

TRADITIONS ELEMENTARY SCHOOL

**A HANDBOOK FOR**

**STUDENTS AND FAMILIES**

2020-2021

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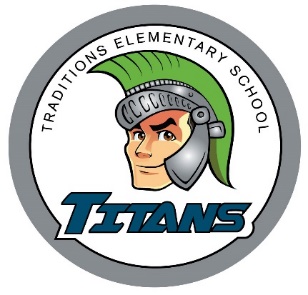
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# MISSION STATEMENT

We are a connected community of learners where exploration, creativity, innovation and collaboration make learning exciting. We build relationships that support all learners in their journey.

# SCHOOL LOGO & COLOURS

Our school colours are BLUE and GREEN.



# SCHOOL MOTTO

We Can Do Anything!

# STAFF MESSAGE

Good communication between home and school is imperative for your child’s success at Traditions Elementary School. With this in mind, the staff at T.E.S. would like to extend a very warm welcome to all families who make up our school community!

We trust that in our school, you will find an atmosphere conducive to social growth and academic achievement. We anticipate a successful year filled with new friendships, experiences and challenges.

# TRADITIONS ELEMENTARY SCHOOL WEBSITE

We encourage everyone to bookmark and/or subscribe to our school website at : [**http://blogs.spiritsd.ca/traditions**](http://blogs.spiritsd.ca/traditions)**.**  Our school website is updated daily and has links to a school calendar, information about school events, busing and bus cancellations, school policies, classroom blogs, School Community Council, and much more. When you are looking for updates on events, refresh the website page regularly for up to the minute information.

Traditions Elementary School also has a Twitter account that is connected to our website.

# 2020/21 SCHOOL YEAR/KEY DATES

Tuesday, September 8, 2020 ..............................................First day of classes for students

Friday, October 9,2020 …………………………………………… No Classes(Prep Day & Day in Lieu)

Monday, October 12, 2020 ...............................................Thanksgiving Day (no school)

Tuesday, October 13, 2020………………………………………………School Picture Day

Wednesday, October 14, 2020 ........................................... School Picture Day

Monday, October 26, 2020………………………………………………..Prep Day/ No Classes

Monday, November 2, 2020……………………………………………….School Pictures

Tuesday, November 3, 2020 ……………………………………………….School Pictures

Monday, November 9, 2020……………………………………………… No Classes

Tuesday, November 10, 2020.…………………………………………….No Classes

Wednesday, November 11, 2020…………………………………………No Classes (Remembrance Day)

Friday, December 18, 2020 .................................................... Last day of classes (Christmas Break)

Monday, January 4, 2021 ....................................................... Classes resume

Friday, January 29, 2021 .......................................................... No Classes (Prep Day)

Monday, February 15,2021……………………………….………………….Family Day and Winter Break (No Classes)

Monday, February 22, 2021 ..................................................... Classes resume

Friday, March 26, 2021 …………………………………………………………..No Classes (Day in Lieu)…

Friday, April 2, 2021 ………………………………………………………….…. No Classes (Good Friday)

Monday, April 12, 2021 ............................................................ Classes resume

Friday, May 7, 2021………………………………………………………….……. No Classes (prep day)

Monday, May 24, 2021 ............................................................... Victoria Day (no school)

Monday, June 28,2021 ................................................................Final day of classes for students

# School Day and Bell Schedule

|  |  |
| --- | --- |
| 8:40 a.m. | First bell to come indoors |
| 8:45 a.m. | Morning classes begin |
| 10:30 a.m. | Recess |
| 10:45 a.m. | Morning classes resume |
| 12:05 noon | Lunch |
| 12:25 p.m. | Lunch recess |
| 12:50 p.m. | Afternoon bell to come indoors |
| 12:53 p.m. | Afternoon classes begin |
| 3:00 p.m.  3:05 p.m. | Dismissal of bus students(Loop 1)  Dismissal of bus students(Loop 2) |

# TRADITIONS ELEMENTARY STAFF

Greg Tebay Principal

Daniel Howie Vice Principal

Amanda Baudais Grade 5

Shane Bachmeier Grade 5

Andrew Neufeldt Grade 5

Emily Johb Grade 4

Dave Read Grade 4

Alana Raison Grade 4

Jennifer Beaumont-Becker Grade 3

Desarie Gartner Grade 3

Destiny Loewen Grade 3

Tasha Luciuk Grade 3

Kelli Holst Grade 3

Kyla Von Grad Grade 3

Jenn Doratti Grade 2

Cassie Jullion Grade 2

Jacqueline Locke Grade 2

Samantha Addley Grade 1

Chelsie Jacobsen Grade 1

Kelly Leidl Grade 1

Kelly Stoddart Grade 1

Coleen Weatherington Kindergarten

Melanie Zacharias Kindergarten

Mary Battersby Special Education

Carla Buechler Special Education

Heather Wolfe Arts Education

Twyla McNeil Reading/Literacy Support

Megan Kuprash Counselling

Sheryl Doerksen Administrative Assistant

Carrie Woloshyn Administrative Assistant

Travis Dumont Caretaker

Kevin Heppner Caretaker

Kathy Kirkland Caretaker

Betty Penner Caretaker

Lois Procyshyn Head Caretaker

Educational Associates Danielle Bessette

Pam Carpenter

Kendra Dueck

Olga Longfellow

Karla Kazmiruk

Lisa Klassen

Becky McClughan

Joanne Nicholson

Jaime Osam

Donna Parsons

Deb Whiting

Lori Vellacott

# School Community Council 2020- 2021

Kimberly Kenke (Chair – Elected Member) [kkenke@sasktel.net](mailto:kkenke@sasktel.net)

Brittney Ollivier (Secretary – Elected Member) [bolliviergo@hotmail.com](mailto:bolliviergo@hotmail.com)

Cyndee Boos (Treasurer – Elected Member) [jcboos@sasktel.net](mailto:jcboos@sasktel.net)

Leanne Jenson (Elected Member) [leanne.jenson@gmail.com](mailto:leanne.jenson@gmail.com)

Ashlie Beutler (Elected Member)[daleandashlie@hotmail.com](mailto:daleandashlie@hotmail.com)

Tayona Wheler (Elected Member) [t.weese@live.ca](mailto:t.weese@live.ca)

Greg Tebay (Administration Representative) [greg.tebay@spiritsd.ca](mailto:greg.tebay@spiritsd.ca)

Daniel Howie (Administration Representative) [daniel.howie@spiritsd.ca](mailto:daniel.howie@spiritsd.ca)

Twyla McNeil (Teacher Representative) [twyla.mcneil@spiritsd.ca](mailto:twyla.mcneil@spiritsd.ca)

Sam Dyck (Division Board Representative) [sam.dyck@spiritsd.ca](mailto:sam.dyck@spiritsd.ca)

Our School Community Council is an elected group of up to 9 parents and community members. The purpose of the council is to develop shared responsibility for the learning success and well-being of all children and youth as well as encourage and facilitate parent and community engagement in school process.

Meetings are the second or third Monday of every month.

# MC900071113[1]PROGRAMS

## Academic

Our academic program (Kindergarten – Grade 5) follows the provincial Saskatchewan Curriculum. Information on provincial curriculum can be found at the [Ministry of Education website.](https://www.curriculum.gov.sk.ca/webapps/moe-curriculum-BBLEARN/Home?language=en)

The Prairie Spirit School Division’s [Strategic Planning Framework](https://www.spiritsd.ca/files/board/Strategic%20Planning%20Framework%20Mar%202019.pdf) and [My Prairie Spirit Classroom (MPSC)](https://portals.spiritsd.ca/intranet/allstaff/Shared%20Documents1/MPSC%20(FINAL%20JUNE%202018).pdf) guide our work towards continued improvement and fostering engaged lifelong learners.

## Counseling

The counseling services in our school are available to help students, parents, and teachers develop positive learning experiences. All school personnel provide guidance and support to students on an ongoing basis. Formal guidance is offered in the form of various prevention programs (e.g. social skills, personal protection, conflict resolution, peer mediation, substance abuse, career guidance, and adolescent development) that are most often delivered by classroom teachers. Our school-based counselor supports these programs and provides various additional services.

The primary responsibility of the counselor is to provide direct assistance to individual students in the school. The services offered include short-term individual counseling, group counseling, parent and teacher consultation, behavioural programming support, family intervention, behavioral assessment and referral assistance to other agencies.

## Library

The Traditions Elementary School Library strives to provide a welcoming environment where students and staff have access to a wide range of information in a variety of formats. We support the development of lifelong learning skills as well as literacy for learning, recreational and informational needs.

The library materials are carefully selected to support curriculum, develop literacy, and encourage curiosity and inquiry and support students’ social, cultural and emotional growth. We want the love of reading and learning to be a part of our students’ lives forever.

An itinerant library technician and some wonderful volunteers assist in keeping our library operational and welcoming.

All students at Traditions Elementary School have a library account and may borrow materials from the library.

Frequently Asked Library Questions:

* *How many books may I borrow? Students may have up to six (6) books out at one time.*
* *How long may I keep the books? Students may keep books for up to two (2) weeks.*
* *What if I’m not finished my book in two weeks? You may renew your book if you need to keep it longer.*
* *What if …I lose a book or my dog eats it or my little sister colours in it or I drop it in a puddle? You are responsible for everything you borrow from the library, but we understand things happen. If something does happen to your library book, you can pay a small replacement fee ($10 for fiction/ $15 for non-fiction).*
* *What if I pay for a lost book, but I find it later? The library will refund your money.*
* *What if the library says I have a book, but I KNOW I returned it? First, we will ask you to check at home, in your book bag, locker and classroom library. Often books get onto the levelled reading carts, lost in the classroom teacher’s collection or left somewhere in the home. Second, if you have looked everywhere, and your book is not there, we will look on the library shelves. Despite being very vigilant, sometimes books find their way back to the shelves without going through the computer. If your book is not on the shelves, you are responsible for paying the replacement fee. Again, if it turns up later, we will refund your money.*
* *What if my friend wants my book? Can I just pass it to him? NO! Remember that you are responsible for everything you sign out of the library. If your friend loses or damages the book and it is signed out under your name, you will be responsible to pay for it. If your friend wants to borrow the book, come to the library with your friend and have the staff sign it out of your name and into your friend’s name.*

## Student Support Services

At Traditions Elementary School, we encourage high levels of learning for all students. We offer a range of support services to ensure that students are successful. Classroom teachers work together to plan and teach with members of the student services team including special education resource teachers (SERTs), Educational Associates (EAs), and our school counsellor. Some students access additional support in their classrooms. Teachers and EAs may provide small group or one to one tutorial support in or near students’ classrooms to supplement general classroom instruction as well. The assistance provided varies according to the individual needs of the child. Parents or guardians who are concerned about their child’s progress are encouraged to discuss their concerns with the classroom teacher.

The school team works together to identify students who require access to learning support services personnel who provide additional knowledge to teachers and support for students in the areas of speech and language, occupational therapy to help students achieve independence in self-care and learning (i.e. handwriting, visual motor skills, coordination and strengthening of fine motor skills), and educational assessments. Parents or guardians must complete a parent permission form for students to use these services.

# COMMUNICATION

## School Website

Our school website can be found at **blogs.spiritsd.ca/traditions** and is your recommended first stop for information and news from our school. We recommend that you bookmark/favorite the site and check it often.

## School Newsletters

Our school newsletter that is emailed to families on the first Friday of each month. Our school will typically send the school newsletter by email, but you are welcome to contact the school office if you would rather have a paper copy. You can also access the newsletter on our school website.

## Classroom Communication

Regular communication between the classroom and the home is essential for success. Traditions

Elementary teachers use a variety of paper or digital tools/apps (ie: dayplanners, eportfolios like SeeSaw) to keep everyone informed of upcoming events and activities, and to inform and engage parents in their child’s learning. Parents/guardians are expected to keep the teacher informed of planned absences and other changes to the child’s normal routine through the dayplanner or digital tool/app the teacher has established.

## Continuous Reporting System

At Traditions Elementary School we use a continuous reporting philosophy to keep parents informed and engaged in their child’s learning progress, each teacher is expected to regularly share information with home using a paper-based or electronic portfolio. Parents are strongly encouraged to use this information to encourage and support their child’s learning.

In addition, our reporting system includes learning summaries and conferences over the course of the year. Learning summaries for elementary grades are sent home in late November/early December, mid-March, and the end of June. Learning conferences (that include student, parent/guardian and teacher) are scheduled in early November and late March.

Kindergarten Learning summaries will go out in mid-February and the end of June. Kindergarten activity conferences (that include the student, parent/guardian and teacher) are typically scheduled for late November and early May.

Please note the annual calendar information on the exact dates of these events as it is determined and shared at the beginning of the school year. Learning conferences are scheduled online at [www.schoolinterviews.ca.](http://www.schoolinterviews.ca/) A reminder email with instructions on how to sign up is distributed 3-4 weeks before each learning conference.

## Telephone Calls for Students and Teachers

To protect instructional time we ask for your assistance in minimizing telephone calls to your child or their teacher during instructional time. Except in cases of emergency, the administrative assistant in the office usually takes a message and the teacher will return your call at the next break.

It may be best not send email messages directly to the teacher with after-school instructions for your child as the teacher may not receive it in due time. Matters of that nature should be handled by phoning the school office in plenty of time for the message to be brought to the attention of the teacher. We greatly appreciate if such matters can be organized prior to the beginning of the school day and message sent to the teacher in the day planner or digital tool/app before the school day begins.

The school phone has a message manager available at 306-683-5200 between 4:00 p.m. and 8:00 a.m. weekdays, and all weekend where parents are able to leave messages for teachers regarding student absences, etc.

# POLICIES AND PROCEDURES

## Agenda/Planner

All Grade 1 to 5 Traditions Elementary Students are supplied with a student handbook at the start of the year. Communication between teachers and parents is key to a successful school year. The planner is an excellent means of communicating between home and school. Although each classroom may utilize the planner in different ways, the goal is to increase communication and help students with their organizational skills. Upcoming absences (i.e. appointments or vacations) should be communicated to the teacher prior to the absence through the student planner. Teachers should also be made aware of changes to a student’s regular after school plans or lunch arrangements through the planner whenever possible.

Students will be asked to replace planners if they are lost, at a cost of $7.00.

## Attendance and Arriving Late

Regular attendance by all students is expected, as well as being on time for school. Being punctual is a life-long skill and should be developed early.  When students habitually arrive late to school it is a disruption, and teachers are unable to begin the daily routine for the entire class. Students who arrive at school after the bell has rung are expected to report to the office before proceeding to their classroom so their Absence status can be changed to a late status.

If a student will be absent or late, parents are requested to call the school office before 8:15 a.m. to give the office staff time to pass on the information to the teachers before class attendance is taken. Please do not email absences directly to the teacher’s email address. Should the teacher be away, substitute teachers do not have access to the teacher’s email. We have a Voicemail option (306-683-5200) where messages can be left at any time.

If students are not in their classroom at 8:45 a.m. when attendance is taken and the teacher doesn’t know where they are, they are concerned for their safety. The school will make a courtesy call to ensure the student’s safety, however it is the parent or Guardian’s responsibility to notify the school of their child’s absence. Please consider that it is much easier for parents to contact the school than it is for the school to track down parents.

It is best to call the school each day a child is absent, particularly in the case of illnesses lasting more than a day. Assumptions are not made by the teacher, in the interest of safety. It is also necessary to notify the school that your child is absent due to their bus not running, office staff have no indication of which students are bussed to school.

## Attire

We believe how we dress affects our attitude about school. Therefore, we encourage good sense of school clothing. Alcohol or drug logos, vulgar language or suggestions are not acceptable. Skimpy tops, the showing of undergarments and visible midriffs are not appropriate dress.

## Bullying Prevention

As well as implementing an anti-bullying program within the school, Traditions Elementary adheres to that policy with respect to bullying. The policy is provided below so that you may become familiar with it. We encourage you to review the policy and talk to your child about bullying and your expectation regarding their behavior as a bully, a bystander and victim. The best thing a child can do is talk to an adult in the school or their parents about situations they are experiencing or witnessing. If you have any questions or concerns, please feel free to contact the school.

### Bullying Policy

*The staff at Traditions Elementary School care about the students and believe it is important to provide them with a safe and healthy environment. In situations where the actions of a student calls into question the safety or the physical, mental or emotional well-being of another, the teacher in consultation with the principal will investigate the situation and take actions in accordance with the school discipline policy.*

### Traditions Elementary School’s Strategy for a Safe School

**Parent Responsibility**

1. Know and support the school’s policy on bullying.

2. Learn about bullying behaviors and discuss these with your child.

3. Encourage non-aggressive ways of resolving conflict.

4. Watch for signs of distress in your child.

5. Advise your child to tell their teacher or principal about bullying incidents.

6. Report bullying incidents to the teacher.

7. Participate in school meetings if your child has been involved in a bullying incident.

**Student Responsibility**

1. Refuse to be involved in an act of bullying.

2. Speak out against bullying.

3. Report incidences of bullying or suspected bullying to a parent, teacher or the principal.

4. Get help from an adult.

5. Participate in school bullying programs of awareness when possible.

**Staff Responsibility**

1. Understand and promote the intent of the school’s bullying policy.

2. Be role models in words and actions.

3. Be observant of signs of distress or suspected incidents of bullying.

4. Be prompt and visible while supervising students.

5. Raise awareness among pupils about bullying behaviours.

6. Listen actively to a student-reported incidence of bullying.

7. Intervene quietly and calmly to incidents of bullying and misbehaviour.

8. Deal with bullying incidents quickly.

9. Report bullying incidents to homeroom teachers and the principal.

10. Support and promote initiatives and programs in the school to combat bullying

## Busing (Urban and Rural)

Urban busing is provided in compliance with the Prairie Spirit School Division busing policy. All Traditions students are eligible for bus service.

*Bus Request* forms are available on the Prairie Spirit School Division website www.spiritsd.ca. By following the Parents, then Busing links, you will find the policy, maps and busing request form. It can be submitted by email to [carrielynnwiegel@spiritsd.ca](mailto:carrielynnwiegel@spiritsd.ca) or by faxing it to 306-374-2862 or by dropping it off at the school office. Please read the PSSD Busing Policy #805 in regards to severe weather, buses and busing regulations.

Students using the urban busing service will be expected to have a valid bus pass and rural students must be on the list for rural busing. No pass is required for rural students. Bus drivers will not allow students on the bus who are not on the rural bus list, or do not have an urban bus pass. All urban passengers must obtain a bus pass and present it to the bus driver to ride the bus. Bus passes are valid only for the bus that is indicated on the pass. Students may not ride any other bus than indicated on their pass. There is also no allowance for guest passengers to ride Warman buses due to over-crowding.

Every bus student will receive a username and password to log into MyStopApp. This app allows you to see where your child’s bus is in real time as well as notifications about bus cancellations and early or late arrivals.

Should you have any questions regarding this service please call the Prairie Spirit School Division Bus Garage at 306-374-2496.

**Bus Cancellations:**

**In the event of severe weather, Warman bus drivers are in contact with each other and collectively compare road and weather conditions. In accordance to Prairie Spirit School Division Busing Policy #805, should the temperature be -40 degrees with wind chill, or if road conditions are considered dangerous, buses will not run. In that situation, it will be posted on the PSSD website** [**www.spiritsd.ca**](http://www.spiritsd.ca) **by 6:00 a.m.**

**If any or all buses do not run, parents need to know that urban bus students will not receive a phone call. Please make it a habit to check the Prairie Spirit School Division’s website daily (**[**www.spiritsd.ca**](http://www.spiritsd.ca)**) for Bus Cancellations.**

**In the event buses are not running, the school remains open for students. Parents are welcome to transport their children to and from school on those days. It is also important to note that if buses do not operate in the morning, they will not operate after school that day, even if weather conditions improve.**

**There will be no early dismissals due to deteriorating weather conditions. If it is determined buses will not run at the regular dismissal time, previously arranged urban billeting is to be used for bus students. Please keep your contact information updated for this purpose.**

**Questions or concerns about buses running late or bus cancellations need to be directed to the PSSD Bus Garage at 306-374-2496.**

## Cold Weather and Recess

At break times, all students will go outside and play. Your child should always come to school with proper cold weather attire, regardless of the season. When the temperature with wind-chill factor falls between -25 degrees Celsius, children will be expected to spend a shorter time outside. When the wind chill factor is -26 degrees Celsius or colder, students will not be required to go outside, however they should always have sufficient outdoor clothing in the event of an emergency.

Should a student’s medical condition require him/her to temporarily stay indoors, we ask the parent to notify the teacher through the communications planner.

## Fire Drills/Lockdown/Hold and Secure Drills

Fire drills, hold and secure drills and lockdown drills are held periodically during the school year. Students must move outside or into their rooms in an orderly fashion. Upon exiting, students must proceed to their pre-designated area outside the building in order to be counted by their teacher. It is important that all students be accounted for in all cases.

Abuse or tampering with the alarm system is illegal and the individuals responsible shall be treated accordingly. The police may be notified.

## General Behavior Expectations of Students

We have high expectations of students’ behavior at TES. We have few written behavior rules as expected behavior is built on the foundation of respect and responsibility.

* All children are to walk within the school.
* All children are to use their quiet voice inside.
* All children will go outside at recess unless there is a note of explanation from the parents as to why this is not possible. As a rule of thumb, children who are too sick to go outside are too sick to be at school.
* Children are to have a pair of runners at school just for Phys. Ed. These could serve as their inside pair of shoes which students are to wear at all times when inside the school.
* Dangerous items (snowballs, ice balls, rocks) are not to be thrown.
* Children are to keep their hands and feet to themselves.
* All children are to be respectful to all school staff and peers.

## Lockers

Lockers are available for grade two to grade five students for the storage of backpacks and outerwear. The school will provide clips to keep locker doors closed. If students wish to have a lock they may bring it from home, their combination must be recorded by their classroom teacher.

## Lost and Found

Our lost and found boxes are located in the hallway close to the front entrance and at the other entrances of the school. Parents should feel free to check it for their child(ren)’s lost articles. Unclaimed items will be donated to charity.

## Lost Textbooks and Library Books

Textbooks are provided to students at no cost and their care is the responsibility of the student. Any textbooks that have been defaced, lost or destroyed will be charged at replacement cost. The replacement cost applies to library books as well.

## Lunch Procedures

All parents are encouraged to have their children come home for lunch as often as possible. Students who stay at school at noon eat lunch in their classrooms. Students are to remain seated until they are dismissed by a supervisor to go outside at 12:25. Students are given until 12:30 to finish eating. Supervisors check room to room from 12:05 – 12:30. After that time supervision is done inside, outside, and in the gym.

Students who are too ill to go outdoors should not be at school. If a medical situation exists, the parent is required to write in the planner or provide a note to the teacher indicating the exception to this.

Parents will be informed of behavior concerns at lunch break. Repeated or serious misbehavior at lunch break may result in the student being able to remain at school over the noon break.

## Medication Policy

A general practice in our school is that medications are not stored at the school, nor will they be administered by teachers.

If a child needs doctor prescribed daily medication, the teacher and administration need to be informed beforehand. Appropriate forms must be completed which give us the authorization to make arrangements to administer the medication.

## Milk Program

TES offers milk for students to purchase at a cost of $1.00 per carton. It is available at noon in the concession by the gym. Milk cards covering the cost of twenty two cartons of milk are available from the school office staff at a cost of $20.00each.Milk delivery to our school is typically done on Wednesdays. Please keep in mind that after a long break, milk will likely not be available until Wednesday of the week back to school.

## Nut Alert

Traditions Elementary is a Nut Alert School. This is achieved only with the help of all the students at the school and their parents. This decision is based on the knowledge that a few students are allergic to peanuts/nuts and the severe effects that can result from contact with them.

At our school, children identified as having severe allergies are brought to the attention of all staff. Student photographs are visible and emergency procedures have been established to follow if an allergic reaction occurs.

At Traditions Elementary School we endeavour to make our school as safe as possible for all students. The following information provided by the Saskatoon District Health Unit is to help parents become aware of the reasons for becoming a Nut Alert School and how they can help avoid allergic reactions from occurring in these students.

Background to Peanut Allergies: Allergy to peanuts is not indicative of allergy to other nuts. Peanuts are members of the legume family. Persons with a peanut allergy may have to avoid peas, beans, soy or other legumes. The degree of sensitivity to peanuts varies greatly. Some people may only have to be in contact with a small amount of peanuts or peanut products to trigger an allergic response. For some people, an allergy to peanuts can be life threatening and therefore they must always carry an emergency kit!

Use of Peanuts in Foods: Peanuts can be used in a variety of manufactured products such as chocolate bars, deep fried foods, some salad and cooking oils, commercial soups and many others. Peanut flours may be found in breads, macaroons, diabetic foods, commercial pies, ice cream, meat products, crumb toppings, salad dressings, bakery products, granola bars, breakfast cereals and many more.

What Should Parents Do? Because a person with a peanut allergy can be very sensitive, even utensils used for spreading peanut butter need to be thoroughly washed after use. This also applies to any dish cloths used. For a person allergic to peanuts, any trace of the peanut product left behind may cause serious harm. We suggest that your child avoid taking foods with peanuts listed in the ingredients to school, as well to avoid swapping lunches. Explain why this is important.

Becoming a NUT-ALERT SCHOOL DOES NOT ENSURE that the school is entirely free of nut products.

## Protocol for Parent/Guardian Concerns

Sometimes there are questions or concerns about something that may have happened at school. The first step in problem solving is to gather information from various sources/points of view before forming a conclusion. Problem solving is achieved through the cooperation and collaboration of those parties involved.

In the event you have a concern or question about an issue at school, please follow this communication process:

1. The Classroom Teacher is to be the first person to hear and address any concerns from a student or parent.
2. If the issue cannot be resolved with the teacher, the Principal is to be contacted.
3. If the matter remains unresolved, the parent may request a meeting with the Superintendent.
4. If further discussion is required, the parent may ask to meet with the Director of Education.
5. Finally, the parent may request the issue to be heard by the Board of Education.

## Public Health Services

Public Health Services works in partnership with the school to enhance the well being of students. This is achieved through the following services:

*Immunization*: diphtheria, hepatitis B, mumps, whooping cough, polio, rubella, rubeola, tetanus, meningitis, and chicken pox.

*Routine Screening*: Dental screening every five years in Kindergarten and Grade 1 students.

*Communicable Disease Control*: investigation of communicable diseases.

*Consultation*: available to teachers and parents on health related issues.

*Classroom Health Education*: Provides support and consultation to teachers in order to assist in the delivery of health education programs.

The public health nurse for Warman can be reached at 306-655-4140.

## Scent Alert

We ask parents, students and staff to refrain from using all perfumes, as well as any strongly scented hair and body products when you come to school. Many of our students and staff have allergic reactions to scents.

## Student Code of Conduct

Our staff believe that a respectful, safe and caring environment promotes successful learning. We promote interaction based on respect. We have implemented character education programs, as well as social interaction programs to provide skills and strategies for living and growing. We support and encourage students to take responsibility for their actions. We provide students with the opportunity to utilize restorative processes to address the harm that has been done to relationships when wrong doing occurs.

## Student Registration

All students must be officially registered at Traditions Elementary School by having their parent or guardian go through and make any corrections to their child’s registration form. The form is handed out on the first day of school. We will also provide instructions for parents to go online and update that information for themselves. For returning students, most areas will be filled with information from the previous year.

Parents/guardians are to see that all categories are complete and accurate. The form should be signed and returned to school or completed online by the following day. Should there be changes to the information during the course of the school year please see that the school office is notified.

There is also a Permissions Form that is to be reviewed and signed by a Parent or Guardian. It must be returned promptly as some of these permissions need to be acquired before students are able to participate in some school activities that happen early in the school year.

All students enrolled in Prairie Spirit School Division schools are asked to submit a copy of their birth certificate, baptism certificate or passport to be kept in their confidential school file. Please note that images of the document are never mailed or transferred through the Internet.

## Traffic Safety

The safety of our students at Traditions Elementary is imperative. Therefore, we ask that families pay special attention when dropping off and picking up their children. The area across the street from the school on the north side of the street (Traditions Blvd.) can be used for parking. The east side of the street on Traditions Parkway can also be used for parent parking. There is also parent/visitor parking available in the east lot, south of the raised walkway. There is a drop-off location in front of the school to the east of the bus stop area. Vehicles stopping there must not be left unattended between 8:00 a.m. and 4:00 p.m. on school days. The bus zone cannot be used for student pick up or drop off. Designated NO PARKING areas must be adhered to, both for safety reasons and to allow bus drivers and staff to enter and exit their areas without incident. There is a child care center drop-off spot in front of the school that is reserved for families dropping their children off at the child care facility. Following the posted speed limit gives drivers time to react in an appropriate fashion when faced with unexpected situations. We appreciate your cooperation with helping our traffic run safely and smoothly.

