Spruce Home Public School

Student-Family Handbook

2026-2027

This handbook is designed to provide students, families, and staff with clear and detailed information about key aspects of our school operations. It is intended to promote clarity, consistency, and transparency as we work together throughout the school year. We value the strong and positive relationship that already exists within the SHPS school community. While this handbook is not an exhaustive guide to everything at SHPS, it serves as an additional point of reference to help support and maintain those relationships by providing helpful information about our daily operations, expectations, and procedures.

We look forward to a wonderful and successful school year together!

Mr. Roy Feschuk	Mrs. Brenda Acorn
Principal	Secretary
rfeschuk@srsd119.ca	bacorn@srsd119.ca
306-764-8377	306-764-8377

Spruce Home Public School

1. GETTING STARTED

Registration

New students to Spruce Home must complete a registration form. You can find registration forms online or at the school office.

Parents/Guardians are asked to verify information for returning students each fall. Confirmation of enrolment will be sent home early in the school year. Please verify the information and return it as soon as possible.

All new students who require busing must complete a transportation request online.

Communication & Edsby

Edsby is the platform used to report student absences, communicate with your child's teachers, and view grades and assignments. Invitation emails are sent to families who are not yet registered. Please follow the instructions in the email to sign up for Edsby, then add your children.

At SHPS, we value open and respectful communication. Teachers will respond to Edsby messages when they have time, either before or after classes or during a prep period. Please understand that teachers may see a message but may not have time to respond immediately.

Teachers are not obligated to respond to messages outside of business hours (8:00 a.m.–5:00 p.m.), including evenings and weekends. Although the Edsby app looks and operates like instant messaging, please allow staff time for thoughtful responses; sometimes up to 24 hours or more may be needed.

Student Assessment & Reporting

Students and families will receive feedback on student performance in many forms throughout the school year. Edsby will be used as a communication tool and gradebook. Families can access the parent portal at any time to monitor their child's progress in each of their classes.

There will be two formal reports published in Edsby. Progress conferences will take place in November and March.

Progress Conferences

The purpose of the progress conferences is to discuss student progress and collaboratively set goals for the next part of the school year.

Progress Conference Dates:
Wednesday, November 4, 3:00–8:00 p.m.
Thursday, March 25, 3:00–8:00 p.m.

Report Cards

The purpose of the report card is to provide a summative evaluation of your child's progress to date. Achievement will be based on an assessment of the outcomes in the Saskatchewan Curriculum.

Report Card Dates: February and June. Report cards will also be published in Edsby.

2. DAILY SCHEDULE & ATTENDANCE

Bell Schedule	Time
Buses arrive, school doors open	8:15
Morning Bell & Homeroom	**8:25**
Period 1	8:30–9:15
Period 2	9:15–10:00
AM Recess	**10:00–10:15**
Period 3	10:15–11:00
Period 4	11:00-11:45
Lunch	**11:45–12:30**
Period 5	12:30–1:15
Period 6	1:15–2:00
Recess	**2:00–2:15**
Period 7	2:15–3:00
Dismissal	**3:00**

Attendance

Students are expected to attend school regularly and arrive on time.

Parents/Guardians are asked to notify the school before 8:00 a.m. if their child will be absent or late. Parents/Guardians of students who have not been excused before the start of the school day will be contacted through our Safe Arrival program. Notifications of absences are sent at approximately 9:15 a.m. and 12:45 p.m.

Students who arrive late must check in upon arrival. Students who are leaving early must sign out before leaving the school.

Student Drop-Off & Pick-Up

Please note where and when you are permitted to park in front of the school, as there are specific times to ease accessibility and loading of buses. If your child requires pick-up on any given day, please park at the south end of the school in the parking lot in a spot where your child can see you. Please also communicate with the office if your pick-up plans have changed, and the office will notify the classroom teacher and the student before the end of the day.

Messages for Students

Please call the school if there are changes to after-school arrangements or if an emergent family situation arises. The secretary will pass messages along to students before the end of the school day.

Please call the school before 2:45 p.m. if your family is making changes to after-school arrangements.

Because student cell phone use is not permitted during the school day, parents/guardians should avoid contacting students on their personal cell phones during class time.

Visitors

We strive to promote Spruce Home Public School as a welcoming and inviting place. At the same time, our school is a building full of amazing and special young people, and it is our responsibility to know who is in the building at all times.

All visitors must be buzzed in and welcomed at the office. Our secretarial staff is available to answer questions. Visitors are not permitted to wander through the building.

3. TRANSPORTATION

Bus Responsibilities for Students

(AP 720 – Student Conduct on School Buses)

Please review the SRPSD policy for student conduct on school buses, available through the link above or on the SRSD website.

In summary, students are expected to:

- Be prompt and ready to meet the bus. Stand well back when waiting for the bus until it has come to a complete stop.
- Board the bus and get off the bus in an orderly manner.
- Respect the bus driver's rules and sit in the place assigned to you. Remain seated while the bus is moving.
- Keep feet, lunch kits, school bags, and other belongings out of the aisle. Oversized possessions are not allowed on the bus. Ask your driver if you have questions.
- Refrain from eating or drinking on the bus.
- Notify the bus driver if you will not be riding the bus for any reason.
- Dress appropriately for the weather. During the winter, this includes a winter jacket, ski pants, toque, and mitts, as appropriate and at the driver's discretion.

Students are expected to follow the rules and conduct themselves responsibly and respectfully while riding the bus. Failure to demonstrate respectful behaviour may result in a loss of bus-riding privileges.

Bus Cancellations – Cold or Extreme Weather **Administrative Procedure 551**

Student safety is the Division's priority. On occasion, weather and/or road conditions may put safe transportation services at risk. The Division, therefore, authorizes the cancellation of bus operations as provided in this administrative procedure.

When the temperature is at or below -40°C, bus runs will be cancelled. When the temperature is at or below -35°C and the wind chill temperature is at or below -45°C, bus runs will normally be cancelled. Wheelchair lifts will not be operated at or below -30°C.

Bus run cancellations, as determined by the Manager of Transportation, can apply to the entire Division, to clusters of school attendance areas, or to individual schools.

Regardless of temperature or wind chill conditions, bus runs may be cancelled if severe storms or road conditions make travel dangerous.

Weather information used for decision-making shall be as reported by the Weather Information Office of Environment Canada at the Prince Albert Airport, the Melfort Weather Station, and the Spiritwood Weather Station.

Bus Alerts & Cancellation Notifications

Please sign up to receive text updates from our school division's transportation department. We suggest signing up for updates from both SRPSD and SHPS.

- Text **(204) 809-8709** with the words **"join srsdbus"** to receive SRPSD bus updates by text message.
- Text **(204) 809-8709** with the words **"join shpsbus"** to receive Spruce Home bus updates by text message.

4. LUNCH & RECESS

Lunch Hour

Lunch starts at 11:45. Students will eat lunch in their homeroom classrooms. Students head outside for recess at 12:00 p.m. and then come back inside for afternoon classes at 12:25 p.m.

Please refrain from sending students to school with drinks that are caffeinated or in non-spill-proof containers. We try to maintain healthy choices for students. If your student comes to school with a pop or a beverage in a non-spill-proof container, we will refrigerate the drink and return it to them at the end of the day.

Food and drinks are not allowed on the playground.

Emergency lunches will be provided on an as-needed basis and are limited to one per student. Students should let their teacher know by morning recess if they need an emergency lunch.

There are always allergy concerns in a school. If you receive a notification about limitations on food for your child's lunch or snacks, please follow the recommendations provided.

General Lunch Hour Expectations for Students

- Remain in your own classroom for the duration of eating time, except to use the restroom.
- Sit in your assigned seat.
- Clean up after yourself.
- Do not access devices.

Recess

Students are expected to go outside during recess. Only in adverse weather conditions will students remain inside.

Please ensure that students are dressed appropriately for the weather. Students may use the washroom as they leave and enter the school. If the washroom is needed during recess, students may go inside with the permission of a teacher.

If a student is ill and needs to stay inside, parents/guardians are asked to send a note.

Indoor Shoes & Phys Ed

Upon entry to the school, students will be requested to remove their outdoor footwear and put on indoor shoes. Every student should have a pair of running shoes with non-marking soles to wear in the school. These shoes will also be worn in the halls, classrooms, and gym. Only indoor running shoes will be allowed in the gym.

5. STUDENT EXPECTATIONS & SCHOOL ENVIRONMENT

Classroom Behaviour

Teachers are responsible for discipline in their classrooms. Students have the right to learn and the responsibility to allow others to learn.

Students are expected to:

- Work diligently in each class.
- Respect the classroom routines and expectations established by each teacher.
- Behave responsibly and respectfully.
- Complete all work to the best of their ability.
- Use technology responsibly and as directed by their teacher.

Students are expected to take responsibility for their actions and their words. Appropriate behaviour is expected at all times.

If inappropriate behaviour occurs, including incidents of bullying, initial consequences will be established by the staff member closest to the incident, with administration involved where necessary. Families will be notified when consequences for behaviour are necessary.

School Attire

School is a place of learning, and clothing should be appropriate for a school environment.

Clothing with messages that promote unhealthy lifestyles or create discomfort for others is not allowed. Students will be provided with an opportunity to wear a piece of the school's clothing for the duration of the day.

Technology Use

At SHPS, we are striving for a more balanced approach to technology use during the school day. This means that access to devices will be monitored and that learning will occur in a variety of ways.

Students are reminded that access to the internet is a privilege, not a right. Inappropriate technology use may result in the cancellation of this privilege.

Students are **not allowed** to access personal email or social media accounts at school using school devices.

Cell Phones

As per Ministry of Education Policy, the use of cell phones is prohibited during school hours, including class time, recess, and lunch hour.

If devices are brought to school, they must remain powered off and out of sight in a backpack or locker for the day.

Families can also leave messages for students by calling **306-764-8377**.

Please note: Phones are not allowed outside during recess.

Cubbies & Lockers

Students are expected to keep their belongings in their cubbies/lockers.

Cubbies/lockers may be opened and inspected at the discretion of the administration team.

To prevent theft or damage to student belongings, we encourage all students to use their lockers and respect the privacy of others by never going into another student's locker. Please refrain from bringing valuable items to school.

Substances

Vaping, Smoking, Drugs & Alcohol

- Vaping and smoking are not permitted on school property at any time. This includes students, staff, families, and other visitors to the school.
- Students who are under the influence of drugs or alcohol will be sent home immediately, and families will be notified.

6. HEALTH & SAFETY

Medication

Students will not be given medication without parental consent. This includes over-the-counter medications such as Tylenol or Advil.

If your child requires daily medication, please speak with personnel in the school office.

Allergen Awareness

SHPS is a nut-free school. Parents/Guardians are asked to complete the Allergen Awareness section of the registration form as it applies to their child.

Please draw attention to any potentially dangerous allergies and the necessary actions to be taken should a reaction occur. This information is shared with all staff and posted in our staff room.

7. FIELD TRIPS & SPECIAL EVENTS

Permission Forms

Permission forms are sent home for field trips and special events.

For some low-risk educational experiences, a note or message to families from the teacher via Edsby or email will be deemed sufficient; no permission form will be required.

When your child brings home a permission form, please sign and return it to the office or designated teacher promptly.

If you have any questions about an event, please feel free to contact the teacher.

8. MHWB- Mental Health and Well-Being

At SHPS, we are committed to fostering a supportive and inclusive environment where students, staff, and families build the skills and resilience needed to thrive. In alignment with the Saskatchewan Mental Health Capacity Building Project, we will promote wellness by nurturing regulation of the mind, body, and spirit. Through practices that build self-awareness, gratitude, kindness, and healthy coping strategies, we will empower students to grow in balance so they can reach their full potential in school and in life.

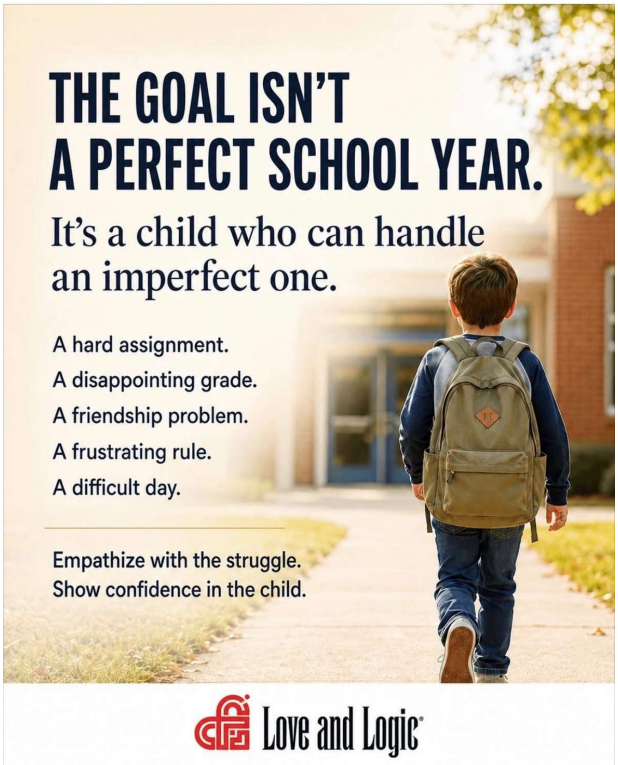
Focus Areas:

- Zones of Regulation Common Language
- Breathwork, Mindfulness, and Regulation Strategies
- Size of the Problem & Conflict Time Machine

MHCB Mandate:

Promoting positive mental health through education, awareness, and support for students, staff, families, and the community. This is achieved by:

- Creating safe, connected classrooms and schools
- Embedding mental health supports
- Sharing presentations and activities
- Providing professional development and learning opportunities
- Hosting events and awareness campaigns
- Partnering with community organizations
- Making mental health a visible priority



Saskatchewan Rivers Public School Division
Excellence for Every Learner

Education Centre
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Phone: (306) 764-1571 Fax: (306) 763-4460
Neil Finch, Director of Education

Dear Parents/Guardians:

LETTER OF FAIR NOTICE – Prince Albert Risk Assessment Protocol

The Saskatchewan Rivers Public School Division Board (SRPSD) is committed to providing safe learning environments for all students, staff, school visitors and community members. We believe that by working together with students, their families, and the community, we can support young people to be healthy and happy.

Our principals, vice-principals and school social workers receive training developed by the Centre for Trauma Informed Practice to lead a process called Assessment of Risk to Others (ARTO). This training has led to the development of a community protocol to help principals protect students from potential threats to safety or serious harm. The protocol helps schools respond quickly to threatening incidents.

The Prince Albert Community Risk Assessment Protocol outlines how schools will respond to threatening or worrisome behavior. Principals will convene a School Risk Assessment Team, which typically will include the principal/vice-principal, a school counselor and a police officer. Depending on the severity of the potential threat, principals may also consult with the Superintendent of Schools and call in members of the Community Risk Assessment Team. This Community Team may include representatives of community agencies such as local Police, Mental Health and Addiction Services, or Child and Family Services.

Parents and guardians will be notified as soon as possible in the ARTO process. If parents/guardians cannot be reached or if they choose not to provide consent, the risk assessment may still proceed. Personal information shared throughout this process will respect and balance each individual's right to privacy with the need to ensure the safety of all.

This letter is to serve fair notice that SRPSD will take decisive action when a serious threat has been made. Our goal, as always, is to ensure student safety in a caring learning environment.

Sincerely,

K Gerhardt

Kelly Gerhardt,
Superintendent of Schools
Saskatchewan Rivers Public School Division