



# **Sangudo Community School Handbook**

**2023-2024**

## **WELCOME TO SANGUDO COMMUNITY SCHOOL**

We hope the information contained in this handbook will be helpful to new as well as continuing students and parents. This handbook is meant to cover the most important aspects of school procedures and environment. We love to see parents in the school. Please come in or call 780-785-3431 if you need assistance or wish to volunteer. You may also contact the Principal by email, [sherry.pfanmuller@ngps.ca](mailto:sherry.pfanmuller@ngps.ca)

## **SCHOOL PHILOSOPHY**

Our school is a place:

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

## **MISSION STATEMENT**

Sangudo Community School'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 MOTTO**

Together We Grow  
Today, Tomorrow and Beyond

## SCHOOL HOURS

| Time                        | Block                             |
|-----------------------------|-----------------------------------|
| 8:35-8:40<br>(5 minutes)    | Bus Unloading                     |
|                             |                                   |
| 8:40-8:45<br>(5 minutes)    | Homeroom Announcements, Oh Canada |
|                             |                                   |
| 8:45-9:25<br>(40 minutes)   | Block 1                           |
| 9:25-10:05<br>(40 minutes)  | Block 2                           |
|                             |                                   |
| 10:05-10:20<br>(15 minutes) | Morning Recess                    |
|                             |                                   |
| 10:20-11:00<br>(40 minutes) | Block 3                           |
| 11:00-11:40<br>(40 minutes) | Block 4                           |
|                             |                                   |
| 11:40-12:00<br>(20 Minutes) | LUNCH                             |
| 12:00-12:30<br>(30 minutes) | Lunch Recess                      |
|                             |                                   |
| 12:30-12:45<br>(15 minutes) | DEAR                              |
|                             |                                   |
| 12:45-1:15<br>(30 minutes)  | Block 5                           |
| 1:15-1:45<br>(30 minutes)   | Block 6                           |
| 1:45-2:15<br>(30 minutes)   | Block 7                           |
|                             |                                   |
| 2:15-2:30<br>(15 minutes)   | Afternoon Recess                  |
|                             |                                   |
| 2:30-3:00<br>(30 minutes)   | Block 8                           |
| 3:00-3:35<br>(35 minutes)   | Block 9                           |
|                             |                                   |
| 3:35-3:40<br>(5 minutes)    | Bus Loading                       |

## **SANGUDO COMMUNITY SCHOOL STAFF:**

|                           |                                                                                    |
|---------------------------|------------------------------------------------------------------------------------|
| Principal                 | Mike Tavaroli                                                                      |
| ECS                       | Cindy Zanbak                                                                       |
| Grade 1                   | Cindy Zanbak                                                                       |
| Grade 2                   | Shelly Reid                                                                        |
| Grade 3                   | Shelly Reid                                                                        |
| Grade 4                   | Kristian Smith                                                                     |
| Grade 5                   | Kim Hagman                                                                         |
| Grade 6                   | Kim Hagman                                                                         |
| Junior High               | Paige Duplessie                                                                    |
| Junior High               | Mike Tavaroli                                                                      |
| Physical Education        | Jennifer Erickson                                                                  |
| Wellness Facilitator      | Amy Lundstrom                                                                      |
| Inclusive Ed. Facilitator | Kim Hagman & Paige Duplessie                                                       |
| Educational Assistants    | Pat Cass<br>Sherry Duplessie<br>Jennifer Kerr<br>Chelsey Schultz<br>Blaine Couture |
| Secretary                 | Rene Werenka                                                                       |

### **1. ATTENDANCE**

#### **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. Students and parents who do arrive prior to 8:30 am must wait outside or in the front entrance as the vestibule doors will remain locked until 8:30 am.

As a school we strongly advocate regular attendance. Regular attendance enhances the learning opportunities of children.

Attendance at school is absolutely necessary for success. Students are expected to be here every day and to be on time unless they have an appointment or illness. If a student is going to be absent, please contact the school by email [scs@ngps.ca](mailto:scs@ngps.ca). Parents may also call our office at 780-785-3431. If we do not hear from a

parent/guardian, they will be contacted by phone to confirm the absence. This process helps to ensure children are safe.

In accordance with the Education Act, prolonged or chronic absenteeism may be referred by the Principal to the Attendance Officer. Parents will receive written notification if their child has had significant and chronic absences. If a student is chronically absent from school, a meeting with administration, parents, teachers and student(s) may be arranged to discuss the absences and possible solutions.

## **PROCEDURES**

Daily Attendance— Attendance is taken by each teacher at 8:45 a.m. using PowerSchool. Students who are not in attendance during attendance check are treated as being 'absent'. Students who arrive before the recess bell will have their attendance changed to 'late' by the office. Students who leave before the last recess bell will have their attendance marked as a half day absence.

While we believe that attendance at school is of vital importance, we also believe there are times when a parent should keep their child at home. When a child is sick or has a highly communicable disease such as the flu, pink eye, chicken pox, etc. or has head lice, we strongly recommend they stay home.

## **ATTENDANCE GUIDELINES**

1. After 10 absences, the classroom teacher will write a message in the student agenda to express concern of the student's absences and to stress the importance of regular attendance.
2. After 15 absences, the principal will make a phone call home to reiterate the importance of attendance. A record will be kept of this call and a copy will be kept in the student record file. Parents may be asked to submit a doctor's note for further absences due to illness.
3. After 20 absences, the principal will call a meeting of parents, principal, teacher and student to discuss how to improve attendance and a reminder will be given that if attendance does not improve, according to the School Act, a letter will go to the attendance board. This request for a meeting will be made first through a phone call. A formal letter will follow if the phone call does not result in a meeting.
4. After 25 absences the principal will write a letter home to the parents indicating the school's concern about attendance. It will reference a referral to the school district

and/or attendance board if the absences continue. A copy of this letter will be placed in the student's cumulative record.

5. After 30 absences, the principal will write a letter to the Superintendent of Schools to request notification be sent to the attendance Board.

## **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 off school property with written consent from parents, but the school cannot be responsible for these students when they are not on school property. Off school property 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 the afternoon classes.

## **2. AWARDS PROGRAM**

An awards celebration is held the last week in June for grades 1 to 9. Winnit certificates will be handed out at this assembly for grade 1 to 6 students. These certificates will be given to Kindergarten at their graduation celebration.

### **Junior High Awards will include:**

- Citizenship
- Sportsmanship
- Athlete of the Year
- STEAM
- Honours - Indicates that a student had an overall average of 80% in English Language Arts, Mathematics, Science and Social Studies with no course mark under 70% as their final grade. Award winners will receive a certificate, a medallion, and a Northern Gateway Honours pin
- Honours with Distinction - Indicates that a student had an overall average of 90% in all of the following core courses in English Language Arts, Mathematics, Science, Social Studies with no course mark under 80% as their final grade. Award winners will receive a certificate, a medallion, and a Northern Gateway Honours pin.

- Top Academic Student (for each grade)
- NGPS Award - The Board also recognizes outstanding, well-rounded students who have excelled in their school. This award is to recognize students who exemplify the characteristics of an engaged thinker and ethical citizen with an entrepreneurial spirit. It recognizes a student (in junior high) who is judged to have best fulfilled the criteria outlined in AP 370.

### **3. BUSING**

Most students come to Sangudo Community School by bus. If you are not aware of the route or pick-up and drop-off times, please contact your child's bus driver or the Northern Gateway Transportation Department. Make sure you and your children are familiar with the rules set out by Northern Gateway Public Schools. **Transportation Phone 1-780-524-3833**

### **4. BUS DISCIPLINE**

Bus drivers have a tremendous responsibility to deliver students safely to and from school. Students must obey the rules on the bus outlined by their driver.

### **5. BUS ZONE**

Buses unload at 8:25 am to 8:50 am and load at 3:25 pm to 3:50 pm. During these times the bus lane is only for buses. Parents who unload or pick up students should park at the west end of the school parking lot. Passing buses in the bus lane is prohibited.

### **6. CELL PHONES/HANDHELD DEVICES**

Northern Gateway Public Schools recognizes the important role that technology plays in today's educational context. At Sangudo Community School, our policy on personal electronic devices (such as cell phones), reflect the NGPS Administrative Procedures 650 and 640 on digital citizenship.

We expect all students to model the qualities of good digital citizenship by following standards of acceptable use and ethical practices when using either school-owned technology (software, hardware, Internet) or their own personal electronic devices. The Technology Use Agreement was signed on the registration form and will be reviewed with students at the start of the school year. This document will act as an agreement between Sangudo Community School and each student and parent/guardian.

With a move towards the Google platform, students are now able to access their documents, presentations and school-assigned Gmail account anywhere, anytime, on any device. When a teacher determines an educational purpose for personally-owned devices (cell phone, iPod, etc), these items may be used in the classroom. Otherwise, personally-owned devices are to be stored securely in the classroom storage container.

Cell phones/personal electronic devices are not permitted to be used at recess for Kindergarten to grade 6 students. The use of social media, taking photos and/or videos is not permitted at school.

Parents and guardians are encouraged to exercise judgment in whether a student should be bringing an item to school that they consider to be valuable. The school will not assume responsibility for damage or loss to a device brought to school. Students who bring their own devices fall under the Technology Use Agreement when at school.

## **7. TAKE HOME TECHNOLOGY**

Students in grade 7 to 9 have the option to take home their school owned device (Chromebook) upon signing of themselves and parent and payment of school fees. Students who bring their device home fall under the Technology Use Agreement when at school. This privilege may be revoked or suspended at any time under the teacher's or principal's discretion.

## **8. CODE OF CONDUCT- NORTHERN GATEWAY PUBLIC SCHOOLS**

All members of our school community are expected to promote and demonstrate respect, civility and responsible citizenship. With these goals in mind, everyone must:

- Demonstrate honesty and integrity.
- Respect differences in people, their ideas and their opinions.
- Acknowledge the right of everyone to be treated with dignity, at all times.
- Take appropriate measures to help those in need.
- Use non-violent means to resolve conflict.
- Honor the role(s) of persons in positions of authority.
- Show care and regard for school property and the property of others.
- Comply with all applicable federal, provincial and municipal laws.

## **9. HOUSE LEAGUES**

Sangudo Community School has a storm house program where students are divided into three houses. They remain in the same house league team throughout the year. Points



are earned through participation in various events.

## **10. COUNSELLING**

It is our belief that each child should be given the opportunity to strive toward reaching his or her full potential. The counseling services available to our students not only assist with academic growth, but with their personal and social development as well. To this end, the counseling services provided by our school are designed to help students, parents, teachers and administrators in meeting educational and personal needs of the students. As well as to provide resource materials or referral information from community agencies to parents.

## **11. DISCIPLINE GUIDELINES**

The goal of discipline is to develop and promote self-control and to encourage and reinforce responsible behaviour. If a student is unable or unwilling to follow the behavioural expectations of the school, staff must intervene.

Every effort is made to maintain a positive learning environment. Unacceptable behaviour is addressed by the teacher and support staff, in most cases. However, there may be occasions when the principal, counsellor and/or parents may need to be involved.

Teachers establish their own classroom rules and teach and reinforce the expected school-wide behaviours.

## **12. DISCIPLINE POLICY**

Students are expected to show respect for themselves, others, and property at school and on the bus. We have three basic rules that students are expected to follow:

Be Safe. Be Respectful. Be Responsible.

### **Steps for dealing with misbehaviour may include:**

- Reminder or informal talk
- Alternate working location
- Phone call to parents/guardians
- Withdrawal of special or extracurricular activities
- School service
- Restitution
- Recess suspension
- Detention
- In school suspension

- Out-of-school suspension up to a maximum of five school days

**Serious behaviour may result in an automatic suspension. The following will serve as examples:**

- Drug or alcohol possession
- Vandalism
- Instigating a serious fight
- Defiance
- Participating in a fight
- Serious threats
- Use or intended use of a weapon
- Smoking/Vaping
- Threaten the safety of yourself or others

In addition, warranted cases may result in the RCMP being contacted or a referral to the Board of Trustees with recommendation for expulsion.

The teacher and principal may implement a behaviour support plan to address matters of discipline.

### **13. DRESS CODE**

Sangudo Community School believes students should be dressed in a manner conducive to learning and respectful of community standards. We expect students to understand that, similar to the workplace, there is a distinction between casual clothing for wearing at home and appropriate clothing for school. Clothing worn to school should be clean, neat and suitable for the occasion and the weather. Short shorts, revealing tops, excessively short skirts, pajamas and shirts with inappropriate messages are not acceptable for the learning environment.

- Apparel will not advertise nor promote drugs or alcohol
- Apparel will be sufficient to cover backs, behinds, bellies and chests
- Apparel will be worn so as not to expose undergarments; shorts and skirts must fall below the fingertips when arms are held by the student's side

Students who fail to follow our dress code will be asked to change their attire. If that is not possible they may be given alternate clothing for the day.

Shoes must be worn at all times. Both an indoor and an outdoor pair of shoes are required year round.

## **14. DRILLS**

Sangudo Community School practices fire drills and lockdown drills throughout the school year to ensure that all students know the routine in the case of an emergency. Hour Zero School Emergency Response Plan is being implemented under the direction of Northern Gateway Public Schools.

## **15. EXPECTATIONS OF MEMBERS OF OUR SCHOOL COMMUNITY**

We believe that people perform better when they know what is expected from them. Behavioural expectations are established for the whole school in general and then teachers have a set of expectations within their classrooms. Since each teacher has a different style and age group, specific expectations and procedures will vary from class to class. We have put into place a number of programs that promote good behaviour and a positive school climate.

### **Some of these include:**

|                                 |                                   |
|---------------------------------|-----------------------------------|
| A strong academic program       | MakerLab projects                 |
| STEAM projects                  | Breakfast program                 |
| Special presentations           | Gr 7 to 9 CTF (options) program   |
| School wide house league groups | School sports teams               |
| Counselling programs            | Kindergarten to Gr 5 intervention |
| Reading Buddies                 | Christmas Concert                 |
| Annual ski trip                 | Field trips                       |
| Choir                           | Individual speech arts            |
| School wide run club program    | Radio announcers                  |
| Drama productions               |                                   |

### **A. STUDENTS**

Our expectations of students are derived directly from Section 31 of the Education Act:

A student, as a partner in education, has the responsibility to:

- a)** attend school regularly and punctually,
- b)** be ready to learn and actively engage in and diligently pursue the student's education
- c)** ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- d)** respect the rights of others in the school,

- e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- f) comply with the rules of the school and the policies of the board,
- g) cooperate with everyone authorized by the board to provide education programs and other services
- h) be accountable to the student's teachers and other school staff for the student's conduct, and
- i) positively contribute to the student's school and community

## **B. PARENTS**

Our expectations of parents are derived directly from Section 32 of the Education Act:

A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

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

## **16. FIELD TRIPS**

Field trips and extracurricular programs are a complementary part of children's learning experiences. A field trip is an extension of the classroom learning environment and the same rules of behaviour apply. Students may be excluded or sent home from a field trip if

their behaviour is not satisfactory. Consent forms and trip information are sent home for each trip. Consent forms must be returned on time or the child may not go on the trip.

## **17. AFTER SCHOOL SPORTS**

Various G.C.A.A. after school sports are available to our students based on students' interests. Some examples include volleyball, basketball, badminton, track, etc. Our sports teams begin in September and run until May. Students are expected to follow behavior expectations in order to participate.

## **18. HEALTH SERVICES**

A nurse from Alberta Health Services visits our school to administer vaccinations. She can be contacted at other times through the Alberta Health Services at the Mayerthorpe Office 780-786-2488 or the Oneway Office at 780-967-4440.

Qualifying students may receive speech services, occupational therapy, physical therapy, and other treatment services from Alberta Health at school.

## **19. HOMEWORK**

### **As per Sangudo Community School course outlines and teacher long range plans:**

- All assignments and projects are due on the assigned date
- All assignments must be completed, this is not optional
- Students with late assignments will be given reminders, contact home, and possibly referred to the office in order to receive the assignment in a timely manner
- If students are absent and unable to hand in the assignment, they will be expected to hand it in as soon as possible upon their return

## **20. INCLEMENT WEATHER**

Northern Gateway Public Schools acknowledges the rights of parents to make decisions regarding the safety of their children. The Board encourages parents to decide for themselves whether children should ride the bus when weather and/or road conditions are suspect. Parents are reminded that students must be dressed appropriately for cold weather in the event of mechanical failure or some other factor that may cause a bus to become stranded.

If weather and/or road conditions are bad, or predicted to be bad, the Director of Student Transportation in consultation with local bus drivers will decide whether bus operations will be restricted in a school attendance area or throughout the Division. The Director of Student Transportation will also decide (after consultation) whether a school or schools will be closed. When applicable, the decision will be conveyed, prior to 6:30 AM. on the Northern Gateway website [www.ngps.ca](http://www.ngps.ca), social media and local radio stations. Please refer to Administrative Procedure 750 for more information.

Should school buses not run, there will be no new concepts introduced in classrooms; however, there is an expectation that teachers will have appropriate programming ready to engage students for those families that can drop their students off at school.

It is very important that parents arrange for alternative drop-off locations in the event of emergency school closures during the day. School closures could possibly occur due to power failure, water shortages, as well as bad weather and/or road conditions. The bus drivers should be informed regarding where children should be unloaded in such cases. The arrangement is particularly vital when parents are working or may not be at home for any reason.

## **21. LIBRARY**

Students need to learn how to access information, use resources and manage information. We have an extensive collection and our library is open for classes during the school day.

Books must be signed out. Books should be returned after two weeks, unless the student arranges for an extension. If the book is not returned after two weeks, the student will be given an overdue notice. After several verbal reminders, a letter is sent home requesting the book or payment. Students who repeatedly return books late or in poor condition may not be allowed to take books home anymore. In some cases library privileges may be suspended.

## **22. LOST AND FOUND**

A Lost and Found area is located in the hallway. Unclaimed articles collected throughout the year will be donated to a local charity.

## **23. MEDICATION / ILLNESS**

No medications of any kind will be administered to students without parental request and the proper forms signed. Staff members can only comply with requests to administer

prescription drugs. If you are sending medication with your child, be sure to send only the required dosage for one day.

Normally, if children are too ill to go outside at recess, they are too ill to be at school and would probably recuperate faster at home.

In the case of an accident at school, students are brought to the office and an attempt is made to contact parents. In an emergency an ambulance will be called but only parents can give permission for medical attention. For this reason, it is imperative that parents keep the office informed of current contact information.

Many people have allergies to airborne products. Therefore, we do not allow spray bottles of any kind at school and discourage the use of perfumes and aftershaves.

## **24. MICROWAVES**

Microwaves are available for students who are in the junior high wing (west wing) to warm their own food. Proper use and cleaning is the responsibility of the students. This privilege may be suspended at any time at the teachers' discretion.

## **25. MONEY**

SchoolCash is an effective and efficient way to make a payment to the school. We highly recommend the use of SchoolCash. Should you require assistance please call the school. When sending money to school, please send the exact change. Students should not have more than \$10 in their possession at school except when paying for field trips, fees, etc.

## **26. PERSONAL BELONGINGS**

Students are responsible for their belongings. Clothing and other personal belongings (especially footwear) should be clearly marked with the student's name. This is of utmost importance since much valuable time is wasted trying to locate unmarked items. The school is not responsible for the safekeeping of bicycles. Bikes must be placed in the bicycle racks and should be locked. Bike racks are out-of-bounds except when students are arriving or leaving the school grounds. ATV's and dirt bikes are not allowed at school. Bicycles, skateboards, and roller blades are not to be used on school property.

## **27. PETS**

Pets are not allowed on school property without prior permission from the classroom teacher due to allergies and for safety reasons. Please do not bring your pets when you come to pick up your children.

## **28. RECESS**

All students are expected to behave in a safe and courteous manner on the playground and around the school. All students in kindergarten to grade 6 are expected to go out for recess for fresh air and exercise to maximize their learning potential. Staff supervision is provided during that time.

Dressing for the weather is imperative. As the temperature with the wind chill factor approaches minus 25 degrees celsius, recesses will be shortened or held indoors. In case of an emergency, students need to be dressed well enough to be out in the cold or rain for a longer period of time.

## **29. REPORTING OF STUDENT PROGRESS**

PowerSchool is used to communicate student progress. Parents can login to the system to see how their child is doing in all subject areas, work habits and attitudes to learning. Parent-teacher conferences are held two times per school year to discuss student progress, however, parents are encouraged to contact the school at any time if they have questions or concerns.

## **30. SIGN OUT**

For our students' protection, the school policy regarding the late arrival or early release of students during school hours is as follows:

- Students who arrive late must check into the office
- Parents sign the log book when picking up students before dismissal time
- Any other person designated by a parent to pick up a student from our school must notify the school in advance

Whenever students will not be following the usual routine, notes signed by a parent must be presented to the office. Students who ride the bus, and are to walk, or be driven by someone else, must have written permission from the parent.



If you are picking your child up from field trip locations, you must be there at the designated time and sign them out using the Student Declining Transportation form. The child will return on the bus if the parent is not on time.

### **31. STAFF PLANNING AND DEVELOPMENT DAYS**

The School Division has adopted a common calendar for all its schools. It includes staff planning and professional development days during the instructional year. Students do not attend on those days. Please refer to the Northern Gateway calendar and our website for the dates.

### **32. SNACK SHOP**

Snack shop begins in September and runs until early June. Students may purchase items by ordering in the morning every day.

### **33. USE OF THE TELEPHONE**

In general, the office phone is used for business purposes. Students are permitted to use the phone with permission from their teacher or other staff member.

We do not disturb classes in session for phone calls to staff or students. The secretary will gladly deliver the message at recess. Only for emergencies will we call someone on the phone or deliver a message.

### **34. VOLUNTEERS**

#### **A. School Council**

The School Council is a parent advisory committee whose mission is to foster the well-being and effectiveness of our school community and thereby enhance student learning. Elections are held during the first School Council meeting of the year at the annual general meeting.

#### **B. Other Volunteers**

Sangudo Community School invites parents and community members to participate in the life of the school by volunteering. There are many ways to volunteer depending on a person's interests and time. Please contact a teacher or the principal for more information.

As per NGPS procedure, volunteers may require a recent criminal record check and have filled out a *Volunteer Service Agreement* prior to volunteering. The school will provide all volunteers with a letter in order for them to get a free criminal record check.

All volunteers, visitors and parents in the school must sign in and out at the office for safety and security reasons.