



Elementary School

Kids Come First!

This Agenda Book Belongs to:

Name: _____

Address: _____

Address: _____

Town: _____ Province: _____

Country: _____ Postal Code: _____

Phone #: _____

Homeroom: _____

If you require more details on topics covered in this handbook, please call the school.

Mission Statements

C. W. Sears Elementary School
works in partnership with parents and community
to provide a safe environment
in which each student
develops lifelong learning skills
to make a positive contribution
in an increasingly complex and ever changing society.



The Battle River School Division,
in partnership with parents and the community,
will ensure that each student acquires
the necessary knowledge, skills, and core values
to be a caring, productive member of
our democratic society.

Battle River School Division #31

5402 - 48 A Avenue Camrose, Alberta T4V 0L3 www.brsd.ab.ca

1-800-262-4869



30 km/h

School Zones

8:00 am - 9:30 am

11:30 am - 1:30 pm

3:00 pm - 4:30 pm
(School Days Only)

www.infratrans.gov.ab.ca

Daily Schedule

8:20	school opens
8:35	first bell
8:35 - 10:23	instruction
10:23 - 10:38	recess
10:38 - 11:50	instruction
11:50 - 12:10	lunch
12:10 - 12:35	recess
12:35 - 1:47	instruction
1:47 - 2:02	recess
2:02 - 3:14	instruction
3:14- 3:20	dismissal - bus students
3:20 - 3:30	dismissal - town students

Absence

To help ensure that all children are safe and accounted for, we ask that parents notify the school by note or phone call **before 8:30 a.m.** when their child(ren) are going to be away from school.

Parents or a designated adult may leave a voice message during non-office hours @ 780-662-3010.

If the school has not received notification from a parent, our staff will contact the parent by phone to verify the absence.

After School Arrangements

Parents/Guardians must ensure that their child(ren) are aware of after school arrangements.

Please notify the school of these arrangements in writing.

Arrival Times

School Opens at 8:20 a.m.

In consideration for students' safety, students should not arrive at school prior to 8:20 a.m.

Assemblies

Parents/Guardians and community members are welcome to attend.

School-Wide Assemblies start at 8:50 a.m. in our gym.

Assembly dates are communicated in our School-Wide newsletters.

Attendance and Punctuality

All students are expected to attend school regularly and punctually.

The Alberta School Act requires that all students attend school each day that the school is in session, unless he or she is unable to attend due to illness or other unavoidable causes.

Your support in taking an active role in your child's attendance is greatly appreciated.

Bicycles

Bicycles must be walked across the playground to the bicycle stands when arriving and leaving the school grounds.

Bicycles must be stored and locked in the bicycle racks.

Bicycles are not to be ridden on the school grounds during the day.

Helmets are mandatory in Alberta. www.saferoads.com

The school cannot assume responsibility for lost, stolen, or damaged bicycles.

Birthday Invitations

Parents/Guardians are urged to **not send birthday party invitations** with their children to be distributed at school.

Bus Lanes

All drivers are reminded that the lane directly in front of the school is for bus loading and unloading only. Please do not drive in the bus lanes during the hours of:

8:15 - 8:45 a.m.

and from **3:00 - 3:30 p.m.** (or until all of the busses have left).

Morning drivers are asked to circle through the parking lot at the north end of the building.

Bus Route Cancellations

School Bus Route Cancellations are posted on the BRSD web site: www.brsd.ab.ca/bus/

This information will continue to be announced on CFCW 790 AM radio.

Conferences

Parent - Teacher Conferences are held after the November reporting period.

Our School-Wide 'Celebration of Learning' (*Student-Led Conferences*) are held after the March reporting period.

Contact Information

It is critical that the school have **current contact information for all students**.

Please inform the school in writing if there are any changes to contact information (residence/business).

We also require legal documentation for custody changes and/or student access arrangements.

Dismissal

Students that are being picked up after school will be waiting in the front foyer.

Students must be picked up by 3:30 p.m.

Our school does **not** provide 'After School Care/Supervision'.

Students are expected to go directly home at dismissal time

and are expected to leave the playground area promptly.

Supervision is not provided for after school playground activities.

Early Dismissal

Students are dismissed at **11:35 a.m.** on Early Dismissal days.

Field Trips

Students may be involved in field trips.

Students may be bused to the location of the field trip.

Financial support for these trips may include school budget funds, fundraising funds, and/or direct charges to individual participants.

Foot Wear / Safety Drills

Safety Drills (Fire Drills / Emergency Drills / etc.) are held throughout the year without notice.

Therefore; students must wear indoor footwear at all times.

Please help keep our floors clean and tidy by removing all outdoor footwear when entering our building.

Hats / Caps

Hats, caps, or similar headwear may not be worn inside the school building during regular school hours.

Healthy Food Choices

Parents/Guardians, please ensure that your child is eating a nutritious breakfast.

When packing school lunches, please apply the guidelines from the Canada's Food Guide to Healthy Eating.

Send a healthy snack for the morning recess (e.g. cheese and crackers/piece of fruit).

Avoid packaged/processed foods. Avoid sending candy/sugary treats and pop.

Illness

If a student is not well enough to go outside for recesses/lunch times, a signed note is required from the parent(s)/guardian(s).

The student will then be supervised in the library during these times.

Inclement Weather

In the case of inclement weather developing during the school day, students may be required to leave the school prior to the regular close of the school day.

It is vital that the school be provided with emergency contact numbers, and that these numbers be updated as needed.

Students shall not leave the school before a safe place for the student is established and this information is communicated to the parents/guardians/emergency contact.

Announcements of bus route cancellations will be broadcast over the Camrose radio station (CFCW 790 AM) prior to 7:00 a.m. or during the day in the case of mid-day closure.

School Bus Route Cancellations are posted on the BRSD web site: www.brsd.ab.ca

Parents/Guardians, please exercise discretion in sending children to school during inclement weather.

If 'risk' conditions are a factor, children may be kept home.

Students **will not be marked absent** in the event of bus cancellations and/or school closure.

Late Arrivals

Students will be considered late if they enter their homeroom after instruction has begun.

Leaving School Early

Students that are being picked up during the school day will be waiting in the office, in the library, or in their classroom. Prior to leaving, the parent/caregiver must sign out his or her child. The sign out book will be located in the office on the main shelf.

Parents are responsible for notifying their bus driver regarding changes in bus routine.

Library

Students may borrow books from our school library. Library books are loaned for one week.

Library (plastic) Book Bags are a safe / dry / clean place to keep library books when they are not being read.

Students/families will be responsible for the replacement value of the book.

Lost / Found

Students / families may claim lost items from the Lost & Found.

Unclaimed items are removed periodically and donated to local charities.

Medical Alert

It is important that the school be aware of student allergies, severe reactions, medical conditions, asthma, etc. Please supply the office with information regarding your child's health and/or pertinent medical concerns.

Medicines

The responsibility for the administration of medication does not lie with the school system; however, parents may request that medication be administered to a student during school hours. Parents are responsible for providing complete information relative to the administration of medication to a student. Please call the school office and request

BRSD FORM 316-1 sample copy on page 17. (Physician's signature is required.)

All medication will be kept in the school office. **Non-prescription drugs will not be administered.**

NOT Permitted at School:

Student Cell Phones / iPods / Cameras / Trading Cards / Electronic Games
Roller Shoes / Heelies / Wheelies / Roller Blades / Scooters / Skate Boards / Hockey Sticks
Pets / Animals / Make-Up / Sun Screen (*apply at home*) / Insect Repellant (*apply at home*)

The school cannot assume responsibility for lost, stolen, or damaged items.

Outdoor Play

Students will play outdoors every day during the recess/noon hour,
except when the weather is inclement.

Please ensure that your child is **dressed appropriately for outdoor weather.**

Parking

Visitor / Guest Parking is available Southbound along secondary 834.

Please observe the NO PARKING signs Northbound on 834.

No Parking Monday - Friday 8:00 a.m. - 4:00 p.m.

Personal Appearance

All students are expected to be neatly dressed and well groomed. Clothing should be appropriate to the student's age, the school environment, and weather conditions.

All students are expected to have a pair of appropriate non-marking indoor shoes and appropriate outdoor shoes (*flip-flops are not ideal for elementary school playground activities*).

Mittens, toques, winter boots, winter coats, and snow pants are required for winter days.

Clothing may not advertise, condone, depict, or promote the use of alcohol, tobacco, drugs, obscene or vulgar language, or images or writings that may be disruptive to the learning atmosphere or that may be frightening to our young student population.

Please **label all items brought to school,**

(backpacks, lunch bags, shoes, outdoor clothing, rubber and/or snow boots, etc.).

Report Cards

Report cards are issued three times during the school year.

November, March and June

Safety

Many children are dropped off or picked up before and after school,
as well as during the school day. We are concerned about the safety of all children.

Please be very vigilant when dropping off or picking up.

Telephone

Telephones are for school business. Students are permitted limited, supervised use of the school telephone only in emergencies. Please limit messages to be relayed to students, as this interrupts classrooms. Send messages to teachers in your child's agenda.

Visitors

All visitors to C. W. Sears school are asked to report to the office upon arrival.

Volunteering

Volunteers are an essential part of school life at C. W. Sears.

We welcome volunteers to our school and acknowledge their support.

Please call the school if you are able to volunteer.

Water Bottles

Refillable water bottles must be taken home daily for washing.

Keys to Effective Communication for Parents



Step 1:

Always start
with your
child's teacher.

First Steps:

Alberta schools are required to make every reasonable effort at the school and district level to resolve concerns collaboratively with you as parents. Your first step is to **talk to the teacher** to try to resolve the concern together. If that fails, your next step is to **talk to the school's principal or assistant principal.** Together with the teacher and school administration, you should be able to resolve most issues that affect your child at school.

<http://www.brsd.ab.ca/documents/students/Resolve%20Differences.pdf>

Step 2:

Contact your
school principal
or vice-principal.

Step 3:

Contact your school's
district office.



School Council

What?

School Council is a group of parents, teachers, and the principal and/or vice principal. School councils are designed to give parents, students, teachers and other community members meaningful involvement in decisions that affect their schools and the students in them.

Why?

*To participate in meaningful ways.
To know what is happening in the school that your child attends.
To enhance the learning experience of all children.*

When?

*Meeting dates and times are set at the first Annual General Meeting in September. Please check the bulletin board in the school foyer, read the school-wide newsletter, or call the school to find out meeting times.
All Parents/Guardians are welcome.*

Battle River School Division #31 . . . 2010-2011 School Calendar

Approved by Board of Trustees, March 12, 2009

<u>Month</u>	<u>Date</u>		<u>Total Days</u>	<u>Sr. High</u>	<u>Elementary Jr. High</u>
August	25	Non-Instructional Day at School			
	26	Two-Day Staff Learning Institute			
	30	First Day for Students	5.0	2.0	2.0
September	6	Labour Day	21.0	21.0	21.0
October	11	Thanksgiving			
	12	School Based PD Day <i>(No Students)</i>	20.0	19.0	19.0
November	11	Remembrance Day			
	12	Day in Lieu of August PD <i>(Schools Closed)</i>			
	15	Interviews or Day in Lieu <i>(Schools Closed)</i>	20.0	19.0	19.0
December	17	Last Day of Classes			
	20	Christmas Break Begins	13.0	13.0	13.0
January	3	School Resumes			
	28	End of First Semester	20.0	20.0	20.0
Total Semester 1			99.0	94.0	94.0
January	31	Day in Lieu of October PD <i>(Schools Closed)</i>			
February	1	Second Semester Begins			
	21	Family Day	19.0	19.0	19.0
March	10 & 11	Teachers' Convention			
	25	Interviews or Day in Lieu <i>(Schools Closed)</i>			
	28	Spring Break Begins	19.0	16.0	16.0
April	4	School Resumes			
	22	Good Friday			
	25	Easter Monday			
	26	School Based PD Day <i>(No Students)</i>			
	27	School Resumes	18.0	18.0	18.0
May	23	Victoria Day	21.0	21.0	21.0
June	28	Last Day for Students			
	29	Last Operational Day	21.0	20.0	20.0
Total Semester 2			98.0	94.0	94.0
Total for the Year			197.0	188.0	188.0

- ✓ = School Day
- 🏠 = Early Dismissal (at 11:35 a.m.)
- ◇ = No School



August 2010				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23 ◇	24 ◇	25 ◇	26 ◇	27 ◇
30 ✓	31 ✓			

September 2010				
M	T	W	T	F
		1 ✓	2 ✓	3 ✓
6 ◇	7 ✓	8 ✓	9 ✓	10 ✓
13 ✓	14 ✓	15 ✓	16 ✓	17 ✓
20 ✓	21 🏠	22 ✓	23 ✓	24 ✓
27 ✓	28 ✓	29 ✓	30 ✓	

October 2010				
M	T	W	T	F
				1 ✓
4 ✓	5 ✓	6 ✓	7 ✓	8 ✓
11 ◇	12 ◇	13 ✓	14 ✓	15 ✓
18 ✓	19 🏠	20 ✓	21 ✓	22 ✓
25 ✓	26 ✓	27 ✓	28 ✓	29 ✓

November 2010				
M	T	W	T	F
1 ✓	2 ✓	3 ✓	4 ✓	5 ✓
8 ✓	9 ✓	10 ✓	11 ◇	12 ◇
15 ◇	16 🏠	17 ✓	18 ✓	19 ✓
22 ✓	23 ✓	24 ✓	25 ✓	26 ✓
29 ✓	30 ✓			

December 2010				
M	T	W	T	F
		1 ✓	2 ✓	3 ✓
6 ✓	7 ✓	8 ✓	9 ✓	10 ✓
13 ✓	14 ✓	15 ✓	16 ✓	17 ✓
20 ◇	21 ◇	22 ◇	23 ◇	24 ◇
27 ◇	28 ◇	29 ◇	30 ◇	31 ◇

January 2011				
M	T	W	T	F
3 ✓	4 ✓	5 ✓	6 ✓	7 ✓
10 ✓	11 ✓	12 ✓	13 ✓	14 ✓
17 ✓	18 🏠	19 ✓	20 ✓	21 ✓
24 ✓	25 ✓	26 ✓	27 ✓	28 ✓
31 ◇				

February 2011				
M	T	W	T	F
	1 ✓	2 ✓	3 ✓	4 ✓
7 ✓	8 ✓	9 ✓	10 ✓	11 ✓
14 ✓	15 🏠	16 ✓	17 ✓	18 ✓
21 ◇	22 ✓	23 ✓	24 ✓	25 ✓
28 ✓				

March 2011				
M	T	W	T	F
	1 ✓	2 ✓	3 ✓	4 ✓
7 ✓	8 ✓	9 ✓	10 ◇	11 ◇
14 ✓	15 🏠	16 ✓	17 ✓	18 ✓
21 ✓	22 ✓	23 ✓	24 ✓	25 ◇
28 ◇	29 ◇	30 ◇	31 ◇	

April 2011				
M	T	W	T	F
				1 ◇
4 ✓	5 ✓	6 ✓	7 ✓	8 ✓
11 ✓	12 ✓	13 ✓	14 ✓	15 ✓
18 ✓	19 ✓	20 ✓	21 ✓	22 ◇
25 ◇	26 ◇	27 ✓	28 ✓	29 ✓

May 2011				
M	T	W	T	F
2 ✓	3 ✓	4 ✓	5 ✓	6 ✓
9 ✓	10 ✓	11 ✓	12 ✓	13 ✓
16 ✓	17 🏠	18 ✓	19 ✓	20 ✓
23 ◇	24 ✓	25 ✓	26 ✓	27 ✓
30 ✓	31 ✓			

June 2011				
M	T	W	T	F
		1 ✓	2 ✓	3 ✓
6 ✓	7 ✓	8 ✓	9 ✓	10 ✓
13 ✓	14 ✓	15 ✓	16 ✓	17 ✓
20 ✓	21 🏠	22 ✓	23 ✓	24 ✓
27 ✓	28 ✓	29 ◇	30 ◇	

SCHOOL SONG

S is for the students who learn each day at Sears.

E is for the excellence achieved throughout the years.

A is for the academic heights, for we aim high.

R is for respect for those who teach and help us try.

S is for the school where we all learn and play for,

SEARS is the greatest and happiest day by day.

Oh it's Sears we SALUTE and Sears we CHEER!

We'll long remember it year after year.

And as time goes by we will always try,

To live by the goals we learned at Sears.



S is for the studies which we can all attain.

C is for the children our futures is your gain.

H is for the honour our teachers have inspired.

O's are for the open doors and friends that we've acquired.

L is for the love of learning we command for,

SEARS is the greatest and best school in the land!

		Monday	Tuesday	Wednesday	Thursday	Friday
1	8:35 9:11					
2	9:11 9:47					
3	9:47 10:23					
Recess 10:23 - 10:38						
4	10:38 11:14					
5	11:14 11:50					
Lunch 11:50 - 12:10			Recess 12:10 - 12:35			
6	12:35 1:11					
7	1:11 1:47					
Recess 1:47 - 2:02						
8	2:02 2:38					
9	2:38 3:14					

AUTHORIZATION OF MEDICATION BY SCHOOL PERSONNEL Form 316-1

Name of Student _____

Name of Physician _____ Telephone _____

Name of Parent _____ Telephone _____

Name of Medication _____

Precautions to be Taken _____

Authorization to be effective from _____ to _____
 (Duration) Date Date

Medication Schedule

Day	Time(s)	Dosage	Monitored By
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday *	n/a	n/a	n/a
Sunday *	n/a	n/a	n/a

* For use only during extra and co-curricular activities

Procedure(s) to be followed in case of adverse reaction _____

Parent(s) Signature

Date (M/D/Y)

Physician Signature

Date (M/D/Y)

