



2023 - 2024

# SPRUCE HOME PUBLIC SCHOOL HANDBOOK

**PHONE: (306)764-8377**

**FAX: (306) 922-6281**

Our school website is <https://sh.srsd19.ca/>

We can also be found on Facebook

This handbook is presented to give students and parents more information about our school. It is the desire of our staff to create a pleasant and safe learning environment where your child can be successful.

It is important for Spruce Home Public School to be a respectful, positive and safe place for students to attend and staff to work. It is vital to the school that the students learn the importance of cooperation, kindness, respecting others regardless of age, race, gender or other differences, respecting rules, and accepting responsibility for their actions. We look forward to working with you and your child. We hope that you will help us accomplish this by encouraging your child to work to the best of his/her ability. Together we can provide a school and classroom environment supportive of each other and conducive to learning.

If you have any concerns about any aspect of the operation of the school or of your child's education, please feel free to call the school, **(306)764-8377**.

### **School Community Council**

School Community Council Board Members are elected at the Annual General Meeting. All parents are welcome to attend meetings and to become involved. Our School Community Council is an integral part of our school and serves to enhance the school experience for all students. Please watch the monthly newsletters for the dates of upcoming SCC meetings.

### **Staff Members**

Mr. R. Feschuk	Principal
Mrs. A. Shillington	Kindergarten/Grades 1 & 2
Mrs. E. Hoey-Seto	Kindergarten/Grades 1 & 2
Mrs. L. Wagner	Grades 3 & 4
Mr. T. Fiddler	Grades 5 & 6
Mrs. W. Stasiw	Grades 7 & 8
Mrs. J. Gareau	Inclusive Education Coach
Mrs. S. Fehr	Band
Mrs. J. Stolle	Educational Associate
Mrs. B. Johnson	Educational Associate
Mrs. A. Lafaver	Jordan's Principle Mentor
Mrs. B. Acorn	Secretary/Librarian
Mrs. A. Reinbrecht	School Social Worker
Mr. W. Chester	Caretaker

## **Class Times**

8:15 a.m.	Buses arrive, school doors opened
8:23	Warning Bell
8:30 – 9:30	Period 1
9:30 – 10:30	Period 2
10:30 – 10:45	Recess
10:45 – 11:45	Period 3
11:45 – 12:30	Lunch/Recess
12:30 – 1:23	Period 4
1:23 – 1:37	Recess
1:37 – 2:30	Period 5
2:30 – 3:00	Period 6
3:00 p.m.	Dismissal

## **General Guidelines**

- When outside do not leave the school grounds.
- Please dress appropriately for school and for the weather.
- Help keep our school and school grounds clean. Seeds and gum are not permitted at school or on the bus.
- Respect other people's property. Other people's belongings should not be touched unless they have given you permission.
- Please leave all valuables and larger amounts of money at home. This includes electronics. If there is a need to bring valuables, please give them to your teacher or the office for safekeeping.

## **Camera Use at School and on school buses**

- With the possibility of pictures being placed on the internet or social media without the consent of an individual, students are not permitted to take pictures of others at school or on the school bus.

## **Student Support**

The Inclusive Education Coach (IEC) works directly with Classroom Teachers and Educational Associates (EA's) to implement a wide variety of instructional approaches and learning strategies to meet the diverse needs in classrooms. Assessments are occasionally done with students to help identify individual strengths and weaknesses and to assist in developing an appropriate program for the student in collaboration with the classroom teachers. The EST may work in the regular classroom or pull-out students to work on specific skills or concepts. Parents/guardians will be notified if their child will be receiving extra support. If you have any questions, please feel free to contact the school.

## **Dress**

To ensure good health and comfort, students should be dressed for changing weather conditions. Clothing should be appropriate for school. Extra clothing for the students during muddy weather would be appreciated. Unless the weather is severe, the students are expected to go outside

during the breaks. The children are brought in during inclement weather according to a wind-chill and temperature chart. Please clearly label children's clothing to ensure that misplaced or lost articles are returned. Students should regularly look through the "lost and found" box for lost items. Parents, please feel free to check the box if your children are missing something. At the end of the school year the "leftovers" are given to charity.

### **Allergies/Asthma**

We are a **Nut Alert School**. Our School wants to provide the safest environment possible for children with anaphylaxis (life threatening allergies). In order to reduce the risk of a life-threatening exposure we need everyone's co-operation. **Do not send products containing nuts, peanuts or peanut butter to school.** Please check the ingredients of all foods your children bring to school. Ensure that you do not send foods with peanuts or any other types of nuts. Also avoid sending items which say, "May contain traces of nuts", as these could pose a serious risk. If your child eats a product containing peanuts before school, please have them wash their hands and brush their teeth before coming to school. In a school setting, cross-contamination is the greatest risk from this type of allergy. Cross-contamination is when a few crumbs from one child's lunch or snack are dropped and then picked up by an allergic child. *Even a small amount can kill.* We appreciate your support and understanding of these potentially life-threatening allergies. Further, we ask that students not wear perfumes, colognes, or heavily scented deodorants as we have students and staff members who suffer with allergies from these scents. Please contact the school if you have questions or concerns.

### **Report Cards**

Report cards are sent home twice times a year. Parent-Teacher interviews are scheduled twice a year to provide direct contact between home and school. The staff encourages and appreciates any other communication through the year that will answer questions or inform us of conditions at home that may affect the students at school.

### **Communication**

Each month you will receive a monthly calendar indicating upcoming events. The newsletter can be found on the Spruce Home Public School website. A link to this site will be included in each newsletter. Additional notes will be sent home when necessary. When notes are sent home, they are usually sent with the youngest student of each family. Please return notes requesting signatures; this tells us that you have received the note.

### **Medical**

Students at Spruce Home Public School will be involved in a wide range of physical activities. Please inform the school if a medical condition prevents your child from participating in any specific physical activity. If there is a need for your child to take medication at school, please contact our school administration.

### **Student Transportation**

One of the goals of the Saskatchewan Rivers Transportation System is to provide safe transportation for all students. This includes transporting to a safe and expected destination at the end of the day. Following are the school's guidelines:

- Students are transported home at the end of the day.
- Parents who wish their children transported somewhere else at the end of the day must contact the school to make sure it is known.
- If you wish to pick up your child at the end of the day, please inform the school of your plans. If a parent is to pick up their child at home time, they must be here by 3:00 p.m. when students are dismissed. Please park at the south side of the school so as to not disrupt bus safety.

Our goal is to safely transport children to the location at which parents are expecting them. Dismissal time is very busy and not the time to sort out conflicting instructions or information.

### **Guidelines for Bus Cancellations**

- When the temperature is at or below -40C, or when the temperature is at or below -35C and the wind chill temperature is at or below -45C buses will be cancelled.
- Regardless of temperatures or wind chill conditions, bus runs may be cancelled if severe storms or road conditions make travel dangerous.
- Cancellations will normally be made in the morning before buses leave or at noon if weather conditions deteriorate during the day.
- CJVR, 900 CKBI radio, 99FM radio and the SRPSD website shall provide information regarding bus cancellations. The transportation department uses “Remind” for bus notifications. Please contact the school if you wish to add the REMIND app for this.

While travelling on the bus the students are responsible to the bus drivers and the school. The students are expected to be seated calmly in their assigned seat. Students not cooperating will have bus privileges removed. Any misuse of cell phones on the bus will result in the bus driver taking the cell phone away. Eating on the bus is **absolutely not permitted** since this poses a safety concern. Mr. Ryan Bruce, the Transportation Supervisor, is available to answer any concerns or questions you have about school buses.

### **Bus Supervisor**

Ryan Bruce

Bus Garage

763-2323