

# Red Wing Public School

## Student-Guardian Handbook 2022-23

### RED WING PUBLIC SCHOOL - MISSION STATEMENT

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 2022-23 we will continue to work 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.

**R**esponsibility  
**E**mpathy  
**D**ecision Making  
**W**ork Ethic  
**I**ntegrity  
**N**urturing  
**G**enerosity

### STAFF

Principal	Mr. Graham McGregor	
Vice-Principal/Inclusive Education Coach	Mrs. Sandra Morley	
Kindergarten	Ms. Leslie Ambrose	
Grade 1	Mrs. Petrica Klassen	
Grade 2	Mrs. Gail Black	
Grade 3	Mrs. Janelle Seitsonen	
Grade 4	Ms. Brette Korpan	
Grade 5	Ms. Melanie Smith	
Grade 6	Miss Jessie Fleury	
Grade 7	Mrs. Gail Morash	
Grade 7/8	Ms. Jessica Pocha	
Grade 8	Mr. Brad Boutin	
Band/Music	Mr. Casey Ling	
EAs	Mrs. Lisa Christianson	Mrs. Cheryl Yungwirth
	Mrs. Sandi Tiessen	Ms. Aimee Lavoie
Social Worker	Mrs. Angela Reinbrecht	
Librarian	Mrs. Leann Chester	
Secretary	Mrs. Anna Cholodnuik	
Caretakers	Mrs. Debbie Lorenzen / Mrs. Cheryl Bourgeault	



## TIMETABLE AND SCHOOL HOURS

### Bell Schedule

Our noon-hours will remain staggered. This allows for greater flexibility and spacing of students on the playground for their longest time outside each day and less congestion in our bathrooms.

School day dismissal will officially be 3:15pm for parent pickup or students walking home from school. Bus students will have a 15 min recess at the end of the day before boarding buses at 3:30pm.

Bell Schedule	
Bell to Enter School	8:42
Period 1	8:45-9:30
Period 2	9:30-10:15
AM Recess	10:15-10:30
Period 3	10:30-11:15
Period 4	11:15-12:00
Lunch Time	12:00-12:45
Period 5	12:45-1:30
Period 6	1:30-2:15
PM Recess	2:15-2:30
Period 7	2:30-3:15
School Dismissal	3:15
After School Recess	3:15-3:30
Dismissal to Buses	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. Chlodnuik ([achlodnuik@srsd119.ca](mailto:achlodnuik@srsd119.ca)).

### VISITORS

We have always welcomed parent involvement and presence in our school, the **front door of the school was first locked in response to the Covid pandemic but as a school and with the support of SRPSD we have decided to keep all doors locked during the school day. This action will allow us to maintain better monitoring of visitors to the school for security purposes.** We will be continuing this practice as well to serve as a check and balance of visitors to our school.

The purpose of these changes is not to discourage parent visitors to the school but as a measure of security in our building so that we know who is here, and their purpose in the building.

Please ring the doorbell or call the office at (306)763-5375 for assistance.

Parent visitor parking during the school day is welcome at the front door of the school as long as it does not take place during our bus loading/unloading times as clearly marked at the entrance to our parking lot.

### STUDENT ARRIVAL AND DEPARTURES

Parents coming to pick up or drop off their children at school are asked to consider calling the office or just buzzing at the main door to the school as opposed to entering the building. While parents are always welcome, they will be required to stop at the office and sign in. They will also be expected to wait at the front foyer as their child is called to meet them at the office.

A call to the office (306-763-5375) may also be used to facilitate a student leaving the building.

**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 as many have always done. For more information about bussing, please refer to the SRPSD Transportation page on the website or call 306-763-2323.



Students will remain on buses in the morning until instructed to unload and proceed to the playground and will enter the school prior to the start of classes at 8:45am.

At the end of the day students will move to the playground from 3:15pm until 3:30pm when they will be signaled to load the buses. Students not riding the bus may leave after they are dismissed by their teachers at 3:15pm.

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

Families able to provide transportation for their children to and/or from school are still 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).**

### **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 with permission for educational purposes) during the school day except at noon-hour when they are permitted to access their phones and check messages.

### **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 Edsby in order to report absences, this can be done via the App or website. Information on how to use Edsby will be part of your child's registration package.** Parents are still welcome to phone the office to report absences if the need arises at 306-763-5375.

Please try to avoid appointments and unnecessary absences for your child during the school day, as 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. Edsby 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**

Our school was a VERY healthy place last year. It was amazing that during a worldwide health crisis the amount of illness in the school was actually far below a normal school year. It is assumed that this was due, in part, to students staying home or being sent home when sick. This is the expectation at school again this year.

- With that in mind we strongly encourage **students feeling unwell to stay home** until they are free of unexplained symptoms of illness.



- The school will **continue to require pickup of students who are ill** as a measure to protect the overall health of all of those in the school community. Exceptions will include allergy sufferers and illnesses that are known not to be contagious.

### **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 so that all information is reliably current and up to date. Forms will be sent home with all students on the first day of school to fill out and return ASAP, forms can also be found online on our school website ([www.rw.srsd119.ca](http://www.rw.srsd119.ca)).

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, Edsby, 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 Edsby 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**

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. Masks may not always be required during PE classes but will always be supported by staff and other students. PE classes will take place outside as much as possible and will incorporate routines to support student health.

## **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 sit in a designated spot and 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. Students will be allowed to removed their masks as part of the Band/Music program where necessary to play their instrument (ie. wind instruments).

## **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 do not allow the carrying of phones during the school day. The phones have proven a distraction for many students during academic time and a source of conflict for others due to improper use.

Previous attempts to allow student use of cell phones have resulted in improper use. This improper use has included taking of pictures/videos, viewing of online videos and the use of social media during the school day in classes, the hallway and at recess. None of these were ever the intended purposes for allowing the use of cell phones by students at school. Unfortunately, the freedom to carry phones has been abused by some students too often to be regulated on an individual basis.



We have many forms of technology available for students to do online research (4 or 5 chromebooks in each classroom plus laptops and other chromebooks readily available) and we recently bought enough calculators for each child to have easy access for use in Math.

Parents/Guardians needing to reach their children during the school day may call the school and leave a message.

**Students needing to check their phones for messages during the day will be allowed access at lunch time for the purpose of checking and responding to parent messages at their lockers, or wherever the phone is kept.**

Parents needing to get time-sensitive information to their children are encouraged to call the school and leave a message which will be shared with the child, or they may be directly connected to their child if desired. We encourage that parents not message teachers on Edsby during the day with important information as many teachers do not use their phones during the day and Edsby messages often go unnoticed until after the teaching day is complete.

Students will be asked to leave their phones at home or lock them in their hallway lockers. Students are welcome to bring their own locks or we have locks available at the office for them to borrow if they would rather. Those students without lockers may leave their phones secure in the office but are encouraged to leave them at home. Those students leaving their phones in unsecure places (backpacks, jackets, etc.) do so with the understanding that the school is not responsible for lost or stolen items.

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.

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:

**Progress Conferences** – 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** – two 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.

**Edsby** – parents can check in on the progress of their child(ren) at any time by accessing their child’s profile on Edsby. Teachers will be sharing the results of student assessments on an ongoing basis throughout the school year in order to facilitate parent/guardian access to their child’s progress.

### **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, boot rooms 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 29.

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 8:45am for announcements. 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.

## **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.

## **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.

## **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  $-40^{\circ}\text{C}$ , bus runs will be cancelled. When the temperature is at or below  $-35^{\circ}\text{C}$  and the wind chill temperature is at or below  $-45^{\circ}\text{C}$ , bus runs will normally be cancelled.
- Wheelchair lifts will not be operated at or below  $-30^{\circ}\text{C}$ . When the temperature is at or below  $-30^{\circ}\text{C}$ , 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.