



“The Sky is the Limit!”

SHELDON COATES ELEMENTARY SCHOOL

PARENT-STUDENT HANDBOOK

2019-2020

Table of Contents

Welcome	2	
Important Dates	3	
School Hours	4	
Secured Door Policy		4
Absences	4	
Illnesses	4	
School Fees	4	
School Rules	5	
Allergies	5	
Lunch	5	
Breakfast Program	5	
School Dress	5	
Winter Reminders and School Closing	5	
Student Progress	5	
Student Recognition	6	
Home and School Connections	6	
Homework	7	
Library	7	
Swimming Program	7	
School Council	7	
Student Behavior Guidelines	8	
Consequences for Behaviour	9	

Welcome to Sheldon Coates Elementary School! We look forward to a successful year of learning.

Academically, we are excited about the learning initiatives and innovations our school and our division has promoted to ensure each child experiences academic success. We have a highly skilled staff who truly care about each student, a dedicated leadership team, and a positive, active, and caring parent council.

At Sheldon Coates we are committed to providing a welcoming, caring, respectful, and safe inclusive learning environment for all students. We value the power of relationships, and strive to connect with and empower all students.

We are a dedicated school, with highly effective instructional practices, and an amazing staff who have prepared to make this the best year for student learning yet!

Mission Statement

To foster leadership capacity by valuing, supporting, and challenging each student.

Vision Statement

An engaged, empowered community of supported and celebrated leaders.

Motto

“The Sky is the Limit!”

Important Dates

September

- Sept. 3** First Day for students in gr. 1-3 and staggered entry for ECS/preschool
- Sept. 10** Open House (6-7 pm)
- Sept. 19** Pirate Day
- Sept. 23-27** Swimming starts for gr. 2 and 3
- Sept. 24** Picture Day (am)
- Sept. 27** Terry Fox Run
- Sept. 30** Orange Shirt Day

October

- Oct. 4** Books and Breakfast
- Oct. 11** Professional Learning Day (No School)
- Oct. 14** Thanksgiving Day - No School
- Oct. 18** STAR Assembly (2:15 pm)
- Oct. 22** Colour Day
- Oct. 31** Hallowe'en

November

- Nov. 7** Outdoor Classroom Day
- Nov. 8** Remembrance Day assembly
- Nov. 11-13** Fall Break-No School
- Nov. 22** STAR Assembly (2:15 pm)
- Nov. 22** Report cards issued
- Nov. 25-28** Parent-Teacher Conferences
- Nov. 26** Cake Day
- Nov. 29** Professional Learning Day (no school)

December

- Dec. 4** Christmas Reading Night
- Dec. 11&12** Christmas Concert
- Dec. 18** Ugly Christmas Sweater Day
- Dec. 20** Last day of school before Christmas Break
- Dec. 23-Jan.5** Christmas Break

January

- Jan. 6** School Resumes
- Jan. 24** STAR Assembly
- Jan. 27-31** Student-led Conferences
- Jan. 31** Big Wig Day & Winter Activity Day

February

- Feb. 5** Noon dismissal for Teacher's Convention
- Feb. 6-7** Teachers' Convention-No School
- Feb. 17** Family Day - No School
- Feb. 20** Love Your Pet Day
- Feb. 28** STAR Assembly (2:15 pm)

March

- Mar. 6** Professional Learning Day (No School)
- Mar.13** Earmuffs Day
- Mar. 20** Report cards issued
- Mar. 23-March 31** Spring Break - No School

April

- Apr. 1** School Resumes
- Apr. 6-9** Swimming Begins for ECS and grade 1
- Apr. 10** Good Friday (No School)
- Apr. 13** Professional Learning Day (No School)
- April 16** Pajama Day
- April 24** STAR Assembly

May

- May 4** Star Wars Day
- May 15** Professional Learning Day (No School)
- May 18** Victoria Day Holiday – No School
- May 21** Outdoor Classroom Day

June

- June 18** Picnic Day
- June 21** National Indigenous Peoples Day
- June 26** Last Day for Students (noon dismissal)

School Hours

While we encourage students to arrive at school on time, we ask that they do not arrive earlier than 8:05 am. Only during inclement weather will students be allowed to enter the school earlier than the first bell.

8:25	First bell rings/students enter the school
10:10 - 10:25	Recess
11:40	Lunch recess
11:55	Lunch
12:20	Afternoon classes commence
1:40-1:55	Recess
2:55	Students dismissed

Secured Door Policy

Our exterior doors are locked during most school hours, with the exception of the front entrance. For safety measures, we ask that families and visitors enter through the front entrance and sign in at the office.

Absences

A Student Absentee Checklist Program is coordinated by the office staff as a safety measure. Please notify the school if your child will be absent on any given day. As well, if you know in advance of an upcoming absence, please send a note or phone the school at (780) 827-4343. If the office receives no notification, you will be contacted around 9:00 am or 1:00 pm (for afternoon absences) to determine the whereabouts of your child. Thank you for your cooperation.

Illness

Children who are too ill to go outside for recess are too ill to be at school. Children coming to school with severe colds or flus do not function well, provide a source of infection for other children, and would probably recuperate faster at home. Children who become ill during the school day should tell their teacher and then come to the office for further assistance. The office will notify parents and make the student comfortable until parents arrive, or arrange for the student to be accompanied home.

School Fees

Field trips and class activities - \$20.00

Swimming lessons - \$30.00

All fees will be collected online through the School Cash Online program; more information to follow.

Bus Fees

Grades ECS - 3 Eligible Students = NO CHARGE

Ineligible Students - \$400.00/year

To register a student for the school bus, parents should contact the GYPSD Transportation Dept. (1-800-723-2564) or follow the "School Bus Registration" link on the GYPSD homepage (www.gypsd.ca) All bus fees are paid online. Bus Fees are due by October 31, 2019.

School Rules

Sheldon Coates Elementary is committed to ensuring the safety of all students. Our Code of Conduct requires each student to “Be Respectful, Be Responsible, and Be Safe.” Fighting, roughhousing, and the throwing of snowballs and rocks are not allowed. The use of ‘bad language’ and swearing in school is prohibited. Consequences for not following these expectations will reflect the serious nature of the offense and may include school suspension. Any dangerous items such as knives, ammunition, etc., are strictly forbidden. Cooperation in reinforcing our expectations is greatly appreciated.

Allergies

Each year, we have a number of students who may have severe allergies. To make our school a safe and caring place, we attempt to ensure that everyone is allergen-aware. Currently we have students with tree-nut and peanut allergy concerns. To help us keep these students safe, we require that no snacks or lunches contain tree nuts or peanuts, as well as their by-products.

Lunch

While the school recognizes the benefit of children enjoying a lunch break away from school property, all students are allowed to bring lunch to school. The lunches should be ready-to-eat, as students have no access to a microwave. At 11:40 am, the students go outside to play and at 11:55 am they return to their classrooms to eat their lunch. In the case of inclement weather, an indoor recess may be called.

Breakfast Program

Sheldon Coates School is looking to continue to offer a small selection of nutritious food in the morning, at no additional cost to students or their families. More updates about the breakfast program to follow.

School Dress

We ask that outside footwear be removed at the entrances and placed in designated boot racks. Each student should have an indoor pair of running shoes, which can be fastened unassisted, for in school and gym wear. These shoes should have white or light coloured soles. All items of student clothing and footwear, as well as lunch kits and backpacks, should be clearly and permanently marked with the child’s name. This is helpful when articles are lost or misplaced. Students wearing clothes with inappropriate captions or images may be directed to contact their parents for other apparel.

Winter Reminders and School Closing

All students are expected to go outside for recesses, and should be dressed appropriately. On occasion, during inclement weather, an indoor recess may be called. GYPSD schools do not close for weather-related reasons (i.e.: heavy snowfall, storms or extreme temperatures).

Student Progress

Progress Reports are issued in November and March. In November, Parent-Teacher Conferences are held, and Student-Led Conferences will be held in the Spring. A year-end summary report is issued at the end of June. Parents are encouraged to contact their child’s teacher at any time to discuss his/her progress. Classroom teachers will contact parents to arrange times for Parent-Teacher Conferences and Student-Led Conferences.

Student Recognition

Student of the Week

Every student will be chosen once during the year to participate in the 'Student of the Week' display. Information about the student and prized possessions are displayed in the locked hallway cabinet for one week. Please watch your child's backpack for a notification, as they will not get another chance during the year to display their treasures.

Catch Them Being Leaders

All students at Sheldon Coates will be provided with opportunities to lead in a way that reflects their personal capacity for leadership. "Catch Them Being Leaders" tickets will be awarded by staff members and then placed in a box outside the office. Draws are made randomly from the box several times per year and students are recognized for their leadership by staff members.

STAR Student Assemblies

Each month the achievements of certain classes and individual students are recognized during a whole-school assembly. Parents will be notified when their child or child's class is being featured and invited to attend.

Home and School Connections

We have found that the more involved and active a student's parents are in the life of the school, the better that student achieves. We welcome parent involvement and encourage parents to keep in touch with the progress of their child/children.

Electronic Newsletters and Communications

A newsletter will be sent home on a monthly basis. Our school newsletters and other communications will be emailed in PDF format to parents. This will provide parents with timely communication as well as an electronic copy of calendars and other school information.

We will be using the email address on file with the school as a home contact. If you have not yet provided us with an email address, or if you have changed your email, or would like to have school communications sent to a different email address, please contact the school office. We recognize some parents will prefer a paper copy and so we will make paper copies available at the school for parents who prefer paper.

Facebook Page

Mrs. Hammer keeps a regular Facebook Page active to provide information to all parents. Please visit our Facebook page. If you have any questions about the page you can contact Mrs. Hammer at jillhamm@gypsd.ca.

Home/School Communication

Students will have a communication bag, and parents are asked to review daily for messages and classroom communication.

School and Class Visits

Our school has an open door policy, which encourages parents to visit classes throughout the year. Please contact the classroom teacher or principal prior to your planned visit. All visitors are asked to report to the office to sign in upon arrival at school, and sign out when leaving for the day.

School Helpers and Volunteers

There are many volunteer opportunities at the school, please watch for notifications from the school council, as well as from your child's teacher. All school volunteers are required to submit documentation of current RCMP and Child Welfare checks (renewed every 2 years), including 3 references. As well, they must also complete a Confidentiality Statement. These forms are available at the office.

Homework

Teachers may choose to assign some tasks to be completed at home (home reading programs, spelling words, sight words, math facts, class assignments, etc.). Since much of the learning that students do involves group work, or activity based learning, it is difficult to "make up" classwork that a child misses when they are absent. Parents should notify the classroom teacher that the student will be absent for an extended period. While teachers may recommend general learning activities such as a vacation journal or ongoing reading activity, comprehensive "homework packages" are not a school practice.

Library

Students in Kindergarten & Gr. 1 are permitted to sign out one book at a time. Students in Grades 2 and 3 may sign out two books. Books are on loan to the students for a one week period. Due dates for books are on the same day as the student's regular library day. Overdue notices will be sent home for books that are long overdue. Lost or damaged books must be paid for by the student. The cost will be the replacement cost of the book. Students with overdue books are not allowed to sign out any more books from the library until they clear their overdue books with library staff.

Swimming Program

Every student will have the opportunity to participate in swimming lessons offered by the Grande Cache Recreation Department. Non-participating students will accompany their class to the pool. The swimming program consists of 10 lessons offered by certified instructors. A note will be sent home with your child three weeks prior to the start of the lessons. The swim fee of \$30.00 is to be paid prior to the first lesson.

School Council

The School Council's focus is to provide opportunities that will enhance the educational experiences and development of children attending this school in a positive, cooperative venture between the school and the home. We have a great school council here at Sheldon Coates and encourage all families to become involved in some way. There will be more information regarding the School Council in monthly newsletters.



Student Behaviour Guidelines

STOP, THINK, ACT RIGHT!

	Be Respectful	Be Responsible	Be Safe
Classrooms and Library	Use inside voices. Work co-operatively. Listen to others. Take turns talking. Be kind and helpful.	Try your best. Be on time. Be prepared. Look after resources and supplies.	Keep your hands and feet to yourself. Listen to adults. Wear inside shoes. Keep things clean and tidy. Use your "WITS." *
Halls and Entrances	Talk quietly. Be polite to others. Respect others' belongings. Wait your turn. Remove hats and hoods.	Come in right away when the doors are opened. Keep footwear on racks. Keep lockers neat and organized.	Walk. Keep your hands and feet to yourself. Clear hallways quickly. Always wear indoor shoes.
Playground	Talk nicely. Be friendly. Listen to others. Share and take turns. Include others.	Follow playground rules. Play in the proper supervised area. Take care of equipment. Report problems to adults. Use the garbage containers. Line up quickly at entrances when the bell rings.	Play safely. Keep your hands and feet to yourself. Listen to supervisors. Stay within bounds. Use your "WITS." *
Gym and Assemblies	Listen to the teacher or main speaker. Respond politely. Be kind to those around you.	Follow gym rules. Enter only with adult permission. Take care of gym equipment.	Wear inside shoes. Keep your hands and feet to yourself. Listen to instructions. Enter and exit safely.
Eating Times	Remain seated. Eat your own food. Talk quietly. Be friendly and polite.	Listen to supervisors. Clean up your own area. Follow lunchtime rules.	Wash your hands. Eat your own food. Clean up food and garbage. Stay calm and quiet.
Washrooms	Respect others' privacy. Talk quietly. Wait your turn.	Keep washrooms clean and tidy. Be quick. Report problems to adults.	Flush when finished. Wash your hands. Keep hands and feet to yourself. Keep stall doors unlocked when not in use.

WITS is a peaceful problem-solving strategy: Walk away, Ignore, Talk it out, Seek help from adults

Consequences for Behavior

Even when clearly defined student expectations exist, inappropriate behaviors still occur. When a student contravenes the rules of the school or the Student Code of Conduct, we will ensure that the student is held responsible for his/her actions and that their personal dignity is maintained. In determining appropriate and logical consequences, these procedures will be adhered to:

1. For minor infractions that are easily corrected by a staff member (i.e. minor class disruptions, chewing gum, running in the hall, wearing outdoor shoes or hats inside, etc.), the teacher or supervisor shall instruct the student on the appropriate behavior and ensure compliance.
2. When more serious infractions occur, any staff member may contact parents, apply positive intervention strategies or corrective behaviour supports including a referral of the student to school administration. Such incidents may include, but are not limited to, the following:
 - a. inappropriate or dangerous behavior
 - b. disrupting class
 - c. failure to complete work assigned by teacher
 - d. disrespect toward classroom teacher, other students or adults
 - e. defiance or non-compliance

When students are referred to the office, a Student Behaviour Report including details of the incident and action by the school administration will be completed, sent home and kept on the student's file. The office will notify parents by telephone when three such reports have been filed, or at the discretion of the referring staff member or administrator.

When a student is repeatedly referred to school administration following parental contact, consequences shall increase in severity to include parental meetings with teacher and administrator, half-day or full-day in school suspension, and ultimately out of school suspension for up to five days.

3. For incidents deemed to be of an extreme nature (such as physical attack, threat with intent to harm, or unlawful acts), parents will be notified and the student may be immediately suspended by the Principal or Acting Principal for a period of up to five days.
4. In the event that a student repeatedly displays an attitude of willful and blatant refusal to comply with the Student Code of Conduct (Ref.: School Act, RSA 2000, Sec. 12) and Sheldon Coates School Rules, then the Principal may recommend that the Board expel the student from school or from riding the school bus for a period of at least 10 school days.

Ref.: Admin. Procedure 350
"Student Conduct"

Legal Ref.: School Act RSA 2000
Sec. 24 (1-9)
Sec. 25 (1-4)

Sch. Ref.: October, 2005