

# *Shaunavon Public School*



*Student Planner*

# Shaunavon Public School Staff

**2024-2025**

<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	
	Ms. Pearl Togoo	<i>Grade 4 Teacher TBA</i>	
	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. Diana Venter	Mrs. Hester Groenewald	Mrs. Denelle Tetrault
	Mrs. Cindy Hardin	Mrs. Tricia Oberle	Mrs. Brandi Perron
	Mrs. Jessica Sheldon		
<b>Facility Operator/Caretaker</b>	Mr. Danny Wallis	Mrs. Natalie Richards	
<b>School Community Council (SCC)</b>	Janelle Drockner	Nathan Freeman	
(2023-2024 members)	Melanie Larson	Alex Gislason	
<b>AGM June 2025</b>	Phyllis Phair	Anzelle Conradie	
	Shelley Lehmann	Falon Kolbinson	
	Kelli Klassen	School Administrators	
<b>Chinook Vertical Team</b>			
Christie Schwartz (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/>

## General Information

### Commitment to Inclusive Practices:

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, all students are assisted with specific academic needs that they encounter in regular class work. This program works in conjunction with regular classroom activity.

### Daily Schedule:

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

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.

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)

### Emergency Management Plan:

We provide education and practice for a variety of drills throughout the school year based on our emergency response plans. More information about drills and emergency procedures can be found in [AP 165](#).

### Entrance and Exit of School:

We enjoy seeing our school community members and families in our building. To help us greet you, visitors to the school are asked to use the office door entrance. Please ring the doorbell to notify Mrs. Cote of your arrival.

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.

### 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.

### 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.**

### 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). Students are not permitted 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.

### 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, a year-end celebration for Kindergarten students and a farewell for Grade 7. 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/shvnpublic/Pages/default.aspx>

## **Student Attendance Policy**

This policy has been developed in accordance with [Chinook School Division's Administrative Procedure \(AP\) 330](#) and the [Saskatchewan Education Act 1995](#).

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. The health region asks us to track students and staff experiencing Influenza-like symptoms (ILI) and gastrointestinal symptoms (GI). If you are comfortable, please share if your child is absent due to either of these illnesses.

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

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

### **Chronic Absenteeism:**

Parents of students with higher than 10% absenteeism may be contacted by the school principal to identify supports and work towards improved attendance at school. If and when an attendance support plan is put in place, the principal will provide written documentation outlining the support plan. ie - a letter or email.

Parents of students with higher than 20% absenteeism or 20 absences following an attendance support plan being put in place may be referred to the Superintendent of schools.

## **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, **\*\*especially for our bus students\*\***, 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, email the teacher, 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.

#### Social Media:

Our website can be accessed at [Shaunavon Public School website](http://Shاونавон Public School website). Check us out on Facebook and Instagram.

#### Teacher Contacts:

Teachers are available to accept phone calls from 8:30-8:50 a.m. and 3:25-4:00 p.m.. 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 [My School Sask. Parent Portal](#)

##### **School Learning Priorities:**

Over the next several years, the school will be aligning our instruction and assessment practices with the [Saskatchewan Provincial Education Plan](#) through work with the province and Chinook School Division. Key priorities for education include:

- Learning and Assessment - improve student outcomes through effective assessment and instruction;
- Indigenous Education - support Indigenous student success;
- Mental Health AND Well-Being - equip students with tools and resources for mental health and well-being; and
- Student Transitions - focus on student and family engagement and prepare students for their future.

## 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.

## **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. As per Chinook [AP 330](#), families are encouraged to consider the holidays provided within our school calendar when planning vacations. 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.

## **Student Code of Conduct**

This policy has been developed in accordance with Chinook School Division's Administrative Policy [350](#) and the [Saskatchewan Education Act 1995](#).

**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 taking ownership and learning from their behaviour.

Students must behave in a way that promotes the positive 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.

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 regular communication between families and teachers.

**As students of Shaunavon Public School,** we believe that our daily actions, interactions and decisions reflect...

**Respect & Compassion for others:** Recognizing that all students, families, staff, and their needs are important. You are expected to treat all people with care, consideration and respect. You are expected to play safely, fairly and include others in your games. You are expected to cultivate and honour relationships to better serve our school family.

**Excellence:** Pursuing quality in all that we do. 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.

**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 may 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.

**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.

## **Student Discipline Policy**

This policy has been developed in accordance with Chinook School Division's Administrative Policy [355](#), and the [Saskatchewan Education Act 1995](#)

Discipline is part of the teaching-learning process. Every effort must be made to teach appropriate behaviour to students, while at the same time recognizing that students must be increasingly accountable for their own behaviour. Discipline for students will be decided on a case-by-case basis which takes into account individual student abilities and needs. Shaunavon Public School follows a progressive discipline process, beginning with the classroom teacher and progressing to administrator involvement.

## **Bottom Lines:**

Our staff strives to make the treatment of all students fair and consistent. In doing so, we have identified 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 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 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 suspension. The number of days suspended will increase following each offense.

**Fair Notice:** Chinook School Division is committed to creating and maintaining school environments in which students, staff, parents/guardians/caregivers and others feel safe. Schools cannot ignore any threat of violence. For more information, please review the [fair notice letter and AP 353](#)

\*In certain instances, a student may be working on a specific behaviour plan with school staff that addresses behaviour differently than the school's discipline policy.

## **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. 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.

### **Lockers:**

The lockers remain school property and may be randomly and regularly checked by school staff as described in [AP 353](#).

\* **Students in grades 4-7 must use school-provided locks on their lockers and should keep lockers locked at all times.**



## **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.

While students may be using a personal device at school, they are still expected to abide by the technology use agreement which is signed by parents at the beginning of every school year as outlined in [AP 140](#).

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.

## **Tobacco/Vape-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.

## **Student Lunch Policy**

**It is expected that all town students go home for lunch whenever possible. To help students be at their best and ready to learn, pop and energy drinks are not permitted at school.**

### **Expectation 1:**

When the lunch bell rings at 12:05 p.m., odd grade students will head to their designated lunch area and find a seat. At this time, the even 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 unless permission is otherwise granted by school staff.

**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.

**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.**

**Severe Weather Policy [AP 132](#)**

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 end of the day buses are canceled, students will be billeted.

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

**Noon Hour/Recess 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. during lunch hour on severe weather days.

## **Bus Discipline Policy for Shaunavon Public School**

This policy has been created based on the Chinook School Division [Administrative Procedure \(AP\) 351](#), Student Conduct on School Buses, that outlines procedures that will be undertaken in the event of inappropriate student conduct on a bus.

**All bus incidents need to be reported by the bus driver on the Student Bus Conduct Form, as available through the Administrative Procedure link at the top of this page.**

- **First Incident of a student conduct form being submitted to school administration** will result in a verbal warning from school administration and a call home. (depending on the severity of the behaviour)
- **Second Incident** will result in a call home with a same day/next day removal of bus privileges or appropriate in-school consequences.
- **Third Incident** will result in a call home and a three day removal of bus privileges
- **Fourth Incident** will result in a call home with a possible extension of the three day removal of privileges. This decision will be made in consultation with the superintendent of learning.

Please note, that Administration, in collaboration with Transportation Manager/Bus Driver/Superintendent, reserves the right to alter consequences according to the severity of the incident.

An exception to the bus policy would be if the student crosses our school's bottom lines (as outlined previously in the code of conduct) during bus transport. The determination of length of removal of privileges will be determined by school administration in consultation with the Superintendent of Learning.