

2021 - 2022 Family Handbook

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Parent Portal: <https://portal.spsd.sk.ca/school/DDS/Pages>
Facebook: @EDDSDragons
Twitter: @DundonaldSchool

Dream. Believe. Achieve. Rêver. Croire. Accomplir.

Welcome Bienvenue

We are looking forward to the 2021-2022 school year at École Dundonald School. We offer quality academic programming in English and French for Kindergarten to Grade Eight students. We are proud of how our staff, students and community work together to create an inclusive school environment.

Our work with students and families is guided by our motto: Dream. Believe. Achieve. -- Rêver. Croire. Accomplir.

- We **dream** that our students will be excited learners and feel part of the school community.
- We **believe** our students are unique, capable and deserving.
- Our students will **achieve** a confident, healthy, happy, successful future.

Our school is committed to working alongside parents and families to create a vibrant school community. Our doors are always open to family members who have questions, ideas, skills and talents to share. We invite parents to join the School Community Council (SCC) to help plot our course for the upcoming year. We work with our SCC to host a range of family events and look forward to seeing you all there.

As our motto says, Dream Believe Achieve - Rêver Croire Accomplir. We know that when our students, staff and families dream together anything is possible.

Have a great year!

Mrs. Sharon Champ, Principal
Mme Michelle Jarcan, Vice Principal

École Dundonald School Calendar 2021 – 2022

September 1	Staggered Start Grades 1-8
September 2	Staggered Start Grades 1-8
September 3	All Grade 1-8 Students Attend
September 6	Labour Day
September 15 & 16	School Photos
October 8	No School for Students
October 11	Thanksgiving
October 28 & 29	Three Way Conferences No school 29th
November 2	Photo Retakes
November 11	Remembrance Day
November 12	No School for Students/Teachers
November 22	No School for Students
Dec 20 - Jan 3	Christmas Break
January 4	School resumes
January 17	No School Students
Jan 31	Report Cards
February 21 - 25	School Break
March 7	No School for Students
March 24 & 25	Three-way conferences No school 25th
April 15-22	School Break
May 23	Victoria Day
June 6	No School Students
June 28	Grade 8 Farewell
June 29	Last Day of School for Students



Saskatoon Public Schools
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2021-2022 School Calendar
Elementary

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Stat Holidays
- No School - Students/Teachers
- All SPIS Facilities Closed
- STA Convention TBD
- PD/Planning/Operations (K-12 No Students)
- PD/Planning (K-8 No Students)
- Conference (Oct & Mar) & Report Cards (Jan & June)
- PD/Operations (9-12 No Students) TBD
- Student First/Last Day

School Bell Times

Morning Call to Class Bell	9:00 am
Classes Begin	9:05 am
Morning Recess	10:00 am-10:15 am or 10:50 am-11:05am
Lunch	11:56 am-12:43 pm
Afternoon Recess	1:35 pm-1:50 pm or 2:25 pm-2:40 pm
Dismissal	3:30 pm

Attendance

If your child is going to be late or absent from school, please do the following: Using your mobile device, download and install the **SchoolMessenger app** from Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select **SIGN UP** to create your account. Select **ATTENDANCE** then **REPORT AN ABSENCE**.

Student Supplies

An outline of school supplies for each classroom can be viewed on our website at www.spsd.sk.ca or picked up at the main office. In Saskatoon Public Schools, children are required to purchase their own supplies. Students will be assigned to a locker for their use during the school year. The locker is the property of the school.

Communications

- You can access our newsletter by checking the [parent portal](#) at École Dundonald.
- A calendar of events and extra-curricular activities is available on the parent portal at <https://portal.spsd.sk.ca/school/dds>
- Important date reminders are often emailed out. Please ensure a current email address is on file with the school.
- School newsletters are emailed or sent home once a month.
- Our school website can be found at: www.spsd.sk.ca/dundonald
- Events are often posted on Facebook [@EDDSDragons](#)

Student Services

The Saskatoon Public School Division provides specialists in the areas of speech, social work, psychology and counseling. These services are available through a referral system. School staff may call upon these professionals if the need arises. If you require information about Pupil Services, please contact your child's teacher or the principal.

Bus Services

The Saskatoon Public School Division provides busing to French Immersions students who live outside the Dundonald area and at least 1.2 km away from the school. Hertz bussing can be reached at 306-374-5161.

Field Trips

We provide a wide range of educational experiences for students. Parents are asked to sign a "Yearly Consent Form" for each child when they enroll. This form gives permission for a student to participate in all out-of-school excursions. Teachers will inform parents of classroom field trips as they are scheduled. Parents are asked to contact the teacher if they do not want their child to participate in a certain excursion or special event.

School Assemblies

Depending on COVID protocols, we have assemblies on various days throughout the school year. Please check your newsletters to confirm the time. This is a time for the school to gather, exchange information and celebrate learning. Parents are always welcome.

Lunchroom Expectations

We encourage our students to go home for lunch if they are able. Students bringing lunch to the school are required to eat in their classroom.

1. Each child remains seated in his/her designated area while eating and speaks quietly.
2. Each child is responsible for cleaning up his/her eating area. There is to be no playing with food (no throwing or trading).
3. Students must remain in the classroom until dismissed by the lunchroom supervisor.
4. The lunchroom supervisor will ask a student to leave the eating area if he/she displays inappropriate behavior. A phone call or note of warning will be sent home. If a student is removed a second time, he/she may be suspended from eating lunch at school for a week or longer.

Academics

École Dundonald School offers English and French Immersion instruction.

There are formal conferences throughout the year:

- **October;** Kindergarten - Activity Conferences, Grade 1-8 - Three-Way Conferences
- **March;** Kindergarten – Grade 8 - Three-Way Conferences

Reporting student progress to families is a yearlong process and a commitment to dialogue from kindergarten to grade 8. This fall we will be introducing our families to Edsby. This application allows parents to access school information and student progress with one tap. Information may also be shared through classroom and school newsletters, telephone calls, home visits, portfolios or surveys.

Saskatoon Public Schools Strategic Plan



Student Clubs and Teams

École Dundonald School is proud to offer a variety of clubs and teams for students to become involved with. Following are some of the opportunities that may be offered:

- Student Leadership Council (SLC)
- Band (6-8)
- Choir (6-8)
- Cross Country
- Volleyball
- Indoor Relays
- Social Justice Club
- Basketball
- Outdoor Track
- Badminton
- Wilderness Club

Reminders

1. We consider **bicycles, scooters, skateboards, rollerblades, ripsticks and heeleys** good ways for students to travel to school. These cannot be used at recess or ridden on the asphalt close to the school. Bikes must be locked; skateboards and rollerblades must be carried into the school.
2. Our **front office area** is very busy and the front doors are reserved for adult entry and exit during school hours. It is expected that students who are not accompanied by an adult will enter the school through the doors designated by their teachers.
3. Students are expected to wear **appropriate clothing** to school. Clothing should be comfortable and allow a student to participate safely in activities such as physical education, science experiments, and/or shop projects. Students should dress appropriately for the weather as they are expected to go outside for recess. Clothing should demonstrate a respect for the school community. Articles of clothing that promote alcohol or drugs, that display offensive language or images, or that encourage sexism, racism or bigotry are not acceptable in a school. Clothing bearing direct or indirect messages or graphics referring to gang culture, drugs, sex or pornography, weapons or violence will not be permitted.
4. Student safety is a priority. We have a number of staff qualified to administer **first aid**. If necessary, emergency first aid will be administered and parents or guardians will be contacted.
5. **The Physical Education Safety Guidelines** outline safety recommendations that teachers follow to reduce the risk of injury to students. Many of the recommendations require students to wear proper gym attire, which may consist of running shoes, gym shorts and T-shirts. Students who are inappropriately dressed (i.e. bare feet or socks) may be required to sit out during certain physical education classes as a safety precaution. Students are required to wear hockey helmets every time they are on the ice during school hours.
6. Please update your **family information and contacts**. If this information changes we ask that you inform us about any changes to addresses, telephone numbers, email addresses or names of caregivers.

IS YOUR CONTACT INFORMATION UP-TO-DATE?

At Saskatoon Public Schools, the safety of our students is our first priority. As part of this commitment, we believe in providing comprehensive means for communicating with families. It is our goal to provide you with important information promptly when necessary.

In the case of urgent situations that cause disruptions to school operations we will notify you through a mass notification system, Everbridge. This may include severe weather, water main breaks, power outages and school lockdowns. Please ensure your contact information is up-to-date with your child's school.

If you have any questions, please contact your school principal.



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7. **We encourage students to label their belongings.** All items that belong to you – books, pencil cases, calculators, etc., should be marked with your name. Students are responsible for the safekeeping of their belongings and valuables; however, the office or any teacher will hold valuables (money) for a short period of time. We encourage students to leave all electronic devices such as; cell phones, in their lockers during school hours. The school assumes no responsibility for misplaced or stolen student property. Lost and found boxes are located by the band room and the junior boot room.

8. Staff at École Dundonald School are always open to hearing **parental concerns, suggestions, answering questions or receiving a compliment.** If you have any questions or concerns, the following guidelines may be helpful:



Safety Procedures

In the event that the school needs to be evacuated because of situations like fire, water cut-off, power outages, or unpleasant odors, École Dundonald School has the following policies

1. A signal such as an announcement from the office or a fire alarm is used when a general evacuation is necessary.
2. Students will be taken to an outside meeting place on the school property. In the event of inclement weather, our alternate site is St. Peter School. Teachers take their registers with them in order to cross check and account for all children.
3. If required, phone calls to contact parents, sitters and caregivers will be made. Please ensure to keep your contact information up-to-date at school. Parents will be informed about the pick-up site for their children and will decide whether their children are sent home or retained until someone arrives to pick them up.
4. We communicate to students and parents/caregivers the reason for the evacuation through a newsletter or a telephone message. You may receive a text message notification through Everbridge notification system. The school will contact the appropriate emergency departments and SPSD Central Office as part of the procedure.





Internet/Wireless Services Acceptable Use Procedures for Students

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. Students who choose to bring **personal digital devices** to school should be aware of the following:

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.

Schools are not responsible for the theft or loss of personal digital devices that students may choose to bring to school.

6. 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: 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?

1. I won't be able to use the computers.
2. I might be disciplined.
3. I might have to pay for what I broke.
4. The police may be called.
5. 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.

École Dundonald School Code of Conduct

- I. **General Statement** - At École Dundonald School it is expected that students and staff treat one another with respect, integrity and dignity. We are committed to an environment that is safe, inviting and supportive; one that fosters teaching and learning both in and out of the classroom.
- II. **School Expectations** –
- I will be a positive learner.
 - I will be responsible for the physical and emotional safety of myself and others.
 - I will respect our students, staff, community and school space.
- III. **Problem solving** – Our students are taught how to use their W.I.T.S. to solve conflicts with peers:
- W - Walk away
 - I – Ignore
 - T – Talk it out
 - S – Seek help
- Staff is always on hand to support conflict resolution.
- IV. **Inappropriate Student Behaviors** - Inappropriate student behaviors can be divided into two categories: MINOR and MAJOR

Minor Incidents may be defined as those areas where students forget the values and protocol of the school and display behaviours that are disruptive. These will be dealt with by the teacher by talking about the problem with the student, sharing concerns and together developing a plan for the future.

Major Concerns may be defined as malicious or defiant behaviour or a repetition of minor incidents that endanger the learning environment or safety of the school population. They may include:

1. open and defiant opposition to the authority of a staff member, i.e. refusal to do what is requested,
2. verbal abuse, i.e. profane or violent language, trash talk, put-downs, and/or name calling towards others, teasing;
3. willful destruction of property and/or stealing;
4. harassment;
5. the use of tobacco, alcohol, drugs;
6. fighting, physical abuse, intimidation, bullying;
7. any serious misbehaviour that contradicts our Code of Conduct.

- V. **Consequences of Inappropriate Behaviors** The goal of discipline is to teach students acceptable ways to behave in situations and to encourage positive decision-making. The following steps will be taken, usually in sequence.

Step #1 - Reminder The teacher and/or the student will identify and discuss the student's behaviour. The student will have the opportunity to demonstrate acceptable behaviour.

Step #2 - Discussion with Parents and Teacher The student's inappropriate behavior will be discussed with a school administrator. The parents will be contacted to inform them of the situation and to request their assistance.

Step #3 - Administrator and Parent Involvement The student and parents may be required to meet with the principal and/or vice principal and the teacher **before the student may return to class.**

Community Use of the School Facilities

At École Dundonald School, the large and small gymnasiums, and library are used by the community for recreational, educational, social and cultural programs.

Community Involvement in the Regular School Program

École Dundonald School strives to increase the success of all students by focusing on academic progress, culturally relevant programming, improved student behavior and self-esteem. Parents, neighborhood residents and resource people are encouraged to take an active role in the classroom, library, special events, after-school activities and field trips. We encourage you to get involved and make a difference in the lives of our students.

People Helping People**École Dundonald School Parent Council and School Community Council:**

Membership in the École Dundonald School Parent Council and School Community Council is open to parents, guardians and community members of the École Dundonald School area. The goals of our organization are as follows:

- To foster effective communication between students, parents, teachers and our community.
- To provide a forum for exchanging information regarding school policy and practices.
- For awareness of the many present and future initiatives and programs that enhance our children's cultural, educational and artistic experience.
- To provide support to our school by encouraging a high quality educational environment.
- To support school initiatives through fundraising events.

We welcome all interested people to join us at our next meeting.

Volunteers:

Volunteers are very important at École Dundonald School. The involvement and support of parents, community members, businesses and agencies helps each child with their learning experience, strengthens the bond between the community and school and brings special programs to the neighborhood.

Volunteers can be found in many places! Their help can be on a one-time basis or through an ongoing program. Whatever the contribution, all volunteers are welcome and valued at École Dundonald School.

Criminal Record Checks:

All volunteers who work directly with students, on school property or on out-of-school excursions, require a Criminal Record Check. This service can be provided FREE OF CHARGE if you provide Saskatoon Police Services with a letter stating who you are volunteering with. This letter is available at the school main office. The Criminal Record Check is valid for the school year and should be completed each year prior to volunteering.

EVERBRIDGE Emergency Notification System

At Saskatoon Public Schools, the safety of our students and staff members is our first priority. As part of this commitment, it is our goal to provide you with important information promptly.

When there is an urgent situation that causes a disruption at your child's school (ex. severe weather, water main break, power outage or school lockdown), Saskatoon Public Schools will use the Everbridge emergency notification system. Through the Everbridge system, our school division can send out information simultaneously by text message to your cellphone, by email, and voicemail message to your home phone and cellphone.

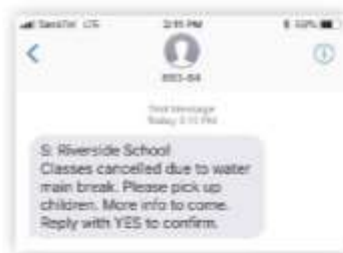
Through each of these methods, the person receiving the message will be asked to confirm it has been received. This helps the school keep track of who has been notified and who still needs to be reached.

Here's what the messages will look like:

TEXT MESSAGE

Subject line will identify the affected school.

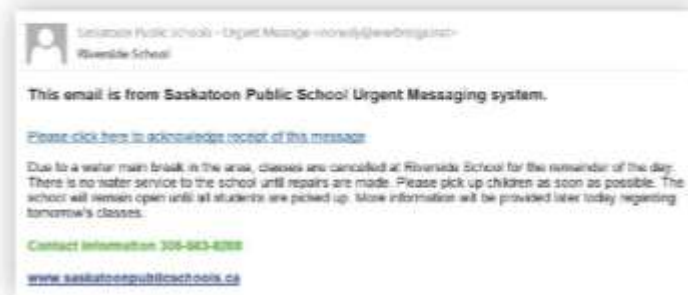
- Message is limited to 160 characters.
- Confirmation is requested by replying.



EMAIL

Subject line will identify the affected school.

- Can provide more detail about the situation.
- Confirmation is requested by clicking a link.



VOICEMAIL

A recorded message will provide the pertinent details.

- Message begins with "This is an important message from Saskatoon Public Schools"
- Confirmation will be requested by pushing button on your phone.

** IMPORTANT **

For notification, we will be using the home phone number, cell number and email address provided for all parents, guardians and emergency contacts listed for each student.

Please ensure all contact information is up-to-date with the school.



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