

École Sandy Hill Elementary School



<http://sandyhill.abbysschools.ca>

Student/Parent Handbook

Welcome to École Sandy Hill Elementary. The information contained in this booklet is intended to provide you with useful information about the school and its organization. Please read through it and discuss the content with your child(ren). Should you have any questions, please do not hesitate to contact the principal.

Mission Statement:

The mission of École Sandy Hill Elementary is to model care and support among its staff, students and parents as it enables children to develop the skills, knowledge, personal character traits, wisdom and sense of community needed for successful living and lifelong learning. Our learning environment recognizes the diversity and equality of all its students.

Social Media Guidelines for Students and Parents (AP334) <http://www.abbyschools.ca>
Sandy Hill PAC Facebook Page : <https://www.facebook.com/sandyhillPAC>

Sandy Hill Website: <http://sandyhill.abbyschools.ca>

This is the "go to" site for up to date information regarding our school. This site also provides parents and students with tips on how to be successful in school, and information about procedures and processes that affect parents and students. Please check the site regularly!

Abby Schools App: Please visit our school website, [Abby Schools App](#) under the **Parent and Students Top Tab** for more information and links to download the program.

School Cash Online: All Abbotsford Schools are now using School Cash Online for school fees such as agendas, field trips, and concert tickets. Please visit our school website, [School Fees](#) under the **Parent and Students Top Tab** for more information.

Reporting Absences and Lates

Regular school attendance is critical for school success. Should your child need to miss school, for student safety, please notify the school before 8:40 a.m. 604 850-7131. When phoning the school, we have an option on our phone system to go directly to our absentee mailbox by pressing '1' on the keypad. Students arriving late must sign in at the office and pick up a late slip to be given to their teacher. We ask that parents do **not** accompany children to their classroom.

Before School Arrival

In order to keep our children safe and to reduce the instances of peer related issues, please do not send or drop off your children at school prior to 8:27am as there is no supervision available.

After School Hours

Parents are encouraged to have their children go directly home after school hours unless they are participating in a school-sponsored activity. When the latter is the case, parents will be informed in advance. Parents are also urged to speak with their children about bicycle and traffic safety, and stranger danger. Students not picked up by 2:43 p.m. will be brought to the office foyer to await pick up.

Communicating Your Concerns

In almost all cases, problems are most easily dealt with at the early stages. If parents have a concern it should be communicated right away to the person most directly involved with it. At École Sandy Hill, we would like parents to follow the following steps:

- Define who is closest to the problem (i.e. If it is a classroom problem, the teacher is the person to contact)
- Contact the person and make an appointment to express your concerns and seek a solution.
- If the problem is not resolved at that level, contact the Principal or Vice-Principal for assistance.
- If the school principal cannot solve the problem the appropriate assistant superintendent will be contacted.

Use of the School Phone

During the day, students require permission from their teachers in order to use the class phone. The school phones should be used for urgent matters only. The school telephone will not be available to students to arrange after school "play dates."

Nut Aware

Due to the fact that there are several students currently attending our school who have severe and life-threatening nut allergies, Sandy Hill is a NUT-AWARE SCHOOL.

Scent-Free Building

Many people are extremely sensitive and/or allergic to perfumes, colognes, aftershaves and other scented products. Please do not wear them to school, or at any time in our building.

Item Drop-off / Student Messages

Items being dropped off for students should be left at the office, labeled with student's name and division. Items should not be taken to the classroom during instructional time. We will let the teacher know at the next break that there is a message or item in the office for the student. Whenever possible, communicate with your child(ren) ahead of time to make arrangements for pick up and drop off of items.

Classroom Entrances/Exits

Students are requested to enter and exit their classrooms by their classroom exterior doors at all times, unless they are late and need to report to the office. We ask parents **not** to accompany students into the classroom as we are encouraging independence and self-reliance.

Bicycles

Bicycles are to be kept in the designated bike storage racks. All bikes should be locked and the serial number should be recorded at home in case of theft. Bike helmets are mandatory by provincial law. For safety reasons, all students must walk their bike while on school property.

Skateboards/Scooters/Rollerblades

For safety of all persons, students are to carry these as soon as they are on school property. Helmets are also recommended. Skateboards and scooters are to be locked up onto the bike rack as there is no room to store them in their classrooms.

Student Safety Recommendations

Please take the time to write the parent's full name and telephone numbers into your child's planner.

Electronic Devices

Cell phones at school - Students are expected not to use cell phones at school or during school field trips. It is the expectation that students are focusing on their education while at school. If a student has a cell phone for safety reasons (i.e. walking to and from school), it is expected to be put away during school hours. If a student has a cell phone, parents are advised to review safety guidelines around social media and internet use with their child. We cannot be responsible for lost or stolen phones.

Parking

Drivers must park in a designated spot or on the road. Curb lanes are for drop off only, not parking. People dropping off at the curb are asked to remain in their vehicles. Parents / visitors are asked to respect the school's parking and pick up procedures. These procedures are in place to keep pedestrians safe and to keep traffic flowing.

Visitors/Parents

All visitors/parents entering the school **MUST** report to the office and need to sign in and out. Visitor passes or parent helper passes will be issued to any visitor prior to going down hallways or to classrooms.

Lost and Found

The lost and found is located in the front foyer and should be checked regularly by parents and students. Unclaimed lost and found items are sent to a local charity at the end of each term.

We encourage you to label your child's jackets and hoodies.

Adult Volunteers

Parents are a vital part of the educational process. Schools with high levels of student success, also show high levels of parental involvement. Sandy Hill welcomes and encourages parents to assist in school related activities. Assistance may be given in a number of ways. Just a few examples are:

- Service in the library
- Coaching sports
- Classroom help
- Taking part in P.A.C. sponsored activities & meetings
- Helping on "hot lunch days" and other school activities
- Reading with students

Our school motto is Reason, Respect and Responsibility. We feel it is important for all adults working in our building to model these values for the children. You can help with this by following these guidelines.

- Remember that everything you hear or see regarding the students is confidential.
- If you cannot make your scheduled time, please let us know.
- Treat all members of our school community with respect.
- Please sign in and out at the office and wear a visitor tag while on the school grounds and in the school.
- You are working under a staff member's direction. Consult with that staff member before initiating activities.
- Please be assured that information given by you will be kept confidential.
- Please remember you are expected to refrain from coarse or suggestive language, smoking, vaping or consuming mind-altering substances.

As a volunteer in our school you are in a position of trust and as such it is essential that privacy and confidentiality be maintained. Our children's safety is of prime concern to us. If children's safety or trust is compromised, we will find it necessary to ask you to relinquish your volunteer status.

If you want to be a volunteer, please speak to your child's classroom teacher or the PAC president. District policy requires school volunteers to be approved by the principal and a criminal record check may be required. Volunteer forms are available in the office or from the classroom teacher. We ask that volunteers work in collaboration with teacher to adhere to all student safety expectations. Due to capacity and safety concerns pre-schoolers will not be able to accompany volunteers as they perform their volunteer role.

Parent Advisory Council (P.A.C.)

Every parent of a student at École Sandy Hill is automatically a member of the P.A.C. Their goal is to develop an understanding of the educational process and policies in order to act as a resource centre for others. The P.A.C. facilitates parent involvement with the school and undertakes fundraising to enrich our children's education. By attending monthly meetings parents can get a better idea of what is happening at school. Copies of our P.A.C. Constitution are available at the office and on our school's website: <https://sandyhill.abbysschools.ca/>. If you have any questions or concerns, please do not hesitate to contact them at sandyhillpac@gmail.com

Student Guidelines

Leaving the school grounds during the day: All students leaving the school grounds during the day **MUST** be signed out by a parent/guardian at the office.

Be ready for school: Be on time, have the supplies you need and dress appropriately. School is your full time job and we want you to do your best, help others whenever you can and enjoy school.

In/Out days: getting fresh air and exercise is important on your breaks. Every day the weather permits will be an 'out day'. We will go out in a light rain and snow so please dress appropriately for the weather (boots and water resistant coats).

Dress Code:

- Clothes with drug/alcohol/violent message are not permitted.
- Halter tops and "short" shorts are not permitted.
- Hats are not to be worn inside.
- Students with muddy/wet clothing will be asked to change into gym strip/or change their clothing if possible. We suggest parents purchase "muddy buddy" pants that can be worn over their clothes if their children enjoy getting wet and dirty and / or send along a change of clothing.
- Outside shoes are removed inside the school building.
- **Flipflops are actively discouraged due to frequent injuries to children's toes or feet as children run, climb and play.**

Behaviour Expectations

We ask parents and guardians to help us by reminding their child(ren) to follow these expectations before and after school while on school property. We expect that all students are following the SMART behavioral expectations while at school. Please refer to these expectations in the student's planner.

Playground

- Use appropriate language (no swearing / insults)
- Stay on the school grounds inside the fenced areas
- Stay out of traffic and parking areas
- The area above the retaining wall at the back is out of bounds
- Safe play only; no play fighting or rough housing
- Touch football only, no tackling games
- Use the back door of the school to come into the main washrooms during break times
- Stay away from bike racks & parking lots
- Be respectful of our neighbours' property. If a ball goes into someone's yard, report it to the supervisors. They will help you get it back
- Stay out of garden areas and do not climb the trees
- Keep hands and feet to yourself
- Be welcoming to peers if they would like to play with you.

Eating Lunch at School

- Stay seated while eating, talk quietly and a clean up after yourself
- Do not share your food (others may have food allergies)
- We encourage healthy lunches with limited processed and prepackaged food items. No pop, limit sweets and fatty snacks to no more than 1 per day.

Inside Days

- Students should either be in their classroom or in another supervised activity indoors such gym (an announcement will be made for grade levels participating in the activities)
- Play quietly and safely. Stay out of hallways except for going to the washroom.
- Clean up after yourself.
- Follow SMART expectations.

Inside the Building

- Use inside voices
- No running in halls or classrooms
- Walk on the right side in hallways
- Remember to wash your hands before eating and after using the washroom

Change Rooms

- Use inside voices
- Bring gym bag into the gym
- Leave others' belongings undisturbed
- Be kind and safe

Homework - A Matter of Routine

Homework is important work that did not get completed during class time. In the intermediate grades homework may include project work that also extends beyond class time. Establishing routine homework processes are important for your child's educational journey. Building effective habits and patterns now, will save you time, sweat and tears in the years to come. Implementing routine homestudy and homework habits will lead to future successes. Your child's success in school is, in part, dependent upon your support of homework routines. While home life can, from time to time, take precedence over homework completion please resist the urge to provide excuses for your child not doing assigned homework. Let them learn to take responsibility for doing their homework and learn to be accountable for their decisions. At this age, children are generally cooperative and keen to complete assigned work (with help). Build on this positive energy and help them grow in independence by:

1. Set up a place for your child's books, planner and supplies. Having one place in the house where they will find their "stuff" is important.
2. Set up a quiet, organized place for their homework or home study.
3. Set aside time each night for this quiet work time. Work around busy schedules.
4. Carry through; don't make homework a "haphazard" event.
5. Home "study" is what your child can do each day, even when they have no homework from their teacher. Examples of important homestudy are: read, practice printing or writing, practice spelling words, practice vocabulary.

Homework is important and needs to be done whenever it is assigned. Recommended average homework time according to School District Guidelines; Grades 2 & 3: 15 - 20 minutes/day for 3-4 days, Grades 4 & 5: 30 - 45 minutes/day for 4 days. We recommend students read daily!

Homework completion is linked to academic achievement and forms the basis of accountability and being responsible. Homework is often work that did not get completed in class and needs to be done. Teachers may require students to complete missed homework during recess, lunch or after school.



École Sandy Hill Elementary

Student Code of Conduct

The Code of Conduct is established to maintain safe, caring and orderly environments for purposeful learning for all students.

Students are responsible for respecting the rights and dignity of others in learning environments free from discrimination as set out in the B.C. Human Rights' Code and becoming actively and productively involved in their own academic learning and social growth.

Students are expected to:

- Be honest and forthright
- Treat others with respect and courtesy
- Respect the property of others
- Attend regularly and punctually
- Work to the best of their abilities

Unacceptable behaviour is disrespect to oneself, others, and/or others' property as well as:

- Lying
- Cheating
- Disrespect/Defiance
- Harassment
- Illegal substances
- Intimidation
- Prejudicial behaviour/comments
- Racism
- Retaliation against a student who has made a complaint
- Theft
- Violence
- Weapons

Rising Expectations: At École Sandy Hill Elementary, we believe that as children become older, more mature and move through the successive grades, we expect increasing responsibility and self-discipline from them. Consequences for inappropriate behaviour will increase with age.

Disciplinary Process: When a student chooses actions detrimental to him/herself or the school community, they will face a series of consequences. Minor offences are handled "on the spot" by any staff member or lunchtime supervisors. Students will know what is poor judgment on their part and will be helped to formulate more acceptable alternatives for the future. The principal or vice-principal will deal with major offences or with patterns of worrisome behaviors. Major offences are conduct which interferes with or threatens the orderly function of the school or classroom; or which adversely affects the well being of others; or conduct which is injurious to the safety or dignity of students or staff.

The following steps will be followed for major offences:

(Please note that administrators may skip levels due to the severity of the offence.)

First Consequence:

- principal or vice-principal talks to the student
- “Thinking Paper” may be used in a behavioural interview and brought home for a parent signature
- conduct file is started for the student

Second Consequence

- principal or vice-principal has a conference with the student, parents and teacher
- further consequences are discussed which may include:
 - in school suspension as per School District policy 11.120
 - out of school suspension as per School District policy 11.120

Third Consequence

- in or out of school suspension
- conference with parents, student and principal and/or vice principal

Notification:

The classroom teacher handles most minor issues arising from classroom behaviour and they will advise parents. Persistent issues of disruption and disrespect are referred to the principal if consultation with the parent has not succeeded in altering the students behaviour. The principal or vice-principal will advise parties of serious or continuous breaches of the Code of Conduct. *For example:*

- Parents of student offenders
- Parents of the student victim
- School district officials (as required by Abbotsford School District Policy)
- Police and/or other agencies (as required)
- All parents (when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it)