

# TRADITIONS ELEMENTARY SCHOOL

A HANDBOOK FOR  
STUDENTS AND FAMILIES

2023-2024

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## MISSION STATEMENT

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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

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Our school colours are BLUE and GREEN.



## SCHOOL MOTTO

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We Can Do Anything!

## STAFF MESSAGE

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Good communication between home and school is imperative for your child’s success at Traditions Elementary School. With this in mind, the staff at TES 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.

## SCHOOL DAY BELL SCHEDULE

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<i>Time of Day</i>	<i>Event</i>
<b>8:35 am</b>	<b><i>Supervision of students begins, school buses begin to arrive</i></b>
<b>8:45 am</b>	<b><i>Morning warning bell, students transition from playground to classrooms</i></b>
<b>8:50 am</b>	<b><i>School day begins</i></b>
<b>10:10 am</b>	<b><i>Morning recess break – Grades 3-5</i></b>
<b>10:35 am</b>	<b><i>Morning recess break – Kindergarten – Grade 2</i></b>
<b>12: 15 pm</b>	<b><i>Noon break – Kindergarten to Grade 2 recess break, Grades 3-5 eating time</i></b>
<b>12: 35 pm</b>	<b><i>Noon break- Kindergarten to Grade 2 eating time break, Grades 3-5 recess</i></b>
<b>12:57 pm</b>	<b><i>Afternoon warning bell</i></b>
<b>1:00 pm</b>	<b><i>School day resumes</i></b>
<b>3:05pm</b>	<b><i>School day ends</i></b>

## SCHOOL COMMUNITY COUNCIL

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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.

- Elected Representative Members
  - Brittany Hadley (term to June 2025)
  - Brittany Jullion (term to June 2025)
  - Kim Kenke (term to June 2025)
  - Amanda Gara (term to June 2024)
  - Garrett Mathiason (term to June 2025)
  - Andrea Spezowka (term to June 2024)
  - Kristie Virog (term to June 2024)
- Appointed Members
  - Adin Dereniwski (PSSD Board Trustee)
  - Dan Howie (School Staff Member)
  - Twyla McNeil (School Staff Member)
  - Greg Tebay (School Principal)

Correspondence to the School Community Council can be dropped off at the school or forwarded to [tes@spiritsd.ca](mailto:tes@spiritsd.ca).

Information on the work of the Council and information about becoming a member or attending meetings is available on the school website.

Meetings are usually the first Monday of every month – please see the school calendar magnet for specific dates each year.

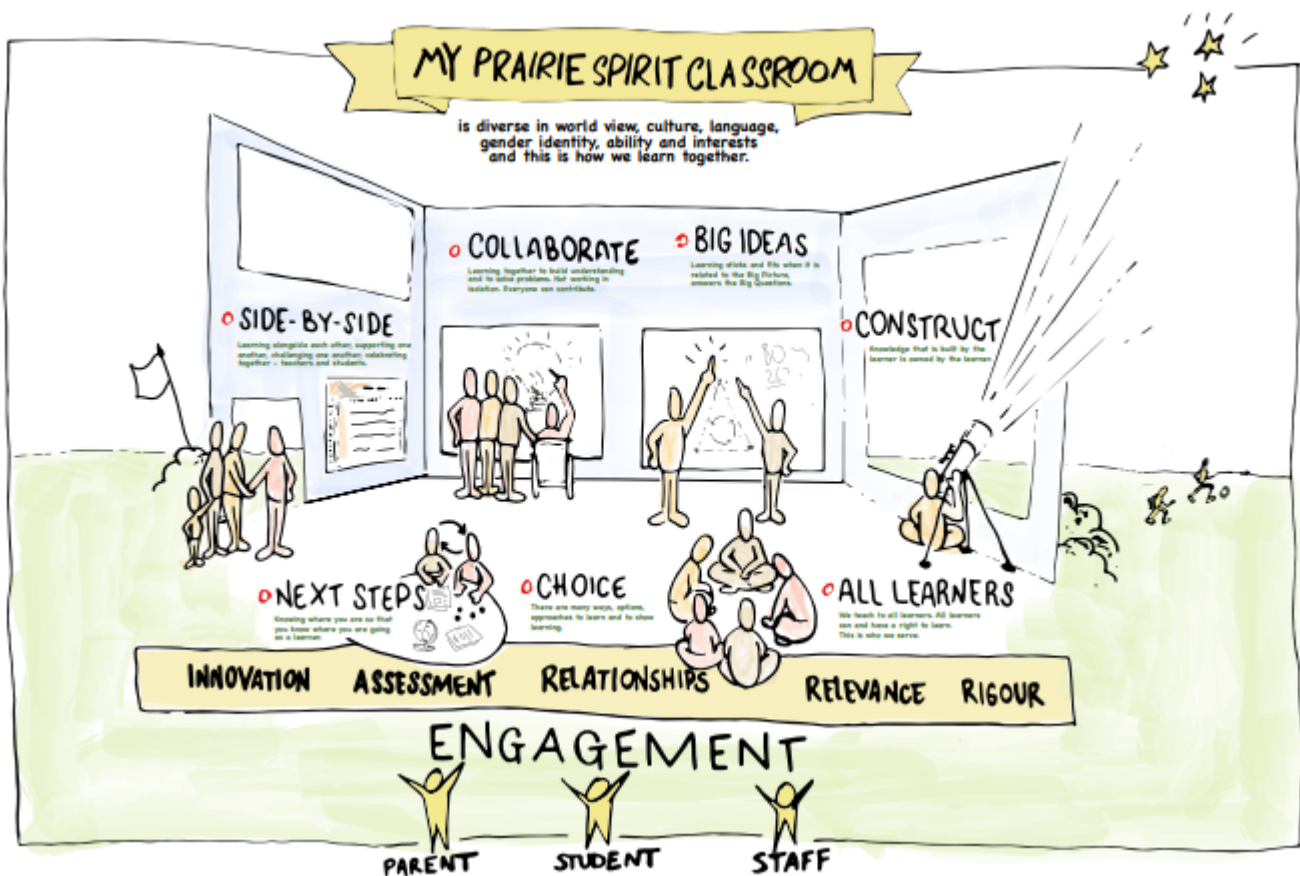


## PROGRAMS

### 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](#).

The Prairie Spirit School Division’s [Strategic Planning Framework](#) and [My Prairie Spirit Classroom \(MPSC\)](#) guide our work towards continued improvement and fostering engaged lifelong learners.



### COUNSELING

All school personnel provide guidance and support to students on an ongoing basis. The counseling services in our school are available to help students, parents, and teachers develop positive learning experiences. Guidance is offered in the form of various prevention programs (ie: social and emotional learning, conflict resolution, peer

mediation, substance abuse, career guidance, and adolescent development) that are most often delivered by classroom teachers.

In most situations, school-based counselling work directly with students is short term and focused on issues that impact students during their school day. When the needs of students are deemed to require long-term counselling, or involve issues not impacting the student at school, counsellors work with the students and families to access community mental health services. The school counsellor role also includes working alongside and in support of teachers in educational programming and strategies, and serving as a support to families looking for assistance in seeking additional outside supports for broader concerns.

## EXTRACURRICULAR

We have a few extra-curricular programs for students in upper grades at Traditions Elementary. The specific programs offered vary year to year based on volunteer leadership and student interest/commitment. Our school program is more focused on providing intramural experiences which are more inclusive and educational in nature.

## 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

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At Traditions Elementary School, we encourage high levels of learning for all students and recognize that growth and learning for each student can vary. We offer a range of support services to ensure that students are successful. The first level of support comes in the classroom where teachers routinely adapt and differentiate the curriculum to support the varied learning needs of students in the classroom.

Classroom teachers collaborate to plan and provide instruction with members of the student services team that may include Special Education Resource Teachers (SERTs), Reading Interventionists, Educational Associates (EAs), and our School Counsellor. Support may be provided in or out of the classroom and come in a variety of different small group or individualized contexts. 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 first discuss their concerns with the classroom teacher.

The school team works together with school division personnel 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 access these services.

## COMMUNICATION

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### EDSBY

Schools in Prairie Spirit School Division schools use the EDSBY online platform to communicate with parents on matters of attendance, student learning progress, timely announcements and information. All parents/guardians should ensure that they have accepted the invitation and are signed up on Edsby to stay informed.

### SCHOOL WEBSITE

Our school website can be found at <http://traditions.spiritsd.ca> and is your recommended first stop for more static information and resources about our school. Information/links you will find on the website include schedule and calendar information, student supply lists, links to PSSD transportation services, newsletter archives, and much more.

### SCHOOL NEWSLETTERS

The school publishes a monthly school newsletter the first Friday of each month. Our school will typically send the newsletter via Edsby, but you are welcome to contact the school office if you would rather have a paper copy. You can also access school newsletters on our school website.

### CALENDAR MAGNET

Our School Community Council provides a convenient magnet with important school year dates/events each fall. The magnet is sent home with the eldest child in the family each September. Please keep the magnet in a convenient location.

### CLASSROOM COMMUNICATION

Regular communication between the classroom and the home is essential for success. Classroom teachers use a variety of paper or digital tools/apps (ie: dayplanners, eportfolios) 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 PHILOSOPHY

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. Parents are strongly encouraged to use this information to encourage and support their child's learning.

In addition, our reporting system includes report cards and student-involved learning conferences over the course of the year. Report cards for Grades 1-5 are sent home in early December, March, and the end of June. Learning conferences (that include student, parent/guardian and teacher) are scheduled in October and February.

Kindergarten report cards go out in 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.

## 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. Regular communication about routine matters is best handled through email, Edsby/ day planner messages, or a call to the school office well in advance of the matter.

Please refrain from contacting the teacher or school office with after-school instructions near the end of the day as your child may not be able to receive it in due time.

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

## CARING, HEALTHY & SAFE SCHOOLS

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### STUDENT CODE OF CONDUCT

At Traditions Elementary School we take a developmental approach to student behaviour. Like academic learning, social-emotional learning and behavioural skills are built over time and with guidance and practice. Our staff believe that a respectful, safe and caring environment promotes successful learning.

We have high expectations of students' behavior at TES.

At Traditions, the behaviour of students, staff, and families is guided by our TITAN TENETS (established 2022). Our behaviour and interactions with one another is guided by these principles:

## OUR TITAN TENETS

1. **TITANS ARE LEARNERS.**
  - We continuously grow as life-long learners.
  - We ask questions and seek help when needed.
  - We are willing to take risks and understand that making mistakes is part of learning.
  - We are creative.
2. **TITANS ARE KIND.**
  - We take care of one another.
  - We show gratitude to others.
  - We use good manners.
  - We are forgiving.
3. **TITANS ARE DETERMINED.**
  - We always do our best.
  - We are problem solvers.
  - We persist when things get difficult.
4. **TITANS ARE COOPERATIVE.**
  - We work together for the success of all.
  - We help each other.
  - We follow school/classroom rules.
  - We are good sports and have fun together.
5. **TITANS ARE TRUSTWORTHY.**
  - We have the courage to do what is right.
  - We take responsibility for our words and actions.
  - We are honest.
6. **TITANS ARE RESPECTFUL.**
  - We celebrate each person's uniqueness.
  - We listen to other perspectives and points of view.
  - We make others feel safe.
  - We take care of our possessions and the property of others.

## DUTIES OF STUDENTS

**Section 150(1) of the Saskatchewan Education Act** outlines the general duties of students.

*150(1) In the exercise of his or her right of access to schools and to the benefits of educational services pursuant to this Part, a pupil shall comply with subsections(2) and (3).*

*(2) Every pupil shall co-operate fully with all persons employed by the board of education or the conseil scolaire and any other persons who have been lawfully assigned responsibilities and functions with respect to the instructional program of the school or any special or ancillary services that may be provided or approved by the board of education, the conseil scolaire or the department.*

*(3) Every pupil shall:*

*(a) attend school regularly and punctually;*

*(b) purchase any supplies and materials not furnished by the board of*

*education or the conseil scolaire that the principal considers necessary for any particular course of instruction;*

*(c) observe standards approved by the board of education or the conseil scolaire with respect to:*

*(i) cleanliness and tidiness of person;*

*(ii) general deportment;*

*(iii) obedience;*

*(iv) courtesy; and*

*(v) the rights of other persons;*

*(d) be diligent in his or her studies;*

*(e) conform to the rules of the school approved by the board of education; and*

*(f) subject to subsection (4), submit to any discipline that would be exercised by a kind, firm and judicious parent.*

## DISCIPLINE

At Traditions, we believe that kids do well if they can. We also know that building behavioural and self-regulation skills is part of a developmental process. We know that learning to behave in an appropriate, expected manner is a learned skill. It is a shared responsibility to help students develop these behaviours. It is to our collective advantage to support our students in becoming self-disciplined. Our discipline plan is guided by three values:

- **Preventative:** Anything that can be done to limit opportunities the student will have to act unexpectedly (eg. Clear expectations, establish and maintain routines).

- **Supportive:** Any strategies that can be used to encourage the student to maintain expected behaviour (eg. Modelling expected behaviour, explaining or having the student explain why a particular behaviour is unexpected, having the student come up with a solution/alternative to the unexpected behaviour).
- **Corrective:** Anything that can be done to stop unexpected behaviour and to teach more expected behaviour in their place. Diffusing or deescalating a situation and helping students get 'back on track' (eg. Teaching a child/student to talk to a sibling or classmate as opposed to hitting them). We provide students with the opportunity to utilize restorative processes to address the harm that has been done to relationships when wrongdoing occurs.

Our school program includes an emphasis on the recognition of expected behaviours, general classroom management plans/routines for all children, student orientation to our expectations, and in some situations, behaviour agreements or safety plans for children who repeatedly demonstrate unexpected or inappropriate behaviour.

### RESPONDING TO UNWANTED BEHAVIOUR

Unwanted behaviour can be categorized in different ways. Many types of unwanted behaviour are mislabeled as bullying. Our shared responsibility as caring adults is to educate children about recognizing different types of unwanted behaviour and developing skills and strategies to prevent and respond to these behaviours.

At Traditions Elementary School we use this framework to differentiate among types of unwanted behaviours:



Bullying is harassment and will not be tolerated in any form. Harassment is any unwanted comment or behaviour by an individual toward another which is or is perceived to be hurtful, intimidating or alienating. Harassment may include, but is not limited to, unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, gender, sexual orientation, racial or ethnic background, place of birth, citizenship, ancestry, age, physical size or weight, religion, marital status, family status or ability. Harassment is against the law. Harassment can consist of a single incident. It is common, however, for harassment to involve a series of unwanted, often subtle, incidents over time. Repeated harassment is commonly referred to as bullying.

Determining the seriousness of harassment is affected by many factors including:

- Level/type of behaviour.
- Pattern of repetitious behaviour and history.
- The age and developmental level of parties involved.
- The balance/imbalance of power between students involved.
- The specific context/intention of documented incidents.

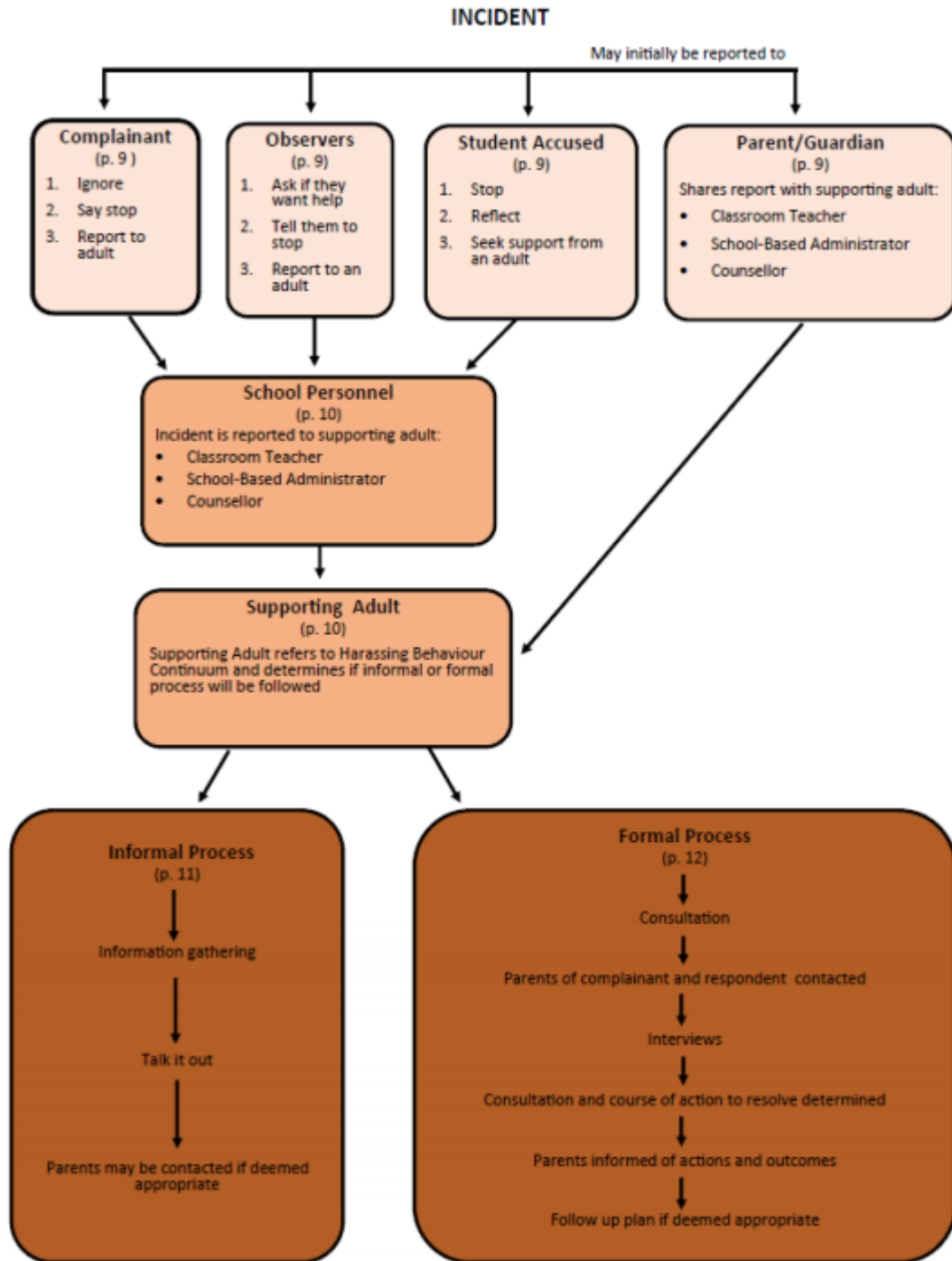
## RESOURCES FROM PSSD STUDENT HARASSMENT PROTOCOL

### Bullying and Harassing Behaviours Continuum Chart



LEVEL 1	LEVEL 2	LEVEL 3
<b>PHYSICAL</b>		
<ul style="list-style-type: none"> <li>• rough play</li> <li>• pushing and shoving</li> </ul>	<ul style="list-style-type: none"> <li>• punching, kicking</li> <li>• spitting</li> <li>• clear intentions to hurt</li> </ul>	<ul style="list-style-type: none"> <li>• inflicting bodily harm</li> <li>• use of a weapon</li> </ul>
<b>VERBAL</b>		
<ul style="list-style-type: none"> <li>• teasing</li> <li>• name-calling</li> </ul>	<ul style="list-style-type: none"> <li>• intimidation</li> <li>• racial slurs</li> <li>• swearing</li> </ul>	<ul style="list-style-type: none"> <li>• threats of harm</li> <li>• threatening use of weapon – danger to life</li> </ul>
<b>SOCIAL</b>		
<ul style="list-style-type: none"> <li>• dirty looks</li> <li>• gossiping</li> <li>• ignoring</li> </ul>	<ul style="list-style-type: none"> <li>• spreading rumors</li> <li>• exclusion from a group</li> <li>• social rejection</li> <li>• intolerance</li> </ul>	<ul style="list-style-type: none"> <li>• severe alienation</li> <li>• public humiliation</li> <li>• group harassment</li> <li>• public-wide distribution via email</li> </ul>
<b>SEXUAL</b>		
<ul style="list-style-type: none"> <li>• jokes with a sexual theme</li> <li>• innuendo</li> </ul>	<ul style="list-style-type: none"> <li>• comments on physical character-issues</li> <li>• sexual gestures</li> </ul>	<ul style="list-style-type: none"> <li>• sexual touching</li> <li>• threats of sexual acts</li> <li>• forcing sexual acts</li> <li>• pornography</li> </ul>





More information on PSSD protocols that support [Caring, Healthy and Safe Schools can be found on the PSSD website.](#)

## POLICIES AND PROCEDURES

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### ADMINISTRATION OF ESSENTIAL MEDICATIONS AND PROCEDURES TO STUDENTS

The administration of any essential medications or procedures to students is guided by [PSSD Administrative Policy 413](#).

If a child needs daily medication or other assistance to support a serious illness or life-threatening condition, the teacher and administration need to be informed beforehand. The school office will assist parents in gathering required medical information and completing the appropriate forms which will give school staff the information and authorization we need to create an appropriate support/response plan.

Please inform the office if your child has a serious illness or life-threatening condition that you believe needs to be supported at school.

Note that any changes to an essential medication or procedure plan must be guided by written documentation.

### ARRIVAL AND DEPARTURE TIME FOR STUDENTS

Students should not arrive for school more than 15 minutes prior to the start of the school day as this coincides with when supervision of students and the opening of the building occurs.

At the end of the school day students are expected to procedure directly home or to after school care. We do not support students staying to play on the playground after school. In these scenarios, students are expected to first go home/to care to check in. After doing so they are free to access the school park and playground in the same manner they would use any other community facilities.

### ATTENDANCE AND ARRIVING LATE

Regular and punctual attendance is expected from all students/families. Students who arrive at school after the bell has rung are expected to report to the office before proceeding to their classroom so their attendance can be monitored and documented accurately.

If a student is absent or late, parents have to call the school office before the start of the school day. 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.

After morning attendance is taken, the office will call parents in any instance where the absence has not been excused so that we know all children are safe and accounted for.

Students must be fit and well to attend school. If a child becomes ill at school, parents will be contacted to make arrangements for the child to be picked up or go home. Parents are asked to monitor their children for symptoms of illness each morning. 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.



## ATTIRE

Students are expected to exercise good judgment and to take pride in their personal appearance. These expectations are not designed to hinder anyone's right to express themselves but are intended to assist students with the development of positive and responsible attitudes. Clothing should be suitable for a school environment

where learning is the focus, and the clothing being worn is not an offence to others. Clothing with vulgar or hateful language or suggestions are not acceptable.

Children are expected to have a pair of indoor footwear suitable for Phys. Ed and general use inside the classroom/school.

## **BEFORE AND AFTER CARE PROGRAM**

Parents needing before and after school care for their child are recommended to contact Hope Home which is located in the core of our facility. See the [Hopes Home website](#) for more information.

## **BUSING (URBAN AND RURAL)**

Urban busing is provided in compliance with the Prairie Spirit School Division busing policy. Students who live more than 1 km from the school may qualify for school bus service.

Bus request forms and information on eligibility, routes, etc are available on the Prairie Spirit School Division website [www.spiritsd.ca/bussing](http://www.spiritsd.ca/bussing). Bus request forms can be submitted by completing the online request form and emailing it to [tes@spiritsd.ca](mailto:tes@spiritsd.ca)

Bus drivers will not allow students on the rural bus routes who are not on the rural bus list. All urban bus passengers must obtain a bus pass and present it to the bus driver each day they wish 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.

Every bus student will receive a username and password to log into MyStopApp. This app allows parents 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.

Buses may be canceled due to inclement weather or unsafe road conditions. Details on PSSD bus cancellations due to inclement weather can be found in [Administrative Procedure-805](#).

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

### Prairie Spirit School Division Bus Rules



1. Students must show respect for 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.

## COLD WEATHER POLICIES

Bus transportation is discontinued if weather conditions are -40 degrees Celsius or colder according to the Environment Canada at 6:00AM. Buses will run in the afternoon if weather conditions have improved above -40 degrees by 12:00PM. More complete information available in [PSSD AP-805 Bus Service Cancellation Due to Inclement Weather](#).

At break times, all students will go outside and play unless the weather is deemed inclement by school administration. Your child should always come to school with proper cold weather attire, regardless of the season. When the temperature with wind-chill factor falls below -25 degrees Celsius, children will remain in their classroom at recess breaks. Students in Grades 3-5 may opt into our Polar Bear Club with parent permission. These students are allowed outside in colder temperatures under the supervision of a staff member if they are dressed appropriately.

## FIRE DRILLS/LOCKDOWN/HOLD AND SECURE DRILLS

In consultation with community emergency services partners our school has developed extensive preparedness and response plans for a variety of emergency situations. As part of that plan fire drills, hold and secure drills and lockdown drills are held periodically during the school year. Abuse or tampering with the alarm/emergency system is illegal and the individuals responsible shall be treated accordingly. The police may be notified.

## HALLWAYS AND ENTRY EXPECTATIONS

The transition of students into and throughout our school in a safe and orderly manner is important.

- All children will use their assigned entry door/boot room.
- Students should wait for the direction of supervisors or wait their turn to avoid congestion in the boot rooms.
- Students should put outdoor footwear carefully on boot racks to avoid the creation of tripping hazards.
- All children are to use their quiet voice inside boot rooms and hallways.
- All children are to walk within the school.
- Students should not climb or slide on staircases or associated railings.

## HOT LUNCH/HEALTHY HUNGER

Our School Community Council runs a monthly hot lunch sale through Healthy Hunger as a support to busy parents and as a fundraiser to support SCC initiatives at the school. Hot lunch dates for the year are preset and listed on the school calendar. Parents order and pay for hot lunches through the [Healthy Hunger website](#). Lunches can be ordered for individual/selected months or the entire year.

## LOCKERS

Lockers are available for grade two to grade five students for the storage of backpacks and outerwear. If students wish to have a lock, they may bring one from home and 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 of the school. Items are organized on tables periodically and teachers direct students to claim their items when the class is going to/from the

gymnasium area. Parents should feel free to check it for their children's lost articles. Unclaimed items will be donated to charity 2-3 times each year.

## LOST / WILLFULLY DAMAGED SCHOOL RESOURCES

School resources are provided to students at no cost and their care is the responsibility of the student. Any materials that are lost or willfully defaced or destroyed will be charged to the student at replacement cost.

## LUNCH PROCEDURES

All parents are encouraged to have their children come home for lunch when possible. Students who stay at school at noon eat lunch in their classrooms at their desks. Students are to remain seated until they are dismissed by a supervisor to go outside.

The noon hour is divided into two sections. Half of our grades begin the noon break by eating and then go outside/to the gym/to extracurricular opportunities. The other half of students follow the opposite routine – having their break first, then concluding with a time to eat their lunch. This plan decreases congestion on playfields and in entryways and increases opportunities for gymnasium access during the bitterly cold periods of the school year.

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

## 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 some students have life-threatening allergies to peanuts/nuts. Parents of children with life threatening allergies to contact the school office so that an emergency plan can be developed – see section on Administering Life Threatening Medications and Procedures to Students. Children identified as having severe allergies are brought to the attention of all staff and an emergency response plan is established if an allergic reaction occurs.

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

## PERSONAL DEVICES AND TECHNOLOGY

We generally discourage students from bringing personal technology devices to school. In the event the parent feels the student needs to have a device with them for communication before or after school, the device will remain in the student's backpack through the school day unless otherwise explicitly directed by the teacher.

Personal devices are never allowed on the playground. Devices used outside of these expectations will be turned into the school administration.

## 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:

- 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.
- If further discussion is required, the parent may ask to meet with the Director of Education.
- Finally, the parent may request the issue to be heard by the Board of Education.

## RECESS AND PLAYGROUND EXPECTATIONS

Keeping recess breaks fun and safe for everyone includes:

- No throwing snow, ice, rocks, or wood chips.
- Sidewalks and tarmac are the only places to be writing with sidewalk chalk.
- Be kind to our trees and shrubs – no pulling on branches or climbing trees.
- No rough play or play fighting.
- Report concerns to the outside supervisor immediately if you need assistance.
- Please stay off bikes/scooters and away from their storage racks at recess.
- Bring in any play equipment you take outside.
- Do not climb on fences or go into neighbouring yards – ask a supervisor for assistance if needed.
- Stay on the designated playground area.



## SCENT AWARE

All Prairie Spirit School Division facilities are SCENT AWARE. We ask parents, students and staff to refrain from using perfumes, as well as any strongly scented hair and body products when you come to school. Many of our students and staff have adverse/allergic reactions to strong scents.

## STUDENT DEMOGRAPHIC INFORMATION

It is essential that our school office has the correct and current demographic and contact information for all students. At the beginning of the school year, students will bring home a paper copy of the existing demographic and contact information we have on file for the student. Parents/guardians must review the information to ensure that all categories are complete, accurate and up to date. The updated form must be returned to the school office. Should there be changes to any demographic or contact information during the course of the school year, please see that the school office is notified promptly.

## 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.

A site/parking map is on the final page and illustrates the areas where parents may park or drop off students. As the map illustrates the GREEN areas are available for public parking; the YELLOW areas designate our drop off locations; and RED indicates those areas reserved for staff parking. It is imperative that parents using the drop off areas remain with their vehicle and keep these areas flowing as a drop off area. We continue to encourage families to consider more efficient options for dropping off and picking up students along Clubhouse Boulevard and Settler Crescent and making use of the park/pathways that access the school grounds from the south. In all cases of picking up students it is very important that you establish an explicit meeting location with your child so everything runs smoothly.

The bus zone cannot be used for student pick up or drop off.

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.

## VOLUNTEERS

Volunteers are a valued part of our school community. Requests to volunteer typically come from – or can be made directly to - individual teachers, our School Community Council or our library volunteer coordinator.

More information can be found in [PSSD Admin Policy – AP434 Volunteers](#) but in summary:

- Parent volunteers (including grandparents or legal guardians) who are providing services under the direct visual supervision of a Division employee **do not** require a Criminal Record Check (CRC) (**for example volunteering inside the classroom, library helper, hot lunch volunteer**).
- A CRC is required for parent volunteers when the volunteer has or may have direct or sole responsibility for providing supervision of students (**for example, as a volunteer on a class field trip**).
- The CRC needs to have been completed no more than six (6) months prior to being submitted to the school. The CRC must be from the police services in the individual's area of residence. The Division will also accept online criminal record checks from [Verifications Canada](#) or [MyCRC](#). Any costs associated with a CRC are the responsibility of the volunteer.
- For Prairie Spirit schools, the valid length of a CRC and Vulnerable Sector Check will be three (3) years, with an annual compliance report at the start of the school year each year.
- Volunteers are expected to inform the Division if/when there are any criminal charges against them. The school will question all volunteers annually.
- Volunteer drivers transporting students in a private vehicle must provide criminal records check as per AP-807 Transportation in Private Vehicles.

## WEAPONS IN SCHOOLS

Weapons (real or replica) are not to be brought to school. This would include as a part of costumes on dress up days. Our policy is guided by [PSSD AP419 – Weapons in Schools](#).



