

2022-2023

Parent/Student Handbook



TD MICHEL PUBLIC SCHOOL

Phone: (306) 469-2128

Fax: (306) 469-5708

<https://td.srsd119.ca>



*Saskatchewan Rivers
Public School Division*

Excellence for Every Learner

Staff List

Mrs. Nadine Bouchard	Principal
Mrs. Kim Tinker	Pre-Kindergarten
Mrs. Kim Tinker	Kindergarten
Mr. Eli Bennett	Grade 1/2
Ms. Carley Winhold	Grade 3
Ms. Carla Gear	Grade 4
Ms. Talena Pilatus	Grade 5
Ms. Meagan Wall	Grade 6
Miss Natalie Wideen	Inclusion Coach
Ms. Courtney Dziurzynski	Phys. Ed.
Ms. Kristal Grimard	Educational Associate
Mrs. Stacey Price	Educational Associate
Mrs. Leah Scott	Educational Associate
Mrs. Leanne Fonos	Educational Associate
Mrs. Karen Lindskog	Librarian
Mrs. Cristy Reed	Secretary
Ms. Twila Meyers	Caretaker
Mrs. Nadine Peterson	Integrated Outreach Worker

Director of Education

Mr. Robert Bratvold
306-764-1571

Superintendent of Schools

Mr. Tom Michaud
306-764-1571



Mission Statement

At T.D. Michel Public School we provide a safe learning environment where every student knows they belong, can grow and build connections. Our goal is for our school to blossom into a joyful, responsible and diverse community where each student is encouraged to become the best version of themselves.

Daily Schedule

8:40	First Bell
8:45	Second Bell
8:45 – 10:15	Classes
10:15 – 10:30	Recess
10:30 – 11:45	Classes
11:45 – 12:00	Lunch
12:00 – 12:30	Recess
12:30 – 2:00	Classes
2:00 – 2:15	Recess
2:15 – 3:15	Classes
3:15	Dismissal*

* Town students will be dismissed after the buses have left the school.



Lunchtime Policy

Students who do not live in town MUST bring a note from a parent/guardian if they wish to walk uptown for lunch.

If a student does not have written permission from a parent, they will not be allowed to leave the school at noon.

Recess Breaks

All students get one morning break, a lunch break and one afternoon break. Please ensure that students wear appropriate clothing to spend recess and lunch break outdoors. Students are allowed to remain indoors when it is raining or the temperature and/or wind chill is extreme and also if recovering from an illness verified by a note from a parent.

Schedule

T.D. Michel Public School follows a Monday to Friday schedule. Kindergarten classes are Mondays, Wednesdays, and alternate Fridays (as per the school calendar). Pre-Kindergarten classes are Tuesdays and Thursdays (NOT on Fridays unless an afternoon family activity is planned).

Reporting Periods

Grades 1 – 6 report cards will be issued two times per year (February & June).

Progress conferences will be held in November and March; however, parents are encouraged to contact the classroom teacher at any time during the year.

School Communication

At T.D. Michel Public School, we share the handbook, letters, and other announcements on Facebook, through email communications, and on our webpage. Parents and teachers can also communicate via Edsby.

The webpage for our school is: <https://td.srsd119.ca>

The Facebook group for our school is [TD Michel Public School](#).

Edsby

Edsby pulls together up-to-the-minute information about each of your children and presents it in a clear, easy to understand format.

We invite you to get involved! This will be the only place you need to visit to keep up to date on your child's school information and progress. Please ensure the school secretary has your current and correct email address.

If you are new to the school, you will receive an invitation from Edsby to connect with your child's school. Activating your account is as easy as clicking on a link and choosing your password.

Edsby has a free app for all smartphones but Edsby works great within your phone's browser, as well. The power of Edsby while using your smart device means you'll have up-to-the-minute access regarding school information anywhere, anytime.

Things to note:

The server name to login to the Edsby app is **srsd119.edsby.com**

The URL when using a browser is srsd119.edsby.com

You will receive an invite for EACH child that is enrolled in the school.

You can use Edsby to:

- Schedule an absence for your child
- Check the school calendar
- Communicate with your child's teacher or the school office
- Schedule Parent-Teacher Interview times
- Respond to parent permission requests for class trips
- View school news and other information
- View grades, assignments, and report cards.

If you forget your password, you can click the [Can't Log In](#) link on the login screen or contact the school secretary and have your account reset and send a new invitation.

Parent-School Communication

It is extremely important to maintain regular communication with the school and your children's teacher(s).

The best way to communicate with your child's teacher is through Edsby. This is a great place to communicate after school plans and/or other needed information. *Teachers do not generally check lunch kits or backpacks for communication.* For last minute changes, please call the school as teachers may not check their phones regularly throughout the school day.

If your child is going to be absent,
please enter in Edsby or call to let the school know:

Phone: (306) 469-2128
(message can be left on voicemail)

Note: If you do not report an absence to the school, you will receive an automated call from the school. We ask that you please respond to that call when you receive it.

Health Nurse & Communicable Diseases

The Public Health Office provides our school with a nurse when required. The nurse is responsible for immunizations and other health related matters.

A Public Health nurse can be reached at (306) 469-2505. Communicable diseases can spread rapidly through a classroom. To control the spread of illness, children who have fever, diarrhea, or rashes should not attend school until they are well and/or have been treated by a doctor. Children with the following should not attend school until they have been treated: head lice, strep throat, scabies, scarlet fever, ringworm, eye infections, or impetigo.

Student Illness Policy

If your child is showing signs of illness, we ask that you please keep them home to help prevent the spread to other students and staff.

Birthdays

Birthdays are exciting events, *especially for the invited students.* **As a courtesy, please disburse invitations and gifts outside of school hours.** Exception...if every child in the class is invited, feel free to share the invitations at 3:13 with permission from the teacher.

Medication Policy

Saskatchewan Rivers School Division schools attempt to provide a safe and secure school environment for all students. A policy has been established to administer medication to students. Parents are to contact the principal when their child requires medication.

Medical Alert

Please be aware that T.D. Michel Public School is a "nut alert" school. We have students that are extremely allergic to all nut products; therefore, nut products of any kind are not allowed in the school. Please keep this in mind when packing lunches and snacks. Be sure to read product ingredient labels carefully.

Nutrition Policy

School division policy can be found at www.srsd119.ca > Administrative Procedures Manual > AP 235 (Nutrition Education). TD Michel does not sell or serve pop and only occasionally, uses sugar treats for rewards or parties. **Students are not allowed to have pop in their lunches** and will not be allowed to consume them at school. Our staff is also expected to model that during the day. **Students who go home for lunch will not return to school with treats like slushes, ice cream, etc.** Permission will not be granted to leave the school grounds to buy treats.

Student Dress Code

We have found that there is a correlation between a student's behaviour and attitude, and his/her manner of dress. There is a wide range of available clothing styles that reflect a positive attitude and appearance. We ask that students attending our school wear clothing that is comfortable, clean, and appropriate for an elementary school. Because our instructional program includes active play, students must wear clothing that allows them to run and jump, including shoes with non-marking soles for inside wear. Clothing and other items our students wear must not disrupt the educational process, create safety concerns, nor create any distraction. All popular fashions may not be appropriate for an elementary school.

Inappropriate dress includes but is not limited to:

- Clothing that does not fit reasonably.
- Clothing with logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, drugs, vandalism, gangs, bigotry, violence, sexual connotations, or profanity. This includes with phrases or pictures that have double meanings.
- Clothing that is revealing or immodest or tops that expose bare midriff or undergarments. Examples include halter tops, bathing suits, sports bras, tube tops, razor back tops, spaghetti straps, and low-cut tops.
- Shorts, skirts, and dresses must be long enough that they reach the same point on the thigh as the bottom of a student's closed fist when the arm is extended and resting on the thigh.
- Hats worn indoors or incorrectly.

School personnel reserve the right to determine the appropriateness of hair, clothing, and make-up. With the support and cooperation of our students, parents, and staff, our school will be a positive and productive learning environment.

SchoolCash Online

We are able to accept payments online using SchoolCashOnline. Parents will have to sign up for an account but then will be able to make payments to the school using VISA, Mastercard, or E-Cheque. This will be the preferred method of payment for our school whenever possible. Please visit the link below for more information and to sign up.
<https://www.srsd119.ca/school-cash-online/>

Milk & Pizza Sales

White milk and chocolate milk are available to purchase for \$1 each.

Pizza is sold every Wednesday for \$3 per slice. Students must order in their classroom first thing in the morning, as the pizza order is placed by 9:30. We cannot guarantee that there will be extra pizza available.

School Fees

SRPSD Administrative Procedures Manual – AP 265

Saskatchewan Rivers School Division will not charge fees, levies or other costs for instructional materials and supplies required to meet the mandatory course requirements at each grade level.

The division recognizes that a local school community may wish to enhance the learning program by having students participate in special projects, extracurricular programs and field trips.

Schools may levy fees for special projects, field trips and extracurricular activities, provided such fees are reasonable and used only for the recovery of actual costs to the school.

Inclement Weather

Buses will not run if temperature is below -40 C. Bus runs may also be cancelled if road conditions are dangerous. Regardless of weather-related bus situations, the T.D. Michel Public School **will not** be closed on scheduled school days. Staff will be in attendance and will continue with the school day as planned. Please refer to www.srsd119.ca > Administrative Procedures Manual > AP 710.

*******Please listen to CKBI 900 AM or 92.5 FM or see home page www.srsd119.ca *******

Notifications will be made on the school Facebook group as well as a message sent out via Edsby.

School Bus Stop Arms

School bus stop arms will be used for drop off (8:40 – 8:45) and pickup (3:15 – 3:20) on school days on Main Street.

When approaching a bus that has its stop arm out and its red lights flashing **you must stop** no closer than 5 m from the front or back of the bus and you may not advance your vehicle until the driver turns off the flashing red stop lamps and deactivates the stop arm.

The minimum fine for passing a bus with red flashing lights in \$360.00.

Alternate routes are available; please use them during these times.

Bus Routes

Bodmin/Erinferry/Clearwater

Murray Randall

Green Mantel/West Cowan

Holly Reimer

North Cowan

Kelly Gear

Ladder Valley

Paige Tinkler

Delaronde

Gina Anderson

**Saskatchewan Rivers SD
Bus Maintenance Facility**

Phone: (306) 763-2323

Parking

Please pick up or drop your children off in either of the school parking lots (the East parking lot has a roundabout for easy pickup and drop-off).

Parking directly in front of the school or across the street is prohibited by law from 8:00AM – 9:30 AM and 3:00PM – 4:30PM.

It is also extremely hazardous as students may run out from between parked school buses. Please help us provide a safe environment for the children. If you are visiting in the school, you are welcome to use either of the staff parking lots at the east or west end of the school. Please ensure that you do not block other vehicles that are using the parking lot.

Student Conduct on School Buses

Excerpts from Administrative Procedure 720

The task of maintaining safe and comfortable transportation for students is the responsibility of bus or van drivers, students, parents, supervisors, and principals.

Student transportation includes rides to and from school and rides to and from Division sponsored activities.

Access to student transportation is a privilege not a right.

1. It is the duty of every student to act in a responsible manner to ensure that the safety of other students, the bus driver and the general public is not placed at risk.
2. Each bus driver has the authority and the responsibility for maintaining a safe and orderly environment on their school bus in a manner similar to that of a classroom.
3. When student behavior problems escalate beyond the scope of the bus driver, the school principal becomes responsible.
4. Once referred to the principal, behavioral expectations and consequences shall be consistent with expectations and procedures outlined in the school Code of Conduct.
5. In order to maintain consistency in timing at all bus stops, students will be at the bus stop before the regular pickup time.
6. It is at the discretion of the bus driver or principal to assign seats to students.
7. Students are to board and get off the bus quietly and in an orderly fashion.
8. While on the bus, students will conduct themselves in a quiet and courteous manner showing consideration for the comfort and safety of others.
9. Unless permission is granted by the driver, students will remain in their seats at all times.
10. While seated, students will keep their feet, arms, lunch boxes, etc. out of the aisle and will have control over their belongings at all times.
11. Students will refrain from eating on the bus if so directed by the bus driver.
12. Permission must be received from the bus driver prior to bringing items or equipment onto the bus that may cause a distraction on the bus.
13. Use of profane language is strictly prohibited.
14. Students must never tamper with, damage, or deface any part of the bus or its equipment. Students who willfully damage a bus will be held accountable.
15. During inclement weather or extreme weather appropriate clothing is to be worn. The Division reserves the right to deny service to students unsuitably dressed.
16. Where, on an evening run, a student's conduct is unacceptable, the driver has the right to refuse service for the following morning.
17. The driver will report any unacceptable behavior to the principal of the school where the student is in attendance. Misbehaviour could result in the suspension of bus privileges and suspension or expulsion from school.

Misbehaviour Protocol:

- Bus drivers will post behavioural expectations in a prominent place on the bus and verbally review expectations and consequences of violating them with their bus students each September.
- Bus drivers will keep a written log of all behavioural incidents. If it is not recorded, there was no incident.
- If a student behaves inappropriately, the bus driver will speak to the student in an attempt to resolve the matter
- Should misbehavior continue, the driver will contact the parents advising them of the situation and the possibility of suspension of bus privileges.
- If there is no change, the bus driver will recommend in writing that the principal suspend the student from transportation privileges as per Admin. Procedure 723.
- If the inappropriate behavior still continues, the bus driver will contact the principal for further investigation and possible action.

The Division Code of Conduct

(Excerpts from Administrative Procedure 300 - Appendix A)

Students can expect that:

- Staff will treat them with courtesy, respect, consistency, and fairness.
- Clear, relevant lessons will be presented along with explanations for the evaluation procedures to be used.
- They will be able to work in a school atmosphere which is safe, secure, non-threatening and conducive to their learning.
- School administration and staff will monitor students.
- They will have the opportunity to participate in a range of activities offered in the Division.

Parents can be expected to:

- Instill in their son or daughter:
 - o The desire to work to the best of his or her ability
 - o An understanding of the importance of education
 - o Respect for the rights of fellow students and staff
 - o Respect for property and resources
 - o Recognition of the authority of the school staff to ensure a safe, secure, non-threatening learning environment.
- Maintain regular communication with their son or daughter about school matters.
- Ensure that their son or daughter attends regularly and punctually.
- Maintain open communication with all staff.
- Provide the equipment their son or daughter needs for school/learning.

Students can be expected to:

- Attend school regularly and punctually.
- Be prepared for all classes by bringing the required materials and completed assignments.
- Complete work missed due to absence.
- Develop self-discipline and show courtesy for all people in the school and in the community.
- Make the most of educational opportunities through active classroom participation and involvement in other school activities, both in and out of class.
- Take pride in their work and what they have accomplished.
- Resolve interpersonal conflicts and difficulties through discussions or by seeking assistance from school personnel.
- Show respect for school property and the personal property of others.
- Demonstrate behavior that contributes to an orderly, supportive and safe learning environment.
- Respect and demonstrate consideration for other cultures.

Student Possessions

Please make sure that your student's supplies, equipment, and clothing are clearly labeled (i.e. boots, shoes, jackets). This will help cut down on the number of lost items.

We also suggest that students not bring valuable items to school.

The school division is not responsible for any damaged, lost, or stolen electronic devices or other items that are brought to school.

Protocol

Should you have a concern pertaining to your child, you must follow this protocol:

Step 1: Contact your child's teacher.

Step 2: If you are not satisfied after discussing with teacher, contact the principal.

Step 3: If you still are not satisfied, contact our superintendent, Tom Michaud, at 306-764-1571.

Please keep in mind that most problems are resolved in Step 1. Very often, misunderstandings are clarified and the problem is resolved. However, should the problem persist, it is important that you follow the steps until you are satisfied with the outcome. We want you to be satisfied with your child's education.

Cell Phone Policy

We recognize the importance of communication and collaboration, and provide devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

Cell phones and all mobile devices shall be **TURNED OFF** when entering school grounds.

Cell phones and all mobile devices shall be kept in a student's backpack or locker – not in clothing pockets.

Cell phones and all mobile devices are not allowed to be used in a classroom, library, common areas, or restrooms.

With the permission of the classroom teacher - Cell phones and all mobile devices can be turned back on at the end of the school day and used to communicate directly with parents/friends who are assisting in transportation.

Cell phones and all mobile devices are not allowed to be used during transition times or between classes.

If a student needs to make an emergency call during the day, they are to come up to the office (with permission from the classroom teacher).

General Behaviour & Expectations

Students are expected to behave in a manner that displays good judgement in school and on the playground, on field trips, and during extracurricular activities.

- **Students are to respect others, their property, space and ideas. Fighting is unacceptable. Depending on the age of the student and situation, first time infractions will result in discussion of the problem, the student working out a solution, and may include detention, out-of-class detention, or other consequences. Subsequent infractions may include suspensions for one day or more from school. Verbal abuse, disrespect, defiance, physical aggression, and foul language are unacceptable. Consequences and support plans may include in-school detentions, counseling, parent notification, and/or other measures deemed appropriate by the staff. Consequence for threats, swear words, extremely hurtful or vulgar language includes the student having to repeat the word(s) to parent.**
- It is expected that students dress appropriately for outdoor recesses & the variation in weather. They should dress in good taste, with a sense of modesty, and more specifically, students are not to wear clothing that is offensive or inappropriate. **Backs, bellies, & upper thigh area must be covered.** Some ball caps and T-shirt slogans may not be acceptable.
- **Knives, matches or lighters (& other dangerous items or replicas), water guns, & other toy weapons are not to be brought to school. If discovered, these items will be confiscated and parents may be notified.**
- Students staying for lunch are expected to remain in their desks in the classrooms, demonstrate appropriate eating manners and respect for the supervisors.
- **Only under special circumstances and with a written note from a parent or guardian, will a student be permitted to leave the school grounds at lunch time. Students going home for lunch are the exception.**
- Telephone use – Students are required to get permission from their classroom teacher to use the phone. Parents may call the school anytime.
- **Library – Students are expected to respect the need to maintain the library as a quiet place to work. The resources should be treated respectfully. Students will be held accountable for missing books signed out to them.**
- Caretaker is responsible for general cleaning and minor maintenance; however, everyone is responsible for school tidiness and cleanliness. Co-operation is required in keeping desks and shelves tidy, picking up papers and books, cleaning brushes and depositing garbage in the proper receptacles.

Routine & Student Expectations

Classroom Expectations

- Be on time, in desks, and ready to work.
- Be prepared for class – materials, books, pencils, etc.
- Assignments completed and handed in on time.
- Respect other people, their property, space and ideas.
- Work hard to produce the best quality work.
- Respect rules specific to each classroom.

Non-Instructional Items

- Students should not arrive at school earlier than 8:40; supervision of students begins inside in preparation for classes which begin at 8:45.
- Remove outside footwear in the boot-room and place footwear on the shelves provided. Gym shoes will be worn in the classroom at all times. Bare feet are NOT acceptable.
- Running in the hallway is NOT permitted. Movement in the hallway should be quiet and orderly, especially during class time.

Playground

1. The following areas are off-limits for students: staff parking lots, sides and front of school.
2. Students are not permitted to leave school grounds during the 8:45 to 3:15 school day. This does not apply to town students going home for lunch.
3. Snowballs are not permitted (safety reasons).
4. Bicycles – To minimize risk to others, students are to ride behind the school during 3:15 dismissal. Riding bikes during recess periods is not permitted. All bikes are to be in bike stands.
5. ALL students are free to play almost anywhere on the playground area at the back of the school; however, if a problem occurs, then the student concerned may be instructed to play where designated by the supervisor. (Length of time would be decided by the staff.)
6. Early childhood area is only for Pre-K – Grade 2 use.

****PLEASE NOTE****

Basketball court is open to all students.

Swings are open to all students.

Ball Diamonds – only for softball or kickball.

Tackle games are NOT permitted.

Play fighting and wrestling are NOT permitted.

General Consequences

The supervisor will judge the situation according to the severity and the age of the student.

- Minor Offences...running in halls, play fighting, throwing snowballs, foul language & other minor violations.

Consequences - discussions with student, possible detention, alternate recess times, & loss of privileges - correction(s) &/or consequences handled by supervisor. Habitual minor offences may require office/parental involvement.

- Major Offences... physical or verbal abuse of staff or students, theft, fighting, defiance, consistent failure to do work, damage to property, and verbal intimidation or threats.

Consequences - Principal will be made aware of the incident. Parents will be contacted. Problem solving plans, removal of privileges, out-of-class detention, out-of-school suspension or other measures deemed appropriate by the staff may be taken.