

## Sandhills Mission Statement

Sandhills Elementary School is a safe fun place where our minds and bodies grow.

(Written by Sandhills Students)

## The Vision of Sandhills Elementary School

A positive attitude towards learning.

Success for **all** students.

## School Slogan

**C**

Caring

**A**

Accountability

**R**

Respect

**E**

Excellent effort

## Sandhills Staff

Teachers	Assignment	Support Staff	Assignment
Mr. Gilbert Morris	Principal	Mrs. Liz Klassen	School Secretary
Mrs. Rachel Dika	Assistant Principal/IE	Mrs. Twila Olson	School Secretary
Mrs. Maureen Borges	Pre-Kindergarten	Mrs. Trudy Peters	Librarian
Mrs. Robyn Carey	ECS	Miss Susan Bueckert	Speech Assistant
Mrs. Sarah Fyke	ECS	Mrs. Becky Banman	ECS Speech Assistant
TBD	ECS	Miss Amanda Cameron	Educational Assistant
Miss Kendra Booker	Grade 1	Mrs. Shelly Banman	Educational Assistant
Miss Natalia Henry	Grade 1	Miss Kaitlyn Fehr	Educational Assistant
Mr. Kevin Janzen	Grade 1	Mrs. Gitty Giesbrecht	Educational Assistant
Mrs. Tawni Penner	Grade 1	Miss Shaelyn Goertzen	Educational Assistant
Miss Samantha Straub	Grade 1	Mrs. Katherine Janzen	Educational Assistant
Mrs. Stephanie Acreman	Grade 2	Mrs. Erin Klassen	Educational Assistant
Mrs. Cheryl Bueckert	Grade 2	Miss Johannah Loewen	Educational Assistant
Miss Emily Kelly	Grade 2	Mrs. Agnes Martens	Educational Assistant
Miss Chantelle Peters	Grade 2	Mrs. Ann Schapansky	Educational Assistant
Miss Bethany Porter	Grade 2	Mrs. Connie Wiebe	Educational Assistant
Miss Lori Cox	Grade 3	Miss Jeannie Wiebe	Educational Assistant
Mrs. Morgan Derksen	Grade 3	TBD	Educational Assistant
Miss Megan Hoddinott	Grade 3	TBD	Educational Assistant
Mrs. Julie Lauzon	Grade 3	Mr. George Boehlig	Head Custodian
Mr. Chris White	Grade 3	Mrs. Elizabeth Dyck	Custodian
TBD	PE	Miss Martha Teichroeb	Custodian
Mrs. Susan Fehr	PE/ELA Intervention	Mrs. Juanita Noel	Custodian

## Student Registration

In order to improve our record keeping of student information we send out the **FVSD student registration forms** annually and we ask that you update this form to assist us in improving our record keeping. Please have the form returned to the school as soon as possible so we can update our school records. If you have any questions regarding the form, you can contact the school at **780-928-3947**.

In order to keep our records as accurate as possible we would appreciate the cooperation of parents in informing us of any changes in information that may occur throughout the school year (e.g. phone number, land description, Post Office Box etc.). Please contact the School Office at **780-928-3947** to inform us of any changes. Thank you for assisting us with this matter.

## Important Dates for the 2020-2021 School Year

Date	Event
<b>August 26</b>	<b>First Day For Professional Staff</b>
<b>September 1</b>	<b>First Day of Classes</b>
<b>September 7</b>	<b>Labour Day</b>
<b>September 21</b>	<b>School Council Annual Meeting / Elections</b>
<b>September 24</b>	<b>Staff Meeting – Early Dismissal at 1:50</b>
<b>September 29</b>	<b>Meet the Teacher – Open House</b>
<b>October 2</b>	<b>Professional Development Day – Staff Only</b>
<b>October 12</b>	<b>Thanksgiving Day Holiday – School Closed</b>
<b>October 22</b>	<b>Staff Meeting – Early Dismissal at 1:50</b>
<b>November 11</b>	<b>Remembrance Day – School Closed</b>
<b>November 20</b>	<b>Long Service/ PD Day – Staff Only</b>
<b>November 27</b>	<b>1<sup>st</sup> Report Card</b>
<b>December 1</b>	<b>Parent/Teacher Interviews 5-8 pm</b>
<b>December 2</b>	<b>Parent/Teacher Interviews 4-7 pm</b>
<b>December 3</b>	<b>Staff Meeting – Early Dismissal at 1:50</b>
<b>December 16</b>	<b>Christmas Concert 10:30 am</b>
<b>December 17</b>	<b>Christmas Concert 10:30 am</b>
<b>Dec. 19 – Jan. 3</b>	<b>Christmas Break – School Closed</b>
<b>January 4</b>	<b>Classes Resume</b>
<b>January 6</b>	<b>Epiphany – School Open (Buses not running)</b>
<b>January 21</b>	<b>Staff Meeting – Early Dismissal at 1:50</b>
<b>January 29</b>	<b>Professional Development Day – Staff Only</b>
<b>February 8-12</b>	<b>School Closed &amp; Teachers Convention</b>
<b>February 15</b>	<b>Family Day Holiday – School Closed</b>
<b>February 16</b>	<b>Classes Resume</b>
<b>March 4</b>	<b>Staff Meeting – Early Dismissal at 1:50</b>
<b>March 12</b>	<b>2<sup>nd</sup> Report Card</b>
<b>March 17</b>	<b>Parent/Teacher Interviews 5-8 pm</b>
<b>March 18</b>	<b>Parent/Teacher Interviews 4-7 pm</b>
<b>March 27-April 6</b>	<b>Spring Break/Easter Holidays – School Closed</b>
<b>April 7</b>	<b>Classes Resume</b>
<b>May 7</b>	<b>Professional Development Day – Staff Only</b>
<b>May 13</b>	<b>Ascension – School Open (Buses not running)</b>
<b>May 24</b>	<b>Victoria Day Holiday – School Closed</b>
<b>May 25</b>	<b>Pentecost – School Closed</b>
<b>June 3</b>	<b>Staff Meeting – Early Dismissal at 1:50</b>
<b>June 17</b>	<b>Year End Fun Day for Students and Parents</b>
<b>June 18</b>	<b>Last Day for Students – Final Report Card Sent Home</b>

## Hours of School Operation

Fort Vermilion School Division #52 mandates that the total number of Elementary program minutes for this school year be 327 minutes per day - 1635 minutes per week. We officially **start the day at 8:42 a.m. and end at 3:15 p.m.** The daily schedule for Sandhills Elementary School is as follows:

Time	Event
8:25 a.m.	School Open
8:41	First Bell
8:42 - 8:45	Second Bell - Announcements & Opening Exercises
8:45 - 10:15	Instructional Periods
10:15 - 10:30	Morning Recess
10:30 - 12:00	Instructional Periods
12:00 - 12:20	Lunch Time
12:15 - 12:20	Transition Time
12:15 - 12:35	Noon Recess
12:35 - 2:05	Instructional Periods
2:05 - 2:20	Afternoon Recess
2:20 - 3:15	Instructional Periods
3:15 p.m.	Dismissal

## Sandhills School Council

Sandhills Elementary has a duly elected School Council with the following membership: 10 members elected by Sandhills parents, 1 teacher representative and school administration. School Council members are elected at the Annual General meeting held in the fall.

The School Council acts as an advisory body to the School Administration, offering feedback on school matters pertaining to students, and of interest to parents.

Council meetings are held once per month at 7:00 p.m. at the school – on a date set by Council and are open to the public. It should be noted that while issues of general concern are discussed, School Council is not a forum for personal concerns or concerns related to specific students or staff. Parents are welcome to attend, however only duly elected School Council members have voting rights on issues discussed.

As a vehicle for conveying general concerns, parents are invited to contact a School Council member. A list of School Council members is published and distributed to all parents after the Fall Annual General Meeting and Election.

## Meetings with Parents

We welcome the opportunity to meet with parents through the following formats.

### 1. School Open House:

Each fall Sandhills hosts an Open House for parents to meet their child's teacher. We invite all parents to come out to our Open House, meet staff and engage in some discussion about their child's education.

### 2. Parent-Teacher Meetings:

Formal parent-teacher interviews are held twice yearly, typically in December and March with parents to discuss their child's progress as reported in the report card. For the past few years, we have scheduled a two-evening format to meet with as many parents as possible.

### 3. Additional Meetings:

If concerns arise throughout the course of the school year, parents and teachers are encouraged to meet at times that are convenient to both parties. We have found that by working together, problems that occasionally arise can be resolved in a timely and effective manner.

## School Volunteers

Volunteers play an important role in the delivery of effective programming at Sandhills and are very welcome. Involvement can take many forms:

1. Working with children in a particular classroom or setting - either in a group or one-to-one basis.
2. Assisting staff with the preparation or organization of learning materials.
3. Assisting with student supervision on field trips or for special events.
4. Facilitating special services for students: (example: Hot Dog sales, picture taking, etc.)

If you are interested in volunteering some time at Sandhills - a little or a lot - please contact the School and speak to your child's teacher. Volunteers that work alone with groups of students or volunteer for field trips must have a clean vulnerable sector check and intervention record check on file at the school. **When volunteering we ask that you sign in at the main office** for record keeping purposes in case of an emergency.

## Nut Safe School Policy

We are committed to providing all students a safe environment in which to learn. We consistently have some students attending Sandhills who have allergies. Some allergic reactions can be more serious than others. Peanut / Tree nut allergies can cause serious allergic reactions and we wish to prevent this from happening. Every student's safety is of our utmost concern and **we ask that parents do not send/bring any food items to school that contain nuts of any kind, including peanuts.** This is especially important if you are bringing a snack to a class for a celebration. Thank you for your assistance in this important matter.

## Emergency Contact

On rare occasions, we may need to get in contact with parents regarding an emergency situation involving their child, such as a playground accident or sudden illness. We would appreciate the following information to assist us in contacting you should the need suddenly arise:

1. **Home Phone Number** (or Cell phone number if available)
2. **Work Phone Number** (if working outside the home)
3. **Emergency Contact:** The phone number of a close relative or friend who can take responsibility for your child, should we be unable to contact you directly. This person should have your permission to legally act in your absence.

Although we make it a practice of soliciting emergency contact information at the beginning of each school year, please contact the School Office at 780-928-3947 to let us know if any changes occur during the course of the school year.

## Student Attendance

We request parent support in encouraging regular attendance as it greatly impacts a student's academic success. In the event that your child is absent, we would appreciate being informed in advance of all absences (e.g. illness, medical appointments, holiday trips, funerals, etc.). A call to the school or a note in the agenda (for planned absences) to your child's teacher would suffice. Sandhills has a *SAFE Arrival Procedure*. If we are not informed of your child's absence, a computer-generated phone call will be made to you the morning of the absence.

## Lates

We do monitor the number of times a student is late, excluding lates due to delayed buses or other transportation problems. Except for transportation problems, students shall be considered "late" if they arrive after the "*Morning Announcements*" (after 8:45 am). Absences and lates will be reported on your child's *Report Card* at the end of every school term. In the event of a pattern of repeated lates, parents will be notified by the classroom teacher.

## Student Sign-in and Sign-Outs During the School Day

For safety and legal reasons, we need to know the whereabouts of all of our students during the regular school day. If you plan to withdraw your child from class during the regular school day, please inform your child's teacher and sign your child out at the office. Likewise, if your child arrives late they will be expected to sign-in at the office. In cases where you are not picking up your own child, and for your child's safety, we request that you send a note in your child's agenda or call the school authorizing another adult to pick up your child.

A reminder that if you are picking up or dropping off your child before, during, or after school, or simply visiting your child's classroom, we ask that you:

**PLEASE DO NOT Double park your vehicle in the Front Driveway. A clear passage is required for emergency vehicles at all times. Fire Lane signs are posted for student safety reasons in the event of an emergency.**

**PLEASE DO NOT Drive or park your vehicle in the Bus Loading Zone, except on special occasions such as our Christmas or Spring Concerts.**

**PLEASE DO NOT Back up your vehicle at any time. Children arrive at and depart the school throughout the day for various reasons, and they may not be visible from within your vehicle.**

In the case of after-school pick up, we ask that you not meet your child at his or her classroom. We would prefer that you wait for your child at the South end of the West sidewalk, en route to the Bus Loading Zone. This ensures that we can monitor all children who are picked up.

### **School Bus Policies and Procedures**

Approximately two-thirds of our students ride school buses to and from school on a regular basis. If this includes your child, you should be aware of the rules of conduct that bus students are expected to follow. These are available from your child's bus driver.

Some parents of children who live in town may wish to have them ride the bus for all or part of the school year. Please contact the School Division Bus Garage at 928-3860 in order to get more details as to sign-up procedures and the costs involved.

Regardless of whether students ride the bus daily or only occasionally, it is important that both the bus driver and the school be kept informed **by a written note from parents of any changes in the regular routine. Parents must make arrangements with the bus driver if their child will be riding a different bus at home-time (this is to ensure adequate seating is available on the bus).**

### **Cold/Inclement Weather Policy**

We ask for parent co-operation in ensuring that students are appropriately dressed for the weather conditions. Due to safety concerns, students may be refused permission to ride on a school bus if they are not appropriately dressed for cold weather.

**Inclement Weather:** Recess may be indoors and some standard criteria are listed below:

Rain, sleet, freezing rain, smoke	Temperature below -25 degrees Celsius.
Temperature with wind-chill below -25 degrees Celsius.	Playground conditions unsuitable for students

According to School Division policy, in the event of extremely cold weather conditions, an ambient temperature of -40°C and below or a windchill factor of -48°C and below as measured by Environment Canada, school buses will not be running. The School Division may also cancel buses during other inclement weather conditions (e.g. freezing rain, blizzard conditions, etc.). Public notification of this situation is made by early morning notifications via the FVSD Bus Status app and a call-out from Sandhills School. In some cases, you may also be informed of this situation by your child's bus driver. You should be aware however, that in the event that school buses do not run, the school is still open for instruction. You have the option of sending your child to school, or transporting him or her yourself. When buses are not running, parents are held responsible for the safety of their children to and from the school.

### **Student Phone Policy & Messages For Students**

Due to the young age of our students, we do not provide unrestricted phone access for students. For the most part, we have found that phone access is not required. In the rare case of an emergency or special circumstance, students are allowed to use one of our office phones under the supervision of their teacher or the school secretary. **If your child is doing something other than usual after school, e.g. birthday party, please send a note in your child's agenda or call the school to inform us about the changes.**

## CARE BEAR Program

At Sandhills, our CARE BEAR Program serves to teach, model and reinforce positive behaviours and expectations. Part of the program also has discipline protocols in place to address, track, and support students who require extra assistance in meeting behavioral expectations set by the school.

**Action Regarding Student Discipline Incidents** – Below is a chart outlining what discipline incidents require office referrals and what incidents are dealt with on the spot by the supervisor; **this includes any staff member.**

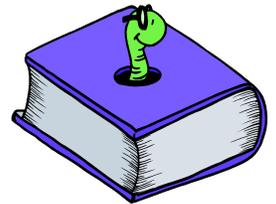
Discipline Incident <u>not</u> requiring office intervention	Discipline Incident requiring <u>immediate</u> office intervention
Teasing	Fighting
Not telling the truth	Vandalism
Abusive language (Shut up, etc)	Disrespect / Defiance
Classroom disruption	Bullying / Excessive Teasing
Washroom behavior	Profanity
Running in hallways	Stealing
Being too loud	* No Bicycle Helmet *
Not using playground equipment properly	
Poor sportsmanship	
Other	

**Documenting and Contacting Parents** – For various reasons throughout the year we sometimes find it necessary to document and to contact parents to discuss problematic student behaviors at school. The protocol listed below is followed in all situations unless extenuating circumstances exist concerning a specific discipline incident.

1. Sandhills staff have a responsibility to document discipline incidents by completing a discipline incident form for incidents that are becoming habitual or more serious.
2. Classroom teachers will be the first contact home when other minor discipline incidents are becoming habitual or for discipline incidents that require an immediate office referral.
3. Administration will call parents with any follow up actions imposed at the office level.
4. FVSD 52 discipline procedures will be followed for the most serious of discipline incidents.
5. If a student requires additional behavioural support, school administration, the child's teacher along with other important adults in the child's life, including the parent may develop a *behaviour support plan*. Assistance from the Connectivity Team (mental health team), the Diverse Learning coordinator or other specialized services may assist with the development of the plan.

## SHES Home Reading Programs

At Sandhills, each grade participates in a home reading program that we hope will develop positive home reading experiences for all our students. We encourage all parents to read with their children on a daily basis. Studies have shown that consistent reading helps in developing and strengthening reading skills in children. Details reading grade specific home reading programs will be provided at the beginning of the school year. We plan to continue with the incredible home reading program currently in place and maintain our cooperative efforts to improve literacy with our students and community.



*‘The more you read the more things you will know. The more that you learn, the more places you’ll go.’ Dr. Seuss.*

**Reading is a gift. Let’s all do our part to encourage children to embrace it.**

## Student Intramural Program

During the coldest winter months – beginning in November through to April, an intramural program is offered at the noon recess to provide an enjoyable indoor activity for grade 2-3 students. The program involves teams of boys and girls playing others of the same grade level in a rotating schedule.

## Student Field Trip

As part of the school curricular program, field trips are offered for student participation. Field trips may take the form of educational visits to community facilities or businesses (e.g. La Crete Fire Hall, La Crete Post Office, etc), recreational trips (e.g. La Crete Arena for skating, High Level Swimming Pool), or other educational activities (e.g. Division Science Fair, FVSD Music Showcase, La Crete Heritage Museum, Fort Vermilion Museum). Regardless of the exact nature of the activity, it is our practice to specifically request parental permission for a child's participation.

Notification will consist of:

1. The **date, time, and nature** of the activity.
2. The **adult supervisors** who will be in charge of the activity.
3. A request for **signed permission**.

Parents are encouraged to contact their child's teacher prior to a scheduled field trip with any questions or concerns.

## Student Personal Belongings

We would appreciate your assistance in helping your child become responsible for their own belongings by:

1. Placing name identification on all personal belongings, including jackets, footwear, lunch kits, and school supplies.
2. Discouraging the bringing of toys or personal items to school. These can cause unneeded jealousy or envy in other children- particularly those that are younger. Also, if lost or damaged, these items become a source of unnecessary anguish or distress for a child.

For items that can not be identified, a "Lost and Found" box is placed at the main entrance of the school. Parents are encouraged to check this box for any of your child's belongings whenever you happen to be visiting the school.

## Specialized Services

Sandhills staff offers a wide variety of Inclusive Education services for children with medical disabilities, as well as those experiencing learning difficulties, language delays or behavioural challenges. Some of the services we currently offer are:

**Early Intervention Program** for pre-school children with diagnosed severe language delays or severe medical disabilities.

**Referral to Outside Agencies** for specialist assessment of possible identification and diagnosis of learning disability.

**Individualized Program Plans (IPP)** for students experiencing learning difficulties, language delays, behavioural challenges or medical disabilities.

**Behaviour Support Plans** for students experiencing behavioural challenges

**Speech & Language Intervention**

**English as a Second Language (ESL) Programming**

**Primary Literacy Supports**

**Reading Interventions**

**Mental Health Supports**

**Multi-Disciplinary Team** utilizes a team approach to ensure the learning needs of children on IPPs are met. Supports can include, but are not limited to speech-language therapy, physiotherapy, educational programming, vision, hearing, and psychology.

If you would like more information about any of our specialized services, please contact your child's teacher or the school's Inclusive Education Coordinator at 780-928-3947.

## Report Cards

Parents are officially notified of their child's progress in written form in report cards three times per school year.

Report Card	Grades ECS to 3
Report 1	November 27, 2020
Report 2	March 12, 2021
Report 3	June 18, 2021

## Communication with Parents

We believe in keeping parents informed about the progress of their child, as well as making them aware of school events and happenings. Specific efforts made to maintain home and school communications take many forms, which includes:

- A **Parent Information Handbook** in the first few pages of the student agenda
- A monthly **School Calendar**
- A **School Newsletter (twice per month)**
- Periodic **Classroom Newsletters**
- Special Event Notices**
- Notices of Events on the **School Communication Sign** located in front of the school.
- Our **School Website** at <https://shes.fvsd.ab.ca/>
- Our **Facebook Page** at
- Parent – Teacher Interviews**
- School Call outs**
- School Council Minutes** are sent out with the school newsletter and posted on our website
- An **Open House** to meet your child's teacher and receive a copy of My Child's Learning: A Parent Resource

We also recognize that communication is a two-way process. We encourage parents to contact us anytime during the regular school day concerning inquiries, concerns, suggestions, or compliments.