École Henry Kelsey
2018-2019

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Administrator’s Message

Writing this message in late June, it is with great anticipation that Laurel Lindgren and I assume the helm of École Henry Kelsey for the 2018-2019 school year. We look forward to joining with other staff and students new to ÉHK, learning of its heritage and traditions, continuing the great work of previous administrations and, little by little, finding our place within the community.

Community is the word for the best of what a school can be – one definition describes it as “a feeling of fellowship with others, as a result of sharing common attitudes, interests, and goals”. There is one very central common interest at school – the well-being of the students as they develop from excited and curious Kindergartens into the maturing young adults of Grade 8. We do best when we view this wellness through the holistic lens of heart, mind, body and spirit – each element being the priority of our actions, interactions and common interests toward creating the safe and rich learning environment that is our ultimate goal. The “feeling of fellowship” brings to mind the maxim “it’s all about relationship”. We pledge to honour our relationships with all our effort toward open communication, inclusion and understanding as we come together from all the different communities of our past and present.

Of course, school is a place of learning and at Saskatoon Public Schools we are proud of the initiatives that define and drive our work. Open to all, we pledge to develop literacy, not only of our reading scores to grade level or above, but also the mathematical senses, environmental and personal health and a world view that promotes a disposition of social justice that keeps us on a path of “getting better all the time”.

Finally we recognise how the community of École Henry Kelsey is uniquely defined by its single stream French Immersion program. This is a very special opportunity for the students – an island of French in the Saskatoon sea of English. It is very significant that you have enrolled your children here, bringing them toward the power of expanding knowledge through a second (or third or fourth!) language. Bravo and “merci!”

We are eager to start the year, to meet and hear your stories and to become proud partners in the École Henry Kelsey Community . . . à bientôt! (see you soon!)

Don McBean
Principal / directeur

Laurel Lindgren
Vice Principal / directrice adjointe
ÉCOLE HENRY KELSEY

Every school is required to develop a strategic plan. Saskatoon Public Schools continues its focus on “Literacy for Life”.

All kindergarten to Grade 8 students will achieve at or above grade level in reading, writing, and mathematics. They will be engaged in their learning and graduate as active participants in lifelong learning and as responsible, caring, culturally responsive citizens in the community, nation, and world. In pursuit of this goal, we will continue to focus on the engagement, achievement and graduation rates of First Nations, Inuit and Métis students. The Picture Word Inductive Model (PWIM) is an instructional approach used in our Kindergarten, Grades One and Two classrooms to support strong early literacy development. In this instructional model, a large photo is presented to the class. This allows the students to “shake out” vocabulary from that picture. This vocabulary list becomes the core study and is used to develop greater reading and writing skills while providing a point of inquiry into curriculum. To support our learners, we also offer a French-language Read to Succeed program and resource room support. At École Henry Kelsey, we strive to grow a community of learners who experience joy and learning in Canada’s two official languages.

Our staff knows that students need to speak the French language so they can be successful readers and writers. A school priority is a focus on French oral language called “Ici on Parle”. As a French Immersion school, we want to enhance the spoken French language in the building. Students’ use of the French language is always monitored and highly encouraged in order to achieve higher fluency. Students’ effort to speak as much French as possible is assessed by the homeroom teachers and self-assessed by students on a weekly basis.

Your child will enjoy all subject areas; Math, Science, Social Studies, Health and Physical Education, and Fine Arts taught in a French language environment with a variety of technology tools to support your children’s learning.
CODE OF CONDUCT

We—parents, students, and teachers—are all responsible for creating a safe and caring learning community where the academic, emotional, spiritual, and physical safety and well-being of all students and staff are assured.

The following Cornerstone Beliefs were developed with the input of all students, teachers, and parents. Our actions must reflect:

- respect
- responsibility
- safety
- excellence (trying, to the best of our ability)

At École Henry Kelsey, these cornerstones guide all of our actions and discussions at our school and form our expectations for students, parents and staff. We are a French Immersion school. Therefore, we expect students to demonstrate their commitment to learning and using the French Language everyday.

A Responsible and Respectful Student

1. Arrives at school
   - On time

   **2018-2019 School Day**
   - 8:50 a.m. – warning bell
   - 8:55 a.m. - classes begin
   - 10:40-10:55 a.m. – recess
   - 11:48 a.m. – noon dismissal
   - 12:35 p.m. – warning bell
   - 12:38 p.m. - classes begin
   - 2:22-2:37 p.m. – recess
   - 3:30 p.m. – dismissal

- With assignments completed
- With appropriate supplies and materials
- Dressed appropriately:
  - no graphics depicting violence, alcohol, or of sexual nature;
  - must be modest and appropriate for school environment;
  - must not show undergarments, midriffs and/or lower necklines.
2. Uses appropriate language
   • Talks to others respectfully
   • Cooperates fully with students, staff, and visitors

3. Uses appropriate actions
   • Treats others with respect (no teasing, no bullying, hands off)
   • Deals with problems in a positive manner
   • Treats others’ property with respect
   • Treats public property with respect (e.g. removes muddy shoes)
   • Follows rules and procedures (e.g. plays safely)
   • Respects rules about prohibited items (tobacco, drugs, and alcohol; knives; matches)

Student Rights and Responsibilities
1. Students have a **RIGHT** to learn.
   Students have a **RESPONSIBILITY** to listen to instruction, work quietly and complete assignments.

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

3. Students have a **RIGHT** to be happy and to be treated with compassion (cared for).
   Students have a **RESPONSIBILITY** not to laugh at others or hurt their feelings.

4. Students have a **RIGHT** to be safe.
   Students have a **RESPONSIBILITY** not to threaten, push, hit, kick, or hurt others.

5. Students have a **RIGHT** to be respected.
   Students have a **RESPONSIBILITY** to respect others.

6. Students have a **RIGHT** to privacy.
   Students have a **RESPONSIBILITY** to respect the personal property of others and accept their right to privacy.
INFORMATIONAL ITEMS

If your child is ill

- Please call the office at 306-683-7240. There is an answering machine if you phone between 3:50 p.m. and 8:00 a.m. Please state the reason why your child is away from school (illness, appointment, out of town, etc.). If we do not hear from you, we become worried about your child and we will call you.
- If your child becomes ill during the day, we will try your home number, then work number(s), then emergency contacts. We cannot stress enough how important it is to have emergency contacts who would be available to help you and your child out.
- If your child is vomiting or has a fever or diarrhea, he/she should be kept at home.

Entrance/Exit

- Students are expected to use the bootroom doors for entry and exit at all times of the day. If a student is leaving with a parent / guardian during the day, then the front door may be used (as an exception).

Phone Use

- Students must ask for permission to use the phone (i.e. medical, confusion about pick up arrangements, etc.). However, students must make “social” arrangements before they leave home in the morning.
- If you need to speak to your child, please make sure to call the office. We ask the same of teachers—that they route a call about a sick child through the office so that we can help to monitor your child.
- We discourage children having cell phones at school. Disruptions to the class environment and instructional time are not welcome. In addition, during a lockdown drill, cell phones must be turned in to the office.
Allergy Alert School

- **We have students with life-threatening allergies.**
- 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.** For safety, sanitary and health reasons, peanuts/nuts and their products are not allowed in our school.

Lunchroom

- Henry Kelsey is a Nutrition Positive School. The positive impact of good nutrition is observed in the classroom and on the playground.
- Students are expected to eat in their own classroom or designated lunch room.
- In order to protect personal property and limit access of classrooms, classroom doors are locked when students are dismissed and are unlocked when supervisors arrive.

Bus

- The school buses leave at 3:40 p.m. If your child misses the bus, he/she will be brought in to the school and you will be phoned to pick up your child.
- Parents, **please contact Hertz at 306-374-5161 if your child did not get off at his/her stop.** If you are unable to reach Hertz, please call the principal’s line (306-683-7241) or the vice-principal’s telephone line (306-683-7242), as the school office telephone line goes to the message manager at 4:00 p.m.
- To check if your child’s bus is running on time, please contact the Hertz bus information line at 306-374-4777.
- Please adhere to the bus parking signs. Park only where it is permitted – across the street from the school or on the south end of the school. There is NO parking in the school bus loading zone or the NO stopping area in front of the school.

If you have a concern

- Speak to the child’s teacher first.
- If a problem is not resolved, then speak to the principal.
Property and Valuables

- **Our school division insurance does not cover personal property.** We recommend that your child keep valuables or treasured personal property at home. Any items brought to school are done so at their own risk.
- All electronic toys, including iPods, MP3 players, cameras, and video games are not to be brought to school. If they are, they will be confiscated.
- Cell phones must be turned off and stored out of sight during school hours. Cell phones used during school hours will be confiscated.
- All confiscated items will be labeled and stored at the office.

Expectations of students

- Students are expected to show respectful, responsible behaviour (already described)
- Students are expected to complete assignments (and remember to hand them in)
- Students are expected to follow rules developed in the classroom
- Students who experience problems are expected to speak to the teacher(s) or to the administrators so that assistance can be provided to help resolve the problem.

**Student Conduct Expectations**

We believe in setting high standards for our students, both in learning and behaviour. This means that, for a positive and relaxed learning environment, students are managed in a firm but fair, compassionate manner.

Students at L’École Henry Kelsey are expected to use appropriate behaviour and language, to respect the school’s property and the property of others; and to respect the “hands off” policy.
Expectations for Student Behaviour

Students are expected to show pride in and respect for our school facility. In an effort to ensure the cleanliness of our school:

- Students are not to bring sunflower seeds to school.
- Drinks in paper or plastic cups, glass bottle, or cans, are not to be brought into the school during the day unless they are for lunch to be consumed at noon or for a special occasion.
- Muddy or wet footwear is to be removed at the entry point into the school building.
- Personal belongings should be kept in lockers, desks, or areas designated for storage.
- Students are responsible for books and textbooks loaned by the school and should be returned in good condition.

All students should have the necessary school equipment described on the supply list:

- Appropriate materials and gym wear should be available at school throughout the year.
- Gym shoes should be worn during physical education classes.
- Jewellery that could cause injury to self or others should be removed during physical education classes and during extra-curricular games and practices.

Students should move through the school in an orderly manner with purpose, permission, and school staff knowledge:

- Students are not to be in the gym, classrooms, or other instructional areas without school staff permission and supervision.

Cooperation is very important and students are expected to respond pleasantly to adults and fellow students. A positive attitude will insure that proper etiquette is followed in the school.

Behaviour that endangers the safety of others will not be tolerated. Examples of this include: rough play, throwing snowballs, stones, or sand, possessing harmful or dangerous objects, or shooting hard pucks during school hours.

Skateboards, bikes, scooters, or roller blades are considered transportation and must be locked up during school hours.

“Heelies” can create dangerous situations when students leave the wheels in when traveling in the school. The rollers must be removed from the heelies upon arrival at school. If they cannot be removed, they should not be worn at school.
Discipline

- In the classroom, teachers look after classroom management. However, if a problem becomes frequent or serious in nature, administrators will become involved.
- To encourage students taking responsibility for their actions, minor problems will be dealt with on the spot by the teacher, and may not require a follow up phone call home. Continuing concerns will be shared with parents/guardians.

Range of Consequences

- There are some unacceptable student actions which will be treated as serious infractions. They are: bullying/intimidation/harassment, defiance, violence, fighting, theft, vandalism.
- Consequences may include: meeting with the principal/vice-principal, phone call to parents, alternate recess arrangements, in school suspension, out of school suspension, involvement of extra school personnel to assist the student, or arrangements for child to attend at another school or to enter another program.

In addition to being responsible for the academic progress of a child, teachers are expected, by The Education Act, 1995, to “exclude any pupil from the class for overt opposition to the teacher’s authority or other gross misconduct” (231 (2) (i), p. 126).
Saskatoon Public Schools believes that the use of computing technology provides an opportunity for relevant and challenging life-long learning. Technology plays a role in all facets of Saskatoon Public Schools, from curriculum and instruction to facilities and operations.

The use of technology at Saskatoon Public Schools is predicated on the principles of responsible use and digital citizenship, guided by the Saskatchewan Ministry of Education’s “Digital Citizenship in Education in Saskatchewan Schools” policy planning guide.¹ (2015). The internet is vast and continually evolving, and with responsible use, offers countless learning opportunities. To help facilitate, Saskatoon Public Schools will continually affiliate with leading online educational resources that will ensure seamless access for users. This provides the opportunity for scaffolded online learning opportunities in a moderated fashion.

GUIDELINES

The Board has provided all students and staff with individualized accounts and passwords to access computer and online services in support of instructional and administrative activities.

All student and staff accounts are automatically created and managed with the Human Resources and Student Information management systems. Only employees, with the exception of casual employees, are provided with both systems access and Board email accounts.

Staff, students and stakeholders are advised that any matter created, received, stored in or sent from the division’s network or Email system is not necessarily private and all material is subject to the LAFOIPP legislation of Saskatchewan.² The Director or designate reserves the right to access any files to determine whether or not an employee or student is utilizing the network appropriately and within the guidelines found in this procedure.

² http://saskschoolsprivacy.com/central-administration/central-administration-summary/lafipp-overview/
PROCEDURES

1. Responsible use of computing technology, networks, and online services include:
   1.1. Learning activities that support instructional objectives;
   1.2. Operational activities that are components of a user’s day-to-day work;
   1.3. Research supporting educational programs sponsored by the Division;
   1.4. Communications between staff, students, parents and others outside of the division containing messages or information, the content of which is not in conflict with Board policies and Board procedures.
   1.5. The use of affiliated online resources, where the individualized Saskatoon Public Schools’ account and password is used to authenticate, is preferred. Recognizing the diversity of resources available online, use of non-affiliated resources and/or personal accounts should be in consultation with Saskatoon Public Schools’ Education Technology/Information Technology for best practices;

2. Irresponsible use of computing technology, networks, or online services, specifically includes but is not limited to the following:
   2.1. Damaging or altering the operation of the Division’s computer network services, or interfering with other users’ ability to use these services or other external network services;
   2.2. Creating or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation of or inconsistent with any Board policy or administrative procedure;
   2.3. Infringing on the rights or liberties of others; using profane or harassing language intending to offend or insult others;
   2.4. Illegal or criminal use;
   2.5. Causing or permitting materials protected by copyright trademark, service mark, trade name, trade secret, confidentiality or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner;
   2.6. Use of any hardware, software or services that may pose risk to Saskatoon Public Schools, violate licensing, or is contrary to any Board procedures;
2.7. Granting access to Division computers, networks, and on-line services to individuals not authorized by the Board either by intentional conduct such as disclosing passwords or by unintentional conduct such as failing to log off;

2.8. Conducting commercial, profit-motivated, or partisan political activities not related to Division programs;

2.9. Interfering with other users' ability to use Division computing technology, networks, and online services including attempting to read, delete, copy, modify, or forge information contained in the files of other users;

2.10. Promoting the use of drugs or alcohol; or unethical practices that violate law or Board policy;

2.11. Disclosing information to individuals or organizations with no written or formal authority to possess such information;

2.12. Accessing data or equipment to which the user does not have authority.

2.13. Storing confidential material with third parties not affiliated with Saskatoon Public Schools or on personally-owned devices that are not registered/vetted by the Board;

2.14. Forwarding or redirecting division files, email or communication to online services (third party storage, alternative or personal email accounts etc.) not affiliated with Saskatoon Public Schools.

OUTCOMES OF UNACCEPTABLE USE

1. Users in violation of this administrative procedure will be subject to a disciplinary process that may include:
   1.1. removal of computer access and privileges;
   1.2. suspension, expulsion/termination;
   1.3. recovery of cost of damage to data or equipment;

2. Where there are reasonable and probable grounds to believe that a user has used computing technology, networks, and/or online services for criminal or illegal purposes, this will be reported to the appropriate authorities.

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.

Reference:
Date Last Revised: January 11, 2017