



Sunbury West School Family Handbook 2021-2022



SWS Mission Statement
Inclusive—Connected—Engaged

SWS Vision Statement
**All students will become
contributing citizens and life-long
learners.**

For Cancellation Information:

- Check the ASD-W website
- Call the Transportation Line: (506) 453-5455 or 1-888-388-4455
- Listen to local radio stations

******SUNBURY WEST SCHOOL IS IN ZONE 7******

*****It is extremely important that each parent/guardian's contact information remain updated at school. There are times when school closes during the day and you must be able to be reached.***

Transportation

- There will be **absolutely no bus passes issued**. Students are only permitted one primary and one secondary bus stop. We do not have flexibility in making day to day arrangements.
- **Note:** A priority of ASD-W is the safety of all students, both on school property and on the school bus. Disruptive behaviour presents a threat to the safety of others and will not be permitted. Consequences for disruptive behaviour will be prompt and certain. Bus drivers, teachers and district officials expect the co-operation of students and parents to ensure that our concern for safety will guide student behaviour every day and on every bus. Transportation concerns such as routes and discipline should be directed to ASD-W's transportation office: 357-4252.



School Hours

K-2	Monday-Thursday	8:15am-2:00pm
3-8	Monday-Thursday	8:15am-3:00pm
K-8	Friday	8:15am-12:05pm

Please note:
****Due to lack of supervision prior to 7:50am, students are not permitted in the school or on school property until the school opens to students at 7:50am.***

Important Information and Reminders

- **Allergy Alerts:** In order to ensure the safety of all students and staff, SWS is a **peanut, nut-product and scent-free environment**. If students are eating such products at home, please ensure that they thoroughly wash their hands before coming to school. If students arrive to school wearing scents, they will be asked to change their clothes or go home and wash the scent off. *This includes scented hand sanitizers. Hand sanitizer will be made available to students when at school.*
- **Visitor Parking/School Bus Zone:** Visitors may use our staff parking lot or park along Pride's Landing Road. Please do not park in the Bus Loading Zone as this is a Fire Lane. When leaving the school, students/guardians must **not** cross between busses. Please remain on the sidewalk and cross at either end of the Bus Loading Zone. Please remember that it is a serious infraction to pass a bus with its lights flashing - this includes when they are parked in the Bus Loading Zone.
- **Visitors:** All visitors, between the hours of 7:50am and 3:00pm, **must** call to the office upon their arrival at SWS to receive authorization for their presence. Unapproved visitors will not be permitted to enter the school.
- **Student Pick-Ups/Drop-Offs:** Students arriving late must be signed in by a parent/guardian. If a student is being picked up early, they must be signed out by a **designated** parent/guardian. **Parents/guardians/family members who are not listed as contacts for students will not be permitted to sign out a student.** Please inform the school if your child is to be picked up by someone other than a listed contact. When possible, please limit how often your child is picked up early from school.
- **School Cash Online/Cashless Schools:** School Cash Online is the preferred method for all school fees. Please contact the school for more information on registering for School Cash Online.
- **Student Fees:** The student fee is \$20 per student or \$40 per family. This fee will offset the cost of supplementary classroom materials and special events that enhance the learning environment. **The deadline to pay fees is September 30, 2021.**

Positive Behavioral Interventions & Supports (PBIS) - PBIS actively encourages students to achieve their academic potential while also behaving with good character. This effort ensures that SWS is a safe, welcoming and purposeful learning environment. We will focus on teaching and encouraging appropriate behaviour in all areas of the school, concentrating on the instruction of Respect, Responsibility, Safety and Learning. Below are the responsibilities and expectations that students and staff created together.



Sunbury West School – Behaviour Matrix

SCHOOL-WIDE Expectations

	Appropriate language.		Hands, feet and objects to yourself.				Follow adult direction.	
	Classrooms	Hallways	Cafeteria	Washrooms	Playgrounds	Breakfast Room	Library	Bus Zone
	Be Respectful	<ul style="list-style-type: none"> Use an appropriate volume. Respect property. Be kind to yourself and others. 	<ul style="list-style-type: none"> Use a quiet voice. Respect property. 	<ul style="list-style-type: none"> Use a quiet voice. Be kind. Wait your turn. 	<ul style="list-style-type: none"> Respect privacy. Use a quiet voice. Use supplies properly. 	<ul style="list-style-type: none"> Be kind. 	<ul style="list-style-type: none"> Use please, thank you and excuse me. Wait your turn patiently. Use a quiet voice. 	<ul style="list-style-type: none"> Use a quiet voice. Share the cushions. Take care of your book.
Be Responsible	<ul style="list-style-type: none"> Keep your area and learning materials tidy. Be honest. 	<ul style="list-style-type: none"> Keep the hallway clean. Go directly to your destination. Have your hall pass visible. 	<ul style="list-style-type: none"> Clean up. Ask permission to leave the cafeteria. 	<ul style="list-style-type: none"> Clean up after yourself. 	<ul style="list-style-type: none"> Be honest. Problem solve appropriately. Return equipment. Dress for the weather. 	<ul style="list-style-type: none"> Breakfast first. Remember that others are waiting to eat. Return plates/cups to breakfast room. 	<ul style="list-style-type: none"> Return your book on time. Keep your area and learning materials tidy. 	<ul style="list-style-type: none"> Know where you are going. Remember your belongings. Be on time.
Be Safe	<ul style="list-style-type: none"> Push in chairs. Walk. Respect the scent & food policies. 	<ul style="list-style-type: none"> Walk on the righthand side. Visitors are only to be let in by staff. 	<ul style="list-style-type: none"> Stay seated. Walk. Be mindful of personal space. Respect the scent & food policies. 	<ul style="list-style-type: none"> Report unsafe behaviour and conditions. Leave the lights on. Keep water in the sink and toilet. 	<ul style="list-style-type: none"> Follow equipment/ game rules. Stay within the boundaries. Follow re-entry procedures. 	<ul style="list-style-type: none"> Sit properly. Walk. 	<ul style="list-style-type: none"> Walk. 	<ul style="list-style-type: none"> Walk to your bus calmly. Wait on the sidewalk. Dress for the weather.
Be a Learner	<ul style="list-style-type: none"> Use whole body listening. Be on task. Ask to be excused at appropriate times. 	<ul style="list-style-type: none"> Work quietly. Stay focused. Get ready quickly & quietly. 	<ul style="list-style-type: none"> Line up quickly. Use your time to eat your lunch. 	<ul style="list-style-type: none"> Return to class quickly. 	<ul style="list-style-type: none"> Play fair. Be a good winner and a good loser. Take ownership of your actions. 	<ul style="list-style-type: none"> Use your time wisely. Be a good listener. 	<ul style="list-style-type: none"> Use your time wisely. Use whole body listening. Be on task. 	<ul style="list-style-type: none"> Know the bus rules. Practice safety procedures.