



**CANWOOD PUBLIC
SCHOOL HANDBOOK
2020-2021**

Our Mission

Excellence for all learners

Our Vision

Canwood Public School nurtures all learners to achieve personal excellence through academics, extra-curricular and community interaction(s).

This handbook will provide students and parents information about our school. Parents please read and discuss the contents of this handbook with your child. This handbook can also be found on our school website at <https://cw.srsd119.ca/>. If you have any questions or concerns feel free to call or drop by the school. We recognize the importance of communication with our students, parents and community. Our school website is kept current and is a helpful site to periodically check for school information, links, news and happenings at Canwood Public School. Also, at the beginning of each month we have a newsletter mailed out to the community, or sent home with students who do not receive mail in Canwood. Please use our school email, vhinson@srsd119.ca to email about any general inquiries or it can also be used to let us know why your student is absent. Let us know how we are doing, as we welcome any other ideas to continue to improve our communications with you.

STAFF LIST

ADMINISTRATION

Mr. Brian Linn – Principal, Commercial Cooking 10-12, PAA 9/10

Mr. Richard Schwehr – Vice Principal, Grade 1 Homeroom, Kindergarten PE, Reading Instruction, DC Coach

ELEMENTARY STAFF

Mrs. Lisa Howat – Pre-Kindergarten, Kindergarten

Mrs. Sara Willems (.5) – Kindergarten Homeroom, Grade 7/8 Homeroom (p.m.), PE 2/3, PE 6

Mrs. Heather Hladun – Grade 2/3 Homeroom

Mrs. Raquel Olson – Grade 4/5 Homeroom

Mrs. Colleen Eberts – Grade 6 Homeroom

Mrs. Courtney Hansen (.5) – Grade 4/5 Homeroom, Grade 6 Homeroom, Grade 7/8 Homeroom (p.m.), PE 2/3, PE 6

Mrs. Donna Autet - Grade 7/8 Homeroom (a.m.), Grade 1 Homeroom (p.m.)

HIGH SCHOOL STAFF

Mr. Greg Duval – Grade 9/10 Homeroom, Art 9, Health/Career Ed 9, Math 9, History 11/12, PE 7-12, PAA 11/12

Ms. Tawnie Kotyk – Grade 11 Homeroom, ELA 9-12, Creative Writing 10-12, Math 10

Mr. Corbin Walberg (Sem 1) – Grade 12 Homeroom, Science 9/10, History 9/10, Physics 11/12, Math 11/12

Mrs. Koralee Sansom (Sem 2) – Grade 12 Homeroom, Science 9, History 9, Physical Science 10, Chemistry 11/12, Math 11/12

SUPPORT STAFF

Mrs. Connie Bailey – Pre-K EA (.5)

Mrs. Dyan Nordquist – Special Ed EA (.5)

Mrs. Zora Renaud – Special Ed EA

Mrs. Valerie Hinson – Secretary

Mrs. Tracy Pease – Library Clerk (.5)

Miss Kaley Spigott – School Social Worker

CARETAKERS

Mr. John Kunard – Head Custodian

Mrs. Debbie Delisle – Custodian (.5)

Prekindergarten Program

(The following information has been taken from the Saskatchewan Rivers School Division Prekindergarten Brochure)

Prekindergarten programs are available for children who are 3 and 4 years of age by December 31 of the current school year. Prekindergarten programs are prevention and early intervention programs. Priority is given to those who will be four years of age and most vulnerable.

Prekindergarten programs were developed in the province to support the overall development of young children and to lay the foundation for school success and lifelong learning. The focus of the program is on the healthy development of the whole child - physically, socially, emotionally, spiritually, and intellectually. Short-term benefits include improved intellectual performance, increased social skills, improved health, and higher self-esteem. While Prekindergarten, preschool, and child care centers all provide early learning opportunities for young children, Prekindergarten programs are operated by school divisions and employ a certified

teacher with a minimum of a Bachelor of Education. (Government of Saskatchewan, 2010)

This year Canwood School's Prekindergarten program will be full days. The program runs on Days 1, 3 and 5. For more information on the Prekindergarten program or to register please contact Lisa Howat, the Prekindergarten Teacher, at 306-468-2150 or visit our website <https://cw.srsd119.ca/>.

Bell Times

8:45	Warning Bell
8:48	Announcements & O Canada
8:50-9:45	Period 1 (55 min)
9:45-10:00	Recess (15 min)
10:00-10:55	Period 2 (55 min)
10:55-11:50	Period 3 (55 min)
11:50-12:35	Lunch Break (45 min)
12:35-1:30	Period 4 (55 min)
1:30-2:25	Period 5 (55 min)
2:25-3:15	Period 6 (50 min)

We respect and understand the need for you to contact your child(ren) during the day. Unless it is an emergency we would appreciate if you would call during breaks.

Anyone who is parked in the school parking lot when the 3:15 bell goes are required to stay parked until the buses have pulled away from the school. This is for the safety of the students. Thank you for your understanding and cooperation.

Please do not send your child(ren) to the school before 8:40 a.m.. Formal supervision does not start until 8:40 and in some cases the staff may be in meetings before then.

Code of Conduct

The Board of Education believes it is necessary and appropriate for students to assume personal responsibility for carrying out their duties in the course of receiving an education in the Division.

All students shall:

- Attend school regularly and punctually

- Purchase any supplies and materials not furnished by the Board
- Observe standards with respect to:
 - Cleanliness and tidiness of person
 - General deportment
 - Obedience
 - Courtesy
 - The rights of other persons

- Be diligent in his or her duties
- Conform to the rules of the school
- Submit to any discipline that would be exercised by a kind, firm and judicious parent.

All students are accountable:

- To the teacher for the student's conduct on the school premises during school hours and during those hours that the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted during out-of-school hours
- To the principal for the student's general deportment at any time that the pupil is under the supervision of the school and members of the teaching staff, including the time spent in travelling between the school and the student's place of residence

Subject to the stated procedures of the Division, to the driver of the school bus and to any other person appointed by the Division for the purposes of supervision during hours when pupils are in the personal charge of those employees of the Division.

**Refer to the Sask Rivers website: Administrative Procedures Manual, Policy #AP 302 - Duties of Students

Staff can be expected to:

- Establish and maintain a safe, secure, non-threatening learning environment
- Evaluate student achievement and explain the evaluation procedure to be used in each course
- Communicate information about student progress, attendance, and behavior to students, parents and administration
- Establish and maintain an orderly, safe environment while traveling on a bus
- Maintain open communication

- Treat students fairly and consistently
- Respect the rights of all individuals
- Teach the Saskatchewan curriculum diligently and provide the programs and services prescribed by Saskatchewan Rivers School Division #119
- Challenge each student to perform to the best of his/her ability
- Participate in the Saskatchewan Rivers School Division's striving for optimum quality of education and personal development
- Respect and demonstrate consideration for other cultures

Parents can be expected to:

- Instill in their son/daughter:
 - The desire to work to the best of his/her ability
 - An understanding of the importance of education
 - Respect for the rights of fellow students and staff
 - Respect for property and resources
 - Recognition of the authority of the school staff to ensure safe, non-threatening learning environment
- Maintain regular communication with their son or daughter about school matters
- Ensure that their son/daughter attends regularly and punctually
- Attend their school's events, interviews and give constructive input and support to their school
- Maintain open communication with all staff
- Provide the equipment their son/daughter needs for school/learning
- Respect and demonstrate consideration for other cultures

School Fees

Students are assessed a fee each year. Fees are to be paid in full on the day of registration, or as soon as possible following that day.

Attendance and Phone-In Policy

Regular punctual attendance is most important for school success. We also need to **ensure that children arrive safely at school**. If your child does not arrive at school, and you have not notified the school through a note, phone call (306-468-2150) or email (vhinson@srsd119.ca), we will attempt to reach a parent at home or at work.

When a student is required to leave the school before the end of the school day, a parent/guardian is asked to contact the school. If the school is not contacted we will attempt to contact a parent at home or at work. Students must sign out if leaving school early and they must sign in if they return before the end of the school day.

If a parent wishes his/her child to stay in during elementary recess due to illness, the student must present a note to the teacher from the parent stating the reason. If a note cannot be supplied, please phone the school at 306-468-2150.

Noon Lunch and Recess

PreK–grade 6 students staying at school for lunch eat in their own classrooms. During lunch, PreK–grade 6 students are expected to sit in their desks, behave in a mannerly fashion, and to clean up responsibly. Staff supervisors are present during lunch break.

Grade 7-12 students are dismissed for lunch at 11:50. All grade 7-12 students eat lunch in the high school classrooms and are asked to clean up any mess they have made. Grade 7-12 students can leave the school grounds during this time. Microwaves are available for students to heat up lunches but we ask that they clean up all messes.

Canteen

Canwood Public School has a canteen that is open every day at noon hour. The elementary canteen schedule is: Monday - Grades K/1/2, Tuesday - Grades 3/4, Thursday - Grades 5/6. There is a noon meal every Wednesday and soup & sandwich every Friday.

Snack Program

A snack is provided to every student at the first break on Monday, Tuesday and Thursday, for no cost.

Class Changes

All students are expected to move in an orderly manner from room to room. There is to be NO running, rough-housing, etc. in corridors. With the short time allowed for class exchanges, students do not have time to loiter.

Student Property

The school is not responsible for personal property.

Student Announcements/Posters

All announcements and/or posters must be approved at the main office prior to reading and/or posting.

Hats

Hats are not to be worn in the school, the exception is Fridays, when students may pay \$1.00 to wear their hat. Monies raised go to charity. Hoods, bandanas and sunglasses are not to be worn indoors unless required for a medical purpose.

Inclement Weather

The Board of Education believes that a priority of student transportation services is to ensure student safety.

On occasion, weather conditions and/or road conditions may be such that safe transportation services are put at risk.

The Board, therefore, authorizes the cancellation of bus operations as provided in the administrative procedures of this policy.

Busing Guidelines:

1. 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.
2. 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.
3. 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.

4. Regardless of temperatures or wind chill conditions, bus runs may be cancelled if severe storms or road conditions make travel dangerous.
5. 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.
6. 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.
7. Individual drivers have the authority and responsibility to cancel their own run should local conditions warrant.

Canwood Public School remains open regardless of inclement weather or bus cancellations, and staff members are expected to report to work. Listen to 900 CKBI radio in the morning or check the SRSD website <http://www.srsd119.ca/> to check if buses are running.

****Refer to the Sask Rivers website: Administrative Procedures Manual, Policy #AP 710 - Bus Cancellations: Cold or Extreme Weather Conditions**

Cell Phones

The procedure for using cell phones in Canwood Public School may vary slightly from class to class. Be sure you know the expectations of your teacher. Our goal is to have students learn the etiquette of using cell phones properly and to use them to their advantage educationally.

We ask all students that if they are asked to put their cell phones away to do so in a kind manner.

We ask that if parents want to speak to their child during class time that they phone the office and a message will be given to their child to phone home. Our hope is that parents refrain from calling or texting their child's cell phone during class time.

Internet Use

Students have access to our computer laptops and iPads for research and educational game purposes. All students will be asked to accept the "Appropriate Use Protocol"

when they first sign in at the beginning of the school year. Any students that misuse or harm the computers or knowingly go into inappropriate internet sites may get their computer privileges taken away. We ask that the computers be used for the intent given.

Nut Free School (Allergy Allert)

The incidence of life threatening allergies to nuts and peanuts has risen dramatically among children. As a result, Canwood School has adopted a “Nut Alert: Reduce the Risk” strategy. For this reason we ask that no nuts or peanuts, nut or peanut butters or products that contain nuts or peanuts be sent to the school. When sending packaged products parents are asked to read the labels to be sure that none of these foods are among the ingredients listed.

**Refer to the Sask Rivers website: Parent Information, Safe Schools, Anaphylaxis Information

School Cleanliness

Students are expected to do their part in keeping the school clean and free of damage. Students are expected to take pride and ownership in their school. Garbage cans and recycling containers are appropriately placed in hallways. Please use them.

Violence and Student Harassment

The Board of Education believes in the importance of providing students with a safe and secure environment. Therefore, acts of violence, threats of acts of violence, intimidation, or harassment on or by any person will not be tolerated.

Guidelines:

1. The Division is committed to the concept of zero tolerance of violent behavior, i.e., there will be consequences for all acts of violence, including harassment.
2. The Division supports the provision of training for staff that includes:
 - a) The means to recognize potentially violent situations;
 - b) Procedures and practices to minimize or eliminate risks to students;

- c) The appropriate responses of staffs and students to incidents of violence, including harassment.

Definitions:

- **Violence** means the attempted, threatened, or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior that gives a person reasonable cause to believe that he or she is at risk of injury within Division-operated facilities, on Division property, at any school-related activity or event and travelling to and from school. Violence, therefore, is any verbal or physical action taken which threatens or results in the inflicting of physical, emotional or psychological distress or bodily harm on a person.
- A **weapon** is any object which is either designed or intended for use in threatening or inflicting body harm on a person.
- **Personal harassment** is any behavior that has as its intent or effect to alarm, annoy or belittle a person.
- **Sexual harassment** is any unwelcome behavior which is sexual in nature. It can include but is not limited to the following:
 - a) Unwanted physical contact;
 - b) Unwelcome remarks or compromising invitations;
 - c) Verbal abuse;
 - d) Display of suggestive pictures;
 - e) Leering, whistling, innuendoes, jokes or other behaviors or gestures of a sexual nature;
 - f) Demands for sexual favours.
- **Zero tolerance** means zero *tolerance* of violent behavior. It means there will always be consequences for all acts of violence. It does not mean zero tolerance of the student who commits a violent act wherein one incident automatically means expulsion. It means that judgement and common sense will be applied to each situation.

**Refer to the Sask Rivers website: Administrative Procedures Manual, Policy #AP 336 - Violence and Student Harassment

Tobacco Use

As of August 15, 2010, the Government of Saskatchewan, proclaimed the provision which bans tobacco use on school grounds by students, staff and all visitors. This new provision includes both smoked and smokeless tobacco, as well as electronic cigarettes. Parents will be contacted if their child is found smoking on school property.

Alcohol and Other Drugs

Drug and alcohol abuse is a serious problem in today's society, substance abuse not only has a negative impact on performance at school, but also can have horrendous lifelong effects. The staff, therefore, wishes to address this issue in a proactive way. We will continue to address drug abuse from an educational perspective. However, if we are given reason to believe that any of our students may be involved with drugs or alcohol, we will deal with it on a personal, individual basis. If necessary, school administration will request a meeting with the parents and inform them of the concerns. Should discussions deem further steps, actions will be determined on an individual basis. Possession and/or evidence of drugs or alcohol on school property or during any school-sponsored activity is strictly forbidden. If a student is suspected of being in possession or under the influence of drugs or alcohol, he/she will be brought to the office. Parents will be contacted and asked to come to the school. The parents will be asked to assess the situation and explain the behaviour of their son/daughter.

Discipline

Our approach to discipline is based on the belief that students learn to discipline themselves if they are allowed to experience the logical consequences of their actions. Wide ranging consequences may be applied depending upon the severity of each individual incident of misbehavior and the frequency of that misbehavior.

First Aid and Accidents

Any student who suffers an injury at school should report the incident to their teacher or supervisor. The school will provide treatment supplies such as band-aids and/or antiseptic for minor scrapes and bruises through the office.

Serious injuries will be reported to the office. The school will attempt to contact parents to make arrangements for transporting the student home or to a doctor. An ambulance will be called if the injury warrants this type of care.

Extracurricular Activities

Extracurricular activities enhance the physical, social, spiritual, intellectual and emotional development of students. A variety of extracurricular activities are available to students. Students who are engaged in extracurricular activities, must adhere to all school policies during travel to and from and during their stay at that event. Students are expected to behave in a polite and respectful manner at all time when taking part in any extracurricular activity.

Use of Student Vehicles

If a student drives a private vehicle to school, the student must park their vehicle in the area designated as student parking. Students are NOT ALLOWED to drive their vehicles during the school day.

Student Transportation in Private Vehicles

In certain circumstances, the transportation of students may be provided using private vehicles. The school principal is responsible for the administration of this policy.

Procedures:

1. The use of private vehicles for transporting students on approved school sponsored activities should occur only when commercial sources of transportation are not available and when the principal deems the former mode of transportation unsuitable.
2. The Board cannot place primary insurance on a vehicle that it does not own, rent or lease. A minimum personal liability insurance coverage of \$2,000,000 must be carried on each private vehicle used to transport students on school approved trips.
3. A parental consent form signed by the parents must be obtained for each student to be transported by private motor vehicle. One consent form may cover a series of trips.

4. No student, irrespective of age, may drive a private vehicle transporting other students to school sponsored activities during school hours or as school representatives, without additional written permission from their parents.

5. Students representing their school at extra-curricular activities (i.e. sports, debates, drama) shall be transported in school-approved transportation, by their own parents, or by themselves with parent permission. Parents shall advise the principal in advance of the activity if the student is not traveling with the rest of the students. Students who disregard this provision shall be prohibited from participating in the activities.

6. The number of persons transported in any one private vehicle may not exceed the insured passenger capacity rating of that vehicle (i.e., the number of seatbelts provided in the vehicle).

7. All drivers transporting students in private vehicles shall provide the Principal/designate with a copy of a valid Driver's License and a signed application for driver authorization.

**Refer to the Sask Rivers Website: Administrative Procedures Manual, Policy #AP 735-Student Transportation In Private Vehicles

Student Clothing and Apparel

Students are expected to wear appropriate clothing to school. The school does not allow the wearing of clothes that advertise alcohol, contains swearing, has sexual connotations or is inappropriate for a public place. Students wearing inappropriate clothing (including hats) will be asked to change their clothes (if none available then turn it inside out). The student will be reminded to not wear the clothing to school again.

Physical Education

Students are expected to change into appropriate dress for physical activity during their Physical Education classes. Appropriate dress includes shorts or sweat pants, t-shirt and a separate pair of non-marking runners, other than their outdoor shoes. We ask parents to ensure your child has appropriate Phys. Ed. clothes and running shoes – not skateboarding shoes.

Student Leadership Council

The SLC is our elected students who organize activities (spirit days, pep rallies) and raise funds to support the school and community. Students are encouraged to participate and become involved.

Graduation

Only students who meet the Ministry of Education minimum of twenty four credit requirements for graduation and paid for all school fees will be allowed to participate in the graduation ceremony.

**School board policies can be found on the Sask Rivers website at www.srsd119.ca.