



Red Wing Public School

Student-Guardian Handbook 2026 - 2027

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.

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.

We will, as Red Wing Rockets, demonstrate:

Responsibility
Empathy
Decision Making
Work Ethic
Integrity
Nurturing
Generosity

TO PROVIDE A SAFE, COMFORTABLE, CARING SCHOOL CLIMATE THAT WILL PROMOTE: EACH AND EVERY STUDENT TO DEVELOP TO THEIR BEST POTENTIAL, BECOME LIFELONG LEARNERS, AND WELL ROUNDED RESPECTFUL CITIZENS.

Staff

Principal	Dwayne Tournier	
Vice-Principal/Inclusive Education Coach	Ginelle Favel	
Kindergarten/Grade 1	Michelle Delurey	
Grade 1	Petrica Klassen	
Grade 2	Gail Black	
Grade 3	Leah Robinson	
Grade 4	Brette McBeth	
Grade 4	Katherine Schantz	
Grade 5	Melanie Smith	
Grade 6/K-3 Phys-Ed	Jessie Fleury	
Grade 7	Berlynn Horne	
Grade 8	Trista Parsons	
4-8 Phys-Ed/Land Based Learning	Joey Kaufhold	
Dreamcatcher Coach/CSC	Janelle Seitsonen	
Band/Music	Andrea Rutz	
EAs	Lisa Christianson	Kathy Glasgow
	Mabel Blais	Michelle Hamel
Social Worker	Kelsey Shouse	
Librarian	Marion Bradbury	
Secretary	Anna Chlodnuik	
Caretakers	Danny Bolotniuk/Cheryl Bourgeault	



TIMETABLE AND SCHOOL HOURS

BELL SCHEDULE

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	8:45
Period 1	8:45-9:50
Period 2	9:50-10:40
AM Recess	10:40-10:55
Period 3	10:55-11:45
Lunch Break/Recess	11:45-12:30
Period 4	12:30-1:20
Period 5	1:20-2:10
PM Recess	2:10-2:25
Period 6	2:25-3:15
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 method 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

We have always welcomed parent involvement and presence in our school; however, all doors of the school will remain locked during the school day. This action will allow us to maintain better monitoring of visitors to the school for security purposes. We have an intercom/doorbell system at the front doors and require that all visitors use this entrance.

Locked doors are 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 check 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) or reporting the absence on Edsby 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. PLEASE DO NOT USE THE STAFF PARKING LOT FOR STUDENT ARRIVALS/DEPARTURES.



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, students 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 depart for home when able to safely exit the parking lot.

It is important that students respect the rules and expectations of the bus driver for the safety of all involved.

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 students on personal cell phones during school time. Students are not to be accessing their phones (except with permission for educational purposes) during the school day. Students must leave their cell phones in their lockers/backpacks during all recesses and until home time.

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 during 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

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).

New students to the school must have a parent/guardian accompany them to register. Please have their 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.

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 are 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 depending on weather and at the staff's discretion.

Hats and toques are allowed to be worn inside the school, as long as they are appropriate and being worn appropriately/not being a distraction. Hats need to be removed during the singing of O Canada, during assemblies and other special celebrations throughout the year. Hoods (ex: on hoodies) will not be allowed to be worn inside the school.



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 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.

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. 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.

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



Personal electronic devices such as cell phones, smart watches, tablets and personal gaming devices will no longer be permitted during school time across all K-12 schools in Saskatchewan. This new policy (introduced during the 2024-2025 school year) is designed to help students stay focused on their learning and engage more deeply with their teachers and classmates. By minimizing distractions, we aim to create a better learning environment where we can achieve Excellence for Every Learner.

Personal Electronic Devices including things like cell phones, smart watches, tablets, personal gaming devices and bluetooth headphones are not to be used during the school day by students. Personal Electronic Device use is not permitted during class or non-instructional time unless permitted by a staff member.

Our expectation is that all electronic devices remain in the student's locker for the duration of the day. Students will be permitted to use the school telephone, with the permission of a staff member, should they need to contact a parent. Should a student be observed using a personal device without permission from a staff member, the following consequences will apply:

- First time – If a student is found using an electronic device during the school day without permission, the device will be taken away and may be picked up from the Principal at the end of the day.
- Second time – The device will be taken away and may be picked up from the Principal at the end of the day. Parents will be notified.
- Third time – The device will be taken away and given to the Principal. Parents will be contacted to pick up the device.

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. This expectation extends to school events where parents/guardians may take pictures or videos.

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 – we will be sending home formal report cards two times this year 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

Parents/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 and in some cases from the child's physician, 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. At Red Wing PS 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 PS is considered a Nut and Allergen Free environment, should you receive a notification as to limitations on food in your child's lunch or snacks due to allergy concerns please follow the recommendations given.**

SCHOOL PICTURES

We have contracted Genelle Amber Photography as our school photographer for the 2026 school year. Please refer to the school calendar for picture and retake day.

All children will be photographed and parents given the opportunity to purchase the picture package that best suits their family. Purchasing picture packages using the online process similar to previous years 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 daily 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 you receive 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 completed 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.

Every fall we have our annual Walkathon and we welcome families to join us for the walk. More information will be shared in the weeks to come.

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.