

# Red Wing Public School

Student-Guardian Handbook 2017-18



Mr. Graham McGregor  
Principal

Mrs. Darcie Court  
Vice-Principal

Mrs. Trudy Kristianson  
Secretary

Phone: 306.763.5375  
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### TIMETABLE AND SCHOOL HOURS

Red Wing Public School operates classes from 9:00am until 3:30pm on a six day schedule. Each class period is 50 minutes long with morning and afternoon recess times of 15 minutes and a noon hour break of 45 minutes. In addition we also have a designated time for classroom reading of 15 minutes each day.

<b>Timetable</b>	
Period 1	<b>9:00 – 9:50</b>
Period 2	<b>9:50 – 10:40</b>
AM Recess	<b>10:40 – 10:55</b>
Period 3	<b>10:55 – 11:45</b>
Lunch Time	<b>11:45 – 12:30</b>
DEAR	<b>12:30 – 12:45</b>
Period 4	<b>12:45 – 1:35</b>
Period 5	<b>1:35 – 2:25</b>
PM Recess	<b>2:25 – 2:40</b>
Period 6	<b>2:40 – 3:30</b>

### STAFF

Principal	Mr. Graham McGregor	
Vice-Principal	Mrs. Darcie Court	
Kindergarten	Mrs. Kim Conarroe	
Grade 1	Miss Melissa Melnyk	
Grade 2	Ms. Leslie Ambrose	
Grade 2	Mrs. Kristen Pawliw	
Grade 3	Miss Sonya Tichkowsky	
Grade 4	Mrs. Lisa Campbell	
Grade 5	Mr. Dave McConechy	
Grade 6	Mr. Daniel Bond	
Grade 7	Mrs. Carrie Grant-Walker	
Grade 8a	Mrs. Chelsie Bergen	
Grade 8b	Mr. Brad Boutin	
Band/Music	Mrs. Andrea Rutz/Miss Amy Klippenstein	
Student Support Services	Mrs. Penny Stupnikoff-Watchel	
EAs	Mrs. Lisa Christianson	
	Mrs. Paula Jacobson	
	Mrs. Dorothy Schluff	
	Mrs. Sandi Tiessen	
Social Worker	Ms. Delores Pocha	
Librarian	Mrs. Janice Semchuk	
Secretary	Mrs. Trudy Kristiansen	
Caretakers	Mrs. Debbie Lorenzen	
	Mrs. Cheryl Bourgeault	
Bus Drivers	Pat McKee (33)	Amanda Hecht (107)
	Shelly Reid (40)	Jason Zalewski (60)
	Lianne Jenson (223)	Holly Broetzel (109)
	Darryl Dragseth (36)	



## **CONTACTING THE SCHOOL**

Contact with the school can be made in several ways; most efficient during school hours is to call our office @ 306-763-5375 or leave a message. Parents/guardians are always welcome to call or email with questions or information for the school. Email address to be used is primarily that of our secretary Mrs. Kristiansen ([tkristiansen@srsd119.ca](mailto:tkristiansen@srsd119.ca)).

## **VISITORS**

While we strive to promote Red Wing Public School as a welcome and inviting place, it is a building full of special young people and it is our responsibility to know who is in the building **AT ALL TIMES**. All visitors **MUST** report to the Main Office **IMMEDIATELY** upon arrival. Parents must not go directly to their child's classroom without first checking in. With the exception of the main entrance as per SRPSD policy all outside doors will remain locked throughout the school day for student and staff security. Visitors are always welcome and are reminded to **use the main doors on the West side of the school**.

## **STUDENT PICK UP AND DROP OFF**

The front of the school is very busy with buses and students from 8:20 – 8:50 am and from 3:20 – 3:45 pm. Additional traffic of private vehicles at this time has created issues of risk and safety for children. Because of this, **parents are asked to do pick ups and drops offs during these times at the school's north parking lot**. This parking lot is accessed by turning in at the NRRC Arena (Buckland Arena) approach and then driving up to the north end of the school. Good practice will be to instruct your child to come and meet you in the parking lot.

## **MESSAGES FOR STUDENTS**

The school will gladly pass along notes or messages to students from home at the nearest time least disruptive to their day. We ask that you please do not ask us to disturb classes unless an emergency is occurring.

**Parents should not attempt to contact student on personal cell phones during class time**, students are not to be accessing their phones except for educational purposes during class (Grade 7 and 8 students upon arrangement with teacher).

## **ATTENDANCE AND EXCUSED ABSENCES**

Students must attend school regularly and punctually. **Parents/Guardians please notify the school before 8:30 a.m. if your child is going to be absent or late. Students who are absent with no phone call from their parents/guardians are considered as absent unexcused.**

Appointments for students should be made after school hours where possible.

The school policy is to attempt to reach a parent if a child is absent and we have not been notified.

## ***Notes and Illness***

If a parent wishes his/her child to stay in at recess due to illness the student must present a note to the teacher, from the parent, explaining that request. Fresh air and physical outdoor activities are considered assets to positive school performance.

## **CHILD CUSTODY**

When there are special circumstances in regards to child custody, parents/guardians should advise the school. In situations where individuals have been denied access or custody by a judge's ruling, a copy of the most current court order must be left at the school.



## **REGISTRATION**

All students must complete a registration form or a registration verification form so that all information is reliably current and up to date. Forms are available at the office or online via the SRPSD website ([www.srsd119.ca](http://www.srsd119.ca)).

New students to the school, we ask that the parents/guardians accompany the student to register. Please have hospitalization number and birth certificate (or copy of birth certificate).

## **COMMUNICATION**

A key to the success of any institution is clear and consistent communication. At Red Wing Public School we will strive towards this goal in educating our students. Whether communication is with students, parent/guardians or the school community in general we will attempt to maintain regular contact and share the great things going on in our school. Communication forms will vary from personal (face to face, phone calls, emails, texts, See Saw, etc.) to published messages intended for all to see (notes, newsletters, etc.).

As a school we will provide a monthly newsletter in the format of your family's choice (paper, email, e-messaging or website posting) in an effort to connect in the way that best suits each Red Wing family.

Classroom teachers may use different forms of communication including; phone calls, meetings, day planners, notes, electronic messaging services (Remind, See Saw, texting) depending on what they deem to be most appropriate.

You are always welcome to call or visit the school, please be aware that teachers and school administration may not always be available to speak in person so you are encouraged to make contact to arrange such visits.

Concerns or questions about the school should always be made initially with the person involved. Administration is happy to facilitate common understandings if a first contact is not successful at resolving the concern.

## **STUDENT BEHAVIOR**

### **Attitude**

Positive personal attitudes are conducive to a safe, caring and secure school atmosphere. It is a goal at Red Wing Public School to maintain a positive climate in which:

- All students feel safe, important and trusted.
- There is a mutual respect among staff, students and parents.
- Appropriate behaviour is consistently encouraged and complimented, thereby, increasing student self esteem and reinforcing self-control.
- On going communication between staff and parents encourages and provides increased opportunities for active and constructive parental involvement.

### **Behaviour**

Students are encouraged to take responsibility for their own behaviour. Red Wing Public School strives to maintain an environment that is caring, which provides opportunities for and recognition of success and which fosters self-esteem, self-discipline and a sense of responsibility. Teachers through advice and modeling, promote appropriate behaviour.

### **Discipline**

The Discipline Policy at Red Wing Public School supports the Saskatchewan Rivers Public School Division policy.

All teachers accept responsibility for guiding all students and all students are responsible to all staff members. All



staff view discipline as a learning experience for students rather than “punishment”. Teachers are expected to offer fair, consistent and logical consequences whenever a student’s conduct is outside the rules and expectations of the school. Consequences assist students in developing appropriate approaches to solving problems and resolving conflicts. School administration is available to assist in resolving disputes or changing inappropriate behaviour. Parent support is helpful when correcting problems.

Students will always be expected to be responsible for their actions and their words. We continue to support an environment which celebrates the diversity that our student body has to offer. Bullying of any kind will not be supported by other students or tolerated by staff.

Initial consequences will be established by the staff member closest to the incident with administration involved where necessary. Anytime administration is involved a phone call home to parents/guardians will take place.

Behavior does not exist in isolation; prior actions will affect future levels of discipline.

ie. Each time you get in trouble consequences will increase.

**STUDENT ACCOUNTABILITY – You have the right to learn and the responsibility to allow others to learn.**

### **STUDENT MEDICATIONS**

Staff of Red Wing Public School will not administer medications, including over the counter meds, without the expressed consent of a parent/guardian.

### **CLOSED CAMPUS**

Red Wing operates on a “Closed Campus”. Students may not leave the school grounds at any time during the school day unless they are with a parent or guardian and have administrative approval. The only exception to this is grade eight students at noon hour. The privilege of leaving the school ground at noon hour has been given to grade eight students providing they have written permission from a parent. This privilege can be withdrawn by the school administration.

### **HOMEWORK**

Some days, students (especially in the older grades) will have schoolwork to finish at home. Please help your child find a suitable location free from distractions to do their work. The amount of time required to finish homework assignments varies from student to student. However, if students are doing large amounts of homework (exceeding one hour per night) on a continuous basis, then the school should be contacted.

### **SCHOOL SOCIAL WORKER/COUNSELLOR**

This relationship promotes communication and co-operation between the school, the home, and the community. This relationship is developed as follows:

- The School Social Worker is a resource and/or referral person for anyone wanting information about existing community resources.
- Time is spent with students who are experiencing problems at school.
- The School Social Worker is available at the school on an emergency basis should any crisis arise as well as being available to visit parents at their request.
- We also have access to the P.A. Health Region, which provides drug awareness education, addiction counseling services and mental health support.



## **DRESS CODE**

School is a formal place of learning and dress should be appropriate for such an environment. Shirts of improper taste are not permitted. Clothing with messages that promote drugs or unhealthy lifestyles is not allowed. Clothing which creates discomfort in other students or staff will result in a conversation between students (and parents if desired) before a decision is made as to appropriateness. If a parent or student is not sure of the suitability of a piece of clothing, they may contact the Principal PRIOR to student's wearing the piece of clothing. Students may be asked to change clothes, cover the offensive piece or spend the duration of the day working independently.

**Outdoor clothing (jackets, parkas, etc) are not worn in the classroom and MUST be worn outside at recess/noon hour dependent on weather and at the staff's discretion.**

Students from Grades 5-8 are expected to change into different **T-shirts and shorts/pants in the gym.**

Hats are considered outdoor wear only, students shall not wear them in classrooms or hallways.

## **PHYSICAL EDUCATION AND EXTRA-CURRICULAR SPORTS**

Phys. Ed. Classes are part of the school curriculum and are mandatory for all students. Notes are required to be excused from Phys. Ed. Classes, if a medical condition prevents participation.

Opportunities will be offered throughout the school year for students to participate in extra-curricular team sports. Information will be shared with students as these opportunities arise.

## **INDOOR SHOES**

Every student **must have a pair of running shoes with non-marking soles to wear in the school.** These shoes will also be worn in the halls and classrooms – only indoor shoes will be allowed in the gym.

These shoes must be proper athletic shoes (not sandals or boots).

## **GYM REGULATIONS**

There is no food or drink allowed in the gym, water bottles will be allowed.

## **NOON HOURS AND RECESSES**

At noon, students remain in their Home Room to eat their lunch for 20 minutes. Students are expected to clean up after lunch. Students are encouraged to take home any uneaten food rather than waste it in the garbage. Normally, students are expected to go outside during recess. Only in adverse weather conditions do students remain inside. They may use the washroom and water fountain as they leave and enter the school plus at other times after asking permission of the teacher. If a student is ill and needs to stay inside, parents are asked to send a note.

## **LIBRARY REGULATIONS**

The library is open for student use at all times. We are fortunate enough to have access to a resource library including many paper titles, computer access and both formal and informal reading areas. Books may be taken out only when the library is open and a librarian is behind the desk. Books may be returned in the book return bins or in the library.



Re-shelving books is not recommended; please leave them in the return bin in the library. Respect all others using the library, quiet voices required.

Students are encouraged to sign books out regularly, students may be charged for lost items based on the type of book being replaced.

No food or drink is allowed in the library.

### **PRAIRIE WINDS BAND PROGRAM**

All students who are in Grade 5 and 6 are involved in our Band program. Students in Grade 7 and 8 have an option of participating in Band with an instrument rental fee of \$50.00. Each student will have the opportunity to learn and grow musically and learn life long skills they will be able to use throughout their school career and beyond.

### **INTERNET**

The internet is an environment of constantly changing, unregulated information which may be used as an information resource. The use of the internet is a privilege, not a right, and inappropriate use may result in cancellation of this privilege.

**Students are not allowed to access personal e-mail or social media sites while at school or on school related trips.**

### **CELL PHONES**

We live in a technological era – some students carry cell phones. We must however, use them appropriately at school. Therefore we ask our students to be responsible phone users.

The use of cell phones is prohibited during the school day unless permitted by the teacher for research, calculations, music, etc. which support student learning. Parents can leave important messages by calling 306-763-5375.

**PARENTS ARE REMINDED NOT TO CONTACT STUDENTS BY THEIR CELL PHONES DURING CLASSTIME.**

Most students are responsible and understand the proper use of cell phones. However, if they are not, the following will apply:

- First offense: cell phone shut off and kept in office until the end of the day with warning
- Second offense: cell phone shut off and kept in office until the end of the day– picked up by parent
- Third offense: cell phone shut off and kept in office until the end of the day, phone picked up by a parent – meeting scheduled with student, parent, teacher and administration regarding student being allowed phone at school.

### **DIGITAL PHOTOGRAPHY**

Pictures of students must not be shared on the Internet without the permission of that student's parent. Students may not take pictures of staff members without the staff member's permission. Students who take pictures of other students or staff, and share these pictures on social media, for example, may be in violation of privacy laws.

### **STUDENT ASSESSMENT REPORTING**

Students/Guardians will receive feedback on student performance in many forms throughout the school year. Formal ways of communication will include:





**Student Achieve Portal** – parents and students will have ongoing access to student evaluation used to gauge student comprehension of outcomes. This portal will be accessible online and all parents will be given access codes to their own child(ren) only. The portal will be updated regularly by teachers as assignments are evaluated.

**CSL Reports** – within five weeks of the start of each term teachers will be sending home an interim report on students' Characteristics of Successful Learners. This will be a snapshot of the students' work ethic and not representative of their achievement on outcomes.

**Report Cards** – three times this year we will be sending home formal report cards detailing student successes directly related to the outcomes for their grade level. A report of CSLs will also accompany the report cards.

**Parent Teacher Interviews** – will be conducted following the release of formal Report Cards during Term 1 and 2. The purpose of this change is to make contact with guardians in advance of formal reporting based on feedback from the CSL Reports. Please consider bringing your child(ren) to interviews as their participation in this important communication piece is part of the learning process.

### **VACATIONING STUDENTS**

Every year we have requests from parents to prepare homework for students who are missing school for extended periods of time. Often these extended absences from school are for family vacations. Our past experiences have shown that in almost every case, families over estimate how much real free time is available to students on vacations. As well, it is often difficult for teachers to give the same thorough instructions on take-home assignments as they would with in-class assignments. Typically the result is unfinished or incorrectly done homework tasks.

Another obstacle is the trend to move away from textbook based instruction to resource based learning. As a result, very few subject areas have a textbook that can be sent along with students on vacation.

Students should plan to take a novel with them to read on the plane or in the car. Otherwise, we are encouraging students to enjoy their vacations without the unrealistic burden of homework.

We prefer, instead, to have students catch up on missed work when they return.

### **MEDICATION**

Students will not be given **ANY** medication without parental consent, this includes over the counter medications such as Tylenol or Advil.

### **ALLERGEN AWARENESS**

Parent/Guardians are asked to complete the Allergen Awareness section of the registration form as it applies to their child. Please draw attention to any potentially dangerous allergies and the necessary actions to be taken should a reaction occur. This information is shared with all staff and posted in our staff room.

### **LUNCH**

Students will be given time to wash hands and then eat lunch in their classrooms from 12:05 – 12:20 before cleaning their respective rooms and going outside for the remainder of the lunch time from 12:20 – 12:45.

At Red Wing we believe nutritional snacks and lunches make for healthier students better able to concentrate and complete educational tasks. Please consider the nutritional value of all foods sent for students.

Parents please be aware that cold meals are preferable in the school due to a limited number of microwaves.



There are a number of allergy concerns in the school this year, should you receive a notification as to limitations on food in your child's lunch or snacks please follow the recommendations given.

### **SCHOOL PICTURES**

A photographer will visit the school in the fall (please check the newsletter for specific dates).

All children will be photographed and parents given the opportunity to purchase the picture package that best suits their family. Purchasing picture packages is optional for families; however, we require photos for our records.

### **ANNOUNCEMENTS**

Announcements will be written into the announcement book in the office by 9:00am for the 9:05am announcement.

Students are encouraged to share news and events relevant to them in and out of school, as members of the Red Wing school community we will all celebrate each other's achievements.

### **STUDENT FEES**

Please pay student fees as children register if possible. Cheques are payable to Red Wing Public School. All school fees should be paid by the end of September.

Student fees offset costs associated with special events the students take part in throughout the year. All student fees are expected to be paid in full; including fees from past years that have not been paid.

**Regular student fees are \$30/student for Gr. 1-8 and \$15/student for Kindergarten students.**

### **CONSENT FORMS**

Permission forms are sent home for field trips and special events.

When your child comes home with a permission form please sign and return to the office or designated teacher promptly. If you have any questions surrounding an event please feel free to call the school.

All volunteer parent drivers **MUST** fill out a driver application form before transporting students (other than their own children) to or from school sponsored events. The staff member responsible will provide the form when necessary.

### **VOLUNTEER DRIVERS**

Saskatchewan Rivers Public School Division views the safety of students as a priority and as such there are two main protocols in place to assist in keeping students safe:

1. Consent Forms – each time students are taken off the school grounds parents/guardians will be asked to complete a consent form acknowledging their child being allowed to take part in the event and giving permission for the taking and using of pictures by the school/school division.
2. Volunteer Driver authorization forms – to be complete yearly by drivers of students (other than their own) to or from school sponsored events. The school will not condone transportation which takes place outside this agreement which asks drivers to declare information such as; liability insurance on vehicle, driver's license number, and agreement to abide by the Highway Traffic Act.
  - a. This authorization form will be presented to parents in advance of their planned volunteerism.

### **FUNDRAISING**

- We are fortunate to have strong tradition and community connection in the form of a Walkathon each fall which supports the substantial offerings we provide students outside the school. Please support our once a year fundraiser however you can and join us for the Walkathon.



## **BUS TRANSPORTATION**

### **BUS STUDENT RESPONSIBILITIES**

- Be prompt and ready to meet the bus.
- Stand well back when waiting for the bus, until it has come to a complete stop. If walking around the bus, walk some distance away, so the driver can see you.
- Board the bus in a careful, orderly, quiet manner, and be seated quickly.
- Get off the bus quickly and quietly, with no crowding.
- While on the bus, obey the driver at all times, and sit in the place assigned to you.
- Remain in your seat while the bus is moving and leave it only when the bus has come to a complete stop.
- Keep feet, lunch kits, school bags etc. out of the aisle. Be sure that none of your possessions will be a safety hazard while the bus is moving or if it should suddenly stop.
- Get the driver's permission before opening the windows. Nothing may be stuck or passed out of the windows. Do not throw anything out of the windows.
- Do not eat anything on the bus, as refuse and spills may be dangerous. Help to keep the bus clean.
- Do not make excessive noise, use loud talk or profane language on the bus.
- Do not bring any animal on the bus.
- If you will not be on the bus for some reason, please notify the bus driver.
- Dress suitably for the weather. I.e. Winter jacket, ski pants, toque, mitts in winter and at drivers discretion.
- Failure to follow bus rules may result in denial of bus privileges.

Students must have a note if they wish to travel on a different bus than usual. It is important to let the bus driver know if there is to be a change in drop off points. If there is not proper notification, the student will be instructed to go home to the regular drop off point. Transportation of extra students is subject to room on the buses.

### **BUS CANCELLATIONS: COLD OR EXTREME WEATHER CONDITIONS**

#### **Administrative Procedure 551**

#### **Background**

Student safety is the Division's first priority.

On occasion, weather conditions and/or road conditions may be such that safe transportation services are put at risk.

The Division, therefore, authorizes the cancellation of bus operations as provided in this administrative procedure.

#### **Procedures**

- When the temperature is at or below -40°C, bus runs will be cancelled. When the temperature is at or below -35°C and the wind chill temperature is at or below -45°C, bus runs will normally be cancelled.
- Wheelchair lifts will not be operated at or below -30°C. When the temperature is at or below -30°C, the developmental education buses will normally be cancelled.
- Bus run cancellations, as determined by the Manager of Transportation, can apply to the entire Division, to clusters of school attendance areas, or to individual schools.
- Regardless of temperatures or wind chill conditions, bus runs may be cancelled if severe storms or road conditions make travel dangerous.



- Weather information used for purposes of decision-making shall be as reported by the Weather Information Office of Environment Canada at the Prince Albert Airport, the Melfort Weather Station and the Spiritwood Weather Station.
- Bus cancellations will normally only be made in the morning before bus drivers begin their route or at noon if weather conditions deteriorate during the day.
- Individual drivers have the authority and responsibility to cancel their own run should local conditions warrant.
- The Remind messaging service, CKBI, CJVR radio and the website, [www.srsd119.ca](http://www.srsd119.ca) shall be the Division's main communication medium with regard to decisions relative to this policy.
- The Manager of Transportation may consult with the Director, CFO, weather offices and/or with others, as appropriate, in arriving at a decision regarding the cancellation of bus runs.
- The Director will announce morning bus cancellations or school closures through CKBI, CJVR and the website, [www.srsd119.ca](http://www.srsd119.ca) by 6:30 a.m. Noon cancellations will be announced over CKBI, CJVR and the website, [www.srsd119.ca](http://www.srsd119.ca) as soon as the decision is finalized.
- In addition to radio announcements, noon closures will require further notification to bus garage and driver personnel and all principals of schools attended by Division students. Principals shall arrange to have affected parents notified of any noon closure.
- In the event that a Weather Watch is declared, the Manager of Transportation shall contact the weather stations in Prince Albert, Melfort and Spiritwood to determine the severity of the situation. If it is determined that a major storm is imminent, including a tornado watch or warning, the Manager shall assess which, if any, bus runs are in danger and take action, including the delay or cancellation of bus runs, to avoid putting students at risk. Parents and schools shall be advised accordingly.
- For the cancellation of individual bus runs, the following steps are required:
  - The bus driver informs the Manager of Transportation of the decision to cancel,
  - The bus driver contacts the families of all children on the bus run,
  - The bus driver informs the principal or vice-principal,
  - Contacts are to be made by 7:00 a.m.
- **SCHOOLS WILL REMAIN OPEN** - regardless of inclement weather or bus cancellations - unless closed for cause by the Director of Education. Staff members are expected to report to their scheduled work site unless an appropriate leave request has been approved.