



Stewart Valley School Student Handbook 2021-2022

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1. Staff Directory

Principal/3-5 Teacher	Carson Benallack	cbenallack@chinooksd.ca
K-2 Teacher	Rhonda Wiens	rwuens51@chinooksd.ca
6-8 Teacher	Brad Ruf	bruf@chinooksd.ca
SST/French Teacher	Naomi Penner	npenner@chinooksd.ca
Band Teacher	Jennifer Switzer	jswitzer@chinooksd.ca
Office Manager	Bonnie Moon	bmoon@chinooksd.ca
Facility Operator	Trudy Skerten	tkerten@chinooksd.ca
Library Technician/Noon Hour Supervisor	Kathy King	kking@chinooksd.ca

2. Bell Schedule



Warning Bell	8:43
Period 1	8:45 – 9:16
Period 2	9:16 – 9:47
Period 3	9:47 – 10:18
Recess	10:18 – 10:33
Period 4	10:33 – 11:04
Period 5	11:04 – 11:35
Period 6	11:35 – 12:06
Lunch	12:06 – 12:46
Period 7	12:46 – 1:17
Period 8	1:17 – 1:48
Period 9	1:48 – 2:19
Recess	2:19 – 2:34
Period 10	2:34 – 3:05

3. School Motto, Mission & Vision

Stewart Valley School's motto, mission, and vision are in the process of being updated. Students, staff, and SCC members have been working collaboratively to update these.

4. School Code of Conduct

Our Code of Conduct is the foundation for developing positive behaviours in the learning environment. Within our school setting, students, parents/guardians, and staff interact with each other. For those interactions to be positive and supportive of a safe and welcoming environment, there is a need to clearly and consistently communicate our shared expectations.

These expectations include our staff, parent, and student beliefs about how we wish to conduct ourselves to ensure a safe, and caring learning community. At our school, we are committed to putting this code into action, by upholding and modeling it, and by teaching positive behaviours and skills to be successful each and every day at school. Thank you to all our school community partners for your support, and active role in the day-to-day application of this code in order to apply these beliefs and policies.

5. School Beliefs

The students, staff, and the parent community believe that it is important to:

a) Show **Respect** for self, others and property;

- Honesty
- Empathy/Caring
- Acceptance of Individual Differences
- Compassion

b) Be **Responsible** for our work and behavior;

- Sharing
- Ambition
- Integrity (conscientiousness, hardworking)
- Self-esteem (confidence, self-worth, independence)
- Striving to do our best
- Taking pride in ourselves and our work

c) Be **Safe**;

- Emotionally
- Physically

d) Have **Fun** learning in a respectful, responsible, and safe learning environment;

- Celebrating success
- Innovative approaches

6. Discipline and Intervention Plan

Stream One - Regular In-class Management

Teachers and students will develop and discuss classroom procedures, protocols, and beliefs that are consistent with the school's belief statements, Board Policy, and the *Education Act (1995)*. Teachers will share their procedures, protocols, and beliefs with administration. Teachers will monitor and document any minor disruptions and discipline issues while reinforcing classroom procedures and beliefs.

Teachers will contact the student's parents/guardians to outline his/her concerns regarding student behavior. Possible solutions should be discussed at this time. If the behavior worsens/persists, or a solution cannot be reached, the student will move to **Stream Two**.

Stream Two - Administration Involvement

Teachers will contact the office regarding repeated behavioural concerns that have not been resolved in **Stream One**. The administration of the school will contact the parents/guardians about the student's behavior. Disciplinary action will be implemented by the administration at this time if deemed appropriate. Possible actions may include: the development of a solution focused behavior improvement plan, suspension, alternate setting, or restricted programming. If behavior continues or worsen, the process will advance to **Stream Three**. If the behavior discontinues, the student will move back to **Stream One** with no further intervention needed. School administration will document the behavioural concerns, school response, and communication with parents/guardians. Other Chinook School Division personnel may receive a copy of the documentation if deemed necessary by administration

Stream Three - Referral Process

A student Support Team Meeting is called by school administration; this team may include: school administration, teacher, educational psychologist, speech and language pathologist, occupational therapist, or school counsellor. Referral needs will be determined and a meeting will be held with the parents to share the Student Support Team's recommendations. Communication will be made with the Superintendent and/or Director of Education or designate to discuss options for the student(s) in the future. If additional action is required, the student(s) will be referred outside of school for additional treatment/assessment.

Stewart Valley School Bottom Line Behaviours

When an individual's behavior is not consistent with the established beliefs, most of the time the individual is given an opportunity to fix their mistakes. However, there are some behaviours at Stewart Valley School we have called **bottom line behaviors**. Bottom lines are a short list of behaviours that are totally unacceptable. These are usually behaviours that prevent learning or violate safety norms.

- Destroying school property
- Physical injury to self or others
- Threatening self or others
- Touching others in an inappropriate manner
- Stealing
- Open and consistent disrespect to staff
- Refusal to comply with the request of a staff member
- Consistent, documented disruptions to the learning environment

Consequences are implemented immediately when a bottom line behavior occurs and parents/guardians are notified. Consequences may consist of an in or out of school suspension. Following the suspension an administrator will discuss the situation with the student and identify the changes needed to avoid a repeat of this type of behaviour.

Student Commitments:

- Come to school on time
- Be friendly and use good manners with everyone
- Behave in a manner which is safe
- Help to keep the school and grounds clean
- Help teachers and other students when it is appropriate
- Keep work and work areas organized and tidy
- Be considerate, kind, honest, and cooperative
- Work diligently to complete assignments on time and to the best of your ability

7. Attendance

School success goes hand in hand with good attendance. In the Chinook School Division missing two or more days a month is considered "chronic absenteeism." Attending school regularly helps children feel better about school and themselves. Absences should be reported to the teacher verbally by phone or by a signed note from the parent or guardian. It is also appreciated if parents/guardians would notify their teacher and bus driver when a child must leave school early. **If students or staff members are sick, they must stay home.**

8. Bus Rider Rules

All buses contain a copy of the Rules for Bus Riders adopted by the Chinook SD #211. Students are expected to obey these rules for their own safety and the safety of others. Bus drivers are expected to maintain discipline on the bus. Any misconduct by passengers is to be reported to the school principal. Riding the bus is a privilege, not a right. Parents/guardians are to inform their bus driver of pick up or drop off changes by phoning or giving a note to the bus driver and the teacher.

9. Door Opening Policy

School doors are unlocked at 8:30 a.m. Students arriving before this time must remain outside unless there are cold temperatures and student safety is a concern. **All school doors will be locked during school hours.**

10. Dress Code

Students are expected to dress appropriately for the weather and the activity. Students will be outside at recess and noon hour during suitable weather. If outside temperatures are –30 degrees Celsius or colder there will be in-door recesses. We feel that parents/guardians must accept the responsibility of keeping their children dressed properly for winter weather. Thank you for your cooperation in dressing your children warmly.

Headgear is only allowed to be worn on the way to and from your classroom. Students must wear shoes at all times on the playground and in the school. They are expected to have clean, dry footwear to wear indoors during snowy or muddy weather. Students will be asked to remove footwear (runners, hiking boots, etc.) which leave black marks on the floors. **Only running shoes are allowed in the gym.**

Our students are representatives of our school and community. We urge you to consider that some very popular shirts and hats have logos or statements on them which we do not feel are appropriate to wear at school. Additionally, **halter-tops, plunging necklines, spaghetti straps, short tops, short shorts or short skirts** are inappropriate for school wear. Students who come to school wearing this type of clothing will be asked to change into something more appropriate or given clothing at school (if available). We thank you for your support.

11. Assessment and Evaluation

The Chinook School Division is a supportive, inclusive, and reflective learning environment. Our assessment processes ensure that reliable and valid data are used to guide, support, and improve teacher instruction and student learning. The Chinook School Division believes that assessment is a process that engages all stakeholders in the attainment of the Saskatchewan Curriculum outcomes. Products (i.e. what students

write and create), observations (i.e. what we see students doing) and conversations (i.e. discussions of learning with the student) are examples of assessment strategies that are used as sources of evidence of learning and are collected as part of the assessment data. **There are two reporting periods in a school year: January and June.** Parents are encouraged to arrange an interview with the teacher at any time to discuss student programming, progress or a specific problem. However, we will have two Parent/Teacher Conferences, the first in November and the second in March.

12. Homework

Homework is an integral part of schoolwork. Assigned homework is expected to be completed and handed in on time. Consistent failure to complete homework will result in the student being asked to remain inside at noon or recess to complete the work. Work to be done at home includes:

- Work not completed during class time
- Assignments necessary to maintain or improve skills
- Work which was not done to required standards.
- Project based learning

13. Internet Use

As in all Chinook School Division Schools, Stewart Valley School has computer devices that provide Internet access to students. This access allows our students to obtain a wealth of information from a variety of sources. The information available on the Internet is endless. As many of you are aware, there is information on the Internet that is not appropriate for children, or for schools. Stewart Valley School has in place **Policy HCE – Acceptable Use of the Internet as a Resource** that establishes guidelines and principles which students must follow. A copy of this policy is sent to parents/guardians annually.

In order to reduce the possibility of exposure to inappropriate information, no student will be allowed access to the internet without parental permission and teacher supervision. In addition, each student is required to sign an agreement stating that he/she understands the guidelines and will use the internet in an appropriate manner. Any inappropriate use will result in the student's privileges being withdrawn. We also would like to make our computer use one that promotes work and work related activities and not just playing internet games. Therefore, teachers will allow students opportunities to use computers to catch up on work during recess and lunch time, but not for playing games. The only time students will be allowed to play games on the computers will be during indoor recesses.

14. Leaving School Premises

Students are expected to remain on the school grounds between the time they arrive at school and the time they leave for home. **If it is necessary that a student leave the grounds, the student must obtain permission from a teacher. Please phone or send a note to indicate that your child has your permission to leave the school premises.** The same rule applies when students are away from school for sports, field trips, or other activities. Please inform the teacher by phone or note if your child is not to return to school. Without your phone call or note, we will not leave any child behind.

Our dismissal bell rings at 3:05 pm but town students are not dismissed until the busses leave. This is to reduce chances of injury as busses are leaving, or pulling away from the school. **Any time students are arriving or leaving the school other than at designated times, they must sign in or out at the main office.**

15. Library

Our library has an excellent selection of books necessary in elementary and middle years school programming. These range from easy fiction to juvenile fiction, and from reference books to a large selection of non-fiction books. We also have access to the Resource Centre at the Chinook School Division Office. Some important student-guidelines include:

- Books must be scanned into Destiny before leaving the library.
- When the student has finished with the book it should be placed in the book return box.
- Students who have overdue books will have a request sent home bi-monthly asking for parental assistance in locating the books.
- **Due to the cost of print material, payment is required for lost or damaged books.**

In addition to our library, students are allowed access to the Chinook Regional Library upon receipt of a written parent/guardian permission slip.

~~16. Milk Program~~

~~One of the objectives of Stewart Valley School is to teach children the value of nutrition. In an effort to help you provide a nutritious lunch for your child we continue to offer a milk program that was established in 1986. At lunch, students have the opportunity to purchase white or chocolate milk by a pre-purchased milk ticket (10 cartons at a special price) or by the individual carton.~~

17. Music Programs

Chinook Band: Chinook School Division #211 operates a band program in Division schools. The program is open to Grade 5 to 8 students. Cost of the program is subsidized by the Division with the remainder of the costs borne by the parents/guardians of the students enrolled.

18. Newsletters

A monthly newsletter can be viewed on our school website by doing the following – go to the Chinook School Division website (www.chinooksd.ca), run your mouse over the school tab, click on School Websites and scroll down and click on Stewart Valley School. This lists the special events coming up in the school. In addition, the newsletter publicizes community events and activities. Teachers will communicate information about classroom programs and activities in the November and March newsletters. These newsletters represent an important link between the school and the home and community. Special newsletters and memos are occasionally sent out when necessary to keep you informed of special events. Newsletters will also be emailed home if a parent has a working email address.

19. Noon Hour Policy

Students will eat lunch in their classrooms. **Parents/guardians must inform the school of their desire to have students go home for lunch.**

20. Parking Lot

In order to improve safety in the school parking lot during bus times we ask that the following rules be followed:

- Buses park bumper to bumper or safety arm to bumper to prevent students from walking between parked buses.
- When parents/guardians are picking up their children, please park at the South end of the parking lot and use the South exit while the buses will use the North exit.

21. Personal Equipment At School

The school makes every effort to have all the equipment necessary to carry out the complete school program. However, there are times when a student may want to bring some equipment or special object of their own to school. We will make every effort to see that the object is returned home safely but we cannot accept responsibility for breakage or loss of the object. **Please label any personal item your child brings to school.**

22. Cell Phones and Gaming Devices

The use of cell phones/iPods during the school day will be left to the discretion of the classroom teacher. In certain instances, these devices may be used for academic purposes. Students will be able to use radio stations found on school provided Chromebooks. When cell phones and other devices are not used for these purposes, or with classroom teacher permission, devices should be turned off and placed in students' backpacks. If students need to contact parents/guardians during or after school, they will be directed to use the school landline. If it is necessary for students to text or email their parents/guardians, they should request permission to do so outside of instructional time.

Students are not to use gaming devices at school. If students choose to bring these items to school, they should be turned off before entering the building and remain in their backpacks. In the event a student is found using a gaming device in school, the student will be relieved of the item for the day and parents/guardians will be contacted. **The school is not responsible for lost, stolen or damaged cell phones or gaming devices.**

23. Physical Education

Students in Grades 1 to 8 receive Physical Education for up to 150 minutes per week. A separate pair of runners for physical education is not necessary but runners must be clean for gym use. **A student will not be allowed to participate in physical education without running shoes.** If, for medical reasons, a student is not to participate in a physical education class or particular activity we ask parents/guardians to send a note signed by the child's doctor.

24. Recess

Kindergarten – Grade 5

Students from Kindergarten to Grade 5 are expected to play outside at recess and noon hour. In colder weather (–25 to –29 degrees Celsius), students will be allowed a short warm-up in the boot room. Students may be requested to remain indoors because of inclement weather at the principal's discretion.

Students may have a snack at recess provided that all wrappers, containers, etc. can be discarded in the school before the child goes outside.

One teacher will be on supervision each recess.

Playground Rules:

- Show respect for yourself and others.
- Show respect for property and equipment.
- Have fun!

When a child is unable to go outside for medical reasons the home room teacher will have responsibility for supervision. **A note from the parent/guardian is required.**

Grades 6 – 8

Students have a choice of going outside or remaining inside. Students who choose to stay inside should be in the classroom, gym, or reading quietly in the library. This opportunity is seasonal (Cold weather months)

Choice Time: If students are not settled after the first 5 minutes of recess they must go outside.

25. Fire Drills/Emergency Procedures

Regulations require that six fire drills be conducted throughout the school year. Places of exit are posted in each room. When the siren sounds, students must move quickly to the exit without running. The first student at each door will hold the door open until all have exited. During a fire drill, students will be escorted out of the building by their classroom teacher, at which point, they will meet their homeroom teacher in a designated area for attendance. The building should be completely cleared in one minute. When the drill concludes, students will return quickly to their classrooms. Also, staff will practice various scenarios out of the Chinook School Division Emergency Procedure Guide with students throughout the year (i.e. Severe Thunderstorm/Tornado, Armed Intruder, etc.).

26. Student Services

When possible, the Student Services Teacher (SST) will work with students in an inclusive setting within the regular classroom. Students with special needs will be monitored by the classroom teacher and the SST, and the nature of the support needed will be decided on an individual basis. Students themselves may schedule time with the SST if they feel they need extra assistance.

27. Student Leadership Council

Recognizing the importance of developing student leaders, Stewart Valley School is committed to give students in Grades 6, 7, and 8 the opportunity to take leadership and responsibility within the school. Students who are involved as leaders in school gain valuable experience to prepare them for adult leadership roles in their

community.

28. Parent-Teacher Conferences

We believe it is important early in the school year to build strong working relationships between home and school. Students, parents, and teachers need to have opportunities to work together. By providing opportunities to meet with your child's teacher, collaborative relationships can be built. In the month of November, parents/guardians will be invited to meet with the classroom teacher to discuss student performance, progress, and behaviour. In the month of March, parents/guardians will again be invited to meet with their child's teacher to discuss student behavior and academic achievement. Stewart Valley School supports and encourages informal communication throughout the year.

29. Weather Closure

We as a school will no longer be closing our doors due to inclement weather unless the highways and roads are closed. If the highways are closed our school will be closed; however, this will be the only time our school will be closed unless other acts of god arise i.e. water breaks etc. If the temperature drops below -45 degrees or if the bus driver does not feel safe operating the bus during inclement weather they may cancel their run. It is during these times that it will be up to you, the parent/guardian, to transport your child/children to school if you choose. Parents/guardians are encouraged to use discretion when making this decision, keeping the safety of yourself and your children in mind.

School closures will not be reported on the radio unless the roads are impassable. However, you will still need to listen for bus cancellations. If the busses are cancelled, the announcements will be broadcast between 6:30-7:00 a.m. on FM94, 97.1, and CKSW 570 in Swift Current by the bus driver themselves. The school will not determine the announcement. Bus drivers may also choose to use our School Messenger program to send out bus information, or choose to phone families directly.

30. Use of School Facilities After 3:05 pm

The school has many facilities and we want to see these used. Whenever possible, teachers will supervise after-school use of the library resources, gym and equipment, computers and other facilities. Permission to remain after-school must be pre-arranged with the teacher-supervisor and parents/guardians outside of school hours, and preferably a day in advance. Team practices are often held after school hours. Parents/guardians are requested to pick students up promptly after practice.

2021-2022 Stewart Valley School Calendar

Aug. 30	Chinook Admin/PLC Day
Aug. 28	Chinook Admin/PLC Day
Sept. 1	Chinook PD Day
Sept. 2	First Day of school for grades 1-8
Sept. 6	No School - Labour Day
Sept. 7	First day of school for Kindergarten
Oct. 8	No School – Teacher’s Convention
Oct. 11	No School – Thanksgiving Day
Nov. 11	No School – Remembrance Day
Nov. 8 & 9	Parent Teacher Conferences
Nov. 12	No School - in lieu of P/T Conferences
Dec. 17	Last Day of School before Christmas
Jan. 3	Classes Resume
Jan. 31	No School – Semester turn-around day
Jan. 31	Report Cards K-8
Feb. 21-25	No School – February Break
Mar. 22 & 23	Parent Teacher Conferences
Mar. 25	No School – in lieu of P/T Conferences
April 15	No School – Good Friday
April 18-22	No School – Easter Break
May 23	No School – Victoria Day
June 28	Last Day of School for Students
June 29	Final Report Cards K-8