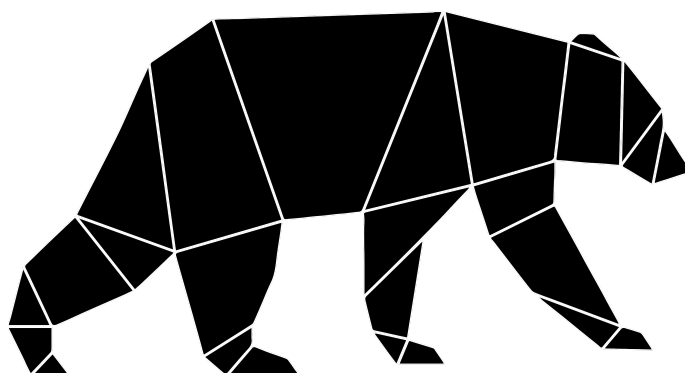


Sir Alexander Mackenzie Elementary School Family Handbook 2025–2026



61 Sir Winston Churchill Avenue
St. Albert, Alberta T8N 0G5

(780) 459-4467
samschool.spschools.org

Principal: Dawn Rothwell
Assistant Principal: Clayton Wowk



@SAM_Elementary



@SAM School



@SAMSchool

A Message from Dawn & Clayton

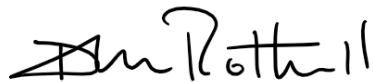
Welcome to a new and exciting school year at SAM! We are thrilled to have each of you as part of our school family. Our school is not just a place for learning; it's a community where every student, parent, teacher, and staff member works together to create an environment filled with belonging, empathy, and mutual support.

At our school, we believe that everyone has something unique to contribute. Each student's strengths, ideas, and perspectives enrich our community. We encourage you to share your talents, ask questions, and help one another. Together, we can build a place where everyone feels valued and included.

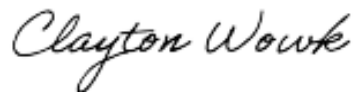
Empathy is at the heart of our community. We teach and practice understanding and kindness, always considering how our actions affect others. By supporting each other, we create a safe and nurturing environment where everyone can thrive. Remember, a small act of kindness can make a big difference in someone's day.

We are committed to helping each other learn and grow. Learning is a journey we embark on together, and we celebrate each step forward, no matter how small. In our classrooms, on the playground, and beyond, we learn from our experiences and from each other. Your curiosity, effort, and cooperation make our school a place of endless possibilities.

We are so excited to see all the amazing things we will accomplish together this year. Let's make the 2025–2026 school year full of discovery, kindness, and shared success!



Dawn Rothwell, Principal



Clayton Wowk, Assistant Principal

SAM Land Acknowledgement

We are grateful to live, work and play on Treaty 6 territory and the homeland of the Métis. This land is a traditional meeting ground, gathering place, travelling route and contemporary home for many Indigenous people whose diverse cultures have enriched this land for generations.

We honour the Elders, Knowledge Keepers, and other Indigenous voices who share their stories and wisdom with us as we work towards reconciliation in a good way.

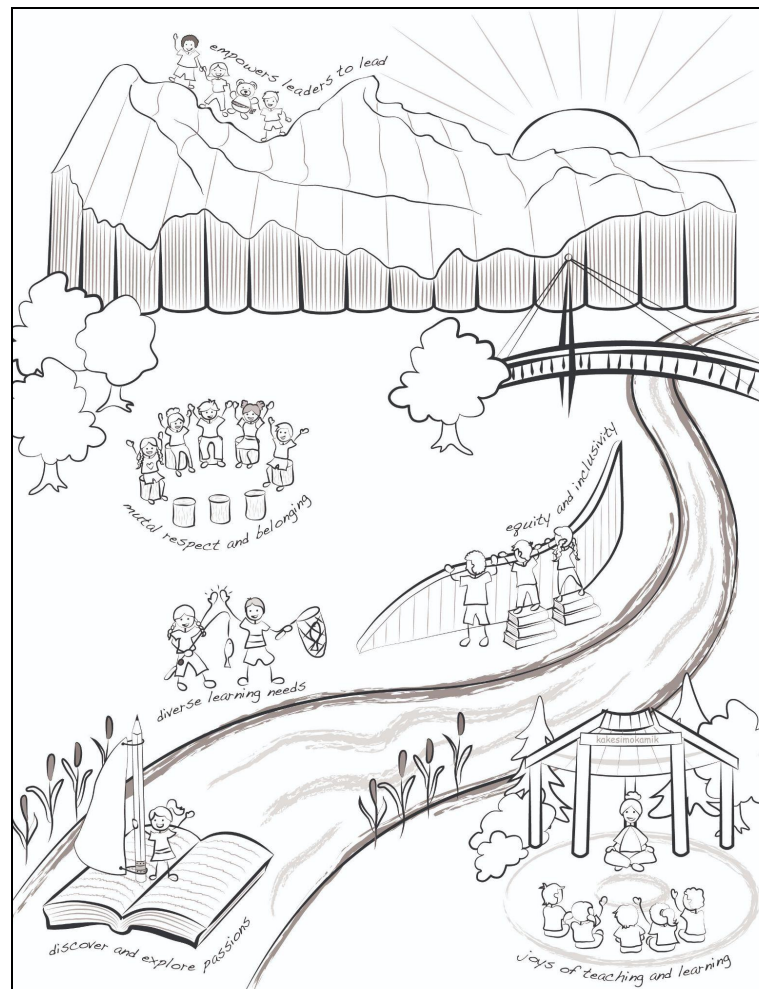
We are treaty people and promise to work towards repairing relationships by showing kindness to each other and stepping gently on the land.

Our School Story

(Artwork created by Amy Watson)

Our Yesterday: Who we have been

Sir Alexander Mackenzie Elementary School has been a vibrant neighbourhood school since 1958. SAM School has evolved with our surrounding community and has been “a home away from home” for generations of students. For over 65 years, our hallways have been filled with the sounds of students, staff, and families laughing and learning alongside each other. You often hear staff speak of their SAM Family (“SAMily”) with pride and it is observed everyday in every classroom. As a result, SAM has a reputation for being a safe, friendly, and welcoming community dedicated to meeting the **diverse learning needs of all our students**. Recognizing that we all have different ways of constructing understanding and connecting to learning, SAM has created spaces that value inclusivity, diversity, innovation, and leadership. SAM is a place where students and staff alike are seen as learners, teachers, and



leaders, all having essential, reciprocal impacts on each other. Together, we can take risks in our learning because we have built a solid foundation of trust, respect, and relationship. As such, SAM has been, and will continue to be, a community school that prioritizes opportunities for students to **discover and explore their passions in learning** while becoming our learners and leaders of tomorrow.

Our Today: Who we are now

At SAM, we continue to have a long standing tradition of both academic excellence and **empowering our learners to lead**. Today, SAM school continues to build upon a legacy of student driven leadership and we continue to recognize the importance of student voice and agency to create opportunities to learn what it means to be a leader and good community partner. Through participation in our Student Leadership Club, our students develop their leadership skills, build confidence in their abilities, and foster relationships with our community. Additionally, SAM continues to enrich student learning through varied curricular and extracurricular opportunities throughout the school, including our STEAM lab, Academic Challenge program, land-based learning experiences, as well as various collaborations with our Indigenous partners.

Connected to our strong culture of community and leadership, SAM has made recent commitments to reconciliation and equity in education. Taking the words of the Honourable Murray Sinclair to heart, “Reconciliation is about establishing a relationship of **mutual respect**,” we are in the process of revisioning how we come together, plan together, and engage with each other. Through our growing relationships with our Indigenous communities, we start to understand a variety of viewpoints and ways of knowing that allow us to re-examine our pedagogical and assessment practices. Accompanied on our learning journey by Asiniwaciy, our *Ambearrister*, we reconsider the ways we can teach with a recognition of diversity of histories, experiences, and learning needs within the classroom.

Our Tomorrow: Who we might become

As the community around us changes, so do the learning needs and priorities of our SAM school community. As we move forward, SAM will continue to explore the different ways we teach and learn together using a variety of perspectives and lenses. To create more **equitable and inclusive learning opportunities** for our students, it will be important for us to consider: “Whose voices are missing from these experiences?”, “What counts, what matters, what is most important for our young learners and leaders as they move beyond this point in time with us?” Families have shared that one of their primary reasons for choosing SAM has been the sense of love and respect embracing *all* students, families, staff and visitors; as such, a central priority for SAM will be to continue **engaging our whole community in the joys of teaching and learning**.

Bell Schedule 2025–2026

Mondays–Fridays

Period	Time
Morning Registration	8:40 a.m. to 8:45 a.m.
Period 1	8:45 a.m. to 9:17 a.m.
Period 2	9:17 a.m. to 9:49 a.m.
Period 3	9:49 a.m. to 10:21 a.m.
Period 4	10:21 a.m. to 10:53 a.m.
Period 5	10:53 a.m. to 11:25 a.m.
Period 6	11:25 a.m. to 11:57 a.m.
First Recess	11:57 a.m. to 12:27 p.m.
Lunch	12:27 p.m. to 12:57 p.m.
Afternoon Registration	12:57 p.m. to 1:02 p.m.
Period 7	1:02 p.m. to 1:34 p.m.
Period 8	1:34 p.m. to 2:06 p.m.
Second Recess	2:06 p.m. to 2:21 p.m.
Period 9	2:21 p.m. to 2:53 p.m.
Period 10	2:53 p.m. to 3:25 p.m.
Dismissal	3:25 p.m.

Kindergarten

Morning 8:40 a.m. to 11:30 a.m.

Afternoon 12:35 p.m. to 3:25 p.m.

Full Day 8:40 a.m. to 3:25 p.m.

Early Dismissal (December 20th)

Period	Time
Morning Registration	8:40 a.m. to 8:45 a.m.
Period 1	8:45 a.m. to 9:19 a.m.
Period 2	9:19 a.m. to 9:52 a.m.
Period 3	9:52 a.m. to 10:25 a.m.
Recess	10:25 a.m. to 10:50 a.m.
Period 4	10:50 a.m. to 11:24 a.m.
Period 5	11:24 a.m. to 11:57 a.m.
Period 6	11:57 a.m. to 12:30 p.m.
Dismissal	12:30 p.m.

**No kindergarten classes on the December 20th
early dismissal day**

All classes will schedule an additional daily morning outdoor movement break according to their plans for the day.

Supporting Positive Student Behaviours

Guiding Principle Statement

At SAM, we believe all students thrive in a learning environment that is safe, respectful, and inclusive. We foster positive behavior through explicit teaching, restorative practices, and clear, consistent responses that uphold each student's dignity. Grounded in restorative and trauma-informed approaches, we recognize the uniqueness of every student's life experiences. When challenges arise, we focus on understanding, repairing harm, and building the skills needed for personal growth and a strong sense of belonging. Developing these skills is a shared responsibility, requiring ongoing partnership and collaboration between the school and home.

Our Commitments to Learning Together

Consideration for others, cooperation, and a sense of personal responsibility help us to work successfully together. At SAM, we have some shared commitments that we all hold ourselves, and each other, accountable:

- Respect yourself, your peers, your teachers, and the SAM School community.
- Meet your responsibilities—both as a student and as a good citizen.
- Do your best to make SAM School a well-respected place.
- Observe good safety practices and use them while travelling to and from school.
- Keep the building and grounds clean and tidy.

Each classroom will co-construct their Classroom Commitments at the beginning of each year; these commitments will be posted in the classroom and used to help reinforce the commitments students make to each other daily.

Restorative Practice

Every school has its own approach to student discipline. At SAM School, we are committed to using restorative practices that prioritize reflection, learning, and relationship-building over punitive measures. Our goal is to help students understand the impact of their actions, take responsibility, and develop the skills needed to navigate challenges in positive and respectful ways. Restorative practices at SAM help repair harm by:

- Encouraging students to take responsibility for their actions
- Increasing awareness of how their behavior affects others
- Teaching conflict resolution and emotional regulation skills
- Promoting empathy and effective communication
- Fostering respect for different cultures and beliefs
- Strengthening the sense of belonging and connection within our school

While we emphasize reflection and growth, there are also times when students will experience natural or logical consequences as part of the learning process. These consequences are applied thoughtfully to support accountability, reinforce expectations, and guide students in making better choices—all within a framework that maintains dignity and encourages growth.

Student Conduct

In addition to upholding our school's shared commitments to learning and behaviour, all students are also expected to uphold the responsibilities outlined in both the:

- St. Albert Public Schools Administrative Regulation (F-110-AR) [Student Conduct](#), and
- Section 31, Student Responsibilities, of the [Alberta Education Act](#)

These regulations and policies emphasize the importance of respecting the rights of others, contributing to a positive school climate, and following school and classroom expectations. As members of the SAM community, students are encouraged to demonstrate responsibility, empathy, and integrity in all areas of school life. Our shared goal is to support every student's growth—academically, socially, and emotionally—within a framework of accountability and care.

Partners in Education

Collaboration and communication between students, staff, and families are vital to supporting students as they learn from challenges and grow as members of our school community. The St. Albert Public School Board of Trustees believes that we are partners in education and we all share a responsibility to ensure welcoming, caring, respectful, inclusive and safe learning and working environments. Sections 31-33 of the Education Act sets out the goals, roles and responsibilities of all partners in the Alberta education system, including students, parents, school boards and the Ministry of Education.

If you have any questions regarding your child's school experience, like learning, or conflict with peers, our division has outlined the steps to take to help address and resolve any situation. For more information, please review our [Partners in Education](#) information.

Acceptable Use of Technology

At all times, students are required to follow the Division's [Acceptable Use of Technology Agreement](#), which is completed by each parent/guardian during the registration process. Additionally, SAM School reinforces the additional expectations:

- We use technology only with the teacher's permission and for approved learning activities. We do not access non-educational sites, games, or personal devices during school hours, including recess and lunch.
- We handle devices with two hands, use “gentle hands” on keyboards and screens, and follow all screen care guidelines. We do not eat or drink near devices and ensure they are stored and plugged in properly at the end of the day.
- We practice respectful online behavior, use appropriate language, and never share passwords or touch another person's device without permission. If we see something inappropriate, we report it immediately.
- We understand that technology use is supervised at all times, and there are consequences for inappropriate use. Teachers will reinforce responsible digital habits and establish screen-free moments during the school day.

Personal Mobile Devices

According to [Ministerial Order #014/2024](#), the use of personal mobile devices in schools can be a source of distraction that can negatively impact students' mental health, engagement, and learning. As such, **school authorities are required to, at a minimum, limit the use of personal mobile devices and restrict access to social media as follows:**

- Children and students may not use personal mobile devices during instructional time.
- Children and students may not access social media on school networks or on school devices.

In addition, each school authority may further limit the use of personal mobile devices and social media according to the Ministerial Order. St. Albert Public Schools, with consultation with the community, has outlined the division policy regarding the [Use of Personal Mobile Devices and Social Media in Schools](#).

At SAM School, it is important to us to create an environment conducive to optimal learning; as such, personal mobile devices, including cell phones/smart watches, are not permitted to be used on SAM School property (or on school outings) as they are distracting for all students. **If a student needs to bring a cell phone/smart watch to school, they will need to turn it off and keep it locked securely in their locker.** We ask that students and parents contact each other through the school phone.

Students who do choose to bring valuables (*i.e. personal mobile devices or other electronics*) to SAM School are responsible for their safety and care. **Devices that are not used for learning experiences in the classroom must be locked securely in students' lockers. The school does not take responsibility for any potential loss or damage to these items while they are at school.**

Personal Chromebooks

Students are welcome to bring their own Chromebooks to school and use them under the direction and guidance of our teachers. At all times, students will be expected to follow our division's acceptable use of technology agreement, as well as follow our school's expectations regarding appropriate use of technology. Once again, students who do choose to bring valuables (*i.e. personal mobile devices or other electronics*) to SAM School are responsible for their safety and care. Devices that are not used for learning experiences in the classroom must be locked securely in students' lockers. The school does not take responsibility for any potential loss or damage to these items while they are at school.

Daily Routines

Attendance and Punctuality

Regular attendance is essential for student success at SAM School and is a legal requirement under Alberta's Education Act. Parents are expected to ensure their child attends school consistently and to support them in taking responsibility for any missed work.

If your child will be late or absent, please notify the school by phone or email. Unreported absences will result in an automated phone call. To report an absence, call (780) 459-4467 or visit sam.spschools.org. Students who arrive late must sign in at the office, and any student leaving the school during the day must also sign out at the office.

Bicycles, rollerblades, skateboards, and scooters

All of these items may be used to and from SAM School. Please wear appropriate helmets and lock bicycles securely in the school bike racks. For safety reasons, students are asked to dismount and not ride on school grounds from 8:30 a.m. – 3:40 p.m. SAM School is not responsible for damage to, or loss of, bicycles; students should ensure their equipment and belongings are secured with a lock. Other items should be brought into the school and stored in homerooms or lockers until the end of the school day.

Drop-off and Pick-up Procedures

To support both students and teachers in having a positive and focused start to the school day, we ask that families drop off and pick up their children at their designated external school doors that are identified for each classroom at the beginning of the year. Arriving and entering through these doors helps students build independence and confidence as they transition into their school day. It also allows teachers to begin their morning routines smoothly, ensuring they can focus on welcoming and preparing their students for learning. School staff will be stationed at these doors each morning to greet students, providing a warm and reassuring start to their day.

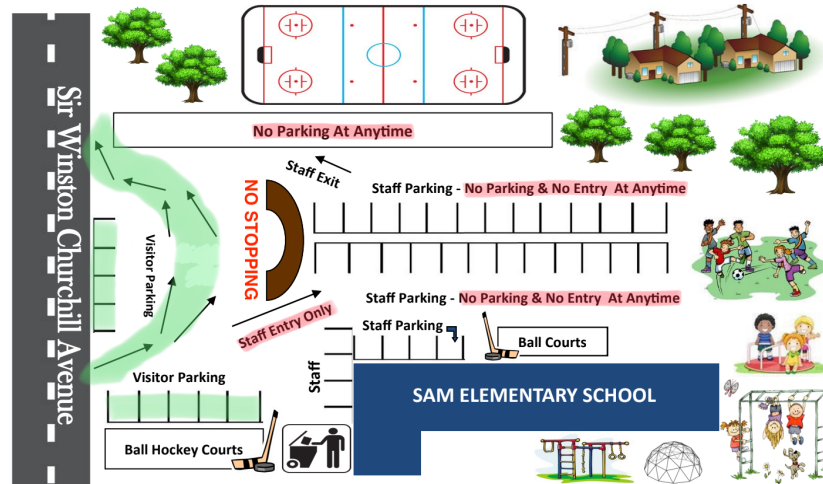
If you need to enter the school for any reason, please enter through our main school entrance and visit the front office, where our Administrative Assistants will be happy to assist you. We can either pass along your message to the teacher or help arrange a meeting at a convenient time.

School supervision for children begins when the bell rings at 8:40 a.m. Please do not leave your children unsupervised at school before this time as there is limited staff supervision arranged for them. Similarly after dismissal, there is also limited playground supervision by school staff and it is important that families pick-up their children in a timely manner.

Parking

The safety of our students is our top priority, especially during busy drop-off and pick-up times when traffic around the school can become congested. To help ensure a safe and efficient flow of traffic, we ask families to use the parking lot located southeast of SAM School as the primary drop-off and pick-up area, as well as for day-use parking. If you are using the main parking lot in front of the school, please park only in the designated **visitor stalls**. **Do not park in front of the flagpoles or barricades**, and **do not enter the staff parking area**, as this space is reserved for school staff and must remain clear for student safety.

We also ask families to refrain from parking at the nearby **St. Albert Montessori Daycare**. This is private property, and it is essential that their parking lot remains available for their own staff and families. Thank you for your cooperation in keeping our students safe and supporting positive relationships with our community neighbours.



Visitors

Visitors must check in at the office to sign in. Parents who bring lunches or class projects should leave them at the office and SAM staff will notify students at a convenient time; this procedure helps to reduce classroom interruptions.

Classrooms as Instructional Spaces

During school hours, our classrooms are dedicated learning environments where teachers and students are actively engaged in meaningful instruction. To maintain a safe, focused, and productive atmosphere, it is essential that classroom spaces remain free from unexpected interruptions. Unless a parent or caregiver has been invited for a prearranged volunteer opportunity, access to classrooms will not be permitted during the school day. This ensures that teachers can focus on delivering high-quality instruction and that students can learn without disruption. If you are interested in volunteering, we welcome your support! Please connect with your child's teacher to learn more about available opportunities.

Closed School Campus

It is important that students stay on SAM School grounds throughout the school day from the moment they arrive in the morning until they leave school at the end of the day. Additionally,

- Parents or guardians must pick up their children at the office if they are to leave the school during the school day.
- Students must sign out in the school office when leaving early.
- Students are not otherwise permitted to leave the school grounds during lunch time.

Cold Weather Practice

Morning and afternoon recess provide breaks from regular school routines, fresh air and a release for excess energy. As outdoor breaks are very important for children, recess will normally be held indoors only when extreme weather exists. Any student who feels ill at any time while outdoors should report to a supervisor or to the office. During inclement conditions, a shortened outdoor period may occur with some recess time provided indoors. Students must dress appropriately for outdoor conditions!

Student Dress

Students are expected to dress appropriately for the weather everyday and wear clothing that upholds the high standards of SAM School and our community (i.e. no offensive language/graphics). Students are also required to wear appropriate shoes at all times (non-marking soles, please for indoor use). Students are asked to remove outdoor footwear at their entry door and put their indoor shoes on. For emergency evacuations or fire drills, students will not have time to put shoes on. Physical education classes also require appropriate non-marking indoor shoes.

Recess Routines

Recess is an important part of the school day where students have the opportunity to move, socialize, and recharge. At SAM School, we believe that a safe and respectful environment helps all students enjoy their break time. To support this, we have clear expectations in place to ensure recess is fun, fair, and inclusive for everyone. Students are expected to follow the routines and safety guidelines established by the school and to demonstrate kindness, responsibility, and good sportsmanship while outside. Supervisors are present to support students, and we encourage students to seek their help when needed to resolve conflicts or concerns. Some additional school-wide behavior expectations for recess include:

- **Playing safely** by staying within our designated areas for Division 1 and Division 2.
- **Taking care of our environment** by keeping feet on the ground and leaving nature (trees, snow, sticks, wood chips) undisturbed.
- **Showing good sportsmanship** by following fair play rules in all games and activities.
- **Respecting personal space** by keeping hands, feet, and objects to ourselves.
- **Caring for our community** by entering and exiting the building responsibly (no wedging or banging on doors).
- **Using kind words** and including others in our games and conversations.
- **Treating equipment with care** and returning it when we're done.
- **Choosing safe activities** that are supervised and suitable for recess time.
- **Solving problems respectfully** by asking a supervisor for help when we need it.

Lunch Routines

SAM students who stay at school for lunch are expected to remain on school grounds during the entire school day and follow the lunchtime behaviour guidelines established by the homeroom teacher at the beginning of the year. Some additional school-wide behavior expectations for lunch include:

- **Eating in our own classrooms**, unless there's a special plan in place.
- **Taking pride in our space** by cleaning up and keeping our classroom tidy.
- **Using calm voices** to help everyone enjoy a peaceful break.
- **Respecting boundaries** by eating only in supervised areas, not in hallways.
- **Staying seated while eating** to keep our space clean and safe.
- **Keeping everyone healthy** by not sharing or trading food, especially to protect friends with allergies.

SAM School Programming

SAM School follows the Alberta Program of Studies, which consists of eight subjects with objectives and goals set by Alberta Education:

- English Language Arts & Literature
- Mathematics
- Science
- Social Studies
- Physical Education & Wellness
- Music
- Art
- French (Grades 4, 5, and 6)

SAM School is also excited to be able to complement our students' curricular learning with opportunities in Drama, Outdoor Education, Student Leadership, and STEAM (Science, Technology, Engineering, Arts, and Mathematics).

SAM Explores

To further enrich the learning experiences our students have at SAM School, we have introduced "SAM Explores" learning opportunities where students from K-6 will take part in rotating experiences in Drama, Outdoor Education, Student Leadership and STEAM.

- **Drama:** Students develop communication, creativity, empathy, and collaboration. Learning experiences in drama support and extend curricular outcomes in language arts, wellness and social studies.
- **Outdoor Education:** A connection to the land and people are key concepts emphasized in our Outdoor Education experiences. Students experience seasonal activities like snowshoeing, bouldering, forestry awareness, and understanding the basic survival skills of being outside.

- **Student Leadership:** Student Leadership experiences empower students to take initiative, work collaboratively, and contribute in meaningful ways to the school community. These opportunities help students build confidence, develop a sense of responsibility and belonging, and strengthen essential skills such as communication, organization, and teamwork—all while fostering a positive and inclusive school environment.
- **STEAM:** Incorporating science, technology, engineering, art, and mathematics, students gain skills they need to solve complex problems and think creatively. They collaboratively engage with active, hands-on learning experiences allowing them to explore and understand the world around them.

Academic Challenge & Enrichment (ACE) Program

The Academic Challenge and Enrichment (ACE) program offers in-depth explorations and extensions of the curriculum to help keep your gifted child engaged and motivated to reach further. The program offers unique learning opportunities that challenge your children and feed their curiosity and passion for knowledge and growth. Students who qualify for this program might exhibit such characteristics as:

- Demonstrating strong problem-solving ability, logical thinking, and creativity;
- Easily grasping underlying principles and need minimum explanation;
- Having exceptional curiosity and constantly want to know why; and
- Looking for leadership opportunities at school.

This Division Program (Grades 4-6) provides students with extended academic opportunities in research, independent and group projects, communication and decision-making skills. Students learn the regular curriculum and teachers supplement students' learning with enriching activities by expanding topics of interest. Extended field trips, project-based learning, performances, and use of integrated technology are a few highlights of the ACE Program.

The ACE program might be right for your child if they receive:

- A recommendation for current school administration and teacher, AND
- A full-scale IQ score of 120 or higher on a psychoeducational assessment.

Soccer Academy

SAM School is very excited to be the chosen host site of the division Soccer Academy for students in grades 4 - 6 in partnership with the St. Albert Soccer Association. Adopting a skill-centred model for player development, the Soccer Academy is open to students of all skill levels. In welcoming student-athletes who are passionate about athletics and soccer, the academy will provide an environment that will encourage respect, enthusiasm, confidence, cooperation, and independence.

The academy will provide student-athletes with individual and small-group training along with a personalized development plan. For the younger ages, physical literacy will be incorporated with the ball to develop each player's agility, balance and coordination. Along with soccer training, the academy will introduce Futsal as a growing standalone game in our country and also a fantastic development tool for young soccer players. Student-athletes will also work with top youth development coaches, and be introduced to multiple sports and activities.

The monthly fee for the 2024-25 school year is \$150/month. This fee includes the training kit, field rentals, training equipment, field trips, supplementary coaching staff, as well as busing to and from the venues.

Co-Curricular & Extracurricular Activities

We are proud to offer many clubs and activities that are scheduled throughout the year for students. These will be communicated through student-created announcements and the SAM Paw Print (our digital newsletter).

There are many ways for students to become active at SAM School. We appreciate the generosity and cooperation of all SAM students who are willing to donate their time to make SAM School a better place! Check out some of the clubs and activities at SAM:

- Student Leadership Club (SLC)
- Running Club
- SAM Hockey League
- Handbell Choir
- SAM Chorus
- Climbing Club
- Ski & Snowboard Days
- Intramurals
- SAM Songsters
- Safe Space
- Chess Club
- Drawing Club

Library Program and Services

All students from Kindergarten through Grade 6 have access to SAM School's extensive library and resources through our computer-based cataloguing system. Assistance is provided by a library technician. In addition to having regular opportunities to exchange books for recreational reading, students receive instruction in basic library skills and literary appreciation. Paired reading, volunteer tutoring, small group educational assistant support, and several cross-age activities are just a few highlights of the many activities that occur in SAM School's library every day. Book exchanges occur during scheduled library periods once per week.

Home-School Communication

At SAM School we believe in strong communication between the school and the home. Teachers will provide timely and ongoing communication throughout the school year to families using a variety of methods. At the beginning of the year, your child's homeroom teacher will clearly outline when and how classroom information will be communicated to you. Additionally, please always feel free to reach out to your classroom teacher or the school using email or phone.

Other ways we look to strengthen home-school communication include:

- **Progress Reports** assess and report student progress, and are a big part of academic success. A Division Report Card provides consistent descriptions of your child(ren)'s progress in relation to the Alberta curriculum. Achievement, work habits and effort are each reported separately. Report Cards are issued twice during the year. Please contact your child's teacher if you have any concerns about their progress.
- **Parent-Student-Teacher Conferences** are set up on a school-wide basis and will occur twice during the year.
- **The Paw Print** is our bi-weekly electronic newsletter that is emailed to families on every second Friday afternoon. The PAW Print contains information on past and future activities, as well as articles of interest pertaining to educational issues, parenting information, fundraising initiatives, and other community events.
- **Student Agendas:** Teachers often write notes to students or parents in student agendas or sign them, indicating that homework was recorded or completed correctly. We certainly encourage parents to do the same. Please use the Agenda as a two-way communication tool.
- The **SAM School website** has a variety of information for students and parents to access from home. Please visit our website at **samschool.spschools.org**.
- **SAM Instagram, Facebook & Twitter** - Updates are also provided via Facebook and Instagram. Follow us at...  @SAM_Elementary  @SAMSchool
- **Parent/Community Bulletin Board** - In the front entrance, we have a bulletin board dedicated to volunteers and community groups. Information about community extracurricular events will be displayed.

Communicating with Teachers

If you have important information to share or a question for your child's teacher, we encourage you to reach out via email. This allows teachers to respond thoughtfully and find a suitable time to connect, whether through an email, phone call, or an in-person meeting. We appreciate your support in helping us create the time and space needed for meaningful conversations.

Please visit our [website](#) to access our teacher email addresses.

School Support Team

In addition to our wonderful classroom teachers, we have a strong support structure in our school for students and families who may need additional assistance at times throughout the school year. If you have any questions related to your child's learning, we encourage you to reach out directly to your child's teacher. In cases where you may need additional assistance, please connect with our School Support Team:

- Administration (Ms. Dawn Rothwell, principal; Mr. Clayton Wowk, assistant principal).
- Learning Support Facilitator (LSF - Mrs. Lise Classen)
- Health Recovery Facilitator (HRF - Ms. Sara Gossa)

Medical Information

Please forward pertinent student medical information to the school. SAM School keeps a list of students with severe allergies, diabetes, epilepsy, asthma, etc. Parents' cooperation is necessary in keeping updated medical information on file.

Student Medication

School Board policy outlines staff responsibilities regarding the proper procedure for administering medication to students. If a student requires staff to assist with medication during the school day, parents must provide the medication (stored in the office) in the original labelled container with the division medication form filled out by your doctor. Severely allergic or asthmatic students should have their medication with them at all times.

Illness and Accidents

Normally, children who are too ill to go outside for recess are too ill to be at school. Our infirmary is intended for emergency use or unanticipated illnesses only. In the event of a serious accident to a student, the school will endeavour to contact the parents (or emergency contact) immediately. If this is not possible, the injured student will be transported to the hospital and parents will be contacted as soon as possible.

Allergy Awareness

At SAM School, we have several students who have severe allergies. We ask parents to refrain from sending any products with nut ingredients as they can cause severe reactions for those with allergies. Nut products could cause a very serious reaction for an allergic student. For treats to be shared at SAM School, please send allergy-aware products. If a student does bring nut products, please notify the homeroom teacher or the office for an alternate eating space. Thank you for helping us to make SAM School a safer place for all students.

Special Events

At SAM, our special events are more than just dates on the calendar—they are meaningful opportunities to build connection, celebrate community, and create shared memories. Whether it's a family BBQ, a monthly spirit assembly, or a school-wide celebration, each event is thoughtfully designed to reflect the values of inclusivity, gratitude, and belonging that define our school culture. These moments bring students, staff, and families together in ways that strengthen relationships and remind us that learning happens best in a vibrant, caring community. Some examples of the special events we host at SAM include:

The **Welcome BBQ/Meet the Staff Evening** occurs at the very beginning of the year and facilitates parents and staff meeting each other and for the parents to receive information regarding school programs and activities.

School Hot Lunch Days (offered by the SAM Fundraising Society) allow families to pre-purchase lunch for their children from different restaurants via Healthy Hunger. We always welcome more parental help!

School Pictures - Individual pictures are taken early in the school year. Class pictures are taken in the spring.

Spirit Assemblies - Each month at our SAM Spirit Assembly we will recognize the incredible contributions of our students, staff, and volunteers who help make SAM an amazing school to come to every day. The SAM SPIRIT Award is a monthly themed award where teachers choose two students from their class to recognize for demonstrating our SAM SPIRIT qualities.

SAM C.A.R.E.S. Awards - The SAM CARES Awards recognize students, teachers, or community members "caught doing good" or demonstrating qualities such as Cooperation, Adaptability, Responsibility, Empathy, and Self-control. Each classroom has nomination cards that anyone can fill out to recognize a CARE quality in another person. These cards are placed in our SAM CARES Awards boxes. Throughout the year, our SAM CARES nominees will be celebrated in a variety of different ways.

Field Trips - Learning experiences gained outside of school enhance classroom instruction. SAM School offers many educational field trips which are determined by teachers. Parents will be notified of all field trips, including the purpose, cost, and other requirements of the trip. Many presenters and artists are invited to perform at SAM School as well.

Information for Parent Volunteers

Parent volunteers play a vital role in the life of our school, and we truly couldn't do all that we do without your ongoing support. Thank you for the time, energy, and enthusiasm you bring—your involvement makes a meaningful difference in our students' learning experiences.

All volunteers are asked to sign in at the front office upon arrival, wear a "Volunteer" lanyard while in the building, complete a *Confidentiality Undertaking & Declaration for Volunteers* (required only once per year), as well as a *Parent Field Trip Form* (required for each field trip). Parents who volunteer regularly are also asked to provide a *Criminal Record Check*, which is typically available at no cost for volunteers. Please share your completed check with SAM School administration.

Volunteering is a meaningful way to support students, collaborate with teachers, and strengthen connections within the SAM School community. It offers a rewarding opportunity to contribute to the school environment while gaining valuable insight into your child's educational experience. As important role models, we ask all volunteers and visitors to demonstrate mutual respect and follow a shared code of conduct. These guidelines help ensure a safe, respectful, and productive environment for everyone:

- **Maintain confidentiality** regarding students and staff at all times.
- **Communicate openly**—if you have questions or concerns, please reach out. We're here to help.
- **Approach all students with acceptance and understanding**, keeping in mind that we work together in the best interest of every child.
- **Be familiar with school rules and procedures** so you can model them for students.
- **Notify the school if you are unable to attend** or will be late for a scheduled volunteer time. We understand that emergencies happen and appreciate your communication so staff can adjust accordingly.
- **Focus your attention on the class you are supporting**. We kindly ask that younger siblings remain at home under the care of another adult so that volunteers can be fully present in their role.
- **Stay flexible**—on occasion, we may contact you if plans change or your support is not needed that day.

Thank you for being part of our school community. Your time, care, and presence make a lasting difference!

SAM Parent Groups

SAM School Council

Meetings occur in the evenings on a monthly basis. They provide opportunities for all parents and community members to:

- share information, ideas, concerns between the community and school,
- assist the school administration in an advisory capacity, and
- serve to facilitate the exchange of ideas and concerns between the community and the Board.

SAM School Council's Guiding Purpose Statement

As we work to support and enhance student learning at SAM, we will participate in the SAM School Council in an advisory role to the principal where we will foster, develop, maintain, and reflect the culture of the school. To do this, we will create forums for discussion, provide opportunities for families to participate, and, to the best of our abilities, represent our various school community views and voices.

SAM Fundraising Society

Parent members provide services and raise funds to enhance learning and enrich the educational experiences of SAM School students. In addition to casinos, projects might include cupcakes, school-wide lunches, silent auctions, raffles, family dances, etc. Funds are raised and allocated to benefit the entire school population as opposed to individual classes or initiatives. Funds have been used to assist with the purchase of technology (computers, multimedia projectors, digital cameras, music and sound equipment), math and science manipulatives, physical education equipment, library materials, and playground items.

SIGIS Child Care

SAM School's SIGIS Child Care provides both before and after school care and includes non-school days. For information, contact SIGIS directly at (780) 499-9626 or online at sigischildcare.ca. Other day facilities and homes are available within our SAM community. Please check our Parent Information Bulletin Board or in the office for more information.

Finally, thank you! We know that you have a choice about where your child goes to school - and we appreciate that you have chosen SAM. We are grateful for the special place we have here, and it is made all the more amazing with you being a part of our learning community. Our collective efforts in the service of all children's growth helps to create a successful year of learning!

Thanks for joining the SAMily!