



## **Bulletin #10**

**Dear Parents/Guardians,**

It has been approximately 5 years since the announcement of a new school for Greater St. Albert Catholic Schools. It has been twenty-five years since our District has opened a new school! Once again, we say thanks to everyone who has had a hand in the planning, organization, building and staffing of SAA. We are thankful for their all hard work. We will have an exciting year.

### **First Day Entry – September 4**

On the first day of school we would like all students to enter the building after 8:15 VIA the MAIN SCHOOL DOOR. Students will proceed directly to their classroom and wait in their teacher's room for the start of school. Teacher names have been posted on the doors. Once you bring your child to the classroom it is strongly recommended that you wish them well and let them get on with their day once the teachers are ready to begin. If your child is a little anxious you may wait for a few minutes in the parent room at the front of the school.

Students who are accessing Before School Care with SIGIS would enter the school at the EAST DOOR of the school near the visitor parking lot. Children will wait in the SIGIS room and then be brought to their classrooms near the start of instruction.

For the remainder of the year, students will wait outside their entry doors until 8:20 am. Once the entry bell sounds students will enter the school at their entrance. (east, south or main door) Teachers will review this with students on Tuesday.

### **Absence Reporting – SAFE ARRIVAL SYSTEM**

Please be advised that our District uses the SAFE ARRIVAL absence reporting system. Over the summer our District has upgraded the Safe Arrival absence reporting process to support families in having their children arrive safely to school. This absence reporting system will allow the school to verify student attendance, and quickly notify parents and guardians of absences that were unexpected or unplanned.

**Report your child's absence in advance with 3 convenient methods:**

1. On a mobile device, install the District App (search "Greater St. Albert Schools" in the Apple App or Google Play stores). Select SafeArrival - Attendance - Report an Absence. (Please note, to sign up for the new School Messenger SafeArrival it is best to use a computer)
2. On the SAA website select REPORT ABSENCES or SafeArrival website, [go.schoolmessenger.ca](http://go.schoolmessenger.ca). Sign Up to create your account, then select Attendance followed by Report an Absence.

3. Call the toll-free number 1-844-502-5100 to report an absence using the toll-free system.

### **What happens if I do not report my child(s) absence?**

If your student is marked absent and it is not explained in advance, the SafeArrival system will send notifications by automated phone call, text message, email, or mobile app push notification to get a reason for the absence. If our system is unable to reach the designated contacts, office staff will follow up. Calls and contacts will continue until you choose an option to explain the absence.

**Begin using the system September 4, 2018**

### **Daily Prayer**

Every morning we will start the day with morning prayer. If you are visiting or in the school during this time we would ask that you stop what you are doing and remain silent during the prayer. It provides a quiet moment for reflection for all and models the expected behavior that we would like from our students during prayer. Thanks for your help.

### **Your Patience is Appreciated**

We continue to expect that as the year unfolds we will come across things that don't work or procedures that need to be changed. Every system in our school is new, some of the technology is the first used in our District. We will do our best to promptly address any glitches, bugs or procedural things that come up and we appreciate your understanding as we work through things together.

### **Field and Playground – Indoor Recess**

The inspection of the playground will not occur until Tuesday afternoon. Sodding has been completed around most of the school. On Tuesday and until further notice we will implement indoor recesses in the morning and at lunch as our District awaits permission for the use of the field and playground. We also need to wait for the remainder of fencing to be installed to ensure the safety of all students.

### **SAA Acceptable Use Policy – Electronic Devices Gr. 4-7**

Parents of students in grade 4 – 7 should expect that their children will bring home a sheet that requires a signature by a parent or guardian. Teachers will be going through the SAA Policy with their homeroom students and it is a good idea for parents to review it with their children, sign it and have them return it to school on Wednesday. Thanks for helping us out with this important task!

### **Special Guests**

On Thursday, September 6 it is likely that we may have visitors from the Alberta Government stop in during the afternoon to have a look at our new school. This is normal procedure and we welcome their visit.

### **Notification of Sister Alphonse Academy School Council Establishment Meeting**

Please be advised that as per Section 22 of the Alberta School Act, Alberta School Councils Regulation and Administrative Procedure 110 of GSACRD notice is being given of the Establishment Meeting which will occur in the Conference Room of Sister Alphonse Academy on Thursday, September 20 at 6:30 pm. The purpose of the meeting is to discuss and determine the following:

- school council membership
- size of the school council and executive positions
- term of office of each member of the school council

- model of governance to be followed and bylaws for the organization
- preferred decision-making model, including eligibility to vote
- frequency of school council meetings
- election of executive members of the school council

All parents who have children officially enrolled at Sister Alphonse Academy as of September 20, 2018 are eligible to attend. For more information please contact school administration.

### **Spirit Wear Clothing**

A reminder that any clothing that was ordered after August 15 will not be delivered to the school until September 30. In consultation with ANYTHING BRANDED we have decided that parents will no longer be given the option of home delivery. All clothing ordered will be delivered to the school for distribution "FREE of CHARGE". We encourage all students who have purchased Spirit Wear to wear it on Thursday, September 6. Check our website calendar for Spirit Wear days. Please note this is voluntary.

### **Parking and Unloading of Students**

It is paramount for student and staff safety that all visitors to the school drop off and pick up students in the correct areas of our site. The site plan for loading and unloading of passengers has been carefully designed to route traffic safely. All we need is the cooperation of visitors to the school to adhere to the plan.

### **STAFF PARKING**

The Staff at Sister Alphonse Academy will park directly in front of the school along the North Side of the school. Staff should enter the staff parking lot via the northeast entrance. Visitors to the school MUST NOT ENTER the staff parking area.

### **BUS LANE - LOADING AND UNLOADING OF STUDENTS**

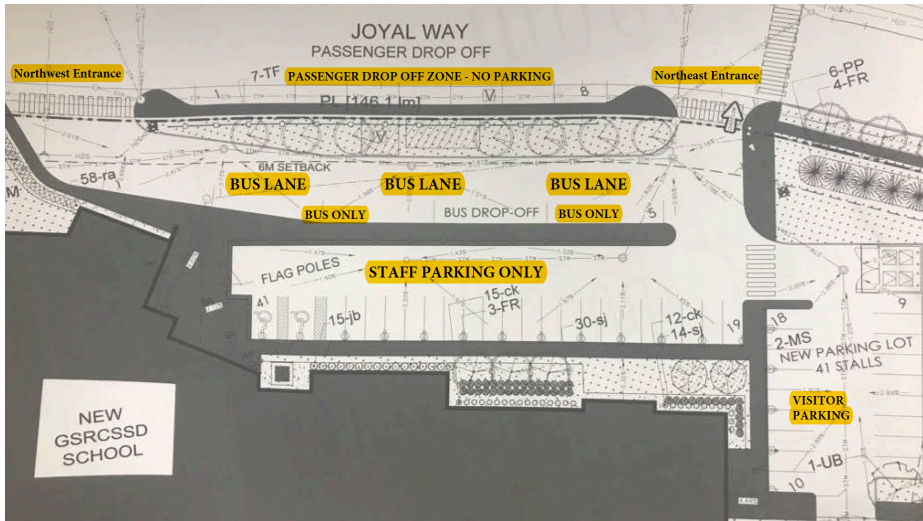
Busses will enter the parking lot via the northwest bus lane. The BUS LANE is reserved for busses between the hours of 8:00 am and 9:00 am and 2:30 pm and 3:30 pm. The bus lane is one way only. Students will board and disembark busses along the sidewalk adjacent to the bus lane.

### **STUDENT DROP OFF**

A passenger drop-off lane has been created along the north sidewalk in front of the school. This lane is only for dropping off of students. PARKING IS NOT PERMITTED in the drop off zone.

### **VISITOR PARKING**

A visitor parking lot is found immediately east of the school. Visitors should enter and exit the visitor parking lot via the northeast entrance.



**Looking forward to September 4, and getting things underway. We hope to settle into a regular routine during this first week. Take care.**

Sincerely,

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