Saskatchewan Rivers School Division #119
SHELLBROOK ELEMENTARY PUBLIC SCHOOL
Box 664
Shellbrook, SK S0J 2E0
Phone: 747-2588    Fax: 747-2223

“Every child matters”
INTRODUCTION AND WELCOME

Shellbrook Elementary School has a long history of tremendous community support through the efforts of the families involved in the education of our students, your children. This handbook comes to you in that spirit of community: working together for the common good of life’s most valuable resource.

This handbook is an attempt to provide students and families with information about the school. You are encouraged to keep it at home to use as a reference throughout the year. We have tried to outline what we need to make our school a safe and memorable experience while supporting the attainment of high academic standards.

We trust that you will keep in close touch with us so that together we can continue to develop and build on the strengths and gifts of each person.

Have a wonderful year! 😊

Dwayne Tournier, Principal

SCHOOL HOURS

The school day is from 8:45 – 11:45 a.m. & 12:30 - 3:20 p.m. Since the playground is not supervised until 8:30 a.m., we ask that children not come to school too early. This is an important consideration especially during rainy or cold weather.

Please remind your child to stay on the playground once they arrive at school, and to leave the playground areas and go directly home AFTER school. We have staff do a "walk about" but there is no playground supervision after 3:30 p.m. Thank you for your support.

SCHOOL PHILOSOPHY

The teachers within our school believe the following as their principle guidelines in regards to presentation of program material and student-teacher relationships:
- Parents, community and school provide the best support for students when working cooperatively.
- Hard work, self-discipline and a positive attitude are attributes that contribute to a successful school year.
- Each child needs to learn at their own rate according to his/her unique abilities.
- A sense of value and purpose in each student contributes to the growth of the individual as well as the school community.
I. ACADEMIC PROGRAMS AND INSTRUCTION

1. REGULAR PROGRAMS:
All public schools follow the Ministry of Education course guidelines which define seven basic subject areas: Language Arts; Mathematics; Social Studies; Science; Arts Education; Physical Education and Health Education.

2. EDUCATIONAL SUPPORT:
The Educational Support teacher works closely with classroom teachers, school administration and parents to provide a wide variety of programs, instructional approaches and learning strategies to meet the needs of the students in the classroom.

3. MODIFIED PROGRAMS:
When students are unable to find success although the classroom program has been adapted to try to meet their specific needs, the decision may be made to modify a program (create changes or adjust expectations regarding the foundational objectives.) This is generally done with support from the Educational Support Teacher and/or assigned Educational Associates although the program itself may continue to be carried out in the regular classroom.

4. PRE-KINDERGARTEN PROGRAM:
Prekindergarten Programs are available for children who are turning 3 or 4 years of age of the current year. Prekindergarten programs were developed in the province to support the overall development of young children and to lay the foundation for school success and lifelong learning.

5. ACADEMIC REPORTING:
With regular communication to families, we are striving to be a “no surprise” school. Through scheduled interviews twice a year, Interim reports, and informal communication via notes, home and school notebooks and phone calls, teachers will keep you posted on your child’s progress. Please call your child’s teacher if you have concerns.

6. PARENT-TEACHER INTERVIEWS:
Interviews with parents will be arranged after the November and March report cards have gone home. Teachers are willing to arrange an interview at anytime throughout the year if parents wish or a need is indicated.

7. SCHOOL SOCIAL WORKER:
The School Social worker’s role is to support classrooms by working with students who may be experiencing social, behavioral, or emotional difficulties. This involves the opportunity to work confidentially with both students and families.

The School Social Worker works one on one with students by providing support, counseling, skill development, and/or information. This includes anger management, expressing feelings, managing stress, and conflict resolution. They have the ability to assist students with self-esteem, healthy lifestyles, communication skills, social skills, and coping skills. Our School Social Worker is a phone call away and always willing to listen.
8. PHYSICAL EDUCATION PROGRAM:
Fun, fitness and fundamentals are very important aspects of any Physical Education Program. To have fun and become physically fit, total participation is very important. Students at Shellbrook Elementary School enjoy Physical Education very much and participation has always been very high. There are however, certain requirements that should be met by all students. Grade PreK - 5 must have a pair of gym runners with non-marking sole.

9. LIBRARY:
Shellbrook Elementary School Library consists of over 16,000 books, magazines and other related materials which the students are encouraged to use. Each class has a scheduled library period every week. During this period, students sign out books for a one week loan. Books damaged or lost are paid for by the student at a fee of $5.00 to $25.00.

10. INTERNET USE:
Students have access to our computer laptops and iPads for research and educational game purposes. All students will be asked to accept the “Appropriate Use Protocol” when they first sign in at the beginning of the school year. Any students that misuse or harm the computers or knowingly go into inappropriate internet sites may get their computer privileges taken away. We ask that the computers be used for the intent given.

11. EXTRA CURRICULAR ACTIVITIES:
Shellbrook Elementary School provides a rich variety of extracurricular activities. Because the programs are dependent upon voluntary supervision and the expertise of a particular staff member, the type of activity offered varies somewhat from year to year. In the past we have offered: Cross-Country Running, Cross-Country Skiing, Curling, Snowshoeing and Skating.

12. ASSEMBLIES:
Our school has many assemblies throughout the year and each classroom takes a turn in conducting one. Students often prepare skits, songs, plays, speeches, etc. as part of the program. We welcome families to our assemblies and will attempt to highlight the dates on our monthly newsletters.

13. SCHOOL PHOTOS:
Our school photographer Picture Perfect will be at Shellbrook Elementary School early in the school year. We will be sending home an envelope a week prior to their arrival so parents can choose which package they want and submit prepayment to the school. This package will include a group class picture. All cheques should be made out to "Picture Perfect".

14. LUNCH PROGRAM:
These rules apply for students staying for lunch:
• All students will eat lunch in their own desks.
• If students stay for lunch they must remain on school property for supervision.
• Any behaviour problems or clean-up problems will be directed to Mr. Tournier who will make parent contact.
• If a student wishes to use the microwave, please send foods that only require reheating. When students bring frozen dinners or noodles where water is added, the line-ups get very long and the students do not have enough time to eat their lunch.
• Students that are eating their lunch at the office for a variety of reasons should bring a lunch from home that does not require microwaving.

**Eating lunch at Shellbrook Elementary is a privilege which can be lost.**
Students who do go home for lunch should leave the school grounds directly and not return until after 12:05 p.m. The afternoon bell sounds at 12:30 pm.

15. **SPECIAL THINGS TO WATCH FOR DURING THE YEAR:**

| *Assemblies* | *Meet the Staff Night* |
| *Kindergarten Orientation* | *Terry Fox Run / Walkathon* |
| *Play Day* | *X-Country Ski Trip* |
| *Book Fair* | *Santa visit* |
| *Family Dances* | *Grade 5 Showcase* |
| *Swimming* | *Bike Rodeo* |
| *Newsletters* | |
| *Skating/Curling Outings* | |
| *Track & Field* | |
| *Christmas Concert* | |
| *Outdoor Ed Trips* | |
| *Farewells* | |

II. **STUDENT HEALTH AND SAFETY:**

Shellbrook Elementary School staff will do everything possible to set up our school facility and programs in a manner that will minimize the possibility of student accidents. Student co-operation is essential. If at any time, parents/students have a suggestion that might improve our school’s safety, please contact the school administration. We welcome your input.

1. **NUT ALERT / SCENT ALERT / FISH ALERT:**
We have a number of students with a severe allergy to nuts/fish. Please be aware of such allergies and pack lunches accordingly.

2. **EMERGENCY DRILLS:**
Emergency drills (Fire and Lock Down) will be held several times during the year. It is advised that students have footwear to wear indoors in the event that these drills occur during inclement weather.

3. **FIRST AID AND ACCIDENTS:**
Any student who suffers an injury at school should report the incident to their teacher or supervisor. The school will provide treatment supplies such as band-aids and/or antiseptic for minor scrapes and bruises through the office.

Serious injuries will be reported to the office. The school will attempt to contact parents to make arrangements for transporting the student home or to a doctor. An ambulance will be called if the injury warrants this type of care.

4. **INSURANCE:**
All children at Shellbrook Elementary School are insured on a 24 hour basis on any regular day or while taking part in a school-sponsored activity. Schedule of Benefits and any other questions you have can be answered by contacting Industrial-Alliance Pacific-Life Insurance Company at 1-800-556-7411 or email: student@iapkidsplus.com
5. HEALTH AND WELLNESS:
While we strive for excellent school attendance, students that arrive at school with an untreated illness or issue that may affect their classmates such as Conjunctivitis (pink eye) or lice, will be sent home after contacting their parents.

6. PARENT PARKING:
Parking is available at both the north and south end of the school. Please be aware of students crossing the street at all times. Do not park in the staff parking lot as they are paid for by the staff on a 24-hour period.

7. LOCKING OF SCHOOL DOORS:
For safety of staff and students, we will have all of our doors locked except for our main doors. Many non-students travel by our north doors and may enter the school without notice. As well, theft may occur in our boot rooms. There are also a number of custody issues that we need to be aware of. In the event of inclement weather, doors will be opened to let students in. Our policy is that if it is raining heavily or the temperature is below -30° C or the temperature and wind chill combined is below -30° C, students will stay inside. Parents and grandparents are always welcome in our school. Please report to the front desk before you proceed to your child’s classroom.

8. TRANSPORTATION:
To help ensure the safety of children on field trips, each child must be buckled into a seat belt when being transported in a private vehicle.

9. BUSSING:
For those parents of students that take the bus to and from school, please talk to your bus driver for all issues regarding bussing. If issues cannot be resolved, please call the principal. A list of drivers and phone numbers is held at the office.

III. POLICIES:
The policies of Shellbrook Elementary School align with those of the Saskatchewan Rivers School Division which can be viewed at www.srsd119.ca

School and division policies are supported by the Saskatchewan Education Act <http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/E0-2.pdf>.

1. ATTENDANCE AND PHONE-IN POLICY:
Regular punctual attendance is most important for school success. We also need to ensure that children arrive safely at school.

   A. If your child does not arrive at school, and you have not notified the school through a note or phone call (747-2588), we will attempt to reach a parent at home or at work.

   B. If a pupil has not been excused, upon return he or she must present a note to his/her teacher which explains the absence and which is signed by the parent/guardian.

If a parent wishes his/her child to stay in during recess due to illness, the student must present a note to the teacher from the parent stating the reason. If a note cannot be supplied, please phone the school at 747-2588.
2. MEDICATION POLICY:
It is not the practice for teachers to administer medication to students. In the event that your child requires prescription medicine to be taken while at school, please inform the principal in order to make arrangements for safe storage and to establish a procedure for the dispensing of these medicines to your child. A form signed by the child’s doctor is required.

If your child requires non prescription medication while at school (such as Tylenol, etc.) send only the amount required for that day and notify the child’s teacher.

3. SCHOOL FEES:
All children, in Kindergarten pay a school fee of $15.00 plus another $20.00 for school supplies. All students from Grade One through Grade Five pay a school fee of $30.00. This money is used to offset the cost for: Special Projects, Field Trips, consumable items and extracurricular activities.

4. FUNDRAISING:
The students of Shellbrook Elementary School, either on a classroom basis, division level, or on a school-wide basis, occasionally conduct fundraising activities. The monies raised are used to fund all of our outdoor activities and purchase some “extras” for our students and school for that school year.

5. A POLICY AGAINST BULLYING:
Bullying is an act of aggression causing embarrassment, pain or discomfort to another. It can take a number of forms: physical, verbal, gesture, extortion and exclusion. It’s an abuse of power which may be planned and organized or it may be unintentional. Individuals or groups may be involved.

D. When bullying occurs or is reported, the following steps will be taken:

1. Administrators and staff will provide a clear message that bullying will not be tolerated.
2. Administrators and teachers will listen, investigate and offer support.
3. An appropriate course of action will be taken for the student involved with bullying others. This will be based upon frequency/duration and severity of each incident. The action plan will include:
   - A statement by the student about their actions
   - A statement reflecting empathy.
   - A statement regarding restitution.
   - A statement describing future behavior.
4. An incident report will be filed.
5. The families will be contacted.
6. The classroom teachers and administrators will monitor the situation with supporting information from the student being bullied and his/her family.
7. In the event that bullying does not cease, further consequences such as in-school or out-of-school suspension, along with referrals to mental health, child protection services or the police may be taken.
IV. EXPECTATIONS FOR STUDENTS:
1. DUTIES OUTLINED IN THE EDUCATION ACT
Some of the major duties of students as outlined by the Saskatchewan Education Act are:
- To attend school regularly and punctually.
- To be diligent in his/her studies.
- To conform to the rules of the school.
- To meet standards of cleanliness, tidiness.
- To co-operate fully with all school staff.

2. HOMEWORK:
Students may have some homework assignments which need to be completed. In general, any homework will be the result of not having finished the classroom work in school time. Students should organize their books, papers, pens and other equipment needed for their homework at the end of the day.

3. AGENDAS:
Agendas are for students in Grades 1-5. They are a means of communication between home and school as well as a visible organizer for developing positive habits for homework and studying. Please encourage the use of this tool and provide support by signing your child’s agenda daily.

4. STUDENT SELF-DISCIPLINE:
Students are expected to conduct themselves in a reasonable and responsible manner. Respect for others is the key to good behaviour. We emphasise the 3 R’s – respect, responsibility, and restitution. All students should act with common sense and common courtesy.

5. DRESS CODE:
Dress code can best be described as appropriate for a work day at school and should be respectful of staff and students. This includes no rude, offensive or violent words and pictures on clothing, no bandanas or what may appear to be gang-related symbols. Unless it is unusually cold, children are expected to play outside before school and during recess.

6. PERSONAL OBJECTS (TOYS, CELL PHONES, AND ELECTRONIC ITEMS):
Personal objects, electronics such as Ipods, cameras and cell phones are not to be brought from home as they interfere with the learning during class time and cause numerous issues. Money should not be brought to school unless absolutely necessary.

7. BIKES / SCOOTERS / SKATEBOARDS / ROLLERBLADES:
Children bringing bicycles to school must lock them in the bike racks. Each child must have his/her own bike lock.

8. COMMUNICATION VIA NEWSLETTER AND WEB PAGE:
A Newsletter will be posted on our website monthly to inform you of up-coming events, school closures, special activities etc. It is helpful to keep the Newsletter handy and refer to it during the month. The newsletter and this handbook will also be available on our Internet homepage http://www.srsd119.ca/se
ADDITIONAL INFORMATION AND COMMITTEES:

SHELLBROOK ELEMENTARY SCHOOL COMMUNITY COUNCIL:
We have an active School Community Council that works along with the school administrative staff to provide a valuable liaison between the school and the community. The council lends tremendous support to the school by assisting with special projects when the need and interest warrant. Please feel welcomed to be a part of our SCC. Parents are invited to any SCC meeting. Please watch your newsletter for dates of our meetings.

SHELLBROOK ELEMENTARY SCHOOL STAFF 2017-2018

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<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Mr. Tournier</td>
<td>Principal</td>
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<tr>
<td>Mrs. C. Shewchuk</td>
<td>Secretary</td>
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<tr>
<td>Mrs. L. Crawford</td>
<td>Pre-Kindergarten</td>
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<tr>
<td>Mrs. H. Hladun</td>
<td>Kindergarten (.5)</td>
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<td>Mrs. C. Ledding</td>
<td>Grade 1</td>
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<td>Mrs. N. Senger/Ms. G. Smith</td>
<td>Grade 1/2</td>
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<td>Mrs. T. Jewitt</td>
<td>Grade 2/3</td>
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<td>Mrs. L. Kyliuk</td>
<td>Grade 3</td>
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<td>Mr. J. Hamilton</td>
<td>Grade 4</td>
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<td>Mrs. P. Boettcher</td>
<td>Grade 4/5</td>
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<tr>
<td>Mrs. D. Thorpe</td>
<td>Grade 5</td>
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<td>Mrs. L. Crawford</td>
<td>Floater (.5)</td>
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<td>Mrs. H. Hladun</td>
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<td>Mrs. D. Ledding</td>
<td>Educational Support Teacher</td>
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<td>Mrs. S. Groenen</td>
<td>Educational Associate (.5)</td>
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<td>Mrs. T. Brooman</td>
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<td>Mrs. T. Grattas</td>
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<td>Mrs. C. Remple</td>
<td>Educational Associate (.5) Pre-K</td>
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<td>Mrs. C. Puddicombe</td>
<td>Educational Associate (1.0)</td>
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<td>Mrs. M. Gendron</td>
<td>Educational Associate (1.0)</td>
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<td>Mr. B. Fabish</td>
<td>Caretaker</td>
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