

ISABELLE SELLON SCHOOL

12602 – 18 Avenue
Box 210
Blairmore, AB T0K 0E0
Tel. (403) 562-8816 Fax: (403) 562-2617

Mrs. Davidson
Principal

Mrs. Shackleford
Assistant Principal

Visit our website at: www.isabellesellonschool.ca

Livingstone Range School Division #68
Tel. 1-800-310-6579 Fax: (403) 625-2424

Engage Learners Today. Empower Thinkers Tomorrow.

“The Mission of Isabelle Sellon School is to complement the role of parents and community in providing educational experiences which will permit students to reach their potential and achieve a happy, productive, responsible life in our changing world.”

STUDENT HANDBOOK 2017 – 2018

VISITORS TO OUR SCHOOL

To increase student safety, Isabelle Sellon School requires all guests or visitors to sign in at the school office and obtain a Visitor's tag.

BELL TIMES

Monday – Thursday

First bell	8:30 am
Morning classes begin	8:40 am
Morning Recess	10:46 am
Lunch Break	12:31 pm – 1:03 pm
Afternoon classes begin	1:08 pm
Dismissal	3:15 pm

Friday

First Bell	8:30 am
Classes begin	8:40 am
Scrunch	10:40 am
Dismissal	1:10 pm

FOR YOUR INFORMATION

- **Office staff hours** are Monday – Thursday 7:45 am – 3:15 pm. and Friday 7:45 am – 1:00 pm.
- Our school has an **answering machine**. Please leave a message if your call is not answered. We make every effort to return calls in a timely manner.
- **School begins** each morning with “O Canada” played over the intercom. Please respect our country by standing quietly until it has finished.
- **Our website** www.lrsd.ab.ca/school/isabellesellon is updated regularly. Please visit often.

SCHOOL NEWSLETTERS

Newsletters are published once a month, usually on the first day of each month. The newsletters are posted on the website in pdf format & are available to download and print. All events that are known at the time of publication are listed and additional information for special events is usually given. Newsletters are available by email (preferred method), paper copy or available for download or viewing on our website.

VOLUNTEER POLICY

Volunteers are an essential component of our school and we appreciate the many hours volunteers put in. Livingstone Range School Division requires all volunteers have a completed Criminal Record Check on file at the school and these forms are available either from the school office or the local RCMP detachment in Blairmore. These checks typically take approximately one week to process and are free of charge. You will need to bring your driver's license and birth certificate for identification purposes. This criminal check will need to be on file prior to accompanying students on a field trip, unless you are accompanying your own child and using your own transportation. As a volunteer you are under the direct supervision of the classroom teacher.

OFFICE TELEPHONE

Office phones are considered business phones and will not normally be available to students for after school planning. Telephones are located in classrooms and may be used by students with staff permission. Please encourage your child to make after-school plans with you **prior** to the school day.

Special events (skiing, swimming, field trips, etc) are generally posted on the website prior to the event. Parents are encouraged to visit our website for information on these events before calling the school.

CITIZENSHIP POLICY

Our behavior expectations follow three guidelines:

- ❖ Respecting self and others
- ❖ Respecting personal space and property
- ❖ Respecting the right of everyone to learn in a positive and safe environment

ATTENDANCE POLICY

Should your child be absent from school, **please telephone the school** to leave a message indicating your child's name, teacher, the dates of the absence, the reason and the expected return date, or send a note containing the same information to the teacher. Thank you for arranging for sick students to recover at home where they are more comfortable.

Should your child be absent with no parent message or information, you will receive a follow-up call from the school. Students are expected to attend regularly and punctually. Parents will be contacted should attendance or late arrivals become an issue.

Guidelines:

- Attendance is taken twice daily – a.m. registration at 8:45 and p.m. registration at 1:08 and is recorded on the office computer.
- Parents are requested to notify the school if their child will be absent. If the school is not notified, the school secretary will phone home that morning.
- Attendance records are sent out with each report card for each child registered.
- If a student has poor attendance and student learning is affected, the parent is notified:
 - The first contact is by phone call by classroom teacher.
 - If the attendance problem is not rectified, then the parent is notified by letter. Parents are provided with a copy of their child's attendance. It is the parents' responsibility to ensure that the child attends regularly.
 - If students are absent from school, it is their responsibility to complete the work deemed necessary by their teacher.

LATES

Students are expected to arrive on time to their classes with the necessary supplies. Students who are punctual normally experience greater success at school. Late students are required to check in at the office.

BUSES

Students living outside the Blairmore area and attending this school will be bused to ISS. The bus drivers will be Adele Heisler (#1), Carol Anne Smith (#2), Leah Sciarra (#4), Becky Rinaldi (#5), Donna Davis (#6) and Marie Lorne (#8). For the safety of all, students are expected to stay seated at all times while riding the buses. Inappropriate behavior on the bus is reported to parents and school administration and may result in a bus suspension. Bus schedules will be available on the school website. Any concerns with bussing, please contact Leah Sciarra, Transportation Secretary at (403) 562-8863.

EARLY DISMISSAL

Students who leave school during the day because of illness must report to the office. Contact will be made with their parent(s) or guardians before permission can be given. If students need to leave school for an appointment, a

phone call or note from parents must be submitted to the office so that the school is aware of the circumstances. Students are responsible for making up class assignments missed.

INFIRMARY

The infirmary is available for students who become ill at school. Parents or responsible persons will be notified of the illness. We regret that we can't give your child any medication *without written permission*.

LUNCH BREAK (12:31 – 1:03 pm)

Students who do not return home for lunch are provided with a recess time followed by a lunch eating period. All students will eat their lunch in lunch room, microwaves are not available. Students are expected to eat quietly and dispose of their trash in the appropriate places (garbage and recycle). All classes have a time scheduled for snacks in the morning and on Fridays. We ask that snacks be healthy, such as fruit, vegetables, cheese and crackers, etc.

All students are expected to remain on school grounds unless other arrangements have been communicated from home *in the form of written parental permission*.

NUTRITION PROGRAM

We offer a breakfast program, served at 8:15 am and a lunch program for those students who require it. Students arriving for the breakfast program are expected to quietly remove their boots at the door, place backpacks in the space provided and behave appropriately and respectfully. This program is not intended to replace breakfast and lunch from home. Research clearly indicates that children learn best when they are well rested and have a good breakfast. We appreciate that there are times when students need these programs.

DRESS CODE

I.S.S. aims to create and maintain a friendly and professional atmosphere that fosters a safe, secure and caring learning environment for students and staff that will nurture personal growth and positive attitudes.

Students must be dressed appropriately at school. Appropriately dressed means:

- clean and modest
- tops and pants should meet (midriff and backs should be covered)
- outerwear must cover underwear
- messages printed on clothing are in good taste (alcohol/drug related, profanity and violent materials are not permitted)
- headwear of any sort is not allowed in any classroom environment and must be kept in their locker.
- Skirts, skorts, shorts or dresses must cover – at minimum – half of the thigh from the waist to the knee.
- students who ride their bikes to and from school must wear a helmet. If they arrive without a helmet, parents will be contacted and the bike will be held for pickup.

Students will be asked to change clothing if dress is not appropriate. Parents will be notified if an issue persists.

USE OF CELL PHONES and ELECTRONIC DEVICES

ISS recognizes that the appropriate use of hand-held devices can enhance and optimize student learning opportunities. We also recognize that inappropriate use of hand-held electronic devices can interfere with an individual's right to privacy, the student's right to a safe and caring environment, and the teaching and learning process. Therefore, the following guidelines will apply to hand-held devices:

- Cell phones are to remain turned off and locked in student lockers for the duration of the school day – they are not permitted in the school or in classes, unless a staff member has given specific permission stating otherwise.
- Students are prohibited from the use of hand-held devices in unsupervised areas (washrooms, changerooms, etc.)
- Once school is dismissed, and students are outside of the school, they may use their hand-held device.
- Students who do not follow this agreement will be asked to turn their hand-held device in to a staff member. Repeated abuse of this technology policy may result in students losing the privilege of using their hand-held device at school.

Thank you for your support in ensuring that our staff and students maintain a positive, safe school environment.

LOST AND FOUND

Books and materials that have been found should be turned in to the homeroom teacher or to the office immediately so that the rightful owners can make inquiries or claims concerning the lost item(s). Please check this often.

LOCK DOWNS

During the year we will have announced lock down practices. There is a high probability of fear or traumatic reaction from students in response to the potential circumstances surrounding these procedures. Therefore parents, students and staff will be consulted and briefed prior to any drills. All adults working in the building will be familiar with and trained in procedures pertaining to lock downs.

EVACUATION ROUTES

Fire drills are an important safety precaution. It is essential that when the alarm is set, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. It is essential that students wear shoes at all times in school.

INCLEMENT WEATHER

Students need to come to school dressed appropriately for the weather. During times of very wet or very cold weather, students will be allowed to remain inside. Teachers on supervision will monitor the classrooms and hallways. The decision to have students remain inside will be made by the Administration prior to the bell. Parents occasionally send notes to teachers asking them to keep their child in for recess, due to the child being ill. Please consider that if your child is well enough to come to school, they are well enough to be outside for recess. Health officials often advise that, if children are dressed appropriately, fresh air is beneficial to them.

SCHOOL CLOSURE

The decision to run buses is decided by the Superintendent of Schools in consultation with drivers and supervisor. If you are uncertain as whether or not our school will be opening for the day, please check the ISS Website www.isabellesellonschool.ca and listen to the local radio CJPR Mountain FM 94.9. We also have in place a school fan-out for such emergency closures. However, please consider that it is imperative to have up to date information (phone numbers) for this fan-out to be effective.

HOME READING

Good reading is key to success in school. We ask that parents set aside at least 10 - 30 minutes per day for home reading. Research states that "Students who engage in reading on a daily basis may demonstrate a carry-over effect and increase their knowledge across the board in all academic areas". (Kambariah 2001)

HOMEWORK

All students are expected to work hard at their studies and complete assignments on time. The teachers of I.S.S. believe that students who use their time wisely in class will not have homework every evening. However, homework means not only specific assignments, but also study and review. Parents can assist their children by ensuring that they have adequate facilities and time for home study.

INTERNET

Isabelle Sellon School is fully networked within the school and also on the Internet. Students and parents must sign an Internet-use agreement to ensure ethical use of the Internet. Personal e-mail use is not allowed, but students may be involved in classroom e-mail activities relating to their studies. The I.S.S. website is www.isabellesellonschool.ca. Students and teachers will be accessing this site and more and more information useful to parents will be posted as the site develops.

LOCKERS

I.S.S. provides a locker for each student. Locks are available from each classroom teacher or students can purchase their own lock and give the combination to their teacher.

SCHOOL COUNCIL

This is a group of parents who act in an advisory capacity to the school administration and are vital to the school. Any parent who has a child attending this school is eligible to attend and vote. The annual meeting is held in September and officers for the current year are elected. Meetings are held on the third Monday of each month.

- Gives parents a chance to have input
- All parents are encouraged to attend

GRADING AND REPORTING

Report cards reporting all individual subject achievements will be issued:

November 29, 2017
March 21, 2018
June 28, 2018

At I.S.S., we use an outcomes based report card. Teachers assess student's performance based on specific curriculum outcomes. This aligns our reporting with current divisional assessment procedures. Indicators used are:

Indicator	Criteria
E Excellent	<ul style="list-style-type: none">• Demonstrates a comprehensive understanding of learner outcomes• Consistently applies concepts and skills with accuracy• Consistently applies concepts and skills independently
P Proficient	<ul style="list-style-type: none">• Demonstrates a thorough understanding of learner outcomes• Usually applies concepts and skills with accuracy

	<ul style="list-style-type: none"> • Usually applies concepts and skills independently
B Basic	<ul style="list-style-type: none"> • Demonstrates an understanding of learner outcomes at grade level with some support • May require some supports to apply concepts and skills with accuracy • May require some supports to apply concepts and skills independently
NY Not Yet	<ul style="list-style-type: none"> • Is not demonstrating an understanding of learner outcomes at grade level
I Incomplete	<ul style="list-style-type: none"> • There is not enough evidence to provide a grade on the learner outcomes

Indicators: Consistently (C), Usually (U), Sometimes (S), Rarely (R)	
Participation	<ul style="list-style-type: none"> • Actively engages in learning activities • Contributes meaningfully and positively • Works well with others
Behavior	<ul style="list-style-type: none"> • Follows classroom rules and procedures • Shows respect for self, others and property • Monitors, controls and takes ownership for own behavior • Is punctual
Work Habits	<ul style="list-style-type: none"> • Takes ownership of his/her own learning • Completes assigned tasks in a timely manner • Work reflects effort and thoughtfulness • Is organized • Comes prepared for class
Group work is to be addressed within the curricular outcomes.	

We believe students should have many opportunities to display their understanding of the concepts that they are expected to master.

Special needs students and students requiring modifications to their programs have an IPP (Individualized Program Plan) developed in conjunction with the classroom teacher, learning support teacher, support staff, parents and students.

Parent / Teacher / Student Interviews

September 5, 2017	- 5:00 - 6:00 pm	School Council sponsored BBQ
September 27, 2017	- 5:00 - 8:00 pm	Intake Interviews
September 29, 2017	- 8:30am – 1:00 pm	Intake Interviews (No School)
December 5, 2017	- 5:00 – 8:00 pm	P/T/S Interviews
December 6, 2017	- 5:00 – 8:00 pm	P/T/S Interviews
March 28, 2018	- 5:00 – 8:00 pm	Celebration of Learning

All families are encouraged to participate in these interviews. Parents are encouraged to contact their child's teacher any time they have questions or concerns.

STUDENT PROGRAMS AND SUPPORT

FAMILY SCHOOL LIAISON PROGRAM

Mission Statement: *To work with families and students, Kindergarten to grade 6, in need of assistance in order that the children may achieve academic, personal and social success.*

The goals of the program are:

- ❖ to strengthen and stabilize school and family life
- ❖ promote positive interactions among family, child and school
- ❖ encourage well-being in school-aged children

A brochure giving more details may be obtained at the school. More information may be obtained by speaking directly to the school administration or to the Family School Liaison Worker, Karen Manzer.

All staff members are integral parts of the school guidance and counseling program at I.S.S. in that they offer assistance to any student encountering difficulty either in the classroom or outside the classroom. Monitoring and responding to student's needs is a shared responsibility. Each child in our school is unique and requires different services to assist in the development of the entire person: emotional, behavioral, social, and educational.

Our immediate counseling team involves two levels. Should students require extra practice in areas of conflict-management, and communication skills, they are referred to our Family/School Liaison Counselor, who works with parents, students, teachers, and other counseling team members in a collaborative approach for the success of the student.

Learning Support Team

Guided by the Learning Support Team is a Pyramid of Intervention to address and monitor student progress and growth. In this model, student learning concerns are addressed through various tiers or levels. Tier one supports are addressed in the inclusive classroom setting through differentiated instruction and assessment. Tier two supports are those that require further targeted intervention and may include small group work outside the classroom setting. Tier three supports are put into place when students are not progressing as they should and further assessments are required to determine programming. These assessments are completed by the Learning Support teacher and may lead to extended educational assessments through contracted services.

Our Learning Support Teacher provides individual testing and education programming to allow students to progress at their own pace within a regular classroom or in small group settings. All students who require modified or adapted programs are identified through school wide testing (Fountas & Pinnell, Key Math, Canadian Achievement Tests), individual testing batteries administered by the Learning Support Teacher, or by outside professional agencies. Students can be referred for testing by teachers and/or parent(s). Parental consent is required for all alternate programming.

If parents have concerns regarding their child's programming, they should contact their child's teacher first. The classroom teacher will meet with the Learning Support Team to discuss those concerns and a decision will be made to either refer the child for further testing (medical or educational assessment) or to make changes to the child's programming. Referrals to other agencies are made when school personnel feel that it would be in the best interest of the child.

We recognize that all children have diverse learning needs. In specific cases, an IPP (Individualized Program Plan) is developed with parent(s), school staff and any outside agencies involved with the student to address the identified learning and/or behavioral needs. The IPPs are reviewed and monitored following each reporting period with the support of the parent(s) and the school.

Livingstone Range School Division school staff strive to work together with all students and parents to design appropriate programming for all students based on shared information. Any concerns can be addressed at the school level with the classroom teacher, Learning Support Teacher and Principal.

I.S.S. CONDUCT AND DISCIPLINE POLICY

The purpose of our school discipline policy is to encourage appropriate student behavior and to maintain a positive, safe and caring learning environment.

Our discipline process will:

- a) show students what they have done wrong
- b) help students identify better alternatives for action
- c) leave the student's dignity intact.

Isabelle Sellon School students are expected to behave responsibly and respectfully. Teachers and support staff will work with students to promote and ensure appropriate classroom and playground conduct.

It is expected that ISS students will conduct themselves so as to reasonably comply with the Alberta School Act. Therefore, each student will:

- be diligent in pursuing his/her studies
- attend school regularly and be punctual
- cooperate fully with everyone authorized by the province to provide educational programs and other services
- comply with the rules of the school
- account to his/her teachers for his/her conduct
- respect the right of others

For **minor offenses** of the above expectations, students will:

- be reminded of appropriate behavior/expectations
- be removed from the situation if necessary
- be referred to the office to complete a behavior report. Parents may be notified.

For **more serious offences** such as physical aggression, vandalism, defiance, etc. students will:

- be removed immediately and sent to the office to complete a behavior report.
- have parents contacted
- receive in-school suspension or out-of-school suspensions or referred to the school board for further disciplinary action if necessary.