

Parent/Student Handbook

2023

**NORTH
PARK
WILSON
SCHOOL**

2024

A Centre of Excellence for Education Through the Arts

1505 9th Avenue North

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northparkwilsonschool@spsd.sk.ca

ADMINISTRATORS' MESSAGE

Welcome to North Park Wilson School! We are so pleased your children and family are part of our vibrant and dynamic school community. Whether you just joined us this year, or have been a member of our school community for many years, we thank you for choosing to be part of our *Little School with a Big Heart*. Our dedicated staff are committed to creating educational experiences that enrich and empower students to reach their full potential. We encourage parents and caregivers to find meaningful ways to be involved in and supportive of these daily learning activities and school experiences. We look forward to a wonderful year of learning and growing together at North Park Wilson School.

NORTH PARK WILSON STAFF BELIEFS

We believe that learning is a lifelong endeavour which must be cultivated and nurtured through creative and innovative approaches to teaching, a keen knowledge of curriculum content, a strong belief in teamwork, and high educational standards. Student achievement is our focus at North Park Wilson. Our staff works hard to ensure that your child is given the necessary tools for lifelong learning in literacy, numeracy, and critical and creative thinking. We also encourage students to develop personal and social values and skills that will enable them to form positive relationships with their peers and the adults in their lives.

We are proud to be a *Center of Excellence for Education Through the Arts*. Arts Education strategies are infused throughout the curriculum at all grade levels.

ADVANTAGES FOR STUDENTS LEARNING THROUGH THE ARTS:

- ~ Our changing world needs students who can think creatively, collaborate to explore thoughtfully, and engage deeply.
- ~ Our students build their confidence by discovering their skills.
- ~ The Arts honour diversity. Our students have a sense of belonging and develop strong connections to each other and the wider community.
- ~ Our students identify and voice their understandings, beliefs, and interests in a variety of ways.
- ~ By reaching our students through their hearts, the Arts teach compassion, empathy, and caring.

Students are invited and encouraged to get involved in the wide range of curricular and extra-curricular programs that are offered. Groups with an emphasis on athletics, academics, and the arts are available to students at North Park Wilson. We also invite parents and caregivers to become engaged in the life of the school. Volunteers are our treasured resources! We encourage you to share your talents, expertise, and enthusiasm to help us enhance student learning opportunities.

School culture is enriched when parents and caregivers are an integral part of the planning and delivery of school programs. Please consider joining our School Community Council (SCC). The SCC plays an important advisory role in shaping the learning opportunities for students. When all members of our school community collaborate and work together, it promotes a stronger sense of community and culture within the school and ultimately increases student achievement. We look forward to your support and to working with you in the upcoming year.

Kara Helms, Principal

Crystal Torgunrud, Vice Principal

NORTH PARK WILSON SCHOOL

NPW – A FAMILY OF EXCELLENCE

SCHOOL BELIEFS

Our staff and students work together to define our school beliefs. We teach, discuss, learn about, and celebrate the values together. Each statement is written in a way that makes it applicable to students, families, and teachers. These ideas represent virtues that the school and community value and help guide us in our efforts to be a great school for all.

CREATIVITY

We recognize and appreciate the many gifts and talents of others. We will strive to provide opportunities for creative self-expression through the Arts in all subject areas.

COMMUNITY

We value the diversity in our school, as well as in our local and global communities. We recognize and celebrate the unique characteristics of others by providing an inclusive, socially, and culturally responsive school environment.

CITIZENSHIP

We recognize the importance of participating actively in our local community. We will strive to be respectful and responsible citizens and demonstrate a commitment to social justice.

COLLABORATION

We are committed to the pursuit of excellence in all that we do. We will embrace opportunities to face challenges, take risks, set goals and work to achieve them together.

NORTH PARK WILSON SCHOOL

August	28-31	School Operations/PD K-12 Students DO NOT ATTEND
September	1	School Operations/PD K-12 Students DO NOT ATTEND
	4	Labour Day Holiday
	5	All students attend.
	29	Day of Truth & Reconciliation. K-12 Students DO NOT ATTEND
October	6	School PD - NPW Students DO NOT ATTEND
	9	Thanksgiving Day Holiday
	27	Three-Way Conferences - NPW Students DO NOT ATTEND
November	11	School PD - NPW Students DO NOT ATTEND
	13	Remembrance Day Holiday
December	22	Last Teaching Day Prior to Christmas Vacation

January	8	School Resumes
	22	School PD - NPW Students DO NOT ATTEND
February	19	Family Day Holiday
	20-23	February Break
March	4	School PD - NPW Students DO NOT ATTEND
	22	Three-Way Conferences – NPW Students DO NOT ATTEND
	29	Good Friday
April	1-5	Spring Break
May	20	Victoria Day Holiday
June	3	School PD - NPW Students DO NOT ATTEND
	27	Last Day of School for Elementary Students
	28	Last Day of School for Staff

NORTH PARK WILSON SCHOOL

Saskatoon Public Schools inspire and sustain learning. We are open to all children and youth so they may discover, develop, and act upon their potential, thereby enriching their lives and our community.

SCHOOL HOURS

North Park Wilson School Day	
8:40 am	First Bell
8:45 am	Classes Begin
10:25 - 10:40 am	Morning Recess
11:33 - 12:15 pm	Lunch
12:15 pm	Afternoon Classes Begin
2:00 - 2:15 pm	Afternoon Recess
3:05 pm	School Dismisses

Students should arrive to school no earlier than 8:30 a.m. Supervision is provided 15 minutes before and after school, during both recesses, and at lunch.

ATTENDANCE

Please phone the North Park Wilson School Office (306-683-7380) and let our Administrative Assistant know if your child(ren) will be absent from school and the reason for the absence. If we are not informed of an absence, we will phone to ensure that your child has not become lost or distracted on the way to school. You may wish to leave a detailed message on our voice mail after hours regarding student absences or log your child's absence on Edsby.

Students must have permission from their classroom teacher, make contact with a parent or guardian, and have administrative approval if they need to leave the school during the day. Students are expected to remain on school grounds at all times during the school day with the exception of going home for lunch.

COMMUNICATION

We emphasize how important it is to hear about parental concerns directly from parents. The sooner we become aware of problems, the sooner we can address them. The best time to contact teachers by telephone is before or after school, or by leaving a message to have the teacher return your call. Staff can also be reached by email; however this does not always result in timely communication. Email is also not a preferred method of communication when dealing with important concerns. On the following page is a list of teacher email addresses as of June, 2023.

NORTH PARK WILSON SCHOOL

NPW TEACHING STAFF

Kara Helms - Principal	helmsk@spsd.sk.ca
Crystal Torgunrud – Vice Principal	torgunrudc@spsd.sk.ca
Amy Anderson	andersonam@spsd.sk.ca
Nancy Barr	barrn@spsd.sk.ca
Morgan Beswick	beswickm@spsd.sk.ca
Karen Canales-Portillo	canalesportillok@spsd.sk.ca
Lisa Danaher	danaherl@spsd.sk.ca
Tricia Glova	glovat@spsd.sk.ca
Randi Graham	grahamr@spsd.sk.ca
Aurora Herman	hermana@spsd.sk.ca
Brad Hidlebaugh	hidlebaughw@spsd.sk.ca
Stacy Hoskins	hoskinsst@spsd.sk.ca
Rachel Jensen	jensenr@spsd.sk.ca
Shauna Klassen	klassensh@spsd.sk.ca
Lana Kon	konl@spsd.sk.ca
Shelbi MacKinnon	mackinnons@spsd.sk.ca
Sarah Manafo	manafos@spsd.sk.ca
Seth Peters	petersse@spsd.sk.ca
Judy Poellet	poelletj@spsd.sk.ca
Sheryl Salen	salens@spsd.sk.ca
Rachel Sharp	sharp@spsd.sk.ca

PARENT-SCHOOL COMMUNICATION PROCESS

If you have any questions, concerns or suggestions we recommend the following protocol regarding your child (progress, problems, issues etc.).

1st Contact your Child's Teacher

Most of your concerns will be dealt with at the classroom level, but if not:

2nd Contact the Principal of the School

Other appropriate staff might be involved at this level to deal with the issue, but if more needs to be done:

3rd Contact a Superintendent

Your principal will identify the appropriate area superintendent for you to contact.

NORTH PARK WILSON SCHOOL

LEARNING

ARTS EDUCATION

We are proud that arts education is an integral part of our student's lives here at NPW. Engagement in the Arts provide important ways to teach our students the skills and concepts needed to promote life-long learning. At NPW we not only teach the arts, we use all of the strands of the arts curriculum to support the learning objectives in other disciplines. Art is the first language of a child and at our school we use that connection to promote student achievement. We encourage our students to develop the following artistic habits of mind: communicating, creating collaborative communities, risk taking, thinking critically and embracing a range of perspectives.

EDSBY

The Edsby platform allows educators and families to support K – 12 student learning. We strive to continue to expand our understanding, application, and utilization of Edsby. We use this to emphasize community engagement, learning management, assessment and reporting, analytics and insights, and student well being. Professional development will continue this year to support staff on this learning journey.

RESOURCE PROGRAM

The resource teacher works with classroom teachers to support the learning needs of students. Support can be given through collaborative planning, cooperative teaching, direct teaching to individuals in small groups, and student assessment. The role is flexible to allow for opportunities to meet the individual needs of students.

STUDENT LEADERSHIP PROGRAM

Many opportunities will be provided for students to develop and undertake leadership roles at North Park Wilson School. Similar to our extra-curricular programs these opportunities will depend on staff availability.

CARE PARTNER PROGRAM

Our CARE PARTNER program will pair older and younger classes to work together on art projects, class outings, reading and writing projects, and special activities. The program promotes positive interaction between students of all ages.

NORTH PARK WILSON LEARNING RESOURCE CENTER (LRC)

The North Park Wilson School Learning Resource Center (LRC) is a positive environment where students, staff and the community can access resources to learn and develop the skills and attitudes to become lifelong learners and productive citizens. Students have the opportunity to think critically, create, collaborate, and communicate using resources within the LRC or on our virtual space using LibGuides. The North Park Wilson LibGuide address is <http://elementarylibguides.spsd.sk.ca/northparkwilson>. This user friendly web page is designed for use by students, staff, and parents. It provides direct links to all types of learning opportunities, parent information pages, book trailers, and other sources that support curriculum.

Students and staff also have access to numerous databases at school where no password is required. Out of school, these resources are still available to students but a username and password is required.

NORTH PARK WILSON SCHOOL

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular programs offered at North Park Wilson School are dependent upon the interests and areas of expertise of the staff. The specific programs are determined each year and are operated within the guidelines set by the teachers.

BOOKS AND EQUIPMENT

Students are encouraged to care for and return all books and equipment issued by the school. A charge is made when items are lost or damaged.

NORTH PARK WILSON SCHOOL – ON THE INTERNET

We maintain a school web site that lists information about events and activities taking place at North Park Wilson School www.spsd.sk.ca/school/npw/. We also have a parent specific site that is used to book 3-way conferences in October and March. Information about the sites is provided regularly by email, particularly around the time of 3-way conferences.

OUT-OF-SCHOOL PROGRAMS

Out-of-school programs are an integral part of the educational experience. At the beginning of the year, parents are asked to sign a general permission form for all excursions. These are kept on file in the office. Parents are then given reasonable advance notice of upcoming trips. When out-of-city trips are planned, additional permission forms may be required depending on the nature of the outing.

PUPIL SERVICES TEAM

A Pupil Services Team consisting of an educational psychologist, a speech therapist, and a counsellor are available to work with teachers, students, and parents. Information about the services of these team members can be requested through your child's classroom teacher or school administration.

VACATIONS DURING THE SCHOOL YEAR

We understand that parents have the opportunity to take vacations during the school year. Such chances for family time and exploration of different places add a dimension to children's understanding of the world that cannot be learned in a classroom. We ask parents to be aware, however, of the teachers' plans and their child's learning needs when making these plans. Although teachers do their best to help, they simply do not have the capacity to make up for lost time by preparing learning material beforehand or retesting afterwards. Because learning is so much more than textbooks and worksheets it is often not possible for teachers to provide instructional material for children heading out on vacation. It is important for parents to know that when children are vacationing during instructional time they may disrupt small group assignments, miss important concepts or key learning strategies.

NORTH PARK WILSON SCHOOL

REPORTING STUDENT PROGRESS

VISION

Student progress reporting is based on the belief that student evaluation:

- integrates teaching and learning;
- communicates information to the student, parent(s)/guardian(s), and educators;
- describes performance in relations to the student's ability and other students' achievement, and the program objectives;
- responds to changes in school programs.

GUIDING PRINCIPLES

Student progress reporting:

- involves dialogue that is shared, open, clear, honest and ongoing. It is done in a caring and sensitive way;
- recognizes the whole child. Children are developing individuals whose dignity is respected while evaluating academic, personal and social growth;
- responds and is adaptable. It is a dynamic and responsive process flexible to changes in program and instruction while adaptive to individual school and community needs;
- builds on foundations, elements that establish expectations and reports performance in relation to the student's ability, other student's achievement and program objectives. It has consistent standards.

HIGHLIGHTS

Reporting student progress to families is a year-long process. It is a commitment to dialogue that includes the following components for Kindergarten to Grade 8.

- **Contacting Parents**, when the teacher makes contact with the parent early in the school year;
- the **Three Way Conference**, where the parents, student and teacher meet to share information and set goals for learning
- a **Second Conference**, which may be teacher or parent initiated, where information is shared and goals are updated;
- the **Indepth Reports** January and June for K-8 where student progress is communicated to the parent and others;
- **Ongoing Dialogue** where information is shared through classroom and school newsletters, twitter posts, telephone calls, informal visits, portfolios, and questionnaires.

PARENT TEACHER CONFERENCES

A child's learning improves when parents and teachers communicate and cooperate with each other. The parent-teacher conference is an opportunity for you to discuss your child's academic or social progress at school. You may find it helpful to jot down a few questions to bring to the conference. Please feel free to contact the classroom teacher to arrange conferences as the need arises.

NORTH PARK WILSON SCHOOL

SCHOOL ASSEMBLIES

School assemblies are held throughout the school year. Assemblies are times for sharing/highlighting classroom learning, announcements, songs, special presentations and student celebrations. All parents/caregivers and community members are welcome to attend. Children love to see their loved ones at school. Watch classroom and school newsletters for upcoming special dates.

Privacy: We request that any photos taken of staff or students be done with their **prior** permission.

NORTH PARK WILSON SCHOOL COMMUNITY COUNCIL

As a parent or guardian of a North Park Wilson School student you can be a member of the School Community Council or the Home and School Parent Council. These two committees are typically comprised of the same parent group. As a School Community Council we meet approximately once per month and meetings are open to parents. Formal positions will be filled in the fall for the 2023 – 2024 school year. Parents and community members are invited to attend. These monthly meetings provide the opportunity for parents and staff members to get to know each other and discuss educational issues. The North Park Wilson Home and School also meets monthly, on the same night as the School Community Council. Their role is to help organize fundraisers in order to support initiatives that give students increased opportunities at school. Interested parents are invited to attend meetings.

VOLUNTEERS

Parents and community volunteers provide valuable assistance working with teachers and children in many ways. If you are able to support the school as a volunteer we welcome your involvement. Please contact your child's teacher, the vice-principal, or the principal. Criminal record checks from the Saskatoon Police Service are required but are free of charge for volunteers. All paperwork is available from the North Park Wilson School main office.



NORTH PARK WILSON SCHOOL

HOME TO SPECIALIZED PROGRAM – CREATIVE ACTION

CREATIVE ACTION ADVANTAGE

As a Centre of Excellence for Education through the Arts, North Park Wilson School believes in the power of learning through artistic endeavours. Music, dance, drama, and visual art can ignite students' passion to become engaged citizens. Creative Action is a specialized, full-year program for Grade 8 students who have shown leadership potential and a desire to cultivate their passion in the arts to make a difference in their community and beyond. Students will collaborate with a variety of artists/partnerships throughout the city and province while working on Grade 8 Curriculum in a creative, unique, and experiential classroom. Creative Action will nurture Saskatoon's next generation of local citizens, artists, and leaders.

Based on research, the program is guided by the belief that:

- Our changing world needs students who can think creatively and who collaborate to explore thoughtfully and engage deeply;
- Our students will build their confidence by discovering their full potential through the arts;
- Our students will have a sense of belonging and develop strong connections to each other and the wider community; and,
- Our students will identify and voice their understandings, beliefs, and interest in a variety of ways.

HIGHLIGHTS

By providing opportunities to explore, create, discover, strengthen skills through Creative Action, students will:

- Be engaged citizens who understand their rights and responsibilities to use their voice and take action;
- Be confident leaders who connect with various communities in a meaningful way;
- Explore cultural contexts of artists/art forms to recognize the relevance and power of the arts; and;
- Respond and analyze communication within art to create informed points of view.

DIVERSE COMMUNITY

Creative Action will expand opportunities for creative expression, develop unique artistic voice, and challenge social justice issues in our community. Learning will be student-driven through an inquiry-based approach and be expressed both visually and through the performing arts. Artistic learning honours diversity, and Creative Action is for students who want to enhance their education by honing their skills in one or more strands of the arts (music, dance, drama, visual art) while being mentored by artistic leaders in our community.

"You can't use up creativity. The more you use, the more you have." ~ Maya Angelou

NORTH PARK WILSON SCHOOL

EXPECTATIONS/DISCIPLINE

STUDENT EXPECTATIONS

As educators our goal is to enable each student to attain his/her potential intellectually, socially, emotionally, and physically. We view education as a process where students must learn not only intellectual competence, but also learn personal, social, and cultural skills and values as outlined in our system and school-based goals. At North Park Wilson School we strive for a student-centered philosophy where students and staff work in a spirit of cooperation. It is our belief that students want to experience success. Students can best accomplish this in a positive caring atmosphere where they have input and are aware of what is expected of them.

It is with this in mind that the following guidelines are outlined which support our focus in the teaching of appropriate behavior. These guidelines identify student rights and responsibilities and emphasize the professional judgment of teachers working with students.

STUDENTS RIGHTS AND RESPONSIBILITIES

1. Students have the **RIGHT** to learn.

Students have the **RESPONSIBILITY** to listen to instruction, work appropriately on the task at hand, and complete assignments.

2. Students have the **RIGHT** to hear and be heard.

Students have the **RESPONSIBILITY** to listen when others are speaking and to maintain a suitable noise level for the activity.

3. Students have the **RIGHT** to be happy and respected.

Students have the **RESPONSIBILITY** to show respect for others.

4. Students have the **RIGHT** to be safe.

Students have the **RESPONSIBILITY** to treat others the way they want to be treated.

5. Students have the **RIGHT** to privacy.

Students have the **RESPONSIBILITY** to respect the personal property of others and accept their right to privacy.

NORTH PARK WILSON SCHOOL

BEHAVIOURAL POLICY

Teachers determine procedures most appropriate for their classroom and students in order to maintain an atmosphere conducive to learning. These routines and procedures are often developed collaboratively with students. An emphasis is placed upon preventive discipline, progressive discipline, and the principles of developmental discipline. Preventive discipline principles include establishing clear and reasonable expectations with students, being well planned and prepared, establishing and maintaining routines, anticipating difficulties, and using a positive approach. Progressive discipline responds to the nature and frequency of offenses. Developmental discipline focuses on problem-solving and long-term learning of appropriate behaviour.

Intervention strategies include resolution, restitution, and consequences. Resolution employs a problem-solving approach whereby students, with the assistance of teachers, parents, counselors, the vice-principal, and/or the principal are guided through a process to deal with the problem or develop a behaviour action plan. Restitution includes repair or replacement of property or “school community” service. Consequences include time-out, in-school suspension, detention, loss or delay of privileges or participation, assigned disciplinary tasks, and required interactions with school personnel, parents, or others. Provisions for suspension in the Education Act and the Saskatoon Board of Education Administrative Procedures may be enacted in situations of “persistent overt opposition to authority, refusal to conform to the rules of the school, irregular attendance, habitual neglect of duties, willful destruction of school property, use of profane or improper language, engaging in gross misconduct.”

The circumstances, persistence, and severity of behaviours requiring disciplinary intervention are considered by determining the most appropriate intervention strategies. Parents are involved when problematic behaviour is persistent or severe. The assistance of the school counselor can be available for teachers and administrators working with students and parents.

BULLYING PREVENTION

Students have the right to a caring, respectful and safe school environment free from all forms of bullying. All school staff members will take steps to prevent bullying and to assist and support students who are being bullied.

A DEFINITION OF BULLYING

Bullying is generally identified as a form of hurtful behaviour that is repeatedly directed at an individual or group from a position of power. Bullying behaviour can take many forms. It can be physical (i.e. hitting, pushing, tripping), verbal (i.e. name calling, insults, put-downs), social (i.e. social isolation, gossip) or cyber (i.e. threats, insults or harmful messages spread through the Internet). Bullying can be direct, “in your face” confrontation, or indirect, “behind your back”, such as spreading rumors.

NORTH PARK WILSON SCHOOL

It is important to differentiate between bullying and conflict which is expected to be a normal occurrence during social interaction. Conflicts are natural and enable individuals to develop appropriate problem solving and social skills. Play-fighting, rough and tumble play, and playful teasing among friends of equal power are inappropriate, however should not be considered bullying. Such behaviour should be looked upon as part of normal growth and development. It is through such interactions that children learn the skills necessary to make friends, resolve conflicts, and develop positive relationships with others.

We believe that bullying is a serious problem that adversely affects the learning success and well-being of children and youth. A child or young person being bullied feels helpless in trying to stop it and this can affect their ability to learn. Consequently, bullying in any form will not be tolerated.

ROLES AND RESPONSIBILITIES IN BULLYING PREVENTION

Duty to Report: Students and parents/guardians/caregivers are encouraged to immediately report incidents of bullying to the school administration.

Duty to Respond: We will investigate and respond to all reports of bullying behaviours. Students and their parents/guardians/caregivers will be involved in the process.

Saskatoon Public Schools share responsibility with in-school administrators, school staff, students, parents, the School Community Council and community members to promote a caring, respectful and safe school environment and to prevent and reduce bullying. All members of the school community (students, staff, parents/guardians and the larger community) have a responsibility to report incidents of bullying and harassment to a school-based administrator. School-based administrators and staff have a responsibility to respond to instances of bullying and harassment when they occur.

SCHOOL PROCEDURES

When bullying or harassment occurs the following steps will be taken:

- Staff members will provide a clear message that bullying and harassment will not be tolerated and will respond in a firm and fair manner if such behaviour occurs;
- Incidents of bullying will be investigated and parents of the students involved in the incident will be informed;
- School administrators will take timely, appropriate, and progressive disciplinary action to help students learn not to bully.

NORTH PARK WILSON SCHOOL

BULLYING PREVENTION EDUCATION

Teaching students values and skills so that they can continue to develop respect is too important to be left only to “teachable moments”; these must be specifically and deliberately planned for as part of the curriculum. Teachers will provide developmentally appropriate lessons and activities throughout the school year aimed at teaching empathy and respect, and preventing bullying.

PRINCIPLES FOR PEACEFUL SCHOOL COMMUNITIES

Saskatoon Public Schools are committed to learning environments that foster respect, responsibility, excellence and joy.

Schools have always played an important part in our personal and community lives. We are all responsible for creating peaceful school communities where the emotional, spiritual, and physical safety of all students and staff is assured.

These Principles Guide Our Practice

Schools are for teaching and learning

*Education is a shared responsibility among students, staff,
parents and community*

We treat one another with dignity, respect, and fairness

We work within a framework of rights and responsibilities

On the basis of these principles each school develops behavioral guidelines which reflect the needs and desires of each school community.

CARING TO LEARN – LEARNING TO CARE

NORTH PARK WILSON SCHOOL

THE ROLE OF THE SCHOOL RESOURCE OFFICER (SRO) IN OUR SCHOOL

The Saskatoon Police Service School Resource Officer (SRO) Program is a community policing initiative with police officers serving as daily resources to staff, students, parents, guardians and the community within the school environment.

The goals of the School Resource Officer Program include:

- developing positive attitudes and relationships between children, youth and the police;
- helping to create a safe school environment;
- serving as a resource for the school community in the areas of law, the police role in the community, and legal consequences; and
- liaising with other sections of the Saskatoon Police Service to share information and provide assistance when required.

School Resource Officers:

- serve as a positive role model to students and school staff;
- establish and maintain open lines of communication with students, parents, guardians, and school staff;
- provide education on safety, substance abuse, life skills, and the justice system to both elementary and high school students;
- reduce crime through education, enforcement and personal interaction with students and staff;
- take reports and investigate incidents within the school. In some cases mediation, warnings, and diversion from the criminal justice system may lead to a successful resolution to a complaint. In other cases a criminal charge may result.

Six School Resource Officers divide their time between all of the public and separate elementary and high schools in Saskatoon.

NORTH PARK WILSON SCHOOL

SCHOOL FEES

There will be no basic school fees charged at elementary schools again for the 2023 - 2024 school year. Throughout the school year there may be a need to request minimal amounts of money for such things as unanticipated excursions and projects. As well, special out-of-school activities may require more funds.

SCHOOL PHOTOS

School pictures for students and staff will be taken by LifeTouch on Tuesday, October 10. Photo retakes will be on Monday, November 6.

SUPPLY LISTS

Lists of supplies required for the school year are sent home with June report cards and are posted on the North Park Wilson School web site. They will also be available on registration day in the fall. We encourage students to recycle supplies from year to year whenever possible.

NOON LUNCH PROGRAM

North Park Wilson School will provide noon lunch supervision for students who require the service. A \$100 fee per child (maximum \$200 for two or more children) will be charged in the fall. Guiding principles include being respectful, taking care of own property and the property of others while eating in class, cleaning up garbage and any spills or messes, and recycling when possible. Appropriate conduct is expected of students during lunch at all times. Inappropriate behavior may result in the loss of lunchroom privileges. Parents will be contacted if this becomes necessary. **It is an expectation that students who stay at school for lunch remain on the school grounds at all times during the noon recess.**

ALLERGY ALERT SCHOOL

We have students with life-threatening allergies. Classroom teachers will inform you if these conditions exist in your child's classroom. An Allergy Alert School makes its students, staff, and parents aware of the seriousness of bringing allergens into the classroom during school time. Please remind your child not to bring nuts or nut products to school and not to share his/her lunch. Note that we have many groups using the school on evenings and weekends and it is not possible to maintain a 100% "nut free" environment; however we do all we can to support this.

JUNK FOOD

Although we respect the appropriateness of "treats", we request that students not bring candies, gum, sunflower seeds, chocolate bars, chips, pop, and other "junk food" as a school snack. Students will be asked to save these as after-school treats.

MEDICAL ALERT

Each year we send home a form on which parents/guardians are asked to complete a listing of any medical concerns. It is the responsibility of parents to alert their child's teacher to any medical concerns. It is very important that medical information is kept current throughout the school year. If the child requires medication it is the parents' responsibility to ensure a current prescription is on hand. We are not permitted to store or to administer any non-prescription or prescription drugs without a medical release form. To obtain a medical release form please contact the office.

NORTH PARK WILSON SCHOOL

TELEPHONE

The school phone is a business phone. Students may use the classroom phone when necessary with permission from their teacher. Except in unusual circumstances we ask that students not use the phone to make lunch, after-school play or transportation arrangements as the phone is very busy at dismissal times. As much as possible we encourage students and families to make arrangements at home beforehand.

CELL PHONES/PERSONAL DEVICES (I-PODS, I-PADS, Tablets, MP3 Players, Electronic Devices, Etc.)

Students are allowed to travel to and from school with their digital device; however cell phone usage during the instructional day is prohibited. Students will be invited to store their personal devices in their classroom. The school is not responsible for these kinds of items and cannot ensure their safety. Students are urged to keep expensive items at home. All electronic devices must be used in accordance with the Internet/Wireless Acceptable Use Procedures developed by Saskatoon Public Schools that is detailed later in this handbook. It is an expectation that if students are not using their electronic devices for specific educational purposes the devices are turned off and put away.

USE OF DOORS

To monitor student traffic patterns we encourage all students to use the designated boot room doors for exit and entry as much as possible.

INCLEMENT WEATHER

We have an inclement weather procedure for extremely cold weather (-27° C) and rainy weather. All children are required to remain indoors. Supervision is provided by teachers with the assistance of senior students.

NORTH PARK WILSON SCHOOL

SCHOOL ATTIRE

All students should be able to dress comfortably and express themselves with their clothing in a safe, professional learning environment. Students who fail to dress appropriately will be respectfully asked to take corrective measures. Families will be contacted.

Dress Code Goals

- Allow students to wear clothing of their choice that is comfortable and to express their identity.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocacy violence or the use of alcohol or drugs.
- Ensure all students are treated equitably regardless of gender/gender identification, sexual orientation, race ethnicity, body type/size, religion, and personal style.

1. **Basic Principle: Certain body parts must be covered for *all* students**

Clothes must be worn in a way such that private areas of the body are covered with opaque material. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. **Students *Must* Wear:**

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes: activity-specific shoes requirements are permitted

3. **Students *May* Wear:**

- Hats, including religious headwear
- Hoodie sweatshirts
- Fitted pants, including leggings, yoga pants and “skinny jeans”
- Athletic attire

4. **Students *Cannot* Wear:**

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of same
- Hate speech, profanity, pornography
- Bathing suits
- Hoodies, helmets or headgear that obscures the face (except as a religious observance)
- Sunglasses inside the school, unless permission given by administration

NORTH PARK WILSON SCHOOL

LOST AND FOUND

School Board insurance does not cover student's personal property that is damaged, lost, or stolen. Please remind your children to take necessary precautions and responsibility for their belongings. Valuables should never be left unattended.

Many items that end up in the Lost and Found are never claimed. Please help us by **labeling** all items that come to school. We also invite you to check our Lost and Found frequently for lost items. Unclaimed items are donated to a charity organization prior to each major school break.

KEEPING OUR SCHOOLS CLEAN

Our caretakers work hard to keep our school safe and clean. To help them in their work and to show pride in our building we ask students not to wear shoes that will make scuff marks on the floor, to remove dirty footwear and store it on the boot racks, to store personal belongings in desks or lockers, and to place garbage in waste cans. We also appreciate parents and visitors removing wet and dirty footwear when they enter the school.

PLAY AREAS

We ask that students play in areas that are visible to supervisors. The front of the school and the parking lot areas are not to be used as play areas. Students are asked to stay within the play areas designated for their grade level. This information will be reviewed with all students at the beginning of the year and regularly throughout the year. Parents will be contacted if there are issues with students choosing unsupervised areas for play.

RECESS EXPECTATIONS

Recess is regarded as a recreational break. Generally we expect students to play outside or to be involved in structured activities such as team or club practices. Children may use the washroom, get a drink, or warm up in the boot room area at the supervising teacher's discretion. Students who need to stay in at recess must have a note from their parents or teacher permission to sit in the boot room or another location in the school. Specific seasonal expectations will be communicated through email.

BICYCLES/SKATEBOARDS/ROLLER BLADES/SCOOTERS

Students are expected to model good etiquette around the use of bicycles, skateboards, roller blades and scooters as they travel to and from school. **Students are reminded to pick up their skateboard, fold down their scooter, and walk their bikes when they are on the school grounds.** We strongly recommend students wear a proper fitting helmet when using any of these modes of transportation. Students wearing roller blades must take the roller blades off once they arrive at school. Bicycles should remain parked on the designated fences and locked at all times. These items are brought to school at the student's own risk.

- ◆ **We cannot guarantee the security of bicycles.** We recommend a U lock for stronger security.
- ◆ Theft and vandalism are police matters and should be reported to the police as soon as possible.
- ◆ Skateboards and scooters can be stored in classrooms or lockers as per the decision of the classroom teacher

NORTH PARK WILSON SCHOOL

COMMUNITY CONNECTIONS

BEFORE AND AFTER SCHOOL PROGRAM

The Kid'n Around Before and After Program provides childcare to working parents. As well, the North Park Richmond Heights Pre School is available for 3 and 4 year olds. Call our main office for information about how to register for these programs.

PRESCHOOL

North Park/Richmond Heights Preschool, located in our school, offers a program for 3 and 4 year olds. For more information contact Jill Ozlewski at 306-229-5196.

BUSING INFORMATION

First Student is the company that provides bus service for North Park Wilson School. Families requiring busing must complete a registration form at the office. This form is then sent to First Student. Within two or three business days First Student will contact the family and provide pick up and drop off times. Please contact First Student at the following numbers with questions or concerns:

306-343-2125 for bus route information

306-343-3300 for late bus information and weather delay information



NORTH PARK WILSON SCHOOL

INTERNET/WIRELESS SERVICES ACCEPTABLE USE PROCEDURES FOR STUDENTS 2023-2024 SCHOOL YEAR

Saskatoon Public Schools believe that the use of the Internet and/or personal digital devices supports relevant and challenging life-long learning for our students. All activity conducted on hardware owned by Saskatoon Public Schools is logged. Activity logs may be viewed and used where necessary to ensure our Administrative Procedure 140 – “Computer/Online Services Acceptable Use” is followed.

To support additional learning opportunities, Saskatoon Public Schools has also provided Internet wireless access in all schools and initiated broad education efforts related to “Digital Citizenship in the 21st Century”. Students are provided with individualized computer accounts and passwords to access computers and online/wireless services to support their learning. *Students who elect to bring personal digital devices to school have the ability to access the Internet with their account. This access is subject to the school’s overall rules regarding personal digital devices. Examples of personal digital devices include cell phones, smart phones, MP3 players, Ipods, Ipads, and notebook computers.*

When using digital devices students must adhere to the following principles:

- Digital devices are to be used to enhance the learning that takes place in schools. They are not to disrupt that learning.
 - Digital devices are to be used in a manner that is respectful of all students and school staff. For example, students using digital devices to photograph or video any member of the school staff or students in the school without the permission of those staff or students is considered disrespectful.
1. Access to the Internet and wireless services, either with school division or personal digital devices is an individual privilege enjoyed by students, not a right.
 2. A student's conduct on the Internet and wireless services, either with school division or personal digital devices, is governed by the same expectations which guide his or her behaviour at school.
 3. In elementary schools, access to the Internet **with school division digital devices** is provided only when students are supervised.
 4. In collegiates, students may access the Internet with **school division digital devices** without supervision.
 5. If students choose to **bring personal digital devices** to school (at both the elementary and secondary level) they can access the Internet (whose sites have been filtered as per point 7 below) without supervision during non-instructional time (e.g. lunch hour, before or after class). During instructional time they can access the Internet with their teacher’s permission.

NORTH PARK WILSON SCHOOL

6. Students who choose to bring **personal digital devices** to school should be aware of the following:
 - i. In the event the digital device is used in an inappropriate manner, (or inappropriate use is suspected), the digital device itself can be confiscated and may be searched by a member of the school's administrative team. If parents/students do not agree with this condition students should not bring the digital device to school.
 - ii. Schools are not responsible for the theft or loss of personal digital devices that students may choose to bring to school.
7. Saskatoon Public Schools actively blocks access to inappropriate Internet sites. If a student deliberately seeks to access inappropriate material or uses the computer services provided in a malicious manner, the consequences are governed by the Saskatoon Public Schools' Administrative Procedure 140 – "Computer/Online Services Acceptable Use" - which can be found on the Saskatoon Public Schools' public website at www.spsd.sk.ca/files/board/AdministrativeProceduresManual.pdf

Consequences are outlined in Administrative Procedure 140 and appear in the student version of the procedure as follows:

What can happen to me if I break the rules?

- I won't be able to use the computers.
 - I might be disciplined.
 - I might have to pay for what I broke.
 - The police may be called.
8. If you do not want your son/daughter to access the Internet at school, please contact the school and request the **Internet Use Denial Form**. This form is then signed by the parent or guardian and returned to the school.

NORTH PARK WILSON SCHOOL

EMERGENCY SITUATIONS AND PROCEDURES

We need to be aware of your emergency arrangements for your children. A situation may occur which necessitates contacting parents or sending a child home. In the event of an emergency we will try to make contact with parents. If parents are not available alternate arrangements are necessary. Children also need to know about your arrangements and what your expectations are for them. Please take time to discuss emergency procedures with your children.

- Fire drills, general lock downs and perimeter lock downs are practiced several times during the school year. Instructions and evacuation routes are posted.
- Students are required, at all times, to wear shoes at school.
- When children are injured or become ill at school parents are contacted. It is important that family information be kept current. Please also encourage your children to talk to a staff member when they are injured or unwell.
- If you have changed your address, cell phone, work telephone number, or any other information has changed, please inform the office as soon as possible. It is important that we have up-to-date emergency contacts to call when parents are unavailable.
- If an emergency occurs where the school must be evacuated, staff will accompany children to a neighboring facility such as a different school, church, or business. In the event of such an emergency please listen to the radio. Do not call us as we will be trying to reach you. Children will not be sent home unless we can be assured of their safety. We hope we never need to use these plans; however, we are prepared should a crisis arise. Each fall we will practice an evacuation walk to neighbouring facilities. Our school safe site is Ecole St. Paul. Thank you for your cooperation in helping us care for the safety of your children.
- From time to time students do not arrive at home when expected because they have stopped to play at a friend's house. Please encourage your child to come directly home upon dismissal and/or to make play arrangements in advance.

NORTH PARK WILSON SCHOOL

TRAFFIC/TRANSPORTATION

TRAFFIC SAFETY

We need a Safety First approach in making our streets safer for our children. Parents can help in the following ways:

- DO drive slowly and with caution in the school zone
- DO encourage your children to use the route with the least traffic
- DO encourage your children to cross streets at designated cross walks
- DO remind your children to cross streets with care and not expect cars to stop for them
- DO encourage your children not to walk on snow banks along the street
- DO NOT drive into or park in the Disabled Loading Zones in front of the school
- DO NOT use the staff parking lot as a student drop off and/or pick-up area. Requiring and encouraging children to be in the parking lot is very unsafe when drivers need to back up in the lot.
- DO NOT jay-walk with your children or encourage them to jay-walk to meet you.
- DO NOT stop or park in school bus loading zones. We need all the space that is allocated.

Teachers make safety education an ongoing part of formal and informal instruction. We remind children frequently of safe practices.

TRANSPORTING STUDENTS

When students are transported in private vehicles the school board's insurance responds only after the limits of liability under the driver's insurance have been exhausted in the event of an accident. The driver is responsible for deductible costs associated with his/her insurance coverage. Please remember that the school staff parking lot is only for Saskatoon Public School employees. It is not public property, nor is it a drop off zone.

NORTH PARK WILSON SCHOOL

A PARENT'S CODE OF ETHICS

- I WILL establish a direct and personal contact with my child's school by visiting it and getting first-hand knowledge of its teaching activities and facilities.
- I WILL demonstrate constructive attitudes towards the school and its programs by supporting and cooperating with the teaching staff and the school board to the fullest possible extent.
- I WILL make no criticism of the school without ensuring that I have accurate and first-hand information.
- I WILL encourage a positive attitude on the part of my child and will refrain from criticism of the teachers or the school in his or her presence.
- I WILL expect nothing for myself or for my child which is contrary to the interests of the entire school.
- I WILL accept my share of responsibility for the partnership of home and school in the education of children.
- I WILL provide conditions favorable to study at home.
- I WILL cooperate with the school in developing and protecting the health and character of children.
- I WILL seek to learn about educational aims and methods so that I may better understand my child's role.

*Courtesy of Code of Ethics,
Canadian Home and School Association
Parent-Teacher Association*