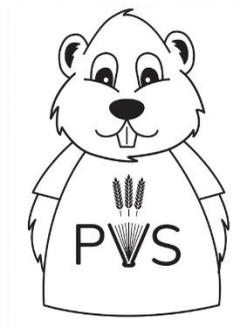


# PRAIRIE VIEW SCHOOL



# INFORMATION HANDBOOK

**2022-2023**

Website Address: [www.spiritsd.ca/pvs](http://www.spiritsd.ca/pvs)

Email Address: [pvs@spiritsd.ca](mailto:pvs@spiritsd.ca)

# Welcome to the 2022-2023 School Year

The following are some of our learning goals for Prairie View School students:

- To develop respectful and caring citizens of the school and the larger community
- To learn as readers and writers
  - Through targeted work in the areas of phonological awareness, phonics, fluency, comprehension and vocabulary, students will improve their writing and reading abilities to be proficient and engaged readers.
  - We want students to write about their learning, for a variety of audiences and purposes and for their own enjoyment
- To increase numeracy skills
  - To ensure a positive identity as a mathematician
- To identify strategies that support students' own mental health and wellness. This includes being active, engaged participants in their own mental health and wellness and this includes being physically active

Yours in Learning!

Lesa Heath – Principal

Lee Coates – Vice-Principal

## **PHILOSOPHY AND MISSION OF** **PRAIRIE VIEW SCHOOL**

Prairie View School has a student-centred philosophy where students, their families, staff, and our school community council work in the 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 an individual can achieve his or her potential: academically, socially, physically and emotionally.

Together, we look to communicate with each other and give parents a deeper look into their childrens' education and experiences in the classroom, while forging tighter relationships between our school and our families.

***CARING TO LEARN . . . LEARNING TO CARE***

## **YOUR PARTNERS IN EDUCATION**

### **Teaching Staff**

Dahl, Kelsey	Kindergarten
Schultz, Wendy	Music/Kindergarten
Tew, Lisa	Grade 1
Fisher, Zelda	Grade 1/2
Rucks, Taylor	Grade 2
Morrison, Lea	Grade 3
Cote, Bonnie	Grade 3 and Special Education
Roth, Rona	Grade 3/4 and French
Ivey, Shannon	Grade 4
Boyko, Kari	Grade 5
Schafhauser, Aaron	Grade 5/6
Mailloux, Erica	Grade 6
Heath, Lesa	Principal/Special Education
Coates, Lee	Vice-Principal/Learning Facilitator/Prep Coverage

### **Educational Associates**

Gammon, Dawn  
Gratton, Reva  
Pollock, Tamara

### **Administrative Assistant**

Kim Slobodian

### **Custodians**

Friesen, Chris  
Pollock, Cali

### **Bus Drivers**

Buhler, Lisa	280-9236
Daum, Darlene	220-8818
Daum, Doug	254-2064
Pearson, Tammy	254-2169

### **Prairie Spirit School Division No. 206**

Darryl Bazylak	Director of Education
Dave Carter	Learning Superintendent

## **Prairie View School Community Council**

**S.C.C. Members for 2022-2023** – Melissa Buhler, Scott Burant, Kerri Gates, David Maier, Carlena Scriven, Blaine Valade, Laura Vanderkooi, Lesa Heath (Principal), Lee Coates (Vice-Principal) and Rona Roth (PVS 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
- Encourage parent and community involvement in the school

## DAY – TO – DAY ROUTINES

### Daily Schedule

8:30	Office Open and Student Entrances Opened
8:45	First Bell
8:49	Classes Begin
10:40	Recess
10:54	Classes Resume
12:15 p.m.	Lunch Dismissal
12:55	Classes Resume
2:00	Recess (Wednesdays/Thursdays recess will be at 2:15)
2:14	Classes Resume
3:08	Bus Students Dismissal
3:12	Town Students Dismissal

### 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 8:35 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.

If your child is absent from school, and the school has not been notified, you will receive an email, text, and phone call by 9:30am and 1:30pm. 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](mailto:pvs@spiritsd.ca).

If your child is not feeling well, please keep them at home until they are well enough to return to school, so others do not get sick as well. When sick children come

to school, the illness quickly transmits to others. If parents feel that their child is not well enough to be outdoors during breaks, the child should remain at home until well enough to do so. 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 8:35 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. Students are free to enter the school with good reason at any time after 8:35 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 to remain seated, be tidy, be quiet, and be courteous and respectful. If possible, we encourage students to go home for lunch.

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

### **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, by the staff parking. 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. 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. Thank you for your cooperation in modelling this safe practice.

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 - 2022/2023**

Wednesday, August 24	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	Welcome back breakfast
Tuesday, September 27 p.m.	K2 Student Photographs
Wednesday, September 28	K1, Rest of School Student Photographs
Friday, September 30	National Day for Truth and Reconciliation - No Classes
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, November 9	No Classes
Thursday, November 10	No Classes
Friday, November 11	Remembrance Day - No Classes
Thursday, November 24	Progress Reports (Grades 1-6)
Friday, November 25	No Classes In Lieu of Evening Interviews
Wednesday, December 21	Christmas Program 1:30 p.m. & 7:00 p.m.
Thursday, December 22	Last Day of Classes Before Christmas Break
Monday, January 9	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
Monday, March 13	No Classes
Friday, March 24	Progress Reports (Grades 1-6)
Friday, March 24	Grade 5/6 Curling Bonspiel
Thursday, March 30	Parent/Teacher/Student Conferences
Friday, March 31	No Classes In Lieu of Evening Interviews
Friday, April 7	No Classes - Good Friday
Mon. to Fri., Apr. 10 - 14	Spring Break
Monday, April 17	First Day of Classes After Spring Break
Monday, April 24	No Classes
Friday, May 12	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
Friday, June 23	Grade 6 Farewell
Thursday, June 29	Last Day of Classes - Progress Reports
Friday, June 30	No Classes/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.

### **Cell Phones**

We encourage students to leave all electronic devices at home. The school is not responsible for any lost or damaged devices.

### **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 Superintendent or Director. 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 Grade 1 through Grade 6. Additional days of conferences will be held in March. We will be using an online booking system. Information will be sent as the conference times approach.

Many other opportunities to meet, 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 in February and June.

Assessment is always ongoing and is reported to parents in a variety of formats throughout the year.

## **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 other arrangements. Newsletters will be emailed out the Friday of the month.

In addition, classroom newsletters may send out. 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. We are also on Twitter @pvselementary

## **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 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.

## **Field Trips**

Classes use field trips to supplement the programs offered in class. A permission form 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 CARE expectations 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 Declaration of Compliance and Understanding 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 CARE 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. If 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 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.

### Conflict and 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.

It is important to differentiate between bullying and conflict. Conflicts are natural and enable individuals to develop appropriate problem solving and social skills. We expect that conflicts will happen and at times may be inappropriate, but this should not be considered bullying. Such behaviour should be looked upon as part of normal growth and development. It is through such interactions that children learn the skills necessary to make friends, resolve conflicts and develop positive relationships with others with the guidance and support of caring adults.

**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, and 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

The seriousness of any offending behaviour is considered through the criteria of intentionality, balance of power and pattern of behaviour.

**Photography/Video Policy**

We understand that families sometimes want to take pictures or videos of their child's school performance and activities and are welcome to do so. Pictures and videos are for your personal viewing only and cannot be published in any form including social media.

## **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 and toques 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. Ski helmets are not C.S.A. approved.
3. Eye protection is mandatory for racquet sports and floor hockey. The school will supply sport goggles when activities require eye protection

## **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 at the end of the school 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, except 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 3:00pm. 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 whole group. Class placements are a group decision made by the classroom teachers, administrators and resource room teachers. Due to the complexities of placing students in classes, decisions are considered complete and final once classes are established and progress reports are handed out. 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 (for example, supportive peer relationships)
- Special needs
- Level of independence
- Balance of males to females
- Academic diversity within each group

### **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](http://www.spiritsd.ca/Buses)) by 7 a.m. each school day. Please keep in mind that you will need to refresh your computer 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.

## **Bus 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 6am (as reported by Environment Canada at [www.weatheroffice.gc.ca](http://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. Bus routes cancelled at 6am are expected to operate on their regular routes at the end of the school day, provided that the temperature reports at 12 noon are warmer than -40 degrees Celsius (combined temperature/windchill).

In stormy conditions, bus drivers will use their discretion to determine whether 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 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

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 case parents cannot be contacted whenever an emergency may arise. This would include school closures, sudden illness, injury, etc.

## **School Websites**

Prairie Spirit School Div. #206 [www.spiritsd.ca](http://www.spiritsd.ca)

Prairie View School [www.spiritsd.ca/pvs](http://www.spiritsd.ca/pvs)

**Caring to Learn . . . Learning to Care**