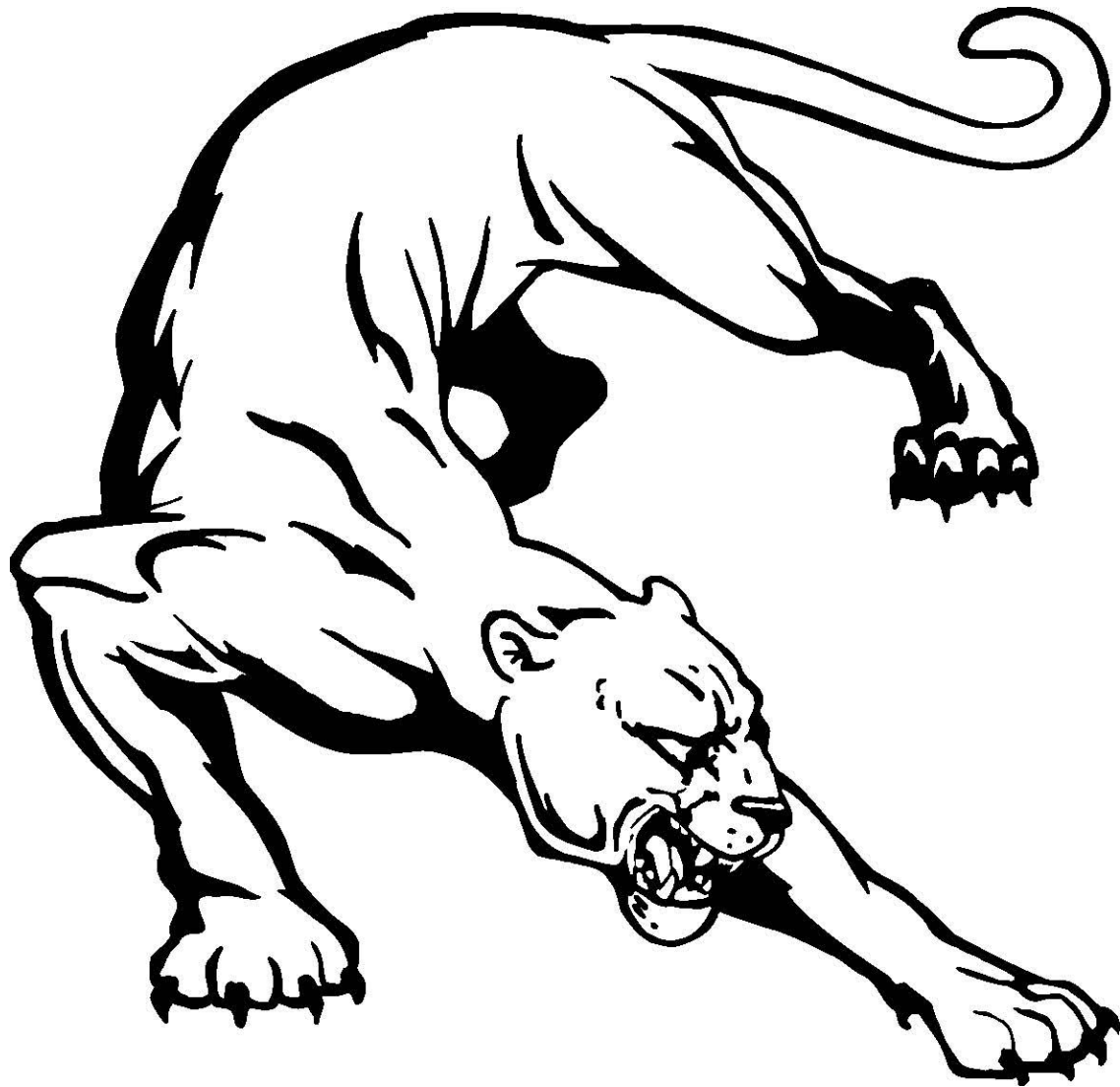




**CANWOOD PUBLIC
SCHOOL HANDBOOK
2025-2026**



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. 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.

SRPSD Core Values & Priorities

Educational Excellence
Human Diversity
Community Engagement
Responsible Governance
Effective Infrastructure and Facilities



Canwood School Beliefs

At Canwood Public School we BELIEVE in Joy, Safety, Acceptance, Responsibility, and Respect. They are the foundations of teaching and learning. These beliefs build pride in ourselves, in our building and our community.

Joy – We believe in finding joy in our school experiences. We build a sense of belonging by **engaging** in daily school activities and being grateful for the opportunities provided.

Safety – Our school believes in providing a **safe and welcoming** learning environment for our students, staff and community. Safety encompasses all aspects of our being – Physical, Mental, Emotional and Spiritual.

Acceptance - We believe in acceptance for everyone, **regardless** of people's beliefs, differences and abilities. We believe in equality for all, through communication, collaboration and dedication to being life-long learners.

Responsibility – It is important to us that staff and students are **actively engaged** in creating a harmonious learning community. Each individual has a responsibility to contribute to and protect our shared school beliefs.

Respect – It is being self-aware of our choices. We always use **respectful language**, verbally and written. Our school community respects diversity in others and ourselves.

STAFF LIST

ADMINISTRATION

Mrs. Sylvia Delisle – Principal

Ms. Lou-anne Stefankiw – Vice Principal, ELA 10, Commercial Cooking 11/12, Personal Fitness 11/12

ELEMENTARY STAFF

Mr. Richard Schwehr – Pre-Kindergarten, Kindergarten

Mrs. Heather Hladun – Grade 1/2 Homeroom

Miss Kaelee Saam – Grade 3/4 Homeroom

Mrs. Ashley Jewitt – Grade 5/6 Homeroom

Mr. Keanan Tibbs – Grade 7 Homeroom, Phys Ed 8

Ms. Cara Boulding – Grade 8 Homeroom, Inclusive Education Coach

HIGH SCHOOL STAFF

Mr. Greg Duval – Grade 9 Homeroom, PAA 9, PAA 10, Phys Ed 9-12, Health 9, Financial Literacy 10, Commercial Cooking 11/12, Welding 10

Mr. David Petriew – Grade 10 Homeroom, ELA 11/12, Law 11/12, Math 9

Outdoor Ed 11/12, Science 9, Career Ed 9, Construction &
Carpentry 11/12, Health 7, Career Ed 7, Ag & Sust Food 10
Mrs. Koralee Sansom – Grade 11/12 Homeroom, Math 10-12, Science 10,
Environmental Science 10, Health Science 11/12,
Biology 11/12, Transition & Online Support
Miss Alli Soyko/Miss Casey Kvinlaug – Phys Ed K-6, Art 8, ELA 9, Art 9, Library 9
Mrs. Courtney Hansen (.5) – Science 7, Social 9, Social 8, Health 8, PAA 8,
Career Ed 8

SUPPORT STAFF

Mrs. Connie Bailey – Pre-K EA (.5)
Mrs. Dyan Nordquist – EA
Mrs. Michelle Smith – EA
Mrs. Angel Gendron - EA
Mrs. Valerie Hinson – Secretary
Mrs. Tracy Pease – Library Clerk (.5)
Ms. Holly Meyers – School Social Worker
Mrs. Stacey Tetreault – Mentor (.5)

CARETAKERS

Mr. Raljean Hadloc – Custodian
Mrs. Reynalene Amistad – Custodian (.5)

Bell Times

8:40	Warning Bell
8:45	Second Bell - Announcements & O Canada
8:50-9:43	Period 1 (53 min)
9:43-10:36	Period 2 (53 min)
10:36-10:51	Break (15 min)
10:51-11:44	Period 3 (53 min)
11:44-12:29	Lunch Break (45 min) 12:04 – bell to go outside
12:29-1:22	Period 4 (53 min)
1:22-2:15	Period 5 (53 min)
2:15-2:25	Break (10 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 8:30 a.m.. Formal supervision does not start until 8:30 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 once invoices are received, or as soon as possible following that day.

Attendance and Phone-In Policy

Canwood Public School believes that attendance is critical in academic success. Together with the rights that students have to access and benefit from educational services, they also have duties. Section 150(2) of the Education Acts list one of the duties of the student is to attend school punctually and regularly.

There is a strong correlation between student achievement and attendance. Students are expected to demonstrate responsibility for their own attendance behavior. Good attendance usually leads to higher academic grades and regular accumulation of class credit in order to graduate on schedule. Good attendance is also a positive habit that will allow for more success in college and in the workplace. Ensuring good attendance is the responsibility of students, parents, teachers, administrators and staff members. We need to work together to help each student demonstrate good attendance. It is important to be in each class on time each day. The beneficial class discussions and presentations that occur during the period cannot be repeated on an individual basis.

An absence is defined as being not present in class for any reason, including field trips, SLC meetings and athletic or club participation. If a student is not present in class the teacher will mark that student absent. The school office will record all absences that are communicated to the school. All absences will be reported as one of the following: Absent, Suspended, School Activity, Non-School Activity, Illness, Explained, Doctor/Dental, No Buses. An absence does not excuse the student from the homework assigned during an absence. If possible, the student should learn prior to the absence what is going to be taught and complete the work before returning to class.

High School Attendance

Canwood Public School has an attendance plan in place which will provide positive attendance and correct student behavior. **NOTE: There are not a set number of absences for each step. The teachers will use their professional judgment in deciding if the student's absences are affecting his/her academic achievement. This will put the ownership onto the student.** Whether they miss for athletics, doctors, skipping, suspension, etc., it will be up to the student to make sure the absences are not affecting their academics. They need to make sure that homework is complete and handed in after an absence.

Canwood Public School attendance plan in place to promote school engagement, regular attendance and correct student behavior.

- Steps 1 - Once a teacher believes that a student's attendance *may* become a factor in the academic achievement of the student; the teacher will meet with the students to discuss circumstances of the absences as well as steps to improve the attendance. The conversation shall be documented including details of the discussion.
- Step 2 – After discussing the issue with the student, if no improvement is made and the teacher still feels that the attendance of the student is affecting the academic achievement of the student the teacher will contact the student's parents or guardians as well as school administration. The teacher will update the school administration on the student's achievement, assessments, missed assignments, etc. that are affected directly or indirectly by the attendance issue.
- Step 3 – If still no improvement to the attendance patterns, the teacher will update the school administration. At this point, the school administration will meet with the parent/guardian and the student in person. The student may be placed on an Attendance Success Plan Contract at this time and may also be added to the "No Go" list. The meeting will set out the criteria of the contract and as well as the criteria regarding time and conditions so the student can be removed from the "No Go" list.
- Step 4 – Once a student reaches the set number of absences identified in Step 3, the student will be removed from the classroom. The student may also be assigned another form of discipline. Any student on step 4 will be placed on the "No Go List" and will be ineligible for any extra-curricular activities until such time deemed appropriate by the school administration.

Other Items of Interest:

- Being on time for class is also an expectation for all students. Any student that comes to class late will be marked as such. Teachers may require students to wait in the hallway upon late arrival until such time the teacher can address the concern with them. Students that are late for exams or assignments are not granted extra time because of their tardiness. Any student more than 15 minutes late for a class will be marked as absent.
- Any student that intentionally misses a class will also be marked as a “skip”. Any student that accumulates 5 “skip” days in a single class will need to meet with administration and a phone call be made to home to set up a meeting. The student may be placed on an Attendance Success Plan contract.

“No Go List”

- A student can be placed on the “No Go List” for poor attendance, defiant attitude, and poor grades or as part of the consequence for a student’s actions.
- Any student that is placed on the “No Go List” will be exempt from participating in any extra-curricular events whether they happen during the school hours or after the regular school hours. Ex. Sports, drama, art club, SRC pep rallies, intramurals, etc.
- Any student that is placed on the “No Go List” may participate in co-curricular activities as long as the majority of the time is during the regular school hours.
- When a student is on the “No Go List” and the rest of the class is leaving the building, the student will be expected to work in the library or designated area inside the school as set out by school administration.

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 Edsby, 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 enter an absence in Edsby or 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 11:44. 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 high school 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. Kindergarten to Grade 6 students have scheduled days for canteen use.

Snack Program

At this time Canwood School does not have a snack program.

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 by PreK – Grade 6, the exception is Fridays. Grade 7-12 are allowed to wear hats. 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**

Personal Electronic Devices/Cell Phones

The policy Personal Electronic Devices Responsible Use in schools as directed by the Saskatchewan Ministry of Education continues to be in effect. All schools in the province will enforce this new policy. Personal Electronic Devices including devices like cell phones, smart watches, tablets, and personal gaming devices are not to be used **during class time** unless permitted by a staff member. Students will be expected to keep their devices in their lockers or can be stored in the classroom with the teacher's supervision and in an allocated area. This new policy is designed to help students stay focused on their learning and engage more deeply with their teachers and classmates. By minimizing distractions, we aim to create a better learning environment where we can achieve Excellence for Every Learner.

Cell Phone Expectations:

- Students are expected to keep their cell phones in their locked lockers – a lock will be provided for them.
- *First offense* - If a student has their phone during instructional time, they will be asked by their teacher to put their cell phone in their locker or place in a service blocking bag (provided by the teacher).
- *Second Offense* – The student will be asked to take their phone to the office and the cell phone will be kept there until the end of the day.
- *Third Offense* – The student will be asked to take their cell phone to the office and their cell phone will only be released to their parent/guardian.

- *More than 3 offenses* – The student will have consequences that are seen as defiant behaviour and will be dealt with in that manner.

Thank you for your understanding and support as we work together to provide the best educational experience for your children. If you have any uncertainty around this, please do not hesitate to contact us at the school.

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 computers (in computer lab) and Chromebooks 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 and other tobacco products (inclusive to vape products) use on school grounds by students, staff and all visitors. This new provision includes both smoked and smokeless tobacco, as well as electronic cigarettes/vapes. Parents will be contacted if their child is found smoking on school property.

** Refer to the Sask Rivers Website: Administrative Procedures Manual, Policy #AP 155 - Tobacco And The Use Of Tobacco Products

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.

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 is strongly recommended 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 or drugs, 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.