

# *Shaunavon Public School*



*Student Planner*  
*2022-2023*

# Shaunavon Public School Staff

**2022-2023**

<b>Principal</b>	Mr. Dale Ross		
<b>Vice-Principal</b>	Ms. Amy Leslie		
<b>Teaching Staff</b>	Mrs. Sandra Davis	Miss Danica Casat	
	Mrs. Phyllis Phair	Mr. Brent Michelson	
	Mrs. Jennifer Lundsten	Miss Janalyn Hastings	
	Mrs. Norma Beauchamp	Mrs. Robin Mokolki	
	Mrs. Tanner Stevenson	Mr. Ryan Wheeler	
<b>Office Manager</b>	Mrs. Gina Cote		
<b>Library Technician</b>	Mrs. Gail Tetrault		
<b>Educational Assistants</b>	Mrs. Nicole Poppy	Mrs. Laura Envik	Mrs. Anzelle Conradie
	Mrs. Pauline Cooper	Mrs. Hester Groenewald	
	Mrs. Cindy Hardin	Mrs. Tricia Oberle	
<b>Facility Operator/Caretaker</b>		Mr. Danny Wallis	Mr. Ron Sonen
<b>School Community Council (SCC)</b>		Nathan Freeman	Paula Wilson
(2021-2022 members)		Janelle Drockner	Melanie Currence
<b>AGM June 16, 2022</b>		Brent Michelson	Anzelle Conradie
		Shelley Lehmann	Alex Gislason
		Dale Ross	Amy Leslie
<b>Chinook Vertical Team</b>			
Terry Kelln (Student Services Coordinator)		Jade McGuire (Counselor)	
Tanya Hardenne (Educational Psychologist)		Baylee Stevenson (Speech Language Pathologist)	
Ashley Neufeld (Occupational Therapist)		Denyne Fontaine (Curriculum Instruction & Assessment Coordinator)	

**School website:** <https://www.chinooksd.ca/school/shvnpublic>

**Facebook:** <https://www.facebook.com/ShاونavonPublicSchool>

**Instagram:** <https://www.instagram.com/shاونavonpublicschool/>

**Twitter:** @ShaunavonPublic

## SERVICES

### General:

Our school teaches the programs as directed by the curricula of Saskatchewan. All new curricula do include an optional component and so may vary from one class to another or from one school to another.

### Student Services:

In an attempt to allow appropriate development of each student's ability, our school provides special programming through our Student Services team. Under the direction of Mr. Wheeler, Mr. Ross, and Ms. Leslie, and with assistance from Teachers and Educational Assistants, students are assisted with specific difficulties that they encounter in regular class work. This program works in conjunction with regular classroom activity.

### Extra Curricular:

In addition to the regularly scheduled school activities, our school provides activities outside the regular school hours. The emphasis is on a "club" basis in which many can be involved in developing skills in physical, cultural and social areas. **\* Our teams are the SPS Panthers and our colours are red and black.**

### Special Activities:

Traditionally, our special activities include wearing Halloween costumes, a Remembrance Day program, a Christmas Concert, Valentine's Day activities, a June Play-day/Track-day, and graduation for Kindergarten students. Other special events occur throughout the year and parents are notified of these in the monthly newsletters which are online at <https://www.chinooksd.ca/school/shvnpblic/Pages/default.aspx>

### Safety Patrol:

Students from Grades 4 to 7 are invited to become Safety Patrollers. **All students are required to obey the rules of the safety patrol.**

**SCHOOL SCHEDULE \*\*\* Please note: Due to COVID-19, our school schedule will be adjusted to reflect the most current recommendations of the Ministry of Education in consultation with the Chief Medical Health Officer.**

### Six Day Timetable:

We use a six day cycle for timetabling. Kindergarten students attend on odd days and will receive monthly schedules of the days they are to attend in our monthly newsletter.

### Daily Schedule:

**STUDENTS ARE NOT EXPECTED TO BE AT SCHOOL BEFORE 8:30 IN THE MORNING AS SUPERVISION IS NOT PROVIDED BEFORE THEN.**

Our daily schedule is:	8:50 - 9:50 (Period 1)	12:05 – 12.55 (Lunch)	
	9:50 - 10:20 (Period 2)	12:55 - 1:40 (Period 5)	
	10:20 - 10:35 (Recess)	1:40 - 2:25 (Period 6)	
	10:35 - 11:05 (Period 3)	2:25 - 2:40 (Recess)	
	11:05 - 12:05 (Period 4)	2:40 - 3:20 (Period 7)	3:24 (Final Bell)

### Recesses:

All students are expected to go to the playground area during recesses unless they have specific parental or teacher permission. (Parents, please send a note).

During severe weather, inside recesses will be in effect. During such times students will be given instructions about arrangements.

### Attendance:

Students are required by law to attend school regularly.

**Absent students:** If a student is to be away for a day, please contact the office by phone or email before 9:00 am. You may also leave us a voicemail at any time. We are required to track absent students and will phone you at home or work to find out where your child is. If your child is expected to be away from school, please make a note in their day planner or communicate this absence with your child's teacher.

**Students arriving late:** Please report to the office and sign in before going to class.

**Students who leave school** during the day are asked to sign out and sign back in on their return.

## COMMUNICATION

### Parental Notes:

Parents, please send notes for the following reasons:

**Downtown:** Students require a note each time they are going downtown. This note should be handed in at the office or to the homeroom teacher.

**Music Lessons:** Students who attend music lessons during school hours require a note indicating their music lesson schedule for the year.

**Physical Education:** Notes to excuse students from physical education are expected. A note giving the student permission to return to the activity is also expected and can be directed to the homeroom teacher.

**Recesses and Noon Hours:** Notes to allow students to remain inside during these times are required.

**After School –** If alternate arrangements have been made for after school or if plans for after school change throughout the day, please contact the office by phone prior to **2:00 p.m.**

**Absence –** The school has a legal responsibility to know the whereabouts of students during regular school hours. If you know that your child will be absent from school, please make a note in their day planner or call the office. If we do not hear from you, we will be contacting you.

### Newsletter:

The monthly newsletter is posted on our website at the end of each month at [www.chinooksd.ca/school/shvnpublic](http://www.chinooksd.ca/school/shvnpublic). **If you would like to receive a paper copy of the newsletter, please let the school know.** Please like us on **Facebook** and follow us on **Instagram** to see more about what's happening at SPS.

## Website:

Our website can be accessed at <https://www.chinooksd.ca/school/shvnpblic/Pages/default.aspx>.

## Teacher Contacts:

Teachers are available to accept phone calls from 8:30-8:50 and 3:25-4:00. The Office Manager is pleased to accept messages at other times.

## ACADEMICS

### Progress and Promotion:

#### **Reporting:**

The school will report formally 2 times during the year, near the end of January and the end of June. If the student, parent, or teacher has concerns at any other time, it is important that they make additional contact and meet if necessary.

Report Cards can be accessed live. Kindergarten to Grade 5 will show attendance data only and Grades 6-7 will have regular learning posted through the Parent Portal of MySchoolSask (MSS).

#### **Assessment:**

Assessment of progress is ongoing during the school year.

Assessment serves three functions:

Assessment **OF** learning summarizes what students have learned.

Assessment **FOR** learning lets us know what students need to learn.

Assessment **AS** learning encourages students to assess their own learning.

### Awards of Excellence

#### **Honour Roll:**

This is to acknowledge excellence in academics for grade 6 & 7 students and will be presented once a year at the end of June. To be eligible for honour roll, by the end of June, students will have an 80% or higher in each of the following individual subjects: Math, ELA, Science, and Social.

#### **Student of the Year:**

This is a leadership award presented to a Grade 7 student(s) who has shown good school spirit and leadership qualities and who has good academic standing.

#### **Year-end Awards:**

Awards in Academics, Athletics, and the Arts are awarded in June to students in Grades 4-7 who display excellence in these areas throughout the entire school year as chosen by the homeroom teacher.

#### **Safety Patrollers:**

Those students who have been consistent safety patrollers will receive an award. Each month patrollers will be chosen as "Patrollers of the Month".

Treat one another with courtesy and respect.

Abusive behaviour is never acceptable.

Shaunavon Public School believes that our daily actions,  
interactions and decisions reflect...

Respect

Recognizing that all students, families, staff, and their  
needs are important.

Compassion

Caring genuinely for others.

Excellence

Pursuing quality in all that we do.

Collaboration

Cultivating and honouring relationships to better serve our  
school family.

Student Behaviour: **Shaunavon Public School is a non-contact school.**

**Aim:**

The aim is to develop the best possible learning environment for students. It must be one in which each student feels safe, secure, and cared for; one in which students can have fun while learning.

**Goal:**

The goal is to assist students in assuming responsibility for their own behaviour.

**Students:**

You are expected to be courteous and to show respect towards yourself, other people, and to the school. You are expected to take responsibility for your behaviour. This responsibility applies to your school work, to your use and care of the school facilities, equipment, textbooks, and supplies, as well as to the way that you act with other people. Students must not behave in a way that interferes with the teaching/learning, physical, or emotional well-being of other students. It is okay to make mistakes as long as we own up to them and learn from them.

**Parents/Guardians:**

It is important that parents and teachers work together to help students to become more responsible for their own behaviour, and more successful in the way that they deal with themselves and with others. This requires a lot of communication! Both teachers and parents are encouraged to contact each other. All staff e-mails can be found on our website at [www.chinooksd.ca/schools/SPS](http://www.chinooksd.ca/schools/SPS).

## **Bottom Lines:**

Our staff strives to make the treatment of all students fair and consistent. In doing so, we have created some Bottom Lines. We want our students to understand these bottom lines and rules, understand the consequences and know that all staff will follow through with their implementation. Suspensions will be assigned as needed by school administration.

**Physical Fighting:** Physical fighting with intent to injure will result in an automatic out-of-school suspension. The number of days suspended will increase following each offense.

**Physical attack of staff:** A physical attack of any kind toward staff will result in an automatic out-of-school suspension. The length of the suspension will be determined on a case-by-case basis.

**Verbal attack of staff and/or students:** A verbal attack of a staff member or student will result in an automatic out-of-school suspension. The number of days suspended will increase following each offense.

## Appropriate Behaviour:

The following guidelines outline appropriate behaviour.

### **Respect for others:**

You are expected to treat all people with consideration and respect. You are expected to play fairly and include others in your games.

### **Personal Effort:**

You are expected to complete all class and homework assignments on time and to the best of your ability.

### **Honesty:**

You are expected to be honest in your relations with students and staff.

### **Attendance:**

You are expected to be in class promptly each day. You are expected to have with you all the materials that you need for that class.

### **Appropriate Language:**

Language must be appropriate at all times as any conversation could be overheard by many ages of students, staff, and community members. Students are expected to use language that shows respect for staff and students. Name calling, crude, rude or obscene language, put downs and racial slurs that are spoken, written, implied, or gestured are unacceptable. Staff and/or administration will deal with each incident and may result in a ½ day suspension. Students will call home and tell their parents what they have said, or they will write what they have said in their agenda book to be signed by their parents and returned to school the following day. Homeroom teachers will follow up.

### **Student Movement:**

When inside the school, and when in the bus loading areas, you are expected to walk in a quiet and orderly way.

## **Positive Representation of SPS:**

You are expected to behave in a way that reflects well on Shaunavon Public School while on school buses, at extracurricular activities, at public functions, or on educational excursions. All relevant school regulations apply.

## School Regulations:

### **Hats and Hoods in School:**

Hats can be added/removed at lockers. Hats worn during class time will be removed and can be picked up from the office or from your child's teacher at the end of the day. During class time, hats will be kept in student lockers. To ensure our staff are easily able to identify all individuals in our school, hoods must be removed upon entering the school building.

### **Dress Code:**

Clothing should not be offensive and will have suitable messages and logos. Clothing should not be revealing or allow for excessive skin exposure. (i.e. backless tops, excessively low necklines, exposed midriffs, exaggerated arm holes, excessively short skirts, dresses or shorts or excessive exposure of undergarments.)

Students are reminded that there is a time and a place for different types of clothing. During school hours and during school functions, clothing must be appropriate.

### **Shoes and Boots:**

Wet and muddy footwear is to be removed and stored on the designated boot rack. **For safety reasons, shoes must be worn within the school at all times.** Clean and appropriate footwear is required for the gym. All shoes (**gym & in-school**) must be non-scuff.

### **Gym:**

Activity only when supervised. Suitable clean footwear is required. No food, drinks, or gum in the gym.

### **Entrance and Exit of School:**

Kindergarten and grade 1 will use northwest exit by the tarmac, grades 2 and 3 will use the northeast exit by the tarmac, grades 4 and 5 will use the southwest exit near the gym doors, and grades 6 and 7 will use the southeast exit near the office. Throughout the day, all exterior doors excluding the office doors will be locked. If students must leave the school throughout the day, they are to sign out before they leave and return through the office doors and sign back in.

### **Bathrooms:**

Grades K, 1, 2, 3 are to use the downstairs washrooms, and grades 4, 5, 6, and 7, the upstairs washrooms. Congregating, playing and washing shoes in the sinks is unacceptable.

### **Recesses:**

All students are expected to go outside. Notes are required for exceptions. Students are not allowed to congregate or play on the South side of the school. Equipment is to be shared with classmates and/or peers. Play fights and rough-housing are not permitted. Activities considered to be unsafe are not permitted.



## Lockers:

The lockers remain school property and will be randomly and regularly checked by school staff.

\* **Students must use school-provided locks on their lockers.**

## Electronic Devices:

Given that music may assist some students in focusing on their learning, MP3 players, iPods, etc. may be used at the teacher's discretion. Music must be downloaded to their device, as streaming music/videos is not permitted. When not in use, keep it secured in your locker. Noon hour is a time for socialization; these devices must be kept in the lockers at this time as well.

We recognize that many students have cellular phones. Students are to store their phones in their locker, or in a fashion as directed by the homeroom teacher after the 8:45 bell. During school hours, they are not to be used for texting or social phone calls. They may be used to contact parents at the discretion of school staff. As technology applications may support curricular outcomes, some teachers may allow use of cell phones for educational reasons during class. When not being used to support learning, we ask that they are powered down or put on silent and stored in your locker. Using electronic devices without teacher permission and supervision may result in having your device stored in the office for the duration of the school day.

Disregard for this rule will result in the following:

1<sup>st</sup> offense: the phone will be put in the office and you may collect it at the end of the school day.

2<sup>nd</sup> offense: the phone will be put in the office and your parent will be contacted to come and pick it up.

Repeat offenders will be required to leave their device at home or in the office during school hours.

The school is not responsible for any electronic devices the students may choose to bring to school.

## **Student Vacation and Homework Policy**

Many families are choosing to take vacations throughout the school year that do not coincide with the predetermined school breaks. The requests around student work and teacher help for the missed work are widely varied and differ on a case by case and class by class basis. In order to bring some consistency throughout the school in regards to what parents can expect from the school, we have developed the following policy:

Policy

1) Students will be provided with the work **after** they return from their vacation.

With the fluid and ever-changing nature of our curriculum and classes, it is very difficult to provide work ahead of time for students to either take with them or to do in advance. Often, material is taught in class and there is no homework or resulting work to be done after the fact, therefore making it difficult to send work home. Teachers will compile the work the students miss that can be completed at home and provide it upon return to school.

2) Homework will be completed at home.

Students will take and complete the work at home with their parents as needed. Parents may contact teachers at the school from 8:30-8:45 AM and 3:25-4:00 PM if they have any questions about the homework.

3) Classroom teacher will not reteach the missed material to the student. With the number of students leaving for holidays throughout the year outside of scheduled holidays, it is very difficult for the classroom teacher to provide time for every student who misses for vacations outside the predetermined school break. **NOTE:** This policy does not include missing school for illness or health-related matters.

**Noon Hour Expectations: \*\*\* Please note: Due to COVID-19, our school schedule will be adjusted to reflect the most current recommendations of the Ministry of Education in consultation with the Chief Medical Health Officer.**

**Currently, all town students are expected to go home for lunch, unless approved by administration.**

**Expectation 1:**

When the lunch bell rings at 12:05 p.m., even grade students will head to their designated lunch area and find a seat. At this time, the odd grade students will go outside for lunch recess. At 12:25, a second bell will ring indicating a switch. Odd grade students will go outside for lunch recess and the even grade students will proceed to their designated lunch area and find a seat.

**Expectation 2:**

Students are expected to have polite eating habits, the noise should remain at a reasonable level and rough play is not permitted. The lunch area is to be left clean and tidy. Students will pick up after themselves. Students will not have access to a microwave.

**Expectation 3:**

Food should be eaten only in the designated lunch area.

**Expectation 4:**

Students must present a note signed by their parents to the office before being allowed to leave school during the noon hour. Notes must be signed prior to noon.

**Expectation 5:**

Older students are expected to help younger students during the noon hour. Lunch Helpers are expected to help Kindergarten students who eat in their classroom.

**It is a busy time at lunch hour and inappropriate behaviour is not acceptable. If a student misbehaves during the noon hour, the incident will be reported to administration. Administration will then, if necessary, meet with the student and contact home in regards to the incident. Three phone calls home for inappropriate behaviour will constitute a one week removal of lunch privileges at SPS, which means an alternate location outside the school will need to be found for the student to eat their lunch. A fourth call will result in a two week removal of privileges and a meeting with administration and parents. A fifth incident will result in privileges being removed for the remainder of the school year.**

**Noon Hour Expectations When the Weather is Unfavourable:**

**Expectation 1:**

In severe weather conditions, students will be designated a room and suitable activities.

**Expectation 2:**

Students are asked not to return to school before 12:45 p.m. on severe weather days.

## OTHER

### Severe Weather:

Buses are to be canceled pending consideration of the following factors:

Temperature reaches -40 C

Severe wind chill of -45 C or greater

Adverse road conditions

Limited visibility because of fog or blowing snow.

Watches and warnings as announced by Environment Canada through its telephone information services, web site or through local media.

The decision to cancel morning buses is to be made by **6:30 a.m.** Bus drivers will contact parents directly.

The decision to cancel afternoon buses is to be made no later than **1:00 p.m.** Bus drivers will contact parents directly.

If buses are canceled, students will be billeted.

**\*\* The school will almost always be open during severe weather \*\***

### Emergency Response:

We practice **FIRE DRILLS, STORM DRILLS and HOLD & SECURE DRILLS.** Staff members also plan for other emergency responses.

### Essential Medications & Health-Related Procedures:

If essential medications and/or health-related procedures are required at school, parents are required to request the service and/or procedures in writing. Please contact the school office to receive the correct form. As we are an elementary school, it is important that ALL medications be kept at the school office for safe-keeping.

### Tobacco-Free Facility:

Shaunavon Public School **and its grounds** are a tobacco and vape free area. Staff, students, visitors, and after hours users will observe this designation in order to provide a healthy environment.

### Idle-free Zone:

We encourage all motorists to turn their vehicles off while waiting for students.

### Parking:

There is no parking permitted at any time during the school day on the North side of 5<sup>th</sup> Avenue West between the No Parking signs. In front of the school between 1st Street West and 2nd Street West is a 10 minute loading zone. Please do not park there for extended periods of time. For the safety of our students, please respect these bylaws. Please also be aware of the crosswalks around our school. Please do not park in the crosswalks or in the staff parking lot.