

Reach for the Stars

Parent/Student Handbook

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Harry Sayers Elementary

Principals Message:

Welcome to Harry Sayers Elementary School! Our school enrolls approximately 400 students from kindergarten to grade 5.

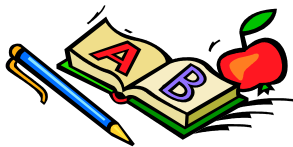
At Harry Sayers Elementary, we believe that the school, the family, and the community all share the responsibility for the growth and development of our students. Students, parents, teachers, support staff and administrators are all important members of the Harry Sayers family.

At Harry Sayers Elementary, all students will have the opportunity to develop to their full potential as individuals and as members of society. Students will be encouraged and expected to achieve their personal best in school, to maintain a positive sense of self-worth and to become socially responsible individuals.

We believe that through education, students will be able to acquire knowledge, skills and attitudes which will allow them to develop intellectually, socially, physically, emotionally, artistically, and aesthetically. We believe that the school should foster in students a love of learning and that students should be active participants in the learning process.

The total education of a child is shared by the home and school. Parents and teachers should work closely together in the interest of the child in an atmosphere of open communication, mutual support, and respect.

We are looking forward to a successful and productive school year for all students.



School Bell Schedule

8:40 am	Morning Warning Bell
8:45 am	Classes begin – Instructional time. Students need to be at their desk ready for work.
10:25 am	Recess Starts
10:40 am	Recess Ends
12:10 pm	Lunch – Outside time
12:35 pm	Eating period begins
12:50 pm	Classes begin – Instructional time.
2:33 pm	Dismissal

Closed Campus:

Harry Sayers has a closed campus policy. This means that only students of the school and district staff may be on the school grounds during the instructional day. It also means that once students arrive at the school they are to remain at school for the rest of the day. Students who leave during the school day must first report to the school office, where parents will meet the student. All visitors must check-in at the school office.

Parents as Partners:

Active parent involvement is crucial to a child's success in school. Parental input regarding all school activities and the School Plan for Student Success is encouraged and valued. Parents are important members of the educational team at Harry Sayers Elementary. Parents are encouraged to meet with classroom teachers, to volunteer time helping in the school, or to get involved with our Parent Advisory Council and School Planning Council.

Parent Advisory Council:

The Parent Advisory Council (P.A.C.) is open to all parents and guardians of students registered at Harry Sayers Elementary School. P.A.C. meetings provide a forum where parents can gain knowledge and give input on current educational issues.

The P.A.C. provides support to the school in a few ways. Members of the P.A.C. have opportunities to provide input into such matters as school policy, goals, programs, and resources. The Parent Advisory Council can also assist the school with fund raising and volunteer programs.

We invite all parents to attend P.A.C. meetings in the school multi-purpose room. Babysitting is provided in the school library for those who require this service.

Attendance:

Reporting Absences:

Every morning and afternoon attendance is taken in the classrooms by teachers. All unaccounted absences are checked by our school secretary. Your cooperation in telephoning the school before 8:45 am to report and student absence would be appreciated. Please feel free to call the school and leave a message on our answering machine, or go to our school website and use the "Report an Absence" option.

Student Arrival and Departure:

Parents are reminded that there is teacher supervision at both the front and back of the school. Morning supervision is from 8:30 am to 8:40 am and after school is from 2:33 pm to 2:45 pm. We ask that for safety reasons that students not arrive at school before supervision and at the end of the day they be picked up promptly.

Lunch Time Supervision:

During the noon hour the school offers paid supervisory care for all students who do not go home for lunch. Students must understand that eating lunch at school is a privilege. Students who cannot follow our expectations will be asked to eat lunch at home.

Student expectations are:

- Sitting at their desks while eating
- Teachers may give permission for special seating plans while eating
- Talk quietly with their friends
- No running around the classroom
- Bring nutritious snacks and lunches
- No pop or candy

Students will be going outside for play time unless the weather requires an "Inside Day."

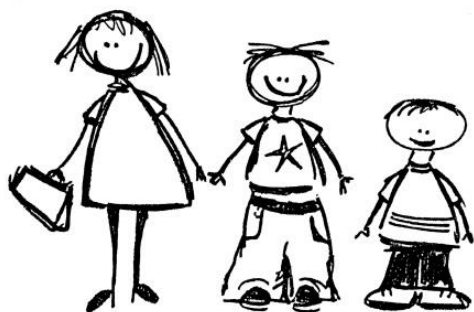
Children who become ill while at school:

When a student becomes ill at school, parents will be contacted to confirm that it is safe for the child to go home. The medical room can be used with the permission of a staff member. In case of illness or injury, no student should go home on his/her own initiative but should seek help at the office. Our school policy is to get students who are sick home as soon as possible.

Extended Holidays:

All extended holidays must be reported to the school office. If parents are planning extended holidays, we ask that you plan the holiday around our Christmas or Spring break. We also ask that you try to limit all holidays to a maximum of 4 weeks.

The school strongly discourages extended holidays as the lost instructional time can never be made up.



Communication:

Parent / Student Concerns:

There may be occasions when concerns regarding student progress, student behavior, or school practice may arise. In cases such as these, it is helpful if parents know how to get the problem resolved, the concern shared, or the question answered. The Harry Sayers staff wants to respond to all parent concerns in a manner that is helpful, shows mutual interest in the child, and resolves the problem. It is recommended that parents take the problem to the staff member closest to the problem first.

Step 1: Contact your child's teacher. If you feel that your child's teacher has not been able to address your concern you should...

Step 2: Contact the Principal. If the principal made every effort to resolve the issue, and you are still not satisfied, your next course of action is to...

Step 3: Contact the School Board Office. Ask to speak to Mr. Steve Carlton (Assistant Superintendent of Schools). If you are still not comfortable with the resolution to the situation, your final resource is to...

Step 4: Contact the Chairperson of the School Board. You should make this contact in writing, outlining your concern.

Open and honest communication between home and the school leads to a greater understanding and appreciation of the education process. We welcome and appreciate your inquiries and visits. We trust you will contact us when, and if concerns or questions arise.

Student Responsibilities:

Harry Sayers Elementary has always taken pride in being a safe and caring school. We believe that we must be proactive in maintaining a positive learning environment. To this end we will be looking at a variety of programs to encourage positive behaviors.

The guiding stars for lifelong learning that are stressed at Harry Sayers Elementary are:

Respect
Effort
Attitude
Cooperation
Honesty



Dress Code:

A dress code was established and implemented at Harry Sayers in January 2004. Parents, students and staff work together to determine the dress code for all students attending our school.

Navy blue dress pants or “skirts” (for girls)

White polo / dress / blouse

Navy blue sweatshirt or vest

Navy or white socks

The sweatshirt and vest will have the school logo or no logo at all. All items can be purchased from our supplier or from local stores.

Other items of clothing (hooded sweatshirt / walking shorts) can also be purchased from our local supplier.

Gym strip consists of a plain red t-shirt and navy shorts. This gym strip is required for all students in grades 1 to 5.

Parents, please ensure that all clothing items contain the name of your child. This will assist us to return lost items to your child quickly.

Footwear:

Students are requested to remove their outside shoes after entering the school. They must change to inside shoes. Inside running shoes may also be used for gym classes.

School Visits:**When visiting Harry Sayers Elementary:**

All visitors are asked to sign in at the school office in our “Sign in Book.” We are happy to direct you to classrooms once you have notified us of your presence.

Parents who are volunteering in classrooms are asked to wear a “visitor” badge while they are in the school building. This lets the students know that you have checked in at the office and you are not a stranger.

Homework:

At Harry Sayers Elementary we feel that having students engaged in an evening homework activity is a worthwhile and necessary function of elementary school.

- Gr. 2 & 3 – 15 to 30 mins/ 4 days per week
- Gr. 4 & 5 – 30 to 60 mins/ 4 days per week

We also believe that homework serves to instill in students good study habits and prepares them for education beyond elementary school.

Time spent on evening homework depends upon the age and the ability of the student. We need to keep in mind that although an evening school activity is important, students must have time to be children too. There must be a balance between school and play. If work is not completed because of family activities a note to teachers would be much appreciated.

Textbooks and other educational resources are the property of the school and school district. Students are issued textbooks at the start of the school year. Students are responsible for maintaining and returning the textbook at the end of the school year.

Valuables:

Students are strongly discouraged from bringing valuables including iPods, tablets, toys and expensive clothing to school. Cellphones and tablets should not be used on campus during the instructional day for safety reasons. Valuable items are brought to school at the owner’s risk; the school is not able to cover losses. The school principal will issue consequences to any student who chooses to become involved in vandalism or theft of another person’s belongings. Please label your belongings with your name.

**All strangers
are to be reported to the office.**