

Parent School Access Policy

Effective Jan 4, 2017

Aims

1. To increase student safety (parking, playground, hallway)
2. To create a more welcoming school environment
3. To increase connections and communications between parents and teachers

Context

At present, parent/guardians do not generally enter the school to receive their children at day's end. They typically wait outside the North (side playground) side of the school regardless of the weather.

At present, teachers begin dismissal 5-10 minutes before end bells.

At present, at the bell students move through doors as soon as the bell sounds creating a 2-3 mass pickup which is difficult to supervise. As there is a short turnaround time for +/- 140 students parking can also be a problem.

Revised Policy

- All parent/guardians receive Welcome Cards reminding them of School Access Policy
- At 8:00 AM, 11:30 AM, and 3:00 PM the parent/guardians have hallway access (doors scheduled to unlock).
- A clear code of conduct (Parent/Guardian Access Policy Agreement) is communicated to parents as condition of hallway transit

Anticipated Benefits

- More comfortable and welcoming school environment
- More gradual dismissal
- Less parking and traffic congestion
- Potential for teachers to instruct longer
- More adult eyes on students
- Increased informal parent/teacher contact
- Greater supervision of adults and students (7 teachers and 2-3 TAs in hallways as opposed to 1 supervisor outside)

Sheldon Coates Elementary School

Parents Welcome!

As a parent/guardian at Sheldon Coates we want you to feel valued, welcomed, and invited to participate in what we do here at Sheldon Coates. The following reflects how we want you to feel as a valued part of our school community.

I am welcome to enter the school at 8:00 AM, 11:30 AM, and 3:00 PM

I am welcome to talk quietly in the hallway to respect student learning

I am welcome to assist my own child in their dismissal

I am welcome to chat with my child's teacher when students are gone

I am welcome to visit the school library when the librarian is there

I am welcome to check the lost and found for unloved clothing items

I am welcome to check out the displays (Student of the Week, School Council Bulletin Board)

I am welcome to visit the school during the school day after signing in at the office.

I am asked to take dirty **footwear off in the morning and at lunch**, however,

after 3:00 I am okay to simply wipe my outdoor footwear as floors will be cleaned shortly after dismissal.

I need to keep in mind that in the event of a Fire Drill during dismissal times, parents should report to the muster station at the North Playground fence (Pirate Ship side).

Parent/Guardian Access Policy

Parent/Guardians who are in the school during regular hours are to abide by the following expectations;

1. They are not to divulge any information pertaining to students, staff or parents received in confidence at school.
2. They will disclose information about a student, gained at school only to the student's teacher or to the principal.
3. If they gain information that leads them to believe that a child is in need of protective services, they will comply with the requirements of the Child Welfare Act and Board Policy 3480 – Child Neglect and Abuse. They are to report the situation to the principal and a child welfare worker employed by Alberta Social Services.
4. While parents may provide dismissal support for their own children in the school hallways, they are not to give direction or correction to other students without prior arrangement with that child's family.
5. They will respect student learning by talking quietly in the hallways prior to dismissal. They will always use language appropriate to an elementary school setting and to speak respectfully and with dignity to other parents, guardians, students, and staff.