



SHAUNA MAY
SENECA
SCHOOL

2022–2023

School Handbook

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Welcome to Shauna May Seneca School

School philosophy

Shauna May Seneca School staff are committed to creating a professional learning community that supports all students to learn at high levels. Teachers are focused on building a collaborative environment centred on essential learning outcomes, common assessments and best practices. Project-based, innovative and authentic learning opportunities help build a setting where students demonstrate active learning and engagement. We value all stakeholders and believe we share a collective responsibility in creating a safe, secure, inclusive and caring environment.

Our mission

It is the mission of Shauna May Seneca School to be a school of excellence that ensures high levels of learning for ALL students and to foster global citizenship, empathy and acceptance in our students. To help achieve this goal we apply the following three Big Ideas to guide our work.

A Focus on Learning: Staff engage in the process of continuous and ongoing assessment to ensure students have learned the concepts taught. Additional time and support will be assigned to students who have not yet met the learning standard.

A Focus on Collaboration: At Shauna May Seneca School, adult learning drives student learning. To facilitate this, staff engage in regular collaboration to discuss and agree upon curricular outcomes, the most effective instructional strategies, common assessments and data analysis.

A Focus on Results: The success or failure of our current instructional practices is determined by the results of our students. Effective practices are retained and ineffective strategies are evaluated to determine how to improve our results. This process is ongoing and continuous.

We know you will be impressed with the dedication and commitment of our staff to your child's success. We also understand that achieving excellence is not possible through the efforts of staff alone. For Shauna May Seneca School's mission to become a reality, we require the cooperation and support of our parent community. We encourage parents to take an active role in the academic experiences of their children. Together we will ensure the success of every child. Welcome to Shauna May Seneca!

Together we accomplish more!

Hours of Operation

Morning Kindergarten

Arrival bell	8:30 a.m.
Classes begin	8:35 a.m.
Recess	Determined by teacher
Classes end	11:30 a.m.

Afternoon Kindergarten

Arrival bell	12:05 p.m.
Classes begin	12:10 p.m.
Recess	Determined by teacher
Classes end	3:15 p.m.
<i>Thursday dismissal</i>	<i>2:15 p.m.</i>

Elementary (Grades 1 to 6)

Arrival bell	8:30 a.m.
Classes begin	8:35 a.m.
Recess	Staggered among grades
Classes end	11:45 a.m.
Lunch recess	Staggered among grades
Afternoon classes begin	12:25 p.m.
Recess	1:55 – 2:10 p.m.
Afternoon classes end	3:15 p.m.
<i>Thursday dismissal</i>	<i>2:15 p.m.</i>

Junior high (Grades 7 and 8)

	Monday, Wednesday, Friday	Tuesday	Thursday*
Arrival bell	8:30 a.m.	8:30 a.m.	8:30 a.m.
Classes begin	8:35 a.m.	8:35 a.m.	8:35 a.m.
Block 1	8:35 – 9:28 a.m.	8:35 – 9:28 a.m.	8:35 – 9:28 a.m.
Block 2	9:31 – 10:23 a.m.	9:31 – 10:23 a.m.	9:31 – 10:23 a.m.
Nutrition break	10:23 – 10:33 a.m.	10:23 – 10:33 a.m.	10:23 – 10:33 a.m.
Block 3	10:33 – 11:25 a.m.	10:33 – 11:25 a.m.	10:33 – 11:25 a.m.
Classes end	11:25 a.m.	11:25 a.m.	11:25 a.m.
Lunch recess	11:25 a.m. – 12:05 p.m.	11:25–11:55 a.m.	11:25–11:55 a.m.
Afternoon classes begin	12:10 p.m.	12:00 p.m.	12:00 p.m..
WIN (<i>Whatever I Need</i>) Time	12:10 - 12:25 p.m.	12:00 p.m. - 12:30 p.m.	12:00 p.m. - 12:30 p.m.
Block 4	12:28 – 1:20 p.m.	12:33 – 1:23 p.m.	12:33 – 1:23 p.m.
Block 5	1:23 – 2:15 p.m.	1:26 – 2:16 p.m.	1:26 – 2:15 p.m.
Block 6	2:18 – 3:10 p.m.	2:19 – 3:10 p.m.	Dismissal
Afternoon classes end	3:10 p.m.	3:10 p.m.	2:15 p.m.

* On Thursdays, all students are dismissed at **2:15 p.m.** Staff use this time for instructional focus work, collaborative planning, professional development and staff meetings.

Important dates for 2022-2023

Date	Event
September 1	Classes begin
September 5	Labour Day (no classes)
September 30	The National Day of Truth and Reconciliation (no classes)
October 10	Thanksgiving Day (no classes)
October 21 & 24	Professional Development Day (no classes)
November 11	Remembrance Day (no classes)
November 14	Teachers' Day in Lieu (no classes)
November 15	Board Approved Non-Instructional Days (no classes)
December 15	Winter Concert
Dec 26–Jan 6	Winter break (no classes)
January 9	Classes resume
January 30	Professional Development Day (no classes)
February 20	Family Day (no classes)
February 21	Professional Development Day (no classes)
March 2 - 3	Teachers' Convention (no classes)
March 13	Professional Development Day (no classes)
March 27 - 31	Spring break (no classes)
April 7	Good Friday (no classes)
April 10	Easter Monday (no classes)
April 28	Professional Development Day (no classes)
May 22	Victoria Day (no classes)
May 23	Board Approved Non-Instructional Day (no classes)
May 24	Teachers' Day in Lieu (no classes)
June 21	Professional Development Day (no classes)
June 27	Last day of classes

Academics

Academic responsibilities for all students

Staff are committed to ensuring the highest levels of learning for ALL students. For this to occur, students must share in the following responsibilities:

- be safe, respectful and responsible
- accept responsibility for learning and understand the role of assessment and evaluation in the learning process
- graciously accept the assistance of staff in the learning process
- attend school on a regular basis, prepared for learning
- take note of homework and assignments and complete them within agreed timelines
- seek extra help when necessary
- take initiative to hand in work and assignments when absent
- set specific and realistic goals

Curriculum

Our classroom teachings are based on curriculum prescribed by [Alberta Education](#). Find [curriculum information for each grade level](#).

Homework policy

In pursuit of academic excellence and fostering lifelong learning habits in our students, we recommend each student spend an allotted amount of time reading and studying outside of school hours.

What do we strive for this to achieve?

By the end of Grade 9, our students will use time management skills to demonstrate independent home study and reading practice.

What is homework?

Homework can include:

- Kindergarten to Grade 3 students reading to and with their parents for 15 minutes
- Grades 4 to 6 students reading daily for 15 minutes or longer
- Grades 7 to 9 students reading daily for 30 minutes or longer
- finishing class assignments
- correcting daily work
- studying for tests
- sharing learned concepts with parents
- practicing basic math (addition, subtraction, multiplication and division)
- completing special assignments

How often should homework be done?

Students	Homework	How often
All students	<ul style="list-style-type: none">● complete assignments● read	<ul style="list-style-type: none">● as required● daily
Grades 4 to 6	<ul style="list-style-type: none">● review and study	<ul style="list-style-type: none">● once a week
Grades 7 to 9	<ul style="list-style-type: none">● review and study	<ul style="list-style-type: none">● three times a week

How long should homework take to complete every day?

For Kindergarten to Grade 3 students, homework should take 15 minutes. For Grades 4 to 9 students, homework can take up to 45 minutes. Time spent on homework in excess of these guidelines should be minimized. It is important for students to have a break from school work in order to be refreshed for a new day of learning.

If students require more time, they should consider the following:

1. Are you doing what is expected during class time?
2. Do you understand the work?
3. Is your time spent on homework focused and uninterrupted?

After answering these questions, they can take steps to improve their homework completion time.

How is homework expected to be done?

Homework should be completed:

- on time
- in a neat and organized way

What happens if homework is incomplete or done improperly?

Time will be allotted for the student to complete or redo their work. They will also receive the required assistance to complete their work. If this happens repeatedly, the school will work with parents to ensure the student experiences success.

What type of “homework” can students do in the summer?

In the summer, students can:

- Write letters, recipes, a journal or a diary.
- Review math facts.
- Practice summer-related spelling words.
- Continue daily reading.
- Explore venues like the Telus World of Science, Fort Edmonton Park and the John Janzen Nature Centre.

Field trips

Field trips are important to our school. They extend educational programming and provide students with hands-on experiences that directly support their studies. Field trips may include out-of-school or in-school experiences. Transportation, when required, is provided by an approved charter (yellow) bus.

In advance of each field trip, information letters will be sent to parents indicating the purpose, cost, time and date of the trip. A portion of each field trip notice is to be returned to your child's teacher with your signature which gives your approval for your child's participation. Please ensure that the field trip forms are returned promptly. Students who do not return the written permission slip will not be permitted to participate. Participation in field trips is also dependent on acceptable student behaviour.

No student will be refused the right to participate in a curriculum-based field trip experience due to lack of funds if the situation is brought to the attention of school administration. Note that additional insurance is a parental responsibility. Students returning from field trips will be dismissed at the regular time.

Fees

All school fees are to be paid through SchoolZone or at the general office. Please pay any outstanding fees in a timely manner. When families do not pay their share of enhancement fees, it impacts Shauna May Seneca's budget, as the school must cover the funding shortfall using educational dollars.

Progress reporting policies

Reporting on your child's progress will be done formally, informally and as the need arises during the school year.

A variety of assessment tools are used to evaluate student growth and achievement, including:

- teacher observation
- oral and written exercises and assignments
- student projects and
- teacher-developed and standardized tests

It is our aim to gear your children's program to their ability and progress. Your child may be functioning above or below the grade in which they are placed and this will be indicated on the progress report.

Our school has three progress reporting periods: November, March and June. After progress reports are released to students, they will be available on SchoolZone the same evening. In addition, there will be a parent-teacher conference in October and a student-led conference in February. If you have concerns about your child, we encourage you to contact your child's teacher at any time throughout the year.

Achievement test schedule

Grade 6 and Grade 9 students write Provincial Achievement Tests (PATs) in May and June. Help your child prepare for these tests by encouraging them to review and practice fundamental outcomes on a regular basis throughout the year. Getting a good night's sleep and eating a nutritious breakfast will help your child do their best all year long.

Highest Level of Achievement Tests

All Grade 1 to 9 students will write Edmonton Public Schools' Highest Level of Achievement Tests (HLATs) for writing in May.

Learn more about student assessment by reviewing [Shauna May Seneca's Assessment Plan](#).

Discipline philosophy and procedures

Student behaviour and conduct

The Education Act, Section 31 states:

A student, as a partner in education, has the responsibility to

- (a) attend school regularly and punctually,*
- (b) be ready to learn and actively engage in and diligently pursue the student's education,*
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,*
- (d) respect the rights of others in the school,*
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,*
- (f) comply with the rules of the school and the policies of the board,*
- (g) co-operate with everyone authorized by the board to provide education programs and other services,*

(h) be accountable to the student's teachers and other school

staff for the student's conduct, and

(i) positively contribute to the student's school and community.

Review more of the [Education Act](#).

Student Behaviour and Conduct policy

Students are expected to learn, practice and demonstrate positive personal and interpersonal character traits that contribute to the development of productive learning environments:

- while involved in school-sponsored or related activities
- while on school property
- during any recess or lunch periods on or off school property
- while travelling to and from school
- beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate or efficiency of the schools

Learn about our Division's [Student Behaviour and Conduct policy](#), and review the [administrative regulation](#).

At Shauna May Seneca School, we believe:

- Each student has the right to learn and grow in an environment that is safe and productive.
- No student has the right to choose behaviour that infringes upon the rights of others.
- Both home and school share the responsibility of teaching children appropriate, acceptable behaviour. This cooperative effort is essential to encourage children to achieve their academic and social potential.

Shauna May Seneca School has developed a school-wide discipline process that reflects these beliefs.

School-wide guidelines for success

1. Do your best work.
2. Keep your body to yourself.
3. Respect yourself and others.
4. Take care of people's property.
5. Work and play safely.
6. Use the WITS problem solving process.

When students encounter challenging social situations, they should use:

Four steps to problem-solving

STEP 1: **Walk away.**

STEP 2: **Ignore what the person is doing.**

STEP 3: **Talk it out by asking the person to stop.** (Explain why you want them to stop. For example, "It hurts my feelings.")

STEP 4: **Seek help from your teacher or come to the office to ask for help.**

Classroom expectations and commitments

Teachers and students will develop their own classroom expectations and commitments that will contribute to a positive learning environment. These expectations will be posted in the classroom and communicated to parents.

Appropriate behaviour

Shauna May Seneca School staff recognize positive behaviour in a variety of ways. Some examples include: verbal praise, telephone calls, notes home and assemblies.

Inappropriate behaviour

Inappropriate behaviour is categorized into minor and major offences based on the severity of the behaviour and its impact on others:

MINOR OFFENCES

Staff members will handle minor offences as they occur. Staff will encourage students to recognize occasions of poor judgement and assist them in developing appropriate problem-solving techniques.

MAJOR OFFENCES

Major offences are broken down into two main categories:

1. Behaviour which interferes with or threatens the orderly functioning of the school.
2. Behaviour that adversely affects the safety and well-being of others.

Some examples of major offences are:

- open defiance of authority
- physical or emotional abuse of self or others
- abuse of property
- continuous disruptive behaviour
- repeated minor offences

Examples of major offences will be discussed with the students.

Consequences

Our goal is to help students understand they are in control of and responsible for their behaviour. The choice to behave acceptably is always with the student. Staff will assist students to recognize when they have chosen behaviour that is acceptable or unacceptable.

Major offences will be handled with a formal process. Open communication will be maintained throughout as a plan of action is chosen and put in place. The consequences for major offences will be decided on an individual basis. The consequence for an act of vandalism, for example, may be to have the student restore or pay for the vandalized article, or, if serious enough, have the police involved.

Depending on the severity of the offence, major offences can also result in a time-out, in-school suspension, out-of-school suspension, transfer to another school, assistance through out-of-school agencies or extended support from Edmonton Public Schools. In keeping with our school philosophy, the student will continue to receive all the positive support we can provide to help him or her stay in the school.

Behaviour and respectful learning environments

Our school division, in cooperation with its staff groups, is committed to creating a healthy, respectful environment for students, staff members, trustees, parents, volunteers and contractors.

We recognize the work of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others. Shauna May Seneca School's Positive Behaviour Plan is aligned with the [Edmonton Public Schools Board Policy HG.BP - Student Behaviour and Conduct](#).

Review other Edmonton Public Schools policies and administrative regulations about:

- Safe, Caring and Respectful Learning Environments
 - [Board policy](#)
 - [Administrative regulation](#)
- Student Suspension and Expulsion
 - [Board policy](#)
 - [Administrative regulation](#)

Dress Code policy

Footwear

For health and safety reasons, all students must wear appropriate footwear at all times and require a pair of running shoes to wear in the gym and indoors. These shoes are usually left at school on the student's desk or in their lockers. Outdoor shoes are to be removed at the entrance and placed on the assigned classroom boot rack or in an area specified by the teacher. This helps reduce allergic reactions to grass, snow mould and dust while also helping keep the school clean.

To set a good example for students, our staff, parents and visitors are also asked to remove outdoor footwear when entering the school. This contributes to everyone's safety, expresses respect for the work of our custodial team and demonstrates pride and care for our school.

Clothing

All students are expected to be appropriately dressed for the weather conditions. In addition, clothing choice should reflect our school's professional learning environment. If a student's choice of dress does not meet this standard of acceptability or appropriateness, parents will be contacted to pick up the child or bring a change of clothes. We will work positively with students and their families to achieve a mutually beneficial solution.

Appropriate dress in school:

- clothes that reflect the expectations of a professional learning environment
- clothes appropriate for the climate
- slogans and logos on all clothing that are positive and appropriate for the school setting
- pants and tops fitted properly so that private parts and all items designated as underwear are covered

These guidelines are interpreted at the discretion of school administrative staff.

If a student arrives at school inappropriately dressed or groomed, a staff member will meet with the student to discuss what changes must happen to have the student remain at school.

Student safety and well-being

Emergency plans

At Shauna May Seneca School, we do our best to make sure students and staff learn and work in a safe environment. [Emergency plans and practices](#) are needed to ensure the safety of students and staff in the event of an urgent situation. In addition, security alerts are needed for inclement weather, such as tornadoes or severe snowstorms, in the case of an intruder, or due to an environmental threat.

We practice both evacuation procedures and lockdowns to prepare staff and students to respond quickly and appropriately in an emergency. In the event of an emergency or other unusual circumstance, parents will be contacted using *SchoolMessenger*, an [urgent message system](#).

Shauna May Seneca School's Emergency Plans are reviewed and updated annually. Copies of these plans are available in the office.

What school visitors should do during an emergency

During an alarm, visitors should immediately exit the school via the closest exit and meet in the front of the school. During a security alert or lockdown, visitors should move into the nearest secure area (for example, a classroom or the library) and follow school directions.

Arrivals, departures and supervision

The safety of our students is paramount at all times, so supervision is provided in designated areas before morning and afternoon entry times, as well as during recess. Supervision will also be provided in front of the school at the drop-off zone, the entrance doors at the sides and back of the school and in the field in the back of the school. Please ensure that students do not arrive before 8:20 a.m., as supervision is not provided before then. Students may go to their classrooms only when the bell rings. If students go home for lunch, they should not arrive back prior to 15 minutes before the bell.

All students are to **enter and exit the school through their designated doors**. Please arrange to pick up students after school at their designated doors. For the safety of our students, the staff parking lot is off limits to parents for drop-off, pickup, waiting or parking.

Students are requested to report home immediately after dismissal. If students remain at school to complete work, receive extra help, work on a special project or participate in extracurricular activities, parents will be notified. If students wish to make plans to go to a friend's home to play after school, we expect them to make arrangements prior to coming to school.

Sometimes students leave school for appointments. We expect any adults picking them up will report to the office and sign them out when the students are about to leave. **Under no circumstances is a student to leave the school before speaking to and signing out with someone in the school office.** If students are injured or seriously ill and parents or emergency contacts cannot be contacted, the

school administration will act in place of parents and secure required attention.

Parents or older siblings who pick up students at dismissal need not report to the office but are asked to **wait outside at the designated door** or at identified areas within the school. This helps minimize distractions for all other students and allows teachers to conclude their lessons and ensure an orderly dismissal.

Accidents

To aid us in the protection of your child's health and safety, please make the office aware of and up to date on any special health considerations (for example, allergies or illness).

First aid is administered to any child who has an injury at school. If the injury is a minor scratch or bump, no home contact is usually made. However, if the injury or illness is more serious, one of the student's parents/guardians will be contacted.

Because of this, it is very important that **you provide the school office with your up-to-date home, work, and emergency telephone numbers.**

Each student is urged to have personal accident insurance which covers extracurricular activities sponsored by the school. Forms for this voluntary insurance plan will be distributed early in September.

Illness and allergies

Students who become ill during the school day should notify their classroom teacher. If a student appears to be ill, their parent/guardian will be notified and the student will be allowed to go home accompanied by their parent, guardian or emergency contact.

Under no circumstances should an ill student leave the school or remain in a washroom without contacting the office first.

In addition, it is critical that the school is made aware of any students with asthma or allergies, the severity of their condition and any actions or treatments that are required if they have a reaction. If your child has severe asthma or allergies, please request and complete the appropriate alert forms from the office. A confidential record of student medical conditions is kept on file.

Medications

If a student must take oral medication during school hours and a parent or guardian cannot be at the school to administer the medication, the medication must be administered in compliance with Edmonton Public Schools' regulation. If possible, parents should request long-lasting, time release drugs from doctors and have doses scheduled before and after school hours.

We follow our Division [Administrative Regulation HHCD.AR](#) when administering medication to students. Parents must:

- Complete an Authorization Form and Student Focused Medication Management Plan (available in the office) to ensure that student medical information is complete and accurate.
- Deliver medications to the school in pharmacy-labelled containers.

Students with severe medical conditions, or those on prescribed medication which may affect their performance or safety at school, should notify the general office. A confidential record of student

medical conditions is kept on file in the office.

For safety reasons, all medications—with the exception of EpiPens and asthma inhalers—are kept in a locked cabinet in the office. EpiPens and inhalers are to be clearly labelled and carried at all times by students in a safe and readily available manner. Students are encouraged to use a ‘fanny pack’ for this purpose. The location of the medication must be communicated to the classroom teacher. If desired, an extra EpiPen and/or inhaler may be kept in the school office.

Attendance

Regular and prompt attendance is an important factor in a student’s academic achievement. Section 32 of the [Education Act](#) clearly states that attendance in school is mandatory for all children between the ages of 6 and 16 in Alberta. It is parents’ responsibility to communicate the importance of attending school regularly and being at school promptly when the bell rings.

At Shauna May Seneca, we know that students with high absenteeism (those who are away for more than 5 days per year) often have difficulty keeping up with their studies. As a result, the staff and administration will exercise all avenues available to ensure the regular attendance of students.

Expectations

For students, attendance should be regarded as their job. At Shauna May Seneca School, as in the world of work, we expect students will:

- Be at school.
- Be on time.
- Be prepared for each class with all materials required and assignments completed.
- Be positive contributors to the school.

Absences

Attendance check program

If your child is ill or will be absent from school for any reason, please inform the school before 8:15 a.m. by phoning the office at **587-489-4722**. For your convenience, we have a voice mail system to record your attendance message between 4:00 p.m. and 8:15 a.m.

When leaving an attendance message, include the date, your child’s first and last name, their room number, their teacher’s name, and the reason for their absence.

In the interest of student safety, if we do not receive a call from you, we will call home to check on your child’s whereabouts.

Parents may use the following script to phone in an absence:

My name is (name of person reporting). I am reporting an absence in (grade) (room) (name of teacher). (Student’s full name) will be absent from/late for school on (date) because (reason for absence).

Leaving school early

Students who leave the school during the school day for an appointment, illness or other reason must:

- Bring a note from home or have their parents call the school.
- Register in the sign-out book at the office.

Students will not be sent home without prior knowledge of their parent or guardian. It is important for every student to know that once they have registered, they may not leave the school building without first signing out from the office.

Students are expected to leave the school promptly at dismissal time—unless involved in a supervised activity—and report home or to a location determined by their parent or guardian. Since we are responsible for your child, **we must know where they are during the school day.**

Recess

For students in Kindergarten to Grade 6, there is a 15-minute recess in the morning and afternoon, along with a 40-minute lunch break. Students in Grades 7 to 9 have a 10-minute nutrition break in the morning and a 40-minute lunch break. Students may use this time to use the washroom and fill their water bottles. Students must try not to interrupt the class when taking care of these requirements.

All students are expected to go outdoors at recess times unless recess has been adjusted due to inclement weather. Please ensure your child is dressed appropriately to go outside. If students must remain inside for a medical reason, we require a note from parents.

When the weather is extremely cold or when it is raining very hard, regular recesses will be adjusted. Students will be given an indoor recess and dismissed at the regular time. We use the equivalent temperature of -22 degrees Celsius (combined temperature *and* wind chill factor) to determine this.

Learn more about [going to school in bad weather](#).

Extended absences

We realize parents may wish to take their children on an extended trip during the school year. We encourage minimizing extended interruptions to learning, as we have found that many children who are away for an extended length of time have difficulty returning to classroom routines, catching up with missed curriculum and, for students who travel to non-English speaking countries, using English effectively in their learning.

As professionals, we strive for your child to be successful in their learning. Most learning is accomplished in the classroom whereas daily homework is generally a review of classroom learning, so we cannot emphasize enough the importance of regular attendance.

Getting to school

Bicycles, skateboards, Rollerblades and scooters

Students who bring bicycles, Rollerblades, skateboards or scooters to school do so at their own risk. Students are responsible for ensuring their bicycles are locked individually in the racks provided.

Students are reminded that bicycle helmets are required by law. For the safety of all students, bicycles, skateboard, Rollerblades and scooters are not to be ridden on the school grounds between 8:15 a.m. and 4:00 p.m. Students who Rollerblade or use shoes with embedded wheels to school must carry school shoes and put them on before entering the school. Scooters are expected to be collapsed and left in the racks provided.

Driving your child to school

If you drive your child to school, please drop them off or pick them up:

- in front of the school on Wonnacott Way
- using the drop off zone drive through in front of the building
- East beside the school on Watt Drive SW

Please refer to the school [Traffic App](#) for details about driving and parking procedures to support a safe commute for our students.

Parking

Please do not use the staff parking lot as a drop-off or parking zone, as student safety is our top priority.

Please do not park or exit your vehicle in the drop-off zone in front of the school as our goal is to have the traffic in this area move at a safe and steady pace.

Communicating with parents

Effective home-to-school communication is essential to student success and is a priority at Shauna May Seneca School. Communication happens on a variety of platforms, such as:

- regular messages on communication supports (for example, Google Classroom)
- telephone calls
- [SchoolZone](#) and the [school website](#)
- classroom newsletters
- parent and school council meetings
- questionnaires and surveys
- assemblies

If there is additional information you feel you need, please contact your child's teacher or the office. Due to the number of activities happening in our school every day, sometimes we are unable to relay all information.

SchoolZone

[SchoolZone](#) is a secure website that provides parents and students with school news and information about classroom learning and activities. Parents and students receive SchoolZone accounts once they register their child for school.

At Shauna May Seneca, [SchoolZone](#) is our primary method of communication to share the following information with parents:

- school news
- class news
- daily attendance
- nightly homework
- field trip forms
- interim reports
- progress reports
- project work
- weekly spelling
- exam dates
- curricular outcomes
- marking rubrics
- Individualized Program Plans (IPPs)
- special events
- formative and summative assessments

If you need a username and password, please contact the office.

School website

Visit shaunamayseneca.epsb.ca for information about our school and links to educational sites. The school also maintains a page on [Facebook](#).

School phones

The school telephone is a business phone. Students are encouraged to use the school phone sparingly or at the request of a staff member.

Calling your child or your child's teacher at school

If you need to talk to your child or your child's teacher, call before or after school, during recess or at lunch. Please leave a message for your child in the event of an emergency only. Office assistance is limited, so we cannot guarantee that messages will reach students in time.

Emergency calls

Only essential phone calls will be transferred to classrooms during instructional time. For this reason, it is important that parents confirm any transportation, child care arrangements or play dates before their child leaves for school in the morning.

Parent Involvement

School Council and Parent Association

Shauna May Seneca's School Council is made up of a group of parents who work with school staff to promote the well-being and effectiveness of the school community. They play a consultative and advisory role and work closely with school administration to ensure that students receive the best possible education. The Shauna May Seneca Parent Association is a fundraising group that works closely with the School Council.

All parents are encouraged to attend School Council meetings. Information about monthly meetings

can be found on the school calendar, and meeting minutes are posted on [SchoolZone](#).

Assemblies

Assemblies are scheduled throughout the school year. These are a special time to provide recognition and performance opportunities, build a sense of community within Shauna May Seneca School and learn together. Parents and community members are welcome to join. You can find school assembly dates in [SchoolZone](#).

Volunteering

Each year, parents and community volunteers give their time, energy and expertise to enrich and enhance our school. Many of the programs and events available to Shauna May Seneca School students would not happen without our many dedicated volunteers.

Interested in volunteering?

Volunteer opportunities can be arranged to accommodate your schedule. You may choose to volunteer regularly or for a special event or activity. All volunteers are asked to sign in at the school office upon arrival, as office staff must account for all individuals in the school in the event of an emergency. Please contact your child's teacher or the school office learn about volunteer opportunities.

[Administrative Regulation FBCE.AR](#) requires all regular and occasional volunteers to complete a Division Volunteer Registration Form. Additionally, all volunteer coaches, chaperones of overnight field trips and drivers that transport students must submit an application for a police record check in accordance with these regulations.

Eating at school

Lunch program

Lunch occurs daily between 11:45 a.m. and 12:25 p.m. for elementary students and 11:25 a.m. and 12:05 p.m. for junior high students. Shauna May Seneca School offers a supervised lunch program for students.

Lunch fees

Lunch fees will be determined by September 29, 2022 at which time we will have confirmation of our enrolment.

Lunchtime supervision and behaviour

Lunch supervision is provided by lunchroom supervisors who work hard to make the lunch hour a pleasant and enjoyable time for students. Students are expected to behave and co-operate by remaining in their classrooms to eat and treating the lunchroom supervisor with respect. Specific behavioural expectations are outlined in the lunch program registration letter and contract.

Students staying for lunch must remain at school during the lunch hour and cannot leave the grounds without written permission from a parent or guardian. If lunch privileges are greater than the school can provide, parents are responsible for making alternative lunch hour arrangements.

Nutrition

Students are encouraged to bring nutritious food, low in sugar and fat, for recess snacks and lunch. Please do not send pop or candy to school with your child. These types of food can be provided as special treats at home. Involving your children in preparing lunch and recess snacks provides an opportunity to talk about food choices. Healthy eating habits make for a healthy body and mind.

Allergies

It is crucial to notify the school about any allergies your child may have, including the severity and actions or treatment that may be required in the event of an allergic reaction.

No-Nuts policy

We support a No-Nuts policy because life-threatening nut allergies are increasingly common among children. Although it is not possible to guarantee freedom from allergen contamination, staff make every effort to exhibit due care and responsibility in providing the safest environment possible for children. Trading and sharing of snacks and lunches is actively discouraged. We require and appreciate parent and student co-operation in not bringing nuts or nut products to school.

Litterless lunches

All students are asked to “pack in and pack out,” meaning that garbage and uneaten food are to be disposed of at home. Shauna May Seneca School promotes a garbage-less lunch program by encouraging the use of reusable containers and fabric or hard plastic lunch kits. Parents are encouraged to send nutritious, nut-free lunches that their child will eat. Students are required to finish lunch before going outside. This promotes safety and assists in keeping our playgrounds litter-free.

Due to the volume of students at our school, we are unable to deliver dropped-off lunches to students unless it is an extenuating circumstance.

Using technology at school

Each student enrolled in Edmonton Public Schools has a registered network ID and password. A student’s network ID stays with them throughout their learning career in the Division. At Shauna May Seneca School, all students have access to Google Apps for Education through SchoolZone. For information about Google Apps, visit our [website](#) or [SchoolZone](#). If you have questions about the use of Google Apps at Shauna May Seneca School, please contact your child’s teacher.

Guidelines

Students are expected to adhere to technology guidelines established by the Division and our school. Students who deliberately misuse Division technology will be subject to consequences as outlined in Edmonton Public Schools’ [Student Behaviour and Conduct Policy HG.BP](#). This also applies to personal devices brought to school.

Personal belongings

Although we make every effort to ensure that personal property is safeguarded, the school cannot assume responsibility for the loss or damage of personal items. **Lunch kits, backpacks, shoes, supplies and all outerwear should be clearly labelled with your child's name.**

Found items of clothing and lunch kits are placed in the lost and found box. Unclaimed items are donated to charities at regular intervals throughout the year. Items such as glasses, jewellery, watches and keys are turned into the school office.

Lost and found

If children lose something, have them check the lost and found box. Periodically, the contents of the lost and found box are spread out in the hallway for claiming. After this, any items remaining are donated to charities.

Electronics

Personal items such as iPods, headphones, cell phones and other handheld communication devices should not be left at school. Students who bring these items to school are expected to use them in an appropriate and respectful manner that does not interfere with teaching and learning. At a teacher's discretion, these devices may be allowed for educational use in the classroom. Mobile phones are not permitted to be used by students between the beginning (first bell) and end (last bell) of the school day, unless expressed permission is given by a staff member.

Out-of-school child care

A private child care centre provides regular before and after school care, on the school grounds. If you require any information regarding their available programs, contact them at shaunamayseneca@ercca.ca or call **780-914-2628**

Visitors

Visitors to Shauna May Seneca School are welcome, whether they are parents, guests or individuals on official business. For safety and security reasons, all visitors must make initial contact with school staff via intercom (located on the wall at the front entrance) during school hours. Visitors remaining in the building will be required to sign-in using a QR code located inside the vestibule of the main entrance.



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Edmonton Public Schools is helping to shape the future in every one of our classrooms. We're focused on ensuring each student learns to their full potential and develops the ability, passion and imagination to pursue their dreams and contribute to their community.