



TDM Parent/Student Handbook

2023-2024



T.D. Michel Public School

700 Main Street

PO Box 507

Big River, SK S0J 0E0

Phone: (306) 469-2128

<https://td.srsd119.ca>

**Saskatchewan Rivers
Public School Division**

545-11 Street East

Prince Albert, SK S6V 1B1

Phone: (306) 764-1571

<http://www.srsd119.ca>

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.

Staff List

Mrs. Nadine Bouchard	Principal
Mrs. Kim Tinker	Pre-Kindergarten/Kindergarten
Mrs. Jaclyn Wensley	Grade 1
Ms. Carley Winhold	Grade 2/3
Ms. Carla Gear	Grade 4
Mrs. Kirsten Proulx	Grade 5
Ms. Meagan Wall	Grade 6
Ms. Natalie Wideen	Inclusion Coach
Mrs. Jillian Couture	Phys. Ed.
Ms. Kristal Grimard	Educational Associate
Mrs. Stacy 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. Erin Wilson	Mentor
Ms. Rayna Ahenakew	School Social Worker
Mr. Jeff Court	School Superintendent - SRPSD

Information for New Students and Parents of TDM

We would like to encourage you to read through this Handbook as it contains a lot of valuable information that will help you get comfortable at your new school.

Checklist

The following is a checklist that will be helpful to get you registered and ready to start your schooling at our school:

- Register with the school - registration online is preferred but paper forms are available at the school office.
- Call the school or stop by to let us meet you prior to starting. This allows us an opportunity to give you a school tour and for both parties to ask questions not included in the general registration. Please note that upon registering, the school will require some time to prepare for your child's arrival to give them the best possible experience. A start date can be discussed during your visit or the initial phone call.
- School Supplies - you will find a list of supplies at the end of this handbook. Please refer to that to ensure your child has the supplies needed.
- School Year Calendar - You will also find a School Year Calendar located at the end of this handbook. This is an important document as it lists school days, holidays, and some special events that will occur during the school year.
- Edsby - upon registering, you will receive an email invitation to Edsby. This is the main communication tool between parents and the school. It is important that you create an account and use this tool on a regular basis. You can learn more about Edsby within the pages of this handbook.
- SchoolCash Online - is a useful tool for payments to the school. It allows you to pay for school expenses such as milk, pizza, and other expenses that may come up throughout the school year. You will receive an email invite to this upon registration. Please be sure to check out the section on Milk & Pizza for information regarding our milk and pizza cards/sales.
- School Fees - at this time, there are no student fees required. There may be instances throughout the year where activities will require payment but that is done on an as-needed basis.
- Busing - To register for the bus, please visit www.srsd119.ca. Under **Transportation** at the bottom of the page you will find a link called School Busing Request Form.

Please click that link and complete the form. You are also welcome to contact the school to get the name and contact information of your child's bus driver.

General School Information

Daily Schedule

8:40	First Bell
8:45	Second Bell
8:45 - 9:15	Morning Meeting
9:15 - 10:30	Classes
10:30 - 10:45	Recess
10:45 - 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 <i>*Town students will be dismissed after the buses have left the school.</i>

Schedule

T.D. Michel Public School follows a Monday to Friday schedule.

Kindergarten classes are Tuesdays, Thursdays, and alternate Fridays (as per the school calendar).

Pre-Kindergarten classes are Mondays and Wednesdays.

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 breaks outdoors. Students are allowed to remain indoors when it is raining or the temperature and/or wind chill is extreme. If a child is recovering from an illness, a parent/guardian must contact the school/teacher to request the child be allowed to remain indoors during recess.

Communication

At T.D. Michel Public School, we share the handbook, letters, and other announcements on Facebook, on Edsby, and on the school website. Parents and teachers are encouraged to communicate via Edsby.

The website address 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 log in to the Edsby app is **srsd119.edsby.com**
- The URL when using a browser is srsd119.edsby.com
- You will receive an invite/email 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 Progress Conferences
- Respond to parent permission requests for class trips
- View school news other information
- View grades, assignments, and report cards.

If you forget your password, you can click the Can't Log In link on your login screen.

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 kids or backpacks for communication.

For last minute changes, please call the school as teachers may not check their Edsby/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 (messages 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.

Parent Communication with Students During the School Day

In order to protect valuable learning time, we kindly request that you refrain from calling the school to speak directly to your child during the school day. We understand that there may be urgent matters that require immediate attention, but frequent interruptions can disrupt the flow of instruction and hinder your child's academic progress.

Instead, we encourage you to utilize alternative methods of communication. Your child can return calls during recess or lunch breaks to discuss any important matters. Additionally, you can leave a message regarding after-school plans with the school office, and we will ensure that your child receives the message at an appropriate time.

Protocol

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

1. Contact your child's teacher.
2. If you are not satisfied with communications with the teacher, contact the school principal.
3. If you are still not satisfied, contact the school superintendent, Jeff Court, 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.

Reporting Periods

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

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

Birthdays

Birthdays are exciting events, especially for the invited students. As a courtesy, please disburse invitations and gifts outside of school hours.

Health Information

Mental Health/School Social Worker

Saskatchewan Rivers Public School Division employs a School Social Worker at our school. She will be in our school for 0.5 a day per week.

Public Health Nurse

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

Communicable diseases can spread rapidly through a classroom. To control the spread of illness, children who have a fever, diarrhea, or rashes should not attend school until they are well and/or have been treated by a doctor.

Children with the following conditions should not attend school until they have been treated:

- Head lice
- Strep throat
- Scabies
- Scarlet fever
- Ringworm
- Eye infections (pink eye)
- Impetigo

Student Illness Policy

If your child is showing signs of illness (a bad cough, very runny nose, flu or flu-like symptoms), we ask that you please keep them home until their condition improves. This will help to prevent the spread to other students and staff.

Medication Policy

Saskatchewan Rivers Public School Division schools attempt to provide a safe and secure 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 we are 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). T.D. 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.

Financial

SchoolCash Online

We are able to accept payment online using SchoolCash Online. 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. Students will order their milk in the classroom with their teacher and the milk will be delivered prior to lunchtime.

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 AM. We cannot guarantee that there will be extra pizza available if not ordered prior to 9:30 AM.

Milk cards can be purchased in \$5 and \$10 increments. Pizza cards can be purchased for \$15. Milk & pizza cards can be purchased using SchoolCash Online, at the school office, or through your child's homeroom teacher.

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 activities, provided such fees are reasonable and used only for the recovery of actual costs to the school.

Student Information

SRSD 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.

- 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.
- Staff can expect that:
 - Students will treat them with courtesy, respect, and fairness.
 - Students will attend class regularly.
 - Students will attend classes with assignments completed, and with appropriate materials.
 - Students will behave appropriately on the way to and from school, at school, and at school sponsored activities.
 - Everyone associated with the school will be treated with courtesy.
 - Parents will communicate openly with them about matters that might affect the performance of their son or daughter.
 - Students will work to the best of their ability.
 - They will work in an environment that is safe, secure and non-threatening.
- Staff can be expected to:
 - Establish and maintain a safe, secure, non-threatening learning environment.
 - Evaluate student achievement and explain the evaluation procedures to be used in each course.
 - Communicate information about student progress, attendance and behavior to students, parents and administration.
 - Maintain open communication.
 - Treat students fairly and consistently.
 - Respect the rights of all individuals.

- Teach the Saskatchewan curriculum diligently and provide the programs and services prescribed by the Division.
- Challenge each student to perform to the best of his/her ability.
- Respect and demonstrate consideration for other cultures.
- Parents can expect that:
 - Teachers will teach the required Ministry of Education Core Curriculum as well as provide the assigned programs and services and use appropriate teaching practices and methods.
 - Staff will abide by, support and promote the Code of Conduct.
 - Staff will communicate with the home whenever there is a problem with respect to discipline, learning progress or attendance.
 - Students will receive fair and consistent treatment.
 - Staff will cooperate to create an atmosphere that is conducive to a positive learning environment which is orderly, supportive, safe and challenging.
- Parents can be expected to:
 - Instill in their son or daughter:
 - The desire to work to the best of his/her ability
 - An understanding of the importance of education
 - Respect for the rights of fellow students and staff
 - Respect for property and resources
 - 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.
 - Attend their school's events and meetings, and give constructive input and support to their school.
 - Maintain open communication with all staff.
 - Provide the equipment their son or daughter needs for school/learning.
 - Respect and demonstrate consideration for other cultures.

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 clothing 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 makeup. With the support and cooperation of our students, parents, and staff, our school will be a positive and productive environment.

Student Possessions

Please make sure that your child'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/school division is not responsible for any damaged, lost, or stolen electronic devices or other items that are brought to school.

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 desk or clothing pockets.
- Cell phones and all mobile devices are not allowed to be used in classrooms, library, common areas, or restrooms.

- With permission from the classroom teacher - cell phones and all mobile devices can be turned on at the end of the 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 discuss this with their classroom teacher.

General Behaviour & Expectations

Students are expected to behave in a manner that displays good judgment 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 the 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, counselling, parent notification, and/or other measures deemed appropriate by the staff.
 - Consequences for threats, swear words, extremely hurtful or vulgar language includes the student having to repeat the word(s) to parent/guardian.
- Knives, matches or lighters (and other dangerous items or replicas), water guns and 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 habits and respect for the supervisors.
- Telephone use - Students are required to get permission from their classroom teacher to use the phone. Parents may call the school at any time with the understanding that they may have to leave a message and their child will call them back at a time that will not interfere with their learning.
- 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.
- The school caretaker is responsible for general cleaning and minor maintenance; however, everyone is responsible for school tidiness and cleanliness. Cooperation is

required in keeping desks and shelves tidy, picking up papers, books, and shoes, cleaning brushes, and depositing garbage in the proper receptacles.

Routine & Student Expectations

Classroom Expectations

- Be on time, at 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 8:35 AM; supervision of students begins inside in preparation for classes which begin at 8:40 AM.
- Remove outside footwear in the boot room and place footwear on the shelves provided. Gym shoes will be worn in the classrooms 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

- The following areas are off-limits for students:
 - Staff parking lots
 - Sides and front of the school
- Students are not permitted to leave school grounds during the 8:40 - 3:15 school day. This does not apply to town students going home for lunch.
- Snowballs are not permitted for safety reasons.
- Bicycles - Students are not allowed to ride their recesses. All bikes are to be in the bike stands until the end of the school day.
- School staff reserves the right to limit certain grades to certain areas on the playground during recesses.
- The early childhood area is only for Pre-K to Grade 2 use.

Please note:

- Ball diamonds are 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 Offenses - running in the halls, play fighting, throwing snowballs, foul language, and other minor violations.
 - Consequences
 - discussions with student, possible detention, alternate recess times, and loss of privileges
 - Corrections and/or consequences are handled by the supervisor.
 - Habitual minor offenses may require office/parental involvement.
- Major Offenses - 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.

Busing Information

Visit www.srsd119.ca and scroll towards the bottom where you will find the Transportation section. Once there, you can view **Daily Bus Reports**, register a student for busing, and sign up for busing alerts to your phone.

Bus Registration

All bus students must be registered with SRPSD. New bus students or those requiring a change in address/busing will need to complete the **School Busing Request Form** listed under **Transportation** on the SRPSD website.

Routes

Bodmin/Erinferry/Clearwater - Gary

Green Mantel/West Cowan - Margaret/Holly

North Cowan - Kelly

Ladder Valley - Paige

Delaronde - Gina

All bus related questions not directly related to the driver should be forwarded to the Saskatchewan Rivers SD Bus Maintenance Facility - (306) 763-2323

Stop Arms

School bus stop arms will be used for drop off (approximately 8:40 - 8:45 AM) and pickup (approximately 3:15 - 3:20 PM) 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 is \$360.00.

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

Inclement Weather

Buses will not run if the temperature is below -40 C. Bus runs may also be canceled 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 SRSD home page for **Daily Bus Report**.

Notifications will also be made on the school Facebook group.

Code of Conduct on School Buses and School Division Vans (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 bused student to act in a responsible manner to ensure that the safety of other students, the bus or van driver and the general public is not placed at risk.
2. Students must respect their own privacy as well as the privacy of others and not do anything that might put their privacy or the privacy of others at risk.
3. Each bus or van driver has the authority and the responsibility for maintaining a safe and orderly environment on their school bus or van in a manner similar to that of a classroom.
4. When student behaviour problems escalate beyond the scope of the bus or van driver, the school principal becomes responsible. Referrals from bus or van drivers shall be addressed in a manner similar to that received from classroom teachers.
5. Once referred to the principal, behavioural expectations and consequences shall be consistent with expectations and procedures outlined in the school Code of Conduct.
6. Every bused student is accountable to the bus driver for their conduct;
 - 6.1 On the school bus or van and,
 - 6.2 In the area of bus or van pick up, transfer locations and drop off points unless accompanied by a parent, guardian or chaperone.
7. Bus drivers are responsible for supervising students at transfer points during wait times, drop-offs, and pick-ups when students are in the vicinity of buses.
8. In order to maintain consistency in timing at all bus stops, students will be at the bus stop before the regular pick up time. Buses will not usually wait for students past the regular pick up times.
9. It is at the discretion of the bus or van driver or principal to assign seats to students.
10. Students are to board and get off the bus or van quietly and in an orderly fashion.
11. While on the bus or van, students will conduct themselves in a quiet and courteous manner showing consideration for the comfort and safety of others. Unless permission is granted by the bus or van driver, students will remain in their seats at all times.
12. While seated, students will keep their feet, arms, lunch boxes, backpacks, etc. out of the aisle and will have control over their belongings at all times.
13. Students will refrain from eating on the bus or van.
14. Possession or use of drugs, tobacco, vaping products or alcohol on the bus or van or at transfer points is strictly prohibited.
15. Items such as knives or firearms must never be brought on the bus or van.
16. Use of profane language is strictly prohibited.
17. Students must never tamper with, damage, or deface any part of the bus or van or its equipment. Students who willfully damage a bus or van will be held accountable.

18. Windows may not be opened unless permission is received from the bus or van driver. Objects may not be thrown out of the bus, nor is it permitted to have any part of the body or any object extended out of the bus or van.
19. The use of electronic or digital devices for the purpose of recording, storing, or transmitting images, video or audio is strictly prohibited.
20. During inclement weather or extreme weather appropriate clothing is to be worn. The Division reserves the right to deny service to students unsuitably dressed.
21. Where, on an evening run, a student's conduct is unacceptable, the driver has the right to refuse service for the following morning.
22. The driver will report any unacceptable behavior to the principal of the school where the student is in attendance. Misbehavior could result in the suspension of bus privileges and suspension or expulsion from school.
23. Misbehaviour protocol:
 - 23.1 Bus drivers will post behavioral expectations in a prominent place in the bus and will verbally review such expectations and the consequences of violating them with their bus students each September.
 - 23.2 Bus drivers will keep a written log of all behavioral incidents. If it is not recorded, there was no incident.
 - 23.3 If a student behaves inappropriately, the bus driver will speak to the student in an attempt to resolve the matter.
 - 23.4 Should the misbehavior continue, the driver will contact the parents advising them of the situation and the possibility of suspension of bus privileges.
 - 23.5 If there is no change, the bus driver will recommend in writing that the principal suspend the student from transportation privileges as per Administrative Procedure 723.
 - 23.6 If the inappropriate behavior still continues, the bus driver will contact the principal for further investigation and possible action.
 - 23.7 If the student behaviour or violation of rules places anyone in immediate danger the bus driver shall immediately stop the bus and contact the Manager of Transportation.

Transportation of Carry-on Items (Excerpts from AP 745)

School buses have been specifically designed and equipped to carry students and provide the highest level of protection for passengers. School buses are not designed to safely carry cargo along with passengers. It is both prudent and appropriate to take the necessary measures that improve bus passenger safety.

1. Carry-On Items

1.1 For safety reasons, items being carried on by students are limited to small articles (placed in a backpack, or small gym or kit bag) that can easily be stored and adequately managed within the student's personal space. These items are easily carried on

the lap or stored under the seat occupied by the students. Items cannot be stored on the floor in front of an occupant.

1.2 Only small musical instruments contained in their cases that can be easily carried on the lap or stored under the seat occupied by the student are permitted on a bus.

1.3 All skates must have the blades suitably protected with guards and shall be tied together, stored in a durable bag and kept on the lap of the student or under the seat.

1.4 Electronic games, musical devices with earphones, and cell phones are permitted on the bus as long as they do not create a distraction. Noise level must be kept low. Earphones may not be worn and cell phones may not be used while students are boarding or exiting the bus

1.5 Items must be adequately managed by each passenger in their assigned seating place.

1.6 These items cannot interfere with free access to the exits of the bus. Items cannot stick out into the aisles or above seats or into any other student's space. Aisles must be kept clear and the doors and emergency exits shall remain unobstructed at all times.

1.7 No student carry-on items can obstruct the orderly emergency or non-emergency exiting of the school bus.

2. Items Prohibited for Transportation Purposes

- Anything of a dangerous or objectionable nature.
- Any pet, animals, or any other living creature.
- Any drugs, tobacco, vaping products, alcohol or related items such as lighters, etc.
- Sport equipment including but not limited to: golf clubs, hockey equipment, hockey sticks, curling brooms, baseball bats, lacrosse sticks, skateboards, snowboards, skis and poles, or other similar items are not allowed.
- Science boards (e.g. tri fold displays).
- Any school project that cannot be held in a student's lap.
- Plants, dirt, sand or other growing projects.
- Any item which cannot be transported safely in the seat with the student or which creates a safety concern.
- Anything that might endanger the lives or safety of persons in the bus, or may pose a hazard to the safe operation of the bus.

3. Notes

3.1 The above mentioned list of prohibited items is not exhaustive.

3.2 Schools and students are to make alternate arrangements for the transportation of prohibited items including large quantities of carry-on items.

3.3 The safety and well-being of our passengers and drivers is paramount. The Transportation Department including the driver has the responsibility and right to reject any item(s) determined to be unsafe or inappropriate for school bus travel.



T.D. Michel Public School

SUPPLY LISTS FOR 2023-2024 SCHOOL YEAR

K – 6 – First day of school is Tuesday, September 5, 2023

“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.” SRPSD Admin. Policy 265

Kindergarten – Mrs. Tinker	Grade 1 – Mrs. Wensley	Grade 2/3 – Ms. Winhold
<ul style="list-style-type: none"> <input type="checkbox"/> 2 duotangs <input type="checkbox"/> 1 pencil box <input type="checkbox"/> 1 pkg. washable, non-smelly markers <input type="checkbox"/> 1 pair of scissors (if your child is left-handed, please check for left-handed scissors) <input type="checkbox"/> 2 large glue sticks <input type="checkbox"/> 2 white erasers <input type="checkbox"/> 3 dry erase markers <input type="checkbox"/> 2 boxes of Kleenex <input type="checkbox"/> 1 water bottle <input type="checkbox"/> 1 backpack <input type="checkbox"/> 1 pair non-marking gym shoes Please do not send your child to school with lace-up shoes. 	<ul style="list-style-type: none"> <input type="checkbox"/> 20 sharpened regular HB pencils <input type="checkbox"/> Crayola thick original washable markers (10 pack) <input type="checkbox"/> 24 pack of colored pencils <input type="checkbox"/> 1 pair small scissors <input type="checkbox"/> 1 bottle of white liquid glue <input type="checkbox"/> 4 glue sticks <input type="checkbox"/> 1 plastic ruler <input type="checkbox"/> 1 pencil sharpener <input type="checkbox"/> 4 white erasers <input type="checkbox"/> 1 pencil case <input type="checkbox"/> 2 exercise books – ½ plain, ½ interlined (7 1/8" x 9 1/8" – 72 pg) <input type="checkbox"/> 2 School Start exercise book – dotted interlined (7 1/8" x 9 1/8" – 72 pg) <input type="checkbox"/> 4 duotangs <input type="checkbox"/> 1 pencil case <input type="checkbox"/> 2 boxes of Kleenex <input type="checkbox"/> 1 water bottle <input type="checkbox"/> 1 backpack <input type="checkbox"/> 1 pair non-marking gym shoes 	<ul style="list-style-type: none"> <input type="checkbox"/> 1 pencil case <input type="checkbox"/> 20 HB pencils <input type="checkbox"/> 1 pencil sharpener <input type="checkbox"/> 4 white erasers <input type="checkbox"/> Pencil crayons <input type="checkbox"/> Markers <input type="checkbox"/> 1 pair scissors <input type="checkbox"/> 2 glue sticks (no liquid glue) <input type="checkbox"/> 1 ruler <input type="checkbox"/> 6 duotangs <input type="checkbox"/> 1 – 100 page notebook <input type="checkbox"/> 1 notebook sized sketchbook <input type="checkbox"/> 2 boxes of Kleenex <input type="checkbox"/> 1 water bottle <input type="checkbox"/> 1 backpack <input type="checkbox"/> 1 pair non-marking gym shoes
Grade 4 – Ms. Gear	Grade 5 – Mrs. Proulx	Grade 6 – Ms. Wall
<ul style="list-style-type: none"> <input type="checkbox"/> 4 large glue sticks <input type="checkbox"/> 1 pair scissors <input type="checkbox"/> 2 pencil cases (1 for pens/pencils, etc., 1 for colouring supplies) <input type="checkbox"/> 30 HB pencils <input type="checkbox"/> 4 blue pens <input type="checkbox"/> 2 red pens <input type="checkbox"/> 1 pk washable markers <input type="checkbox"/> 1 pk pencil crayons <input type="checkbox"/> 1 ruler <input type="checkbox"/> 8 white erasers <input type="checkbox"/> 3 highlighters <input type="checkbox"/> 1 – 200 pg notebook <input type="checkbox"/> 2 pkg. loose-leaf <input type="checkbox"/> 10 duotangs <input type="checkbox"/> 5 report covers (2 white – similar to duotangs) <input type="checkbox"/> 1 – 2" binder <input type="checkbox"/> 1 pk dividers <input type="checkbox"/> 2 boxes of Kleenex <input type="checkbox"/> 1 water bottle <input type="checkbox"/> 1 backpack <input type="checkbox"/> 1 pair non-marking gym shoes 	<ul style="list-style-type: none"> <input type="checkbox"/> 10 duo-tangs <input type="checkbox"/> 30 pencils (sharpened) <input type="checkbox"/> 2 glue sticks <input type="checkbox"/> 1 pair scissors <input type="checkbox"/> 1 ruler <input type="checkbox"/> 3 highlighters <input type="checkbox"/> 4 white erasers <input type="checkbox"/> 2 pkg. loose-leaf <input type="checkbox"/> 2 pencil cases (1 for pens/pencils, etc., 1 for colouring supplies) <input type="checkbox"/> 1 pk washable markers <input type="checkbox"/> 1 pk pencil crayons <input type="checkbox"/> 2 boxes of Kleenex <input type="checkbox"/> 1 water bottle <input type="checkbox"/> 1 backpack <input type="checkbox"/> 1 pair non-marking gym shoes 	<ul style="list-style-type: none"> <input type="checkbox"/> 1 glue stick <input type="checkbox"/> 1 pair scissors <input type="checkbox"/> 2 pencil cases (1 for pens/pencils, etc., 1 for colouring supplies) <input type="checkbox"/> 30 pencils <input type="checkbox"/> 2 blue or black pens <input type="checkbox"/> 1 pkg. washable markers <input type="checkbox"/> 1 pkg. pencil crayons <input type="checkbox"/> 1 ruler <input type="checkbox"/> 4 white erasers <input type="checkbox"/> 1 calculator <input type="checkbox"/> 3 highlighters <input type="checkbox"/> 1 – 200 page notebooks <input type="checkbox"/> 2 pkg. looseleaf <input type="checkbox"/> 5 duotangs <input type="checkbox"/> 2 – 1" binders <input type="checkbox"/> 1 pkg. of dividers <input type="checkbox"/> 2 boxes of Kleenex <input type="checkbox"/> 1 water bottle <input type="checkbox"/> 1 backpack <input type="checkbox"/> 1 pair non-marking indoor shoes <input type="checkbox"/> gym clothes

- *Please label all supplies with your child's name. All supplies are to be sent to school at the beginning of the year, the teacher will keep the extras on hand.*
- ***Please do not send whiteout or permanent markers/sharpiers.***
- *Please make sure that your child has (or access to) a CSA helmet as they will need one several times through the year (i.e. ski days, skating).*

September 2023						
Su	M	Tu	W	Th	F	Sa
			School Startup No Classes Aug. 30	PLC Day No Classes Aug. 31	PLC Day No Classes 1	2
	Labour Day	Classes Begin				
3	4	5	K 6	7	K 8	9
10	11	12	K 13	14	K 15	16
17	18	PK 19	K 20	PK 21	K 22	23
24	25	PK 26	K 27	PK 28	K 29	30
Aug: 2 days 0 Instr. Days Sept: 20 days 19 Instr. Days						

October 2023						
Su	M	Tu	W	Th	F	Sa
					PLC Day No Classes 6	7
1	2	PK 3	K 4	PK 5	K 6	7
8	9	Thanksgiving Day	10	K 11	PK 12	K 13
15	16	PK 17	K 18	PK 19	K 20	K 21
22	23	PK 24	K 25	PK 26	K 27	28
29	30	PK 31	K			
October: 21 days 20 Instr. Days						

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	PK 2	K 3	K 4
5	6	PK 7	K 8	PK 9	K 10	11
12	13	Remembrance Day Observed	K 14	PK 15	K 16	K 17
19	20	PK 21	K 22	PK 23	K 24	25
26	27	PK 28	K 29	PK 30	K	
November: 21 days 20 Instr. Days						

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	K 2
3	4	PK 5	K 6	PK 7	K 8	9
10	11	PK 12	K 13	PK 14	K 15	K 16
17	18	PK 19	K 20	PK 21	K 22	23
24	25	26	27	28	29	30
31						
December: 16 days 16 Instr. Days						

January 2024						
Su	M	Tu	W	Th	F	Sa
	New Year's Day	No Classes	No Classes	No Classes	No Classes	
	1	2	3	4	5	6
7	8	PK 9	K 10	PK 11	K 12	13
14	15	PK 16	K 17	PK 18	K 19	K 20
21	22	PK 23	K 24	PK 25	K 26	27
28	29	PK 30	K 31	PK		
January: 18 days 17 Instr. Days						

February 2024						
Su	M	Tu	W	Th	F	Sa
				Report Cards		
				1	K 2	3
4	5	PK 6	K 7	PK 8	K 9	K 10
11	12	PK 13	K 14	PK 15	K 16	17
18	19	Family Day	No Classes	No Classes	No Classes	No Classes
25	26	PK 27	K 28	PK 29	K	
February: 16 days 16 Instr. Days						

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	PK 5	K 6	PK 7	K 8	K 9
10	11	PK 12	K 13	PK 14	K 15	16
17	18	PK 19	K 20	PK 21	K 22	K 23
24	25	PK 26	K 27	PK 28	K 29	30
31						
March: 20 days 19 Instr. Days						

April 2024						
Su	M	Tu	W	Th	F	Sa
	Easter Monday	No Classes	No Classes	No Classes	No Classes	
1	2	3	4	5	6	
7	8	PK 9	K 10	PK 11	K 12	13
14	15	PK 16	K 17	PK 18	K 19	K 20
21	22	PK 23	K 24	PK 25	K 26	27
28	29	PK 30	K			
April: 18 days 16 Instr. Days						

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	PK 2	K 3	4
5	6	PK 7	K 8	PK 9	K 10	K 11
12	13	PK 14	K 15	PK 16	K 17	18
19	20	Victoria Day	K 21	PK 22	K 23	K 24
26	27	PK 28	K 29	PK 30	K 31	
May: 22 days 22 Instr. Days						

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	PK 4	K 5	PK 6	K 7	8
9	10	PK 11	K 12	PK 13	K 14	K 15
16	17	PK 18	K 19	20	K 21	22
23	24	25	K 26	27	28	29
30						
June: 20 days 18 Instr. Days						

- 1 Start Up
- 1 School End
- 6 PLC
- 1 Teacher Convention
- 2 Day in Lieu of PTIs
- Progress Conferences - 3:30 PM - 5:00 PM

Days (Monthly total under each month)
 11 Non-instructional days (PLC, PTI, Start-up, School End, Convention)
 183 Instructional days
 194 total school days