

PRAIRIE VIEW SCHOOL

Information Handbook

2016-2017

Website Address: www.spiritsd.ca/pvs

Email Address: pvs@spiritsd.ca

Welcome to the 2016-2017 School Year!

The following are some of our school goals and activities we are looking forward to in the new school year:

1. A focus on continuing to improve student literacy
2. A focus on continuing to improve student numeracy
3. Providing students with a variety of opportunities to participate in daily physical activities. We will again have an In Motion leadership team who will plan monthly physical activities.
4. To continue to build student self-awareness that will also have a positive impact on relationships and character development

Character Education Assemblies:

Month	Classes
September	Grade 3/4R & 4I
October	Grade 3 BC
November	Grade 5B and Grade 5/6H
February	Grade 2F & Grade 2O
March	Grade 6S
April	Kindergarten
May	Grade 1F and 1T

Have a Great Year!

Janice Key – Principal

Lesia Heath - Vice-Principal

PHILOSOPHY AND MISSION OF **PRAIRIE VIEW SCHOOL**

Prairie View School has a student-centred philosophy where students and staff work in a spirit of co-operation. It is our belief that students want to experience success and this can best be accomplished in a positive, caring climate.

At Prairie View School, our mission is to develop a caring and encouraging atmosphere committed to educational excellence, where each individual can achieve his or her potential: academically, socially, physically and emotionally.

"CARING TO LEARN LEARNING TO CARE"

We believe it is important to:

- create a risk-free environment that is rich and diverse for all students to achieve self-fulfilment and a positive self-image.
- have a child-centred program that will lead to the pursuit of lifelong learning.
- promote a C.A.R.E.ing climate. (Courtesy, Appreciation, Respect, Enthusiasm)
- maintain a professional link of communication with parents and the community.

YOUR PARTNERS IN EDUCATION

Teaching Staff

Blair, Theresa
Boyko, Kari
Coates, Lee
Cote, Bonnie
Dahl, Kelsey
Fichtner, Ashlynn
Fisher, Zelda
Fleischhacker, Cara
Heath, Lesa
Hesje, Katie
Ivey, Shannon
Key, Janice
Olafson, Breanne
Roth, Rona
Schafhauser, Aaron
Tew, Lisa

Grade 5
Grade 3
Learning Facilitator and Classroom Support
Grade 3/Special Education
Kindergarten
Grade 2
Grade 1
Music
Vice-Principal/ Special Education
Grade 5/6
Grade 4
Principal/Classroom Support
Grade 2
Grade 3/4 and French
Grade 6
Grade 1

Educational Associates

Eppen, Darla
Gammon, Dawn
Gratton, Reva
Janzen, Janice
Neale, Monica
Pollock, Tamara
Trakalo, Carmel
Wolfe, Jo
Zacharias, Myra

Administrative Assistant

Kim Slobodian

Custodians

Friesen, Chris
Bartz, Lorna

Bus Drivers

Daum, Darlene	283-4720
Daum, Ellen	254-4235
Fehr, Joan	931-2119
Pearson, Tammy	254-2169

Prairie Spirit School Division No. 206

John Kuzbik
Fay Cassidy

Director of Education
Learning Superintendent

Prairie View School Community Council

S.C.C. Members for 2016-17 – Crystal Benoit, Melissa Buhler, Scott Burant, Crystal Derksen, Callista DiLeece, Andrea Konechny, Alisa Perrin, Tracy Wright, Anna Zoller, Janice Key (Principal), Lesa Heath (Vice Principal), and Rona Roth (P.V.S. Staff Rep)

Who's involved?

Parents of students attending the school and School Division, electors who live in the school attendance area may be nominated as a Representative Member of their Council and vote in the elections. First Nations students who live on-reserve but attend the school will be represented by Parents and Community members from their reserve. The Principal, Vice Principal and a teacher will also be named to the Council.

What is the purpose of SCCs?

- Support student learning success and well-being; and,
- Encourage parent and community involvement in the school.

DAY – TO – DAY ROUTINES

Daily Schedule

8:30 a.m.	Office Open and Student Entrances Opened
8:45	First Bell
8:50	Classes Begin
10:40	Recess
10:55	Classes Resume
12:15 p.m.	Lunch Dismissal
12:55	Classes Resume
2:15	Recess
2:30	Classes Resume
3:05	Bus Students Dismissed
3:09	Town Students Dismissed

Attendance

Regular and punctual attendance is expected of students at all grade levels. It is a vital factor in assisting in a child's learning and development.

We appreciate parents' cooperation in seeing that their child is at school by 8:45 a.m. and 12:55 p.m. Town students should not be at school more than 15 minutes before classes begin in the morning. Playground supervision begins at 8:30 a.m. Section 151(2) of the Education Act indicates that a student is accountable to the principal for the pupil's general department including the time spent in travelling between the school and the pupil's place of residence.

Our administrative assistant will phone the homes of students who have not arrived at school within a reasonable time in the morning or after lunch. Parents are asked to notify the school in advance if a child will be late or absent. It is also the parent's responsibility to ensure that the office has all correct and current contact information. Our answering machine can take late evening or early morning calls. Parents can also e-mail the office at pvs@spiritsd.ca.

Hopefully most families will be able to confine holiday and shopping trips to school holidays which will be reviewed in each newsletter as well as on the school year magnetic calendar which is given to each family.

If parents feel that their child is not well enough to be outdoors during breaks, perhaps having the child miss a day or two of school would be wise, not only to aid a speedy recovery, but also to avoid transmitting the illness to others. We do not have facilities to accommodate sick students during school hours.

Parents are asked to complete a Notification of Absence School Form if their child will be absent from school on a regular basis for music or other lessons. If an extended family vacation is planned, please notify the classroom teacher well in advance.

Supervision

There is adult supervision provided for all students during the time they are under our care. Specific supervision duties are assigned to cover before school, recess, noon breaks, and after school. Before school supervision begins on the south playground at 8:30 a.m.

All students are expected to play outdoors during noon and recess breaks. A Wind Chill Factor of -27 or higher is the general criteria used to determine whether it is an inside recess. The supervisors on duty may also use other factors to determine when it is not suitable to have the children play outdoors on any given day.

Notwithstanding the above paragraph, students are free to enter the school with good reason at any time after 8:30 a.m. or during recess and noon breaks.

Students are expected to follow lunchroom rules so that lunch time can be a pleasant social activity for all who are present. Students who stay for lunch are reminded of "The Four B" expectations:

BE seated

Be quiet

BE tidy

BE courteous and respectful

Students who insist on non-compliance with these rules will have the privilege of eating lunch in their classroom revoked after a process of reminders of the expectations.

Parents are encouraged to review school lunch expectations with their children. This action will help everyone have a clear understanding of lunch time responsibilities, expectations and consequences.

Pick Up/Drop Off Reminders for Parents Transporting Children to School

Making student safety a priority, parents are asked to refrain from parking on the north side of the school. Alternatively, use Prairie Street across from the front of the school or Ross Street or Prairie Place. After school, parents may also park on Prairie Street in front of the school once the buses leave at approximately 3:10 p.m. All foot traffic must cross at the crosswalk where the crossing guards are. We stress with our students the importance of never crossing through the parking lot or in between the buses.

Students need to cross the street using the cross walk. The Crossing Guard Program is underway at the intersections of Prairie Street and Ross Avenue and Ross Avenue and First Street.

Town students walking or biking must wait at the cross walk until the buses have departed.

Designated Entrances/Exits

Students are assigned designated doors which they are asked to use year round to enter and exit the building. Parents coming into or leaving the school with their children are asked to use their child's designated doors. Meeting places outdoors are always a good idea to alleviate congestion inside the school.

The front entrance doors are to be used primarily by visitors to the school office.

Prairie Spirit School Division Bus Rules

1. Students must show respect for the driver, equipment, other students and their personal space.
2. Student seating will be assigned by the bus driver.
3. Students must remain seated and facing forward on the bus.
4. Quiet conversation with close neighbours is allowed.
5. Eating or drinking on the bus is not permitted. Water will be allowed.
6. Windows are to be adjusted only with permission of the bus driver. Keep head and arms inside the bus at all times.
7. Student personal items and books must be placed near feet or on lap.
8. The aisle must be kept clear of objects at all times.
9. Students must promptly obey instructions of the driver.

Remember, students are responsible and accountable to the Principal and Bus Driver for conduct and behaviour on the bus.

It is the responsibility of parents to notify the bus driver if your child will not be riding the bus.

Peanut/Nut Aware

Prairie View School strives to become a peanut/nut aware school as we have some students who have a severe allergy to peanuts and nuts. Please do not send any lunches or food that contains peanuts or nuts of any kind. Thank you for your cooperation and support in this matter. Also, if you are sending treats for the entire class, please check with the classroom teacher beforehand about any allergies.



Prairie View School Year Calendar – 2016/2017

Tuesday, August 30	Registration for New Students (1-3 p.m.)
Thursday, September 1	First Day of Classes – Day 1
Monday, September 5	Labour Day – No Classes
Friday, September 16	No Classes
Wednesday, September 21	Student Photographs
Thursday, September 22	Student Photographs
Wednesday, October 5	Parent/Teacher/Student Conferences
Thursday, October 6	Parent/Teacher/Student Conferences
Friday, October 7	No Classes
Monday, October 10	Thanksgiving – No Classes
Wednesday, October 26	Photo Retakes
Friday, November 11	Remembrance Day – No Classes
Monday, November 14	No Classes In Lieu of Evening Interviews
Tuesday, November 15	No Classes
Friday, November 25	Progress Reports (Grades 1-6)
Tuesday, December 20	Christmas Program 1:30 p.m. & 7:00 p.m.
Wednesday, December 21	Last Day of Classes Before Christmas Break
Tuesday, January 3	First Day of Classes After Christmas Break
Monday, January 30	No Classes
Thursday, February 16	Kindergarten Progress Report
Friday, February 17	Kindergarten Progress Report
Monday, February 20	Family Day – No Classes
Tues. to Fri., Feb. 21 – 24	Winter Break
Monday, February 27	First Day of Classes After Winter Break
Friday, March 17	Progress Reports (Grades 1-6)
Wednesday, March 22	Parent/Teacher/Student Conferences
Thursday, March 23	Parent/Teacher/Student Conferences
Friday, March 24	No Classes
Monday, March 27	No Classes In Lieu of Evening Interviews
Friday, April 14	No Classes – Good Friday
Mon. to Fri., Apr. 17 - 21	Spring Break
Monday, April 24	First Day of Classes After Spring Break
Friday, May 19	No Classes
Monday, May 22	Victoria Day – No Classes
Thursday, May 25	Family Appreciation BBQ
Monday, June 5	No Classes
Friday, June 9	Prairie View Field Day
Wednesday, June 28	Last Day of Classes – Progress Reports
Thursday, June 29	No Classes
Friday, June 30	School Closes

COMMUNICATION

Telephone

Our administrative assistant's hours are from 8:30-12:15 and 12:55-3:55. The answering machine will answer your calls outside of these times

The school phone is a business phone. Children must ask a teacher for permission to use the phone. If a teacher feels the request is reasonable, the child will be given phone access.

Prairie Spirit School Division Communication Protocol For Parents/Guardians

If students or parents have concerns or questions about an issue at school, please follow this communication process:

The classroom teacher is to be the first person to hear and address any concerns from a student or parent.

If the issue cannot be resolved with the teacher, the principal is to be contacted.

If the matter remains unresolved, the parent may request a meeting with the Director or designate (Superintendent).

The parent may also request a hearing with the Board of Education to further appeal the decision.

Parent/Teacher/Student Conferences

Scheduled conferences will be held in October with parents of all children from Kindergarten through Grade 6. We ask that parents phone the school to request scheduling preferences beforehand. This is particularly important at the Kindergarten level since no fall progress reports are issued to these children. Additional days of conferences will be held in March.

Many other interviews, initiated by teachers or parents, can be held throughout the school year. These are encouraged.

Progress Reports

Three formal progress reports will be issued throughout the year - November, March and the final report in June. Kindergarten will receive only two formal, written reports - February and June.

Newsletters/Parent Notifications

A general school newsletter will be sent by email once a month. Anyone who would prefer to have a paper copy can contact the office to make arrangements. Newsletters are usually sent the third Friday of the month.

Classroom newsletters will be sent by the homeroom teacher as the need arises. These will include information on upcoming class activities, general program progress, as well as samples of student work from time to time.

We send most of our parent notifications through email. Please ensure that the office has your current and correct address. Again, please let us know if you would prefer to have paper copies instead.

PROGRAMS

General

Prairie View School has a strong academic program based on curricula prescribed by the Saskatchewan Ministry of Education. We make every attempt to program for the varying skills and needs of the children. Programs may be modified or individualized as required by a student's needs.

Special Education Support

Our special education teachers collaboratively plan and work with classroom teachers to provide support and assistance to students. This support may be in the areas of academics, organization and study skills, behaviour, or life skills.

Parents or guardians who have questions regarding their child's progress are encouraged to discuss this with the classroom teacher, the special education teacher, or the administration.

Library

Our library is designed to assist our students to become independent, life-long learners. To achieve this, the teachers and learning facilitator cooperate in the planning and teaching of units of study which help students to learn the skills necessary to find, assess, organize and present information from a variety of sources. This team approach also makes it possible to provide an environment in which our students are encouraged to enjoy reading. Our library contains a variety of media and students are trained and encouraged to make use of all materials.

Noon Clubs

Prairie View School offers a variety of activities during the noon break. They consist of a wide range of sporting events as well as other activities such as in the arts, science and math. These programs are geared to promote student participation, interaction, and school spirit. It is intended to provide a supplement to regular classes. Specific skills are not taught during this time; rather, this is an opportunity to put those skills learned in class to use in a different setting. Emphasis is on inclusion of everyone who wishes to participate and having fun rather than on strong team competition.

Band

Our band program is open to students in Grades 5 and 6. It is associated with the Prairie Spirit School Division program. Mr. AJ Ward, our band instructor, is here for band in the morning of Day 3 and the afternoon of Day 6.

Field Trips

Classes use field trips to supplement the programs offered in class. A permission slip will be sent home for parental consent for each trip. Field trips are an important part of the educational program. Behavioural expectations on these trips are the same as those required at school. Children are made aware that they are ambassadors for our school and it is important to use our C.A.R.E. rules when we are guests.

Volunteers

We appreciate the support from our community in the form of volunteers. Volunteers may work in the classrooms, library and on field trips. They may work directly with students or do clerical work such as photocopying, laminating, book binding, bulletin board decoration, assisting with the hot lunch program, etc. Prairie Spirit School Division requires all volunteers to have a criminal record check completed and brought in prior to working in our school.

Criminal Record Check and Disclosure Procedure

All volunteers who are working directly with students in a supervisory role must obtain a criminal record check including a vulnerable sector check from the police. Once that is completed, and you have read the Prairie Spirit School Division Administrative Policy No. 501, 7 & 8, you are to sign an accompanying Volunteer Signature Form to confirm you have read the Policy. The signature form is submitted, along with the Disclosure of Criminal Record Information form, to the school in which you are volunteering.

GENERAL POLICIES AND PROCEDURES

Student Expectations

Prairie View School has a student-centered philosophy where students and staff work in a spirit of cooperation. Our belief is that students want to experience success and this can best be accomplished in a respectful, safe and caring environment. The foundation of our student expectations is the C.A.R.E. Program. This acronym stands for **Courtesy, Appreciation, Respect, and Enthusiasm**. All members of the school community - staff, students, and parents - are entitled to be treated with courtesy, appreciation, respect, and enthusiasm.

Since self-discipline is the ultimate goal, a student will be first given the opportunity to self-correct inappropriate behavior. If minor problems continue or are repeated, the parent/guardian will be made aware of the situation by the teacher. In the event that behaviour issues escalate or continue, school administration may become involved if attempts to remediate the situation have been unsuccessful at the classroom level. The role of the administration would be to discuss alternate strategies with the parent/guardians and classroom teacher. In cases where a student displays severe insubordination, bullying or any unacceptable behaviour, the school administration may become involved immediately. The parent/guardian would be expected to meet with the classroom teacher and school administration in order to resolve the situation. The purpose of the meeting would be to review the incident, discuss strategies to be used in avoiding a recurrence of the incident, or if the situation warrants, to arrange for further interventions.

We support and encourage students to take responsibility for their actions. We provide students with the opportunity to use restorative processes to address harm that has been done to relationships when wrong doing occurs.

Anti-Bullying

All members of the PVS community are committed to ensuring a safe and caring environment which promotes the development of confident, caring and competent students. Therefore, PVS does not tolerate bullying in any form.

What is bullying? Bullying behaviour is any unwanted and repeated treatment, usually done on purpose, resulting in the target feeling hurt, sad or scared.

Some examples of bullying: pushing, shoving, kicking, hitting, defacing property, stealing, acts that demean, public humiliation, or inflicting bodily harm against the person or their family; gossiping, spreading rumours, ethnic slurs, exclusion, social rejection; name calling, dirty looks, taunting, teasing, intimidating communication, threats of aggression; threatening to reveal personal information, graffiti, defacing property or clothing, playing dirty tricks, taking possessions, extortion, threat of coercion, coercion, the use of a weapon.

What we can do to prevent bullying We believe that children involved in bullying may need adult intervention and help. Parents, students and the school have responsibilities in working towards resolution. These include:

School Staff:

- Staff recognize and acknowledge that they: be observant of indicators of bullying, deter bullying by supervision, take steps to help the bullying target and remove them from dangerous situations, report suspected bullying incidents to the appropriate people

Students:

- Students are encouraged to: treat everyone with dignity and respect – do not bully, be an up-stander and help other students stand up for themselves, report incidents of bullying – tell a trusted adult

Parents:

- The school recommends that parents: watch for signs of distress, encourage the use of anti-bullying strategies, inform the school if bullying occurs, be willing to work with the school in these situations

Photography/Video Policy

We understand that families sometimes want to take pictures or videos of their child's school performance and activities, and you are welcome to do so. We ask that you use those pictures and videos for your personal viewing only. Please do not post them on any social media sites. We want to protect the privacy of all of our students and ensure that we are honoring the wishes of our families in this regard.

Bicycle/Skateboard Policy

Bicycles are not to be ridden on the school grounds during the school day. Bicycles are to be parked neatly in the designated bike racks. Skateboards, in-line skates and scooters are also not to be used on school grounds during the school day. These can be left on storage racks inside the school entrances. We cannot accept responsibility or liability for these items that are brought to school.

We encourage families to ensure their child's safety by instructing them in how to bike properly, to obey the safety rules, and to wear bike helmets. We also review the safety rules at school. Hopefully, by parents and teachers working together, we will keep our children safe!

School Attire

We believe that how we dress affects our attitude and our behaviour, and we encourage good sense in school clothing. Students who come to school wearing inappropriate clothing items will be asked to change into something more appropriate. We rely upon the good judgement of parents in determining what kinds of clothing children should wear to school.

Students should dress appropriately for the weather, and since they are usually encouraged to go outside for recess, this is particularly important. Students are reminded to remove outdoor footwear when entering the school. All students should have shoes for inside wear.

Caps are to be removed upon entering the building.

Sports Safety Guidelines

Prairie Spirit School Division has sport safety guidelines. Equipment and facility requirements, special rules for instruction, and supervision standards have been established for each school sport.

The list of safety requirements is too lengthy to list in this handbook, however, some notable items include:

1. Students are not allowed to wear necklaces, chains, bracelets, or large hair clips. Small pierced earring studs and medic alert bracelets are allowed.
2. A C.S.A. approved helmet is required for skating and beginning curlers.
3. Eye protection is mandatory for racquet sports and floor hockey. The school will supply sport goggles when activities require eye protection

Severe Weather and Bus Cancellations

Bus cancellation announcements

- Bus Drivers will call rural students to inform them of bus cancellations.
- All Prairie Spirit School Division bus cancellations are prominently posted on the Prairie Spirit website (www.spiritsd.ca/Buses) by 7 a.m. each school day. Please keep in mind that you will need to refresh your computer in order to ensure you are able to see the most current updates to the website.
- Prairie Spirit has a new bus hotline: **306-683-2805** that will list bus cancellations every day.
- The following radio stations will also make sporadic announcements of bus cancellations in our school division: The Bull 92.9 and C95 (FM) and CKOM 650 and 600 CJWW (AM).

Policy

Buses in Prairie Spirit School Division will not run if the combined temperature and wind chill factors result in a reading of -40 degrees or below at 6 a.m. (as reported by Environment Canada at www.weatheroffice.gc.ca). Note: Saskatoon temperatures are used as a guide for all schools in our school division, except schools in Duck Lake, Blaine Lake and Leask, which use Prince Albert temperatures.

In stormy conditions, bus drivers will use their discretion to determine whether or not to run. Buses are not to operate if weather conditions such as freezing rain, dense fog, heavy rain or severe dust storms impair visibility or otherwise cause dangerous travel conditions. Bus drivers are to decide whether or not to run by no later than 30 minutes before the first scheduled morning pick up, and by no later than one hour prior to the scheduled afternoon dismissal. Buses that do not run at the regular time in the morning due to weather conditions are not to run at all on that same day.

Even if the buses are not running, parents are welcome to transport their children to school. School is closed to students only for reasons such as health and safety.

Emergency Billets Required

Emergency Billet Information is to be completed by each student attending our school. Billets are to be prearranged for both town and bus students in the event that parents cannot be contacted whenever an emergency may arise. This would include school closures, sudden illness, injury, etc.

Fire Drills and Lockdown/Hold & Secure Procedures

According to our Prairie Spirit School Division Emergency Response Plan, we will conduct six fire drills and 2 each of the lockdown and hold and secure drills in the school year.

Lost and Found

Please assist us by labelling ALL coats, boots, runners, school supplies, etc. All lost and found articles are kept by the caretaker's room where parents and students may claim them. Students are encouraged to check frequently for missing articles. All found articles are also displayed in the hallways several times during the year. Articles unclaimed after one full year are donated to a charity.

Vandalism/Lost or Damaged Materials

Recovery of costs arising from vandalism to school buildings or property is expected. Materials lost or wilfully damaged beyond repair must be paid for by the student before a replacement is to be issued.

Students Picked Up During The School Day

There are times when students are picked up during the school day because they are ill, going to medical appointments, etc. As a school, we need to account for the location of all our students. In the interest of student safety, all parents/guardians who pick up students during the school day must report to the office to "sign out" students. Parent/Guardians who pick up children during the school day will sign a sheet, stating the names of the students they are picking up, time of pickup, and time of return.

Please also ensure we are notified in advance if someone other than the parents/guardians will be picking your child up from school.

Safe and Secure School Protocol

The Prairie Spirit School Division and Prairie View School have a primary responsibility to ensure the safety of students and staff inside school buildings and while on school property.

While supporting a welcoming learning environment for our students, parents, staff, and community members, access to the school is to be controlled for the duration of the school day. All exterior doors, with the exception of the main entrance doors, will be opened at 8:30am and locked 15 minutes after the morning bell. They will remain locked between 9:05am and 2:55pm.

During the school day, access to the school will only be allowed through the main entrance doors. All guests and visitors need to report to the office upon entering. If students arrive late or during class time, they should use the main entrance and report to the office.

Class Placements

A lot of time and energy goes into creating classroom lists for each school year. Our goal as a school is to place students in a setting that is appropriate for each child individually and for the group as a whole. Class placements are a group decision made by the classroom teachers, administrators and resource room teachers.

Parent input regarding placement may be made in writing to the principal/vice-principal before May 19. This letter should contain information regarding the child's learning style and needs for their learning environment. We discourage requests for a particular teacher. We cannot guarantee that we will be able to accommodate parents' wishes. The final placement of a child is a school-based decision that is made using the following criteria:

- Academic needs (including program and learning environment)
- Social needs (ex. supportive peer relationships)
- Special needs
- Level of independence
- Balance of males to females
- Academic diversity within each group

School Websites

Prairie Spirit School Div. #206 www.spiritsd.ca

Prairie View School www.spiritsd.ca/pvs

Caring

to Learn

. . . . Learning

to Care