

Red Wing Public School

Student-Guardian Handbook 2020-21

RED WING PUBLIC SCHOOL - MISSION STATEMENT

During the 2018-2019 school year a mission statement and supporting goals were set in order to help guide the development of a positive school culture and extended school community.

For 2020-2021 we will strive to continue working towards these goals as we acknowledge our need to be responsive to student and family needs amidst the COVID-19 pandemic.

What will we do???

We will: Strive to support development of responsible and independent individuals within the Red Wing Public School community, who consistently demonstrate empathy and integrity.

We Will make the decision to:

- Conduct ourselves with integrity by promoting kindness, tolerance and support for all.
- Make every effort to develop a strong understanding of independence and leadership.
- Be responsible for our learning, our actions and encouraging success for all learners.
- Work hard to demonstrate empathy and generosity in all aspects of our learning environment.

Responsibility
Empathy
Decision
Making
Work Ethic
Integrity
Nurturing

STAFF

Principal	Mr. Graham McGregor	
Vice-Principal/Grade 6	Ms. Kendra Fernie	
Kindergarten	Ms. Leslie Ambrose	
Grade 1	Mrs. Petrica Klassen	
Grade 2	Mrs. Kristen Pawliw	
Grade 3	Miss Sonya Tichkowsky	
Grade 4	Mrs. Lisa Campbell	
Grade 5	Mr. Dave McConechy	
Grade 5	Ms. Melanie Smith	
Grade 6/Physical Education	Mr. Daniel Bond	
Grade 7	Mrs. Gail Morash	
Grade 8	Mr. Brad Boutin	
Band/Music	Mrs. Lauren Lohneis	
Student Support Services	Mrs. Penny Stupnikoff-Watchel	
EAs	Mrs. Lisa Christianson	Mrs. Cheryl Youngwirth
	Mrs. Sandi Tiessen	Mrs. Trina Bzowey
Social Worker	Ms. Delores Pocha	
Librarian	Mrs. Janice Semchuk	
Secretary	Mrs. Anna Chodolnuik	
Caretakers	Mrs. Debbie Lorenzen / Mrs. Cheryl Bourgeault	

Many of our traditional routines will be disrupted in part or in whole for the start of this year, it is our hope that we can maintain a high degree of engagement and enjoyment of our students in their time at school. Please refer to our School Re-Entry Plan for details beyond what this document provides.



TIMETABLE AND SCHOOL HOURS

Staggered Bell Schedules – as per our Re-Entry to School plan students will follow one of two bell schedules;

- Our students have traditionally been at school between 8:30am and 3:30pm due to busing.
- Our students have been placed into 2 groups with specific class changes, recesses and lunch time within our day together.
- This plan will stagger recesses and lunch hours which, along with planned bathroom usage times, should minimize the congestion in our bootrooms/bathrooms and the general mixing of cohorts on the playground.
- Gr. 1, 3, 5, 7 – will follow Bell Schedule A which will start their instructional day at 8:40am and finish the day at 3:10pm
 - Other than the start/finish time these grades will still have a day similar to they always have, they will just start 20 mins earlier.
 - Due to their early finish time this group will have an additional 15 min recess to finish the day before returning to the school for bus dismissal.
- Gr. K, 2, 4, 6, 8 – will follow Bell Schedule B which will follow our traditional schedule starting at 9:00am and finishing at 3:30pm
- At 3:30pm students will load buses as per the plan below, this would also be the preferred time for all students being picked up to move to the NRRC/Buckland Arena parking lot and meet parents.

Bell Schedule A	
Bell to Enter School	8:35
Period 1	8:40-9:25
Period 2	9:25-10:10
AM Recess	10:10-10:25
Period 3	10:25-11:10
Period 4	11:10-11:55
Lunch Time	11:55-12:40
Period 5	12:40-1:25
Period 6	1:25-2:10
PM Recess	2:10-2:25
Period 7	2:25-3:10
After School Recess	3:10-3:25
Dismissal to Buses	3:30

Bell Schedule B	
Bell to Enter School	8:55
Period 1	9:00-9:45
Period 2	9:45-10:30
AM Recess	10:30-10:45
Period 3	10:45-11:30
Period 4	11:30-12:15
Lunch Time	12:15-1:00
Period 5	1:00-1:45
Period 6	1:45-2:30
PM Recess	2:30-2:45
Period 7	2:45-3:30
Bus Dismissal	3:30

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, please leave a message if prompted and we will return your call as soon as possible. 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. Cholodnuik (acholodnuik@srsd119.ca).

VISITORS – *please read as we have had to make changes to school accessibility this year*

As per the direction from SRPSD:

Parents, caregivers are expected to limit their physical presence in school to situations that are essential. When parents and caregivers are required in person, prior notification is encouraged and individuals, rather than pairs or groups of caregivers, are encouraged.



We have always welcomed parent involvement and presence in our school but with the current situation, the **front door of the school will be locked in order to better monitor the flow of visitors** to our school within the parameters outlined above. Please ring the doorbell or call the office at (306)763-5375 for assistance. Parent visitors are still welcome as needed with the understanding that and should be pre-scheduled whenever possible. **All visitors will need to sanitize their hands upon entry, wear a mask, and sign in at the office as per contact tracing practices promoted by the Saskatchewan Health Authority.**

At the start and end of the day our staff will have procedures in place to assist students getting where they need to be (buses or at the pick-up point North of the school in the NRRC/Buckland Arena Parking lot).

STUDENT ARRIVAL AND DEPARTURES – our procedures have changed in support of student health

Parents are asked NOT to enter the school when picking up or dropping off their children as per the SRPSD Return to School Plan. A call to the office (306-763-5375) when needed to facilitate a student leaving the building will be given priority. **Parents MUST use the parking lot North of the school between 8:15-8:45am and 3:10-3:45pm when picking up or dropping off students.**

Bus Transportation: Bus drivers will create and enforce seating plans that group together students who live in the same household. Students in grades 4-8 are required to wear masks on the bus, and we encourage students in K-3 to do so as well. Please note that **no guest ridership will be permitted**. For more information about bussing, please refer to the SRPSD Return to School Plan.

Students will remain on buses in the morning until instructed to unload and proceed to their entry door and then to their playground where they will be strategically organized to maintain physical distancing until they enter the building to start the day either at 8:40am or 9:00am

At the end of the day students will be called to load with their busing cohorts as buses arrive, and it is deemed safe for them to move through the parking lot.

Buses will then disembark for home when able to safely depart from the parking lot.

These busing procedures at the end of the day are deemed to be a better way for us to reduce congestion in bootrooms at the end of the day and should be considered temporary.

Families able to provide transportation for their children to and/or from school are strongly encouraged to do so. **Please communicate any changes in their established transportation plans with the school in advance (please make your plans known BEFORE 3:00PM).**

As such we are asking for families to understand that shifting the bell schedules means that the instructional day of some students may start and finish at different times, but we still encourage students' time at school from 8:30am through 3:30pm.



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 upon arrangement with administration and their classroom 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. The school encourages the use of SafeArrival in order to report absences, this can be done via the App, website or the phone number provided. Information on how to use SafeArrival will be part of your child's registration package.** Parents are still welcome to phone the office to report absences if the need arises.

Please try to avoid appointments and unnecessary absences for your child during the school day, each hour your child is in school is important to their overall education.

The school policy is to attempt to reach a parent if a child is absent and we have not been notified. SafeArrival will attempt to contact parents/guardians in several ways once an unexplained absence is entered.

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.

STUDENT ILLNESS

Please refer to our School Re-Entry Plan for details on student illness related to COVID-19

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 on our school website (www.rw.srsd119.ca). Students returning to Red Wing will receive a copy of their current information which should be signed and verified by parents/guardians and simply returned to the school.

New students to the school must have a parent/guardian accompany them to register. Please have birth certificate (or copy of birth certificate) when registering a new student.

COMMUNICATION

A key to the success of any institution is clear and consistent communication. At Red Wing Public School we will strive toward 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, all classroom based communication will take place via See Saw this year. Contact from the office may come via email or text message if families have enabled this feature. **Parents contacting staff via messaging/email services after 5pm should not expect a reply from staff members until the next school day.**

You are always welcome to call or visit the school (with an appointment when possible). 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 will work to facilitate common understandings if a first contact is not successful at resolving the concern.

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 and in some cases the child's physician.

HOMEWORK

Due to COVID considerations homework being sent home will be limited this year. We will encourage online work at home when necessary and quarantine any work entering or leaving

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. The school offers student access to the library in the mornings before school for students to work on unfinished homework.

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 behavior. 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.

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.

Hats are considered outdoor wear only, students shall not wear them in classrooms and in hallways only on the way to or from recess

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. *PE classes will take place outside and will incorporate routines to support student health.*

Extracurricular Activities have been suspended until further notice due to COVID-19 concerns.

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. Students are expected to leave a clean room at the end of their eating period.

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.

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 lifelong skills they will be able to use throughout their school career and beyond. *Our plan is to proceed with most of our traditional offerings in Band/Music. There will be steps taken within this scenario to support healthy participation in Band/Music.*

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, either on personal or school sourced devices.

CELL PHONES

We live in a technological era – some students carry cell phones. Guidelines will be developed with students as to the possible use of phones as educational devices at school. Any plan for use of phones at school will be shared with parent/guardians and will include appropriate use guidelines and a version of the following consequences for misuse. It should be expected that some grades will be allowed some use of these devices while others may not.

The use of cell phones outside of any guidelines 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 Achievement Factor Reports – within five weeks of the start of each term teachers will be sending home an interim report on students' "Factors Affecting Student Achievement" (FASA). This will be a snapshot of the students' work ethic and not representative of their achievement on outcomes.

Parent Teacher Interviews – will be conducted prior to the release of formal Report Cards during Term 1 and 2. The purpose of these meetings is to make contact with guardians following the delivery of formal report cards. Please consider bringing your child(ren) to interviews as their participation in this important communication piece is part of the learning process.

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 Factors Affecting Student Achievement (FASA) will also accompany the report cards.

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.

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.

MEDICATION

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

LUNCH

Students will be given time to wash hands and then eat lunch in their designated spots. *We have staggered the lunch time of classes this year in an effort to decrease pressure on bathrooms, bootrooms and the playground.*

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 students' not having access to microwaves. Students wanting a warm lunch are encouraged to use a thermos with food warmed up at home. There are a number of allergy concerns in the school this year. **Red Wing is considered a Nut Free environment and should you receive a notification as to other limitations on food in your child's lunch or snacks due to allergy concerns please follow the recommendations given.**

SCHOOL PICTURES

A photographer will visit the school on September 22.

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. *Lifetouch will be handling our picture day and will follow COVID-19 procedures, we will not be doing group pictures this year but will provide a composite photo of classes.*

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

With the uncertainty surrounding our ability to take part in activities out of the building this year we have decided not to collect student fees this year. We also recognize that student activities were disrupted last year and so can carry over some of the funds collected last year to this one.

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. *Out of school trips are indefinitely postponed at this time.*

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. This authorization form will be presented to parents in advance of their planned volunteerism.

Out of school trips are indefinitely postponed at this time.

FUNDRAISING

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

We are still planning to host the Walkathon this year, funds from that event will help to provide differentiated opportunities within the school as well as school equipment development.



SRPSD Transportation Department Information

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.

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 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 by 6:30 a.m. Noon cancellations will be announced over CKBI, CJVR and the website, 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.