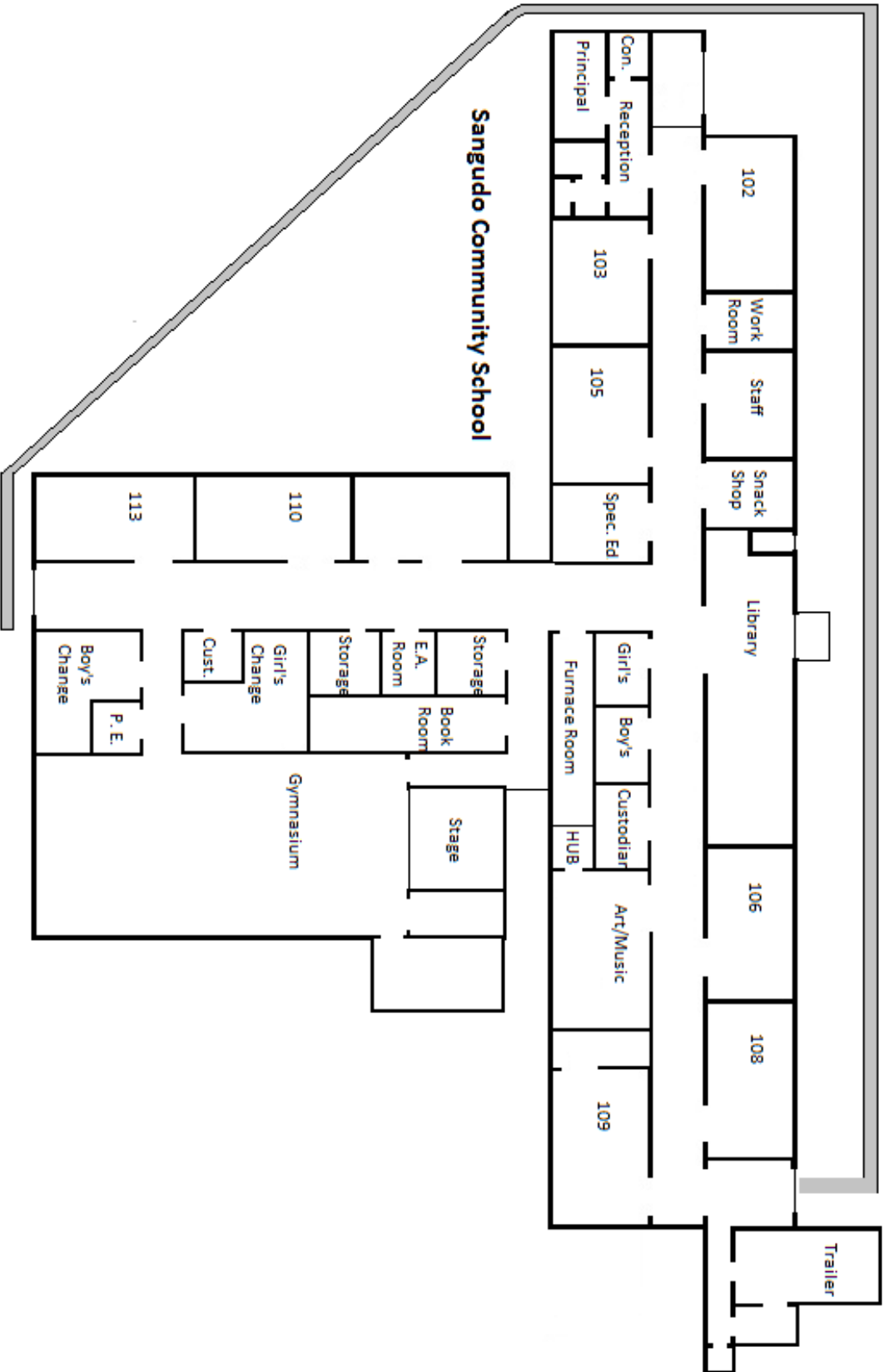
Staff List 2014- 15

The following people have been charged with the responsibility of providing a first class education for the students of Sangudo Community School:

Mr. Leonard Oates	Principal
Mrs. Rene Werenka	Secretary
Mrs. Shelly Dewsnap	Teacher Jr. High
Ms. Kim Kingdon	Teacher 1/2
Mr. Don Moon	Teacher Jr. High /Acting Principal
Mrs. Melody Moon	Teacher Jr. High /Inclusive. Ed. Facilitator
Mrs. Joanne Myrol	Teacher 3/4
Mrs. Tammie Vanderwolf	Teacher K
Mrs. Patt Cass	Teacher Assistant
Mrs. Karen Visser	Library Clerk
Mr. Marty Prosser	Custodian
Mrs. Barb Prosser	Custodian



School Map



Sangudo Community School 2014-2015 School Year

August: 2014

- 28- P.D./P.L.C.
- 29- Organizational Day

September:

- 1- Labor Day!
- 2- First day for students, Assembly 9:30 a.m.
- 5- Course Outlines
- 15- Parent Council, 5:00 p.m. election of exec.
- 19- P.D./P.L.C. No Classes
- 24- Terry Fox Run 2:15
- 24- Admin. Meeting
- 26- Long Range Plans
- 26- Newsletter!
- 30- Coll. Team Meetings

October:

- 9- **S.C.S.** PD/PLC. No classes!
- 10- Division Day. No classes!
- 13- Thanksgiving Day!
- 14- Student & Staff Photos - 9:00 AM
- 20- Parent Council, 5:00 p.m.
- 31- Halloween Dress up and Parade 1:00 p.m.
- 31- Newsletter!

November:

- 10- Day-in-lieu of P. T. Interviews (No classes)
- 11- Remembrance Day
- 14- Report Cards-detailed reports
- 18- Picture retakes
- 18- Parent Council, 5:00 p.m.
- 19- P.T.I. (evening 4:30 to 7:30 p.m.)
- 20- P.T.I. (evening 4:30 to 7:30 p.m.)
- ??- Festival of Trees
- 27- Newsletter!
- 28- P.D./P.L.C. No Classes

December:

- 15- Parent Council, 5:00 p.m.
- 15- Xmas Concert Rehearsal
- 16- Xmas Concert
- 19- Xmas Dinner
- 19- Newsletter!
- 21- Last Day before Christmas Holidays
- 22 to Jan.2 - Christmas Holidays

January: 2015

- 5- First Day of classes
- 19- Parent Council, 5:00 p.m.
- 28- Admin. Meeting
- 29- Newsletter!
- 29- Jr. High report cards, core summary only
- 30- P.D./P.L.C. No Classes

February:

- 5- 6 - Teachers' Convention
- 9-10 Science in Motion
- 16 - Family Day!
- 23- Parent Council, 5:00 p.m.
- 24-26- Book Fair
- 25- Kinder. Wednesdays
- 27- Newsletter!

March:

- 5- P.D./P.L.C. No Classes
- 6 -P.D./P.L.C No Classes
- 16- Parent Council, 5:00 p.m.
- 25- Admin. Meeting
- 27- Newsletter!

April:

- 3- Good Friday
- 6- 10 Easter vacation
- 16- Kindergarten Registration
- 20- Marks due: 9:00 a.m.!
- 20- Parent Council, 5:00 p.m.
- 23- Art Fest
- 24- Report Cards, detailed reports
- 29- Admin. Meeting
- 29- P.T.I. (evening 4:30 to 7:30 p.m.)
- 30- P.T.I. (evening 4:30 to 7:30 p.m.)

May:

- 1- Newsletter!
- 4-8- Education Week
- 14- **S.C.S.** no school!
- 15- Day-in-lieu of P. T. Interviews (No classes)
- 18- Victoria Day!
- Jr. Track Meet
- GCAA Track Meet
- 25- Parent Council, 5:00 p.m.
- 27- Admin. Meeting
- 29- Newsletter!

June:

- 15- Parent Council, 5:00 p.m.
- 19- Newsletter!
- 19-25 Jr. High Exams
- 24- Marks due: 9:00 a.m.!
- 24- Admin. Meeting
- 25- Kindergarten Graduation
- 26- Report cards after 2:30 p.m. (Detailed)
- 26- Last Day for Students
- 29- Staff Organizational Day

