



Elementary School  
Kids Come First!

# HANDBOOK



2025/26

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**CW SEARS SCHOOL INSTRUCTIONAL HOURS**  
**CLASS PERIODS - BELL TIMES**  
**2025 - 2026**

**\*Updated**

**Daily Schedule**

08:35-9:08	Period 1 (33 Minutes)
09:08 - 09:40	Period 2 (32 Minutes)
09:40 - 10:09	Period 3 (32 Minutes)
10:12 - 10:24	Recess (15 Minutes)
10:27 - 10:57	Period 4 (32 Minutes)
10:59 - 11:30	Period 5 (32 Minutes)
11:31 - 12:03	Period 6 (32 Minutes)
12:03 - 12:23	Noon Recess (20 minutes)
12:23-12:43	Lunch (20 minutes)
12:43 - 01:15	Period 7 (32 Minutes)
01:15 - 01:47	Period 8 (32 Minutes)
01:47 - 02:02	Recess (15 Minutes)
02:02 - 02:34	Period 9 (32 Minutes)
02:34 - 03:06	Period 10 (32 Minutes)

**CW SEARS SCHOOL BELL**  
**TIMES**

08:35	Classes start
10:12	Recess
10:17	Classes start
12:03	Lunch/Recess
12:23	Lunch/Recess
12:43	Classes start
01:47	Recess
02:02	Classes start
03:06	Dismissal

**Absences**

Parent(s)/Guardian(s) can notify the school by note, email or telephone call when their child(ren) will be absent from school (780 662 3010 or dcartwright@brsd.ab.ca). The school will call to confirm absences if we have not received notification for an absent student. We wish to ensure that all children are accounted for and safe.

**After School Arrangements**

Please ensure that your child(ren) and their teacher of any changes to usual after school routines. Families can notify their child's teacher using their Agenda, email or the Remind App when alternate arrangements are being made. If your child takes the bus, please let your bus drivers know of your plans as well.

**Attendance**

We encourage all students to attend regularly, and be on time, on all days that classes are in operation. Arriving on time ensures that students are able to fully participate in their classes morning routine and participate in our school breakfast program.

**Late Arrivals**

If your child will be arriving late, please have them stop at the office to check in before proceeding to class so the attendance register can be appropriately updated.

### **Illness**

If your child is ill please keep them home to help us reduce the spread of colds/flu and other illnesses. Please ensure your emergency contact information is up to date in case your child becomes ill at school and needs to be picked up.

### **Dismissal**

Students should proceed directly home at dismissal time. Supervision is not provided for our playground after school. To ensure your child's safety, please make arrangements to have your child picked up promptly after school or make arrangements for their care.

### **Assemblies**

Monthly Assemblies are held on the last Thursday of each month, starting at 8:45 am. Families and community members are welcome to attend.

### **Assessment and Reporting**

The collection of evidence related to a student's learning is known as assessment. The primary purpose of student assessment is to support and improve learning and teaching.

Assessment for learning is used to coach students into deeper understanding and higher achievement of learner outcomes. Assessment of learning is used to determine students' marks/grades. Student learning is measured in relation to Alberta Education Curriculum in each subject area.

Students will be graded using a range of achievement levels as illustrated below.

Grades 1 to 3	
<b>Proficient</b>	Good understanding and application of concepts and skills
<b>Achieving</b>	Basic understanding and application of concepts and skills
<b>Developing</b>	Limited understanding and application of concepts and skills; see also teacher comments
<b>Not meeting</b>	Does not yet demonstrate the required understanding and application of concepts and skills; see also teacher comments
Grades 4-6	
<b>Exemplary</b>	Very good to excellent understanding and application of concepts and skills
<b>Proficient</b>	Good understanding and application of concepts and skills
<b>Achieving</b>	Basic understanding and application of concepts and skills
<b>Developing</b>	Limited understanding and application of concepts and skills; see also teacher comments
<b>Not meeting</b>	Does not yet demonstrate the required understanding and application of concepts and skills; see also teacher comments

### **Assigning Students to Classrooms**

Each year, once we determine the number of classes required at each grade level, we assign students to their homerooms. The process begins in April with teachers at each grade-level collaborating to suggest class configurations for the following year. Class lists are then reviewed and finalized by school administrators. Class/teacher assignments are then shared with families in late June when end of year report cards are issued. CW Sears School does not accept parent requests for placements with specific teachers or classmates.

### **Battle River School Division**

The district office is located at 5402-48A Avenue, Camrose. The Superintendent of Schools is Mrs. Natasha Wilm. The Division's telephone number is 1-800-268-4869 or 780-672-6131.

### **Bicycles**

Bicycles should be walked across the playground to the bicycle stands when arriving and leaving the school grounds. Bicycles should be stored and locked in the bicycle racks. Bicycles are not to be sat on, or ridden on the school grounds during the day.

### **Breakfast Program**

CW Sears operates a breakfast program each school morning that is open to all students. There is no charge to participate. Items are provided in alignment with Breakfast Club of Canada's guidelines.

### **Cell Phones, iPads, MP3's, Trading Cards, and Electronic Games**

Personal electronics are not to be utilized by students during regular school hours. Cell phones and smart watches are to be kept in backpacks and used only after school hours. The school will not be responsible for damage or the loss of personal electronics at school.

### **Dress Code**

At CW Sears School we strive to create a respectful environment conducive to learning and work. Students are expected to dress appropriately for weather and daily activities. Clothing must not display offensive/suggestive sayings or artwork. Clothing must not advertise or suggest products that are against the law for students (alcohol, tobacco, drugs).

### **Emergency Contacts**

Current emergency contacts are very important for us to have at the school. Please ensure that we have up to date contact information for all parents/guardians and emergency contacts and provide updated information throughout the year as necessary.

### **Fees**

The CW Sears School Fee schedule is available on our website. The fees listed are the maximum fee that will be charged for each item. Not all fees are apply each year or to all classes. Fees are charged based on the actual cost of activities that take place in a given school year.

### **S.W.F. (Student Wellness Facilitator)**

CW Sears is fortunate to have an SWF worker who provides support to students and families of this school community. Mrs. Theia Hackenschmidt is available to act as a support for students and parents and is able to assist in accessing resources in the community when needed. Students identified as in need of extra support can be referred to Mrs. Hackenschmidt.

### **Field Trips**

Field trips are recognized as an engaging and valuable element of students' experience at school. Financial support for these trips may include school budget funds, fundraised funds, or direct charges to individual participants. We are also fortunate to receive funding from the Sears Student Support Society to help offset the cost of field trips for families. Field trips require parent/guardian written permission. Permission over the phone is not sufficient.



### **F.O.I.P.**

Freedom of Information and Protection of Privacy forms are completed at the beginning of each school year for each student. Consent is required to include student names and photos in our newsletter and other purposes as indicated on the yearly forms.

### **Fund Raising**

CW Sears School and the Sears Student Support Society do a few fundraisers during

the year. These are used to support co-curricular and extracurricular activities as well as special events. Your support is greatly appreciated.

### **Healthy Food Choices**

At CW Sears we encourage healthy food choices. Parents/Guardians are requested to pack a healthy snack for morning snack each day. (ex. cheese and crackers/piece of fruit/etc.).

### **Inclement Weather**

CW Sears School remains open on days of inclement weather. Bus routes will be cancelled on days where the temperature or windchill are at or below -40C. Bus routes may at times also be cancelled due to unsafe conditions as determined by drivers. In these cases, parents will receive a fan-out notification from the BRSD transportation department. More specific details can be found here:

<https://www.brsd.ab.ca/download/206872>

### **Inclusive Education Services**

The inclusive education services at CW Sears School are designed to help students who require additional supports for success. An Student Support Plan is developed and, with parental consent, students receive assistance in reaching the goals as defined in the plan. Additional assessments and services such as Occupational Therapy, Physical Therapy, Behavioural Consulting, Learning Consulting, Speech Language Pathology may also be accessed to support student success.

### **Internet Access**

Students at CW Sears may access a variety of internet based apps and websites to enhance their educational experience (ex. Google Classroom, Raz Kids, SplashLearn, etc). Each teacher will send home a permission form at the beginning of the year with a list of the apps and sites that require parental permission for access. Parents are also required to complete the Battle River School Division Acceptable Use Agreement for their child yearly. Allowed sites and apps have been reviewed and approved through Battle River School Division. All students have Google Accounts provided through Battle River School Division for accessing Chromebooks and various apps, sites and services.

### **Kindergarten**

CW Sears School offers a parttime Kindergarten program. Students attend full days, every second day and scheduled Fridays. Our Kindergarten operates September to June with the first week involving a staggered start/orientation.

### **Library**

Students may sign out books from the school library. If a book is lost or seriously damaged, families may be invoiced for the replacement value of the book.

### **Newsletters**

A monthly school newsletter is sent home at the end each month, through School Messenger via e-mail. Newsletters feature information about each grade-level as well as recent and upcoming events.

### **Open Door Policy**

In addition to Parent-Teacher interviews, school staff invite parents to be in touch at anytime during the school year to discuss important matters related to their child. Parents are welcome to set up telephone or in-person meetings with teachers at a time of mutual convenience. School Administrators are also available to meet with parents, but we do request that parents address any important matters with the staff member most directly involved as a first point of contact.

Parents are also encouraged to attend the School Council meetings, bring ideas, and get first-hand information about what is happening at the school. Parent input and active participation is always welcome.

### **Outdoor Play / Recess**

It is generally expected that all students will play outside during the recess/noon hour, except when the weather is inclement.

### **Real Time Reporting**

Starting in the 2024/25 school year, all schools in Battle River School Division have moved to Real-time Reporting. Printed report cards will no longer be sent home as a progress report and parents instead will be able to view updates to marks and comments on progress through the PowerSchool digital platform.

### **Parent-Teacher Interviews**

Parent-Teacher Conferences are held in the Fall and Spring. Parents have the option of booking in-person, phone or Google Meet interviews with teachers.



### **School Profile**

C.W. Sears is an elementary school that provides PreK - Grade 4 programming to Tofield and Surrounding area. Our student population is around 275. We believe that all students can learn and be successful. Our team of teachers and support staff work collaboratively to provide a school environment that is safe, caring and inclusive.

### **School Mission Statement for CW Sears**

C.W. Sears School, in partnership with our community, will support all students to be successful learners, form positive relationships and make W.I.S.E. choices in a safe, inclusive environment.

### **School Council and**

#### **Sears Student Support Society**

CW Sears School Council holds monthly meetings throughout the school year to share information, and engage parents in discussions about recent and upcoming events at CW Sears School. School Council meeting are also an opportunity to provide feedback and advise school administration on discussion items as they emerge during the school year. School Council can be contacted at: [cwsears.schoolcouncil@gmail.com](mailto:cwsears.schoolcouncil@gmail.com) as well as through their Facebook page <https://www.facebook.com/CWSearsSchoolCouncil>

The Sears Student Support Society is a fundraising group that completes a variety of activities during the year to help support field trips, special events and purchases for curriculum enhancement at CW Sears

School. They meet regularly during the school year and facilitate important fundraising events. To get involved they can be contacted at [searssociety@gmail.com](mailto:searssociety@gmail.com).

### **Telephone**

If you need to communicate with your child during the school day we will be happy to take a message or have them call you back during their break. Students should make their 'after school' plans in advance to prevent the need for emergency calls home at dismissal times.



### **Vision**

C.W. Sears students will be happy, safe and successful in learning.

### **Visitors**

All visitors to CW Sears School are asked to sign in at the office upon arrival.

### **Volunteers**

CW Sears welcomes parents, family members and community members to volunteer for special events, field trips and as classroom helpers.

Volunteers are required to complete an Agent of the Board application and provide a Criminal Record check (including Vulnerable Sector Check). A Criminal Record check can be obtained from your local RCMP detachment and the required forms are available at the school. Any parents, family or community members can contact the school office for more information on volunteering.



### **C.W. Sears School Attendance Policy**

We encourage all students to attend regularly and punctually on all days that classes are in operation.

Regular and punctual attendance at C.W. Sears school involves arriving on time (in class by 8:30 am each morning) and attending all days in which classes are in session. It is understood that students may need to be absent from time to time due to illness, to attend appointments or for other emergent matters. Arriving on time ensures that students are able to fully participate in their classes morning routine and participate in our school breakfast program.

#### **Absences**

Parent(s)/Guardian(s) can notify the school by note, email or telephone call when their child(ren) will be absent from school (780 662 3010 or dcartwright@brsd.ab.ca). The school will call to confirm absences if we have not received notification for an absent student. We wish to ensure that all children are accounted for and safe.

#### **Late Arrivals**

If your child will be arriving late, please have them stop at the office to check in before proceeding to class so the attendance register can be appropriately updated.

#### **Supporting Families with Attendance**

To assist families with ensuring students are attending school regularly, the following support are used at C.W. Sears School:

- Parents contact the school to inform the school/teacher of current or upcoming absences for their child
- The school Administrative Assistant contacts families daily to verify absences when notification has not been received
- Teachers enter student attendance into PowerSchool twice daily (morning and afternoon). Parents are able to view attendance information in PowerSchool.
- Teachers monitor recurring absences and contact families to follow up on excessive absences
- Teachers may refer attendance concerns to school administration for additional follow up
- In cases of excessive absences, Teachers and School Administrators will work with families to create a plan re-establish satisfactory attendance
- After all school based remediation strategies have been exhausted, referral to the BRSD Chief Attendance Officer may occur