



403 4th Street West
P.O. Box 510
Warman, Saskatchewan, Canada
Telephone: (306) 933-2066
Email: wes@spiritsd.ca
Website: <http://blogs.spiritsd.ca/wes/>

Principal: Greg Tebay Vice Principal: Nicole Lacoursiere

This agenda belongs to:

Name: _____ Homeroom: _____

Address: _____

Home Ph: _____

Daycare Ph: _____

Mom's Work Ph: _____

Dad's Work Ph: _____

Mom's Cell Ph: _____

Dad's Cell Ph: _____

MISSION STATEMENT OF W.E.S.

Warman Elementary School, in partnership with our community, strives to provide a diversity of learning experiences. We are encouraged to achieve our personal best in a positive, safe and supportive environment.

SCHOOL LOGO



SCHOOL MOTTO

"Where Everyone Succeeds"

The official school colours are blue and white.

PEACE STATEMENT

"We believe a peaceful school is a safe and respectful place physically, emotionally and spiritually. We are committed to being peacemakers at all times and to treating others the way we wish to be treated."

STAFF MESSAGE

Good communication between home and school is imperative for your child's success at Warman Elementary School. With this in mind, the staff at W.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, "Where Everyone Succeeds", you will find an atmosphere conducive to social growth and academic achievement. We anticipate a successful year filled with new friendships, experiences and challenges.

We encourage you to use this planner daily as a means of maintaining good communication between home and school.

WARMAN ELEMENTARY SCHOOL WEBSITE

We encourage everyone to bookmark <http://blogs.spiritsd.ca/wes/>. 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. Warman Elementary School is on Facebook and Twitter @WESPSSD.

2019/2020 School Year

September 2, 2019	Labour Day / No School
September 3, 2019	First Day of Classes Grades 1-5
September 5, 2019	Welcome Back BBQ
September 23 & 24, 2019	School Pictures
September 27, 2019	Prep Time / No School
October 11, 2019	Prep Time / PD / No School
October 14, 2019	Thanksgiving / No School
October 17 & 22, 2019	Conferences Grades 1-5
October 28, 2019	Picture Retakes
November 7, 2019	Prep Time / No School
November 8, 2019	Day in Lieu / No School
November 11, 2019	Remembrance Day / No School
November 20 & 21, 2019	Kindergarten Conferences
November 29, 2019	Grades 1-5 Learning Summaries
December 17 & 19, 2019	Christmas Events
December 20, 2019	Last Day of Classes / Christmas Holidays
January 6, 2020	Classes Resume
January 31, 2020	Prep Time / No School
February 12 & 13, 2020	Kindergarten Learning Summaries
February 17, 2020 – February 21, 2020	Family Day and Winter Break / No School
February 24, 2020	Classes Resume
March 9, 2020	Prep Day/ PD / No School
March 20, 2020	Grades 1-5 Learning Summaries
March 26 & 31, 2020	Conferences Grades 1-5
March 27, 2020	Day in Lieu / No School
April 1 & 2, 2020	Kindergarten Conferences
April 10, 2020 – April 17, 2020	Good Friday and Easter Break /No School
April 20, 2020	Classes Resume
May 7, 2020	Fine Arts Night
May 15, 2020	Prep Time / No School
May 18, 2020	Victoria Day / No School
June 5, 2020	Prep Day / PD / No School
June 19, 2020	Family Picnic
June 24 & 25, 2020	Kindergarten Learning Summaries
June 26, 2020	Last Day of Classes/ Learning Summaries

School Community Council 2019-2020

Jennifer Jellicoe (Co -Chair) jlynn0502@hotmail.com

Andrea Anderson andreacawley@sasktel.net

Russell Hoffman (Treasurer) russellhoffman75@hotmail.com

Erin Huber (Secretary) eringhuber@gmail.com

Rochelle Riemer rokiriemer@mail.com

Christa Schenn christaschenn@sasktel.net

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Jasmine Reddekopp jj.reddekopp@hotmail.com

Brandy Bayda brandy.bayda@yahoo.ca

Greg Tebay (Administration Representative) 306-933-2066 greg.tebay@spiritsd.ca

Nicole Lacoursiere (Administration Representative) 306-933-2066 nicole.lacoursiere@spiritsd.ca

Sam Dyck (Division Board Representative) 306-933-2805 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 planning and the improvement process. Meetings are the first Monday of every month.



Warman Elementary School Day and Bells

8:35 a.m.	First bell to come indoors
8:40 a.m.	Morning classes begin
10:15 a.m.	Recess
10:30 a.m.	Morning classes resume
12:00 noon	Lunch
12:25 p.m.	Lunch recess
12:45 p.m.	Afternoon bell to come indoors
12:45 p.m.	Afternoon classes begin
2:52 p.m.	Dismissal of ALL students

Warman Elementary School Song

**Warman Elementary School
Where Everyone Succeeds
Learning, Sharing, Growing, Caring Meeting
daily needs.**

**We respect each other, the
land, the sea, the air.**

**Welcome to this special place
Let's show the world we care.**

**Welcome to this special place let's show the
world we care.**

Written by Erin Tempel

PROGRAMS

Academic

Our academic program (Pre-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

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, behavioral programming support, family intervention, behavioral assessment and referral assistance to other agencies.

Library

The Warman 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, 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 Warman 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 Warman 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.

Strategic Planning Framework

In Prairie Spirit, our students and adults learn without limits in a world of possibilities, supporting one another, challenging one another and celebrating our learning together. We create environments where learners are able to inquire, discover, take risks and apply their learning in the real world. We are developing engaged citizens who demonstrate confidence, courage, empathy and commitment in shaping positive change for the benefit of all.

Prairie Spirit Aspirational Learning Goals

Learning for Life for All

Successful learners • Meaningful relationships • Innovative operations • Pride and joy in work

Prairie Spirit Learners

- Feel accepted, confident and safe to engage in learning where individual diversity, interests, backgrounds, cultures and life experiences are welcomed and valued.
- Are active and contributing participants in the classroom, school and community, where engagement and a sense of belonging are both nurtured and promoted.
- Possess intercultural understanding, empathy and mutual respect with and for Indigenous Peoples of Canada (Calls to Action 63.3).
- Achieve learning goals, regardless of their gender, culture and ancestry.

Prairie Spirit Readers

- Read for pleasure, learning and growth.
- Cultivate a lifelong love of reading.
- Read like a writer and write for a reader.

Prairie Spirit Writers

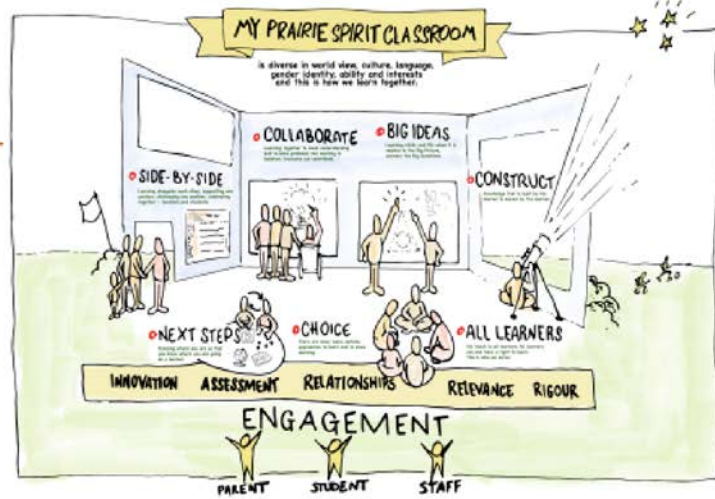
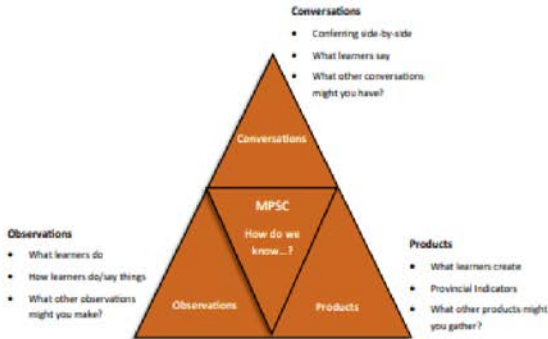
- Read like a writer and write for a reader.
- Believe in their ability to communicate and contribute.
- Write with confidence, demonstrating independence and interdependence.

Prairie Spirit Mathematicians

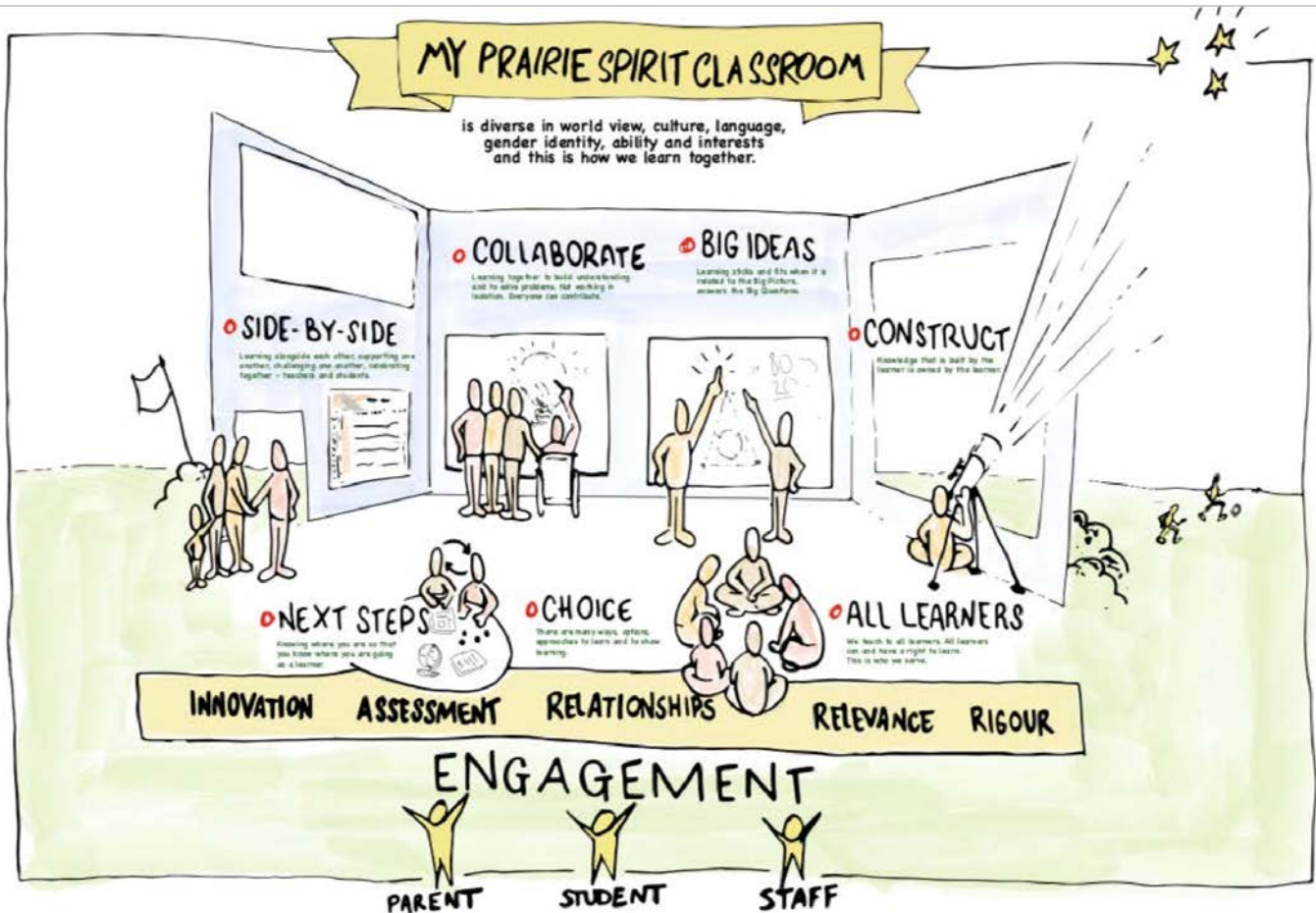
- Are accurate, efficient and flexible when working with numbers.
- Confidently and competently deal with everyday and new situations that demand the use of mathematical concepts.

Prairie Spirit Graduates

- Have real choice after high school because they can collaborate, communicate, be creative, solve problems and engage as contributing citizens.
- Are confident to make choices for their future based on the broad areas of knowledge and learning skills they have acquired.



Revised April 30, 2019



COMMUNICATION

School Website

Our school website can be found at blogs.spiritsd.ca/wes 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. Warman Elementary teachers use a variety of paper or digital tools/apps (ie: dayplanners, eportfolios like SeeSaw or FreshGrade, blogs) 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 Warman 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. 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 **306-933-2066** between 3:30 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

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 will be able to access the school only through the front doors and are expected to report to the office before proceeding to their classroom so their *Absent* 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 8:30 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 (306-933-2066) where messages can be left at any time of day or night.
- If students are not in their classroom at 8:40 a.m. when attendance is taken and the teacher doesn't know where they are, they are concerned for their safety. If your child is unaccounted for at 9a.m and/or 1p.m an automated system will call to alert you that your child is absent. If you receive such an alert you are asked to call the school to verify their whereabouts.

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.

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, Warman 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 Warman 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. **Warman 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

All information on the PSSD school bus service for both RURAL and URBAN students can be found on the PSSD Transportation website at <https://www.spiritsd.ca/buses/>. Here you will find information on daily bus service updates, guidelines, applications, routes and stop times.

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

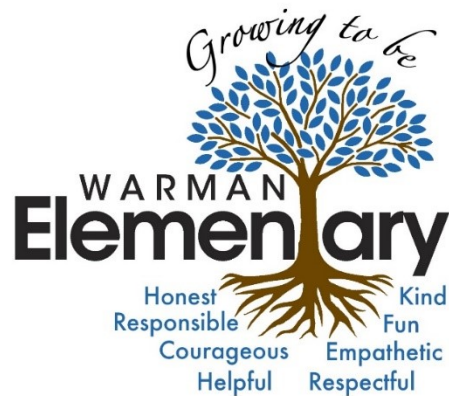
PSSD school buses may be GPS tracked using the MyStop app. Please call the school office for login information for your child's school bus if you are interested in using this service. Students using the urban busing service will be expected to have a valid bus pass and rural students must be on the list 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.

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 windchill factor falls between -27 and -30 degrees Celsius, children will be expected to spend a shorter time outside. When the wind chill factor is -31 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.

Code of Conduct

Our staff believe that a respectful, safe and caring environment promotes successful learning. We promote interaction based on the values Growing to be.... 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 wrongdoing occurs.



Day Planners/Agenda

Some teachers continue to use a paper-based day planner for their daily home and school communication. The school provides the first copy to students at no charge, but if the day planner becomes lost, students/parents are asked to pay \$7.00 to cover replacement cost.

General Behavior Expectations of Students

We have high expectations of students' behavior at WES. We have few written 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, iceballs, 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.
- 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 encouraged to use their child's designated doors.

Emergency Response and Preparedness Planning (ERPP)

WES follows guidelines established by Prairie Spirit School Division for Emergency Response and Preparedness. Our preparedness includes evacuation, hold and secure, and lockdown drills that are held periodically during the school year. ERPP drills are conducted and reviewed in consultation with community emergency response personnel. We do not hold 'surprise' drills at WES and believe that the best use of these drills is as an opportunity to review, practice, and debrief our procedures with students.

ERPP procedures are posted near the exit of each room in the school.

Your cooperation is necessary in any emergency, and you can assist us by observing the following guidelines:

1. Please do not attend to the school until you receive information or direction to do so. Keeping the roadways and areas surrounding the school clear and unobstructed are important to allow emergency services personnel in responding to the situation.
2. Please refrain from calling your students on cell phones. As per RCMP/emergency services direction, cellular and electronic devices are turned off and given to the teacher in emergency response situations.
3. We advise you to check the school division website (www.spiritsd.ca), tune into local radio stations, or call the PSSD Office at 306-683-2800 to receive updated information and directions in the event of a school emergency.
4. Students will be kept at the school or relocation site until they are picked up by an identified, responsible adult who has been identified as such on the student registration form, which parents are required to fill out at the beginning of every school year and update as needed. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - 18 years of age or older
 - usually home during the day
 - is known to your child
 - is both aware of and able to assume this responsibility
5. Impress upon your children the importance of promptly following the directions given to them by school staff and emergency personnel in any ERPP situation.

Lost and Found

Our lost and found boxes are located in the hallway beside the caretakers' room and in the east hallway. Parents should feel free to check it for their child(ren)'s lost articles. Unclaimed items are donated to charity several times per year – particularly after student conference evenings.

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

Students who stay at school at noon eat lunch in their classrooms.

Staying at school for the lunch break is a privilege – students who are unable to conduct themselves according to expectations may have this privilege suspended or removed. We encourage any student/family who is able to provide for the student to go home for lunch to do so. A wide variety of evidence supports the advantages of this for the student and their learning.

Students are expected to adhere to the school's general expectations for behaviour and WES Values during the lunch break.

Students are expected to use appropriate table manners, clean up after themselves, and remain seated until dismissed by a supervisor to go outside.

Medication Policy

School staff is prohibited from providing or administering any non-prescription medications. If a child needs doctor prescribed daily medication, the teacher and administration need to be informed beforehand. A Dispensation of Medication Form must be completed which give us the authorization to make arrangements to administer any required prescription medication.

Milk Program

WES 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 cartons of milk are available from the school office staff at a cost of \$20.00 each.

Milk delivery to our school is typically done on Thursday. Please keep in mind that after a long break, milk will likely not be available until Thursday of the week back to school.

Nut Alert

Warman 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.

We at Warman Elementary School wish 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.

Personal Student Technology

Please do not send your children to school with personal technology/communications devices such as cell phones, iPads, etc. The school has plenty of educational technology to support student learning needs. Any devices that happen to come to school will be kept by the office for the balance of the day. There may be special circumstances where a teacher will specifically invite students to bring devices to school and that is fine under the direction of the teacher.

Protocol for Concerns

If students or parents have concerns or questions 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.

Safe and Secure Protocol

Prairie Spirit School Division has several policies in place to ensure our facilities are safe and secure.

During instructional hours, only the front/main doors to the school are unlocked and accessible. Students and visitors arriving at the school should use the front doors and report to the school office.

- Students are not to bring real or replica weapons to school.
- Prairie Spirit School division and its members schools are partners in the Community Threat Assessment and Support Protocol. More information on the protocol can be found at the [PSSD Caring, Healthy and Safe Schools webpage](#).

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 Registration

All students must be officially registered at Warman 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. 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 must be signed and returned to school 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* portion that is to be reviewed and signed by a Parent or Guardian. 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, so prompt return of the form is necessary. 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.

Traffic Safety

The safety of our students at Warman 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 fence is designated for parking. Children in this area must walk between the fence and the cement parking barriers, not behind vehicles. The drive-thru lane west of the school is for pick up and drop off only. Vehicles stopping there must not be left unattended between 8:30 a.m. and 3:30 p.m. on school days. The bus zone and staff parking lot cannot be used for student pick up or drop off, and designated NO PARKING areas must be adhered to, both for safety reasons and to allow bus drivers and staff to enter and exit the two areas without incident. Under no circumstances is the back alley east of the school to be used for parking. It needs to always be completely clear for emergency vehicles and residents.

There is a handicap/emergency parking spot on the street, west of the school that is used daily. We ask that parents make sure this stays open and available at all times. As well, 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.