

Sylvia Fedoruk School School Handbook 2023-2024



"Have dreams, set goals, then work hard to achieve your goals - after all, it has worked for me." ~Sylvia Fedoruk

628 Manek Road
Saskatoon, Saskatchewan
S7W 0W3
Phone: (306) 683-7520 • Fax: (306) 657-4900
Email: sylviafedorukschool@spsd.sk.ca
Website: www.spsd.sk.ca/school/sylviafedoruk
Twitter: @sylviafedoruk

Student name: _____

Table of Contents

Welcome	3
Our School Day	3
Staff List	4
Dates to Remember in 2023-2024.....	5
Calendar.....	6
Student Behavior	7
Anti-Rasism	8
Solving Conflict.....	8-10
Communication Process.....	11
Extra-curricular	11
CARE partners	12
Supervision of Students.....	12
Noon Hour Supervision Fee	12
Functional Life Skills (FLS).....	13
Attendance	13
Assessment, Evaluation, and Reporting.....	13
Bicycles, Rollerblades, Scooters, & Skateboards	13
Spray Park and Rink.....	14
Parking and Student Pick-ups	14
Buses and Transportation	14
Locks and Lockers.....	15
School Supplies.....	15
Student Fee and Equipment.....	15
Core French.....	15
Student Attire	15
Recess and Noon Breaks	16
Lost and Found.....	16
Telephone Use and Cell Phone Use	17
Lunchroom Expectations and Hot Lunches	17-18
Recycling.....	18
Accident Insurance	19
Emergency Procedures.....	19-20
School Resource Officer.....	20
Medical and Allergy Alert.....	21
Resource Room.....	21
Student Services Team	22
Out-of-School Experiences.....	22
Library	22
Internet and Digital Device Use Policy.....	22-24
Volunteers	24
School Community Council.....	25
Parent Council.....	25

Sylvia Fedoruk School

WELCOME!

It is with great pleasure that we welcome our families back to Sylvia Fedoruk School. Within this handbook, students and families will find pertinent information about Sylvia Fedoruk School.

At Sylvia Fedoruk School, we are committed to providing a safe, joyful, and positive learning environment for our students. Our school's motto of Dream, Discover, Achieve reflects our shared beliefs of striving for excellence with both academics and inclusiveness. Sylvia Fedoruk was a very kind, innovative, and well-respected leader in our community. With the help from parents and caregivers, our staff will work incredibly hard at expecting our students to model these same virtues in her honour.

As we continue to grow in the Evergreen and Aspen Ridge neighbourhoods, we will look for ways to build strong relationships between your home and the school. We want staff, students, parents/caregivers and families to take great pride in our new school for many, many future years. We hope we will create deep roots and relationships, while sharing many learning experiences and smiles together!

School Day



9:03
9:05
11:55 – 12:46
3:35

Warning Bell
Classes begin
Lunch Break
Dismissal

*STUDENTS SHOULD NOT ARRIVE TO SCHOOL BEFORE 8:50 A.M. AND MUST BE PICKED UP AT 3:35 P.M.
CONTACT THE BOYS AND GIRLS CLUB IF YOU NEED BEFORE AND AFTER SCHOOL CARE: 306-244-7820.*

Sylvia Fedoruk School

SYLVIA FEDORUK SCHOOL 2023-24 STAFF

Principal	Mrs. Dulcie Puobi	
Vice Principal	Mrs. Lori Parada and Mrs. Kim Gray	
Administrative Assistant	Mrs. Cynthia Nelson	
Secretaries	Mrs. Kaley Berg and Mrs. Nancy Uy	
Teaching Staff	Ms. Madison Bailey	Mr. Mark Harrison
	Mrs. Lisa Batcho	Ms. Chelsey Johnston
	Mrs. Andrea Berg	Mrs. Lexi Kroeker
	Mrs. Shannon Bergstrom	Ms. Janelle Lavoie
	Mrs. Sharon Braun	Mrs. Chrissy Loewen
	Ms. Courtney Brown	Mrs. Dana Milen
	Mrs. Ali Burgess	Ms. Haley Moat-Moskaluke
	Mrs. Heather Carruthers	Ms. Jenna Perkins
	Ms. Sarah Casey	Ms. Natasha Rehman
	Mr. Chris Catton	Mrs. Meaghan Robertson
	Mrs. Kailey Dale	Mrs. Carlie Rodomsky
	Mrs. Kendra Danielson	Mrs. Jana Salt
	Mr. Ben Eng	Mr. Thane Shirley
	Ms. Allison Fraser	Mrs. Karin Sumner
	Mr. Wayne Gering	Ms. Jenine Tan
	Mrs. Jena Gervais	Mrs. Krista Thon
	Ms. Brian Gurney	Mrs. Michelle Timm
	Mrs. Sheryl Hamilton	Mrs. Jenna Totland
	Mr. Mark Harrison	Ms. Deb Wigelsworth
	Ms. Jamie Hofmann	Mrs. Kathy Woo
		Ms. Cindy Zintel
Functional Life Skills	Mrs. Sarah Punter	
Resource Teachers	Mrs. Tracy Allenspach, Mrs. Kelsey Balderston, Ms. Kimberly Cowan	
EAL	Mrs. Tanis Folstad, Ms. Katie Bulmer	
Library Technician	Chad Wehner	
Band Teacher	Ms. Jillian McLeod until the return of Ms. Anna Peters	
Phys Ed. Teacher	Mrs. Stephanie Ferguson, Ms. April Price, Ms. Melissa Gesell	
Science Teacher	Ms. Ishrat Fariha until the return of Mrs. Brita Arndt	
Educational Assistants	Ms. Diane April	Mrs. Tasha L'Hoir
	Ms. Andra Banting	Mrs. Sylvia Maximuk
	Mrs. Kristina Diederichs	Ms. Brenda Major
	Ms. Krista Dueck	Ms. Caylah McCloud
	Mrs. Jocelyn Froese	Mr. Austin Nygaard
	Mrs. Shandel Funk	Ms. Daniela Peterson
	Mrs. Joan Halter	Ms. Angela Quiring
	Mrs. Leeanne Hoehn	Ms. Marjorie Ribagorda
	Mrs. Samrah Jamil	Mrs. Audrey Rose
	Ms. Jenna Karwacki	Mrs. Asma Zahid
Caretaking Staff	Mr. Brett Litvenenko, Mr. Brian Krawetz, Ms. Cindy Chwelos	
School Superintendent	Ms. Trish Reeve	
School Trustee	Ms. Angela Arneson	
Pupil Services Team	School Counselor – Jennie Waldner	
	Educational Psychologist – Ms. Jennifer McAllister	
	Speech and Language Pathologist – Ms. Vanessa Funk	
School Community Council Chair	Mr. Nick Wright	
Parent Council Co-Presidents	Mrs. Jocelyn Froese and Ms. Danielle Bararuk	

Sylvia Fedoruk School

DATES TO REMEMBER – 2023-2024

2023

September	4	Labour Day
	5	First Day of School (AM only for Gr 1-8 students. Kindergartens have their own staggered start dates)
	19 & 20	School Photo Days (Sept. 19: K-4) (Sept. 20: 5-8, K) *retake day Friday, November 3
	22	Terry Fox walk/run
	29	No School Day Students/Teachers
October	TBA	School Community Council and Parent Council AGM – 6:30 p.m.
	6	Professional Development/Planning Day – no school for students
	9	Thanksgiving Day
November	26 & 27	Student Conferences
	3	Photo Retake Day
	10	Professional Development/Planning Day – no school for students
December	13	Remembrance Day
	22	Last day of school
	25-29	Christmas Holiday

2024

January	1	New Year Day
	2-7	Christmas Holiday
	8	School Resumes
	22	Professional Development/Planning Day – no school for students
February	2	Report cards go home
	5-9	Staff Appreciation Week
	19	Family day
	20-23	Mid Term Break
	26	School Resumes
March	4	Professional Development/Planning Day – no school for students
	21 & 22	Student Conferences
	29	Good Friday
April	1-5	Spring Break – no school
May	20	Victoria day
June	3	Professional Development/Planning Day – no school for students
	27	Farewell Assembly; Last Day of School for Students
	28	PD day for school staff

Sylvia Fedoruk School



Saskatoon Public Schools
Inspiring Learning

2023-2024 Calendar Sylvia Fedoruk School

August 2023						
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 2023						
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

October 2023						
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			28
29	30	31				

November 2023						
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		

December 2023						
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						

January 2024						
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			

February 2024						
S	M	T	W	T	F	S
				1		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		

March 2024						
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			23
24	25	26	27	28	29	30
31						

April 2024						
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				

May 2024						
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	

June 2024						
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		28	29
30						

- Stat Holidays
- No School - Students/Teachers
- PD/Planning/Operations (K-12 No Students)
- PD/Planning (K-8 No Students)
- Student First Day
- Last Day (K-8 Students)
- STA Convention
- Report Cards
- Student Conferences

194 = teacher days; 183 student days

33 = staff meeting

STUDENT BEHAVIOUR

At Sylvia Fedoruk School, we expect our students to demonstrate appropriate school behaviour. We teach, model, and enforce expectations, virtues and societal norms, as we want our students to understand how to act and behave within our city and world. We teach students that conflict is a normal part of having relationships, but they are to use strategies to solve their conflict with others.

A Responsible and Respectful Student:

1. Arrives at school
 - a) on time and in class with a teacher
 - b) prepared to work
 - c) with assignments completed
 - d) with appropriate supplies and materials
 - e) dressed appropriately
2. Uses appropriate language
 - a) talks to others respectfully and cooperates fully with students, staff, and visitors; no swear words, racist words or inappropriate words (ex: guns/killing)
3. Uses appropriate actions
 - a) treats others with respect (no teasing, no hurting by touching/hitting/pushing or hurting emotionally)
 - b) deals with problems or conflict in a positive manner
 - c) treats others' property with respect (no stealing, or touching others' belongings)
 - d) treats public property with respect (ex: removes muddy shoes)
 - e) follows rules and procedures (ex: plays safely)
 - f) moves quietly and orderly throughout the school with purpose and permission
 - g) leaves valuables at home
 - h) plays in designated boundaries
 - i) uses a type of day planner and stays organized

We will have a ZERO tolerance for: racism and racist comments. Parents/caregivers will be notified immediately and students will be expected to write a letter of apology and take a break from the classroom for the remainder of the day.

AP 372 – ANTI-RACISM AND RESPONSE TO RACISM

BACKGROUND

Saskatoon Public Schools recognizes the diversity of our school communities, commits to establishing environments open to all, and believes that all members of our community have the right to live and work in an environment that protects fundamental human rights and human dignity. We acknowledge that racism, in all its forms (including individual, institutional, cultural, structural) is embedded in our society and we support the ongoing commitment to the elimination of racism. Saskatoon Public Schools commits to breaking down barriers that lead to inequitable outcomes. The staff of Saskatoon Public Schools have a responsibility to ensure that schools do not perpetuate stereotyping, bias, discrimination, racism, or inequality, and to respond with timely intervention when these become evident.

Saskatoon Public Schools has committed to answering the Calls to Action of the Truth and Reconciliation Commission that pertain to education and we believe that our staff and students' hearts and minds are open for learning. We answer the call by enacting division-wide anti-racist/anti-oppressive practices and professional learning that grows our collective understanding about Indigenous identity, histories, worldviews, and systemic barriers. Further, we understand that interventions which seek to eliminate racism and oppression benefit everyone. We commit to the learning and unlearning – as well as the doing and undoing - that is necessary to ensure that every student is known, valued, and believed in.

We will assist students with expected behaviour, using multiple strategies, and when we require an elevated intervention, we will rely on parents and caregivers to support the intervention. Interventions can include and are not limited to: time out, guest desk, positive behaviour plan, token rewards, extra time with teacher or administration, restitution, or a break from school.

LEARNING INCLUDES SOLVING PROBLEMS AND SOLVING CONFLICT

Proactive support for student behaviour means: establishing clear and reasonable expectations, being well-planned and prepared, establishing and maintaining routines, anticipating difficulties and using a positive approach. At Sylvia Fedoruk School, we will promote developmentally appropriate problem-solving, and long-term learning of appropriate behaviour.

Examples of powerful strategies for students to use while in conflict are: ignoring, walking away, letting go of little bothers, using words like “stop!”, “I don’t like that,” or telling an adult, waiting and cooling off, joining a different group or game, talking it out, making a deal, or saying sorry.

It is critical for teachers and parents to teach these de-escalating strategies rather than encouraging students using the go-to strategy of “fighting back.” Fighting back may feel good but it never solves the problem, and someone always gets hurt. We will also teach our students that the phrase “it was just a joke” is not an appropriate problem-solving phrase. Often students tease another student and their first response when asked “why” is that it was just a joke. Teasing and hurting someone’s feelings is not a joke.

Ultimately, we want to help our students solve their conflict on their own using strategies; however, there can be conflict or problems that students are unable to solve themselves. Please encourage them to talk with an adult at school or at home. We do intervene in instances of inappropriate behaviour. Typically:

- minor offenses are dealt with on the spot by a staff member and;
- major or repeated offenses will require the involvement of the teachers, administrators, parents and sometimes our school superintendent.

Consequences are situation-specific. Our goal is to reach resolution through restitution and/or consequences. Restitution includes a physical or emotional repair, often a type of community service, a letter or verbal apology, or sincere interaction with the others involved. Consequences can include but are not limited to a time-out, guest desk in a different classroom, walk or one-on-one time with an adult, in school suspension, detention, loss or delay of privileges/participation, assigned disciplinary task, development of a behaviour plan, or out of school suspension. There are many factors when giving a consequence. Some include: developmental status of a student, visible or invisible disability, severity, number of offenses, impact on others involved. Ultimately, the school’s administration takes each conflict seriously and determines the appropriate consequence while following some guidelines of: “is it fair”, “fair is not the same”, “is there closure and ability to move on”, “what is needed for learning to continue” and “are the students at SFS safe?”

Any form of violence, be it physical, verbal or emotional may happen because kids make mistakes, but will not be tolerated. We encourage children and adults to work together to resolve conflict peacefully, to respect differences and to support each other. Students who talk about violence or pretend to be violent will receive consequences, as these actions and words should NOT be used at school (ex: guns, knives, shooting, fighting, etc.). Any form of underage activity will not be tolerated. This includes vaping, smoking, drugs and alcohol.

Our staff, including administration, will contact parents/caregivers through the telephone, email, or our behaviour forms sent in the mail. Consequences will be progressive in nature and will be documented.

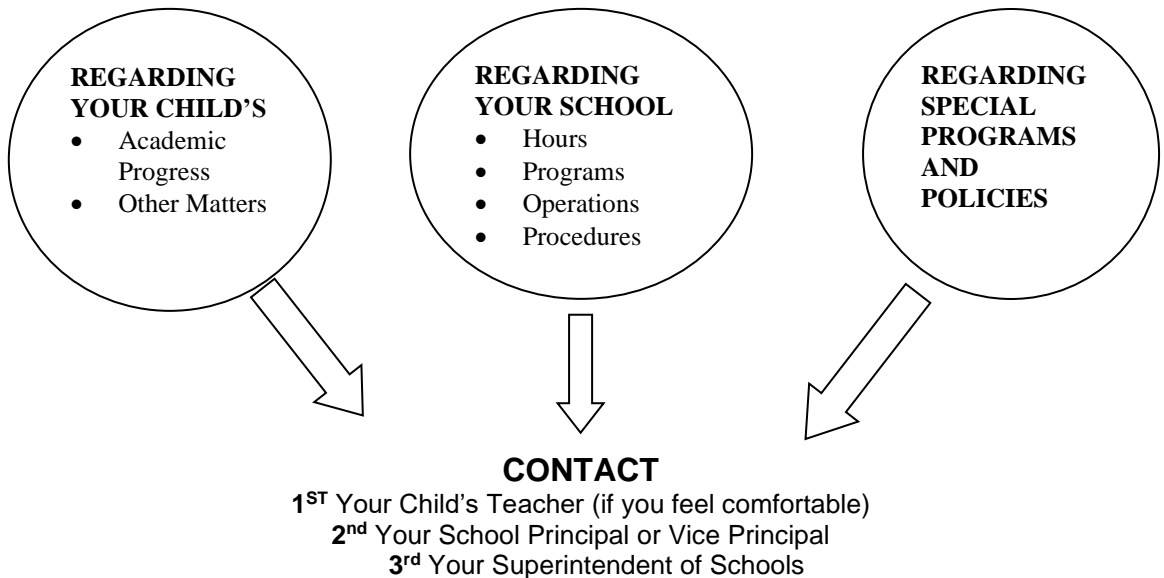
How can parents and caregivers help?

Teaching and modeling what respect, self-control, inclusiveness, patience, kindness, and empathy look like and sound like will help your child develop positive social behaviour skills. By helping them understand what conflict is and that it is a natural part of school life, will also assist them in solving problems on their own. Our staff will be reinforcing what EXPECTED behaviours are at school and what behaviours are UNEXPECTED at school, which may result in a consequence. Parents are our partners and it is imperative that we work together when resolving a conflict and self-regulation.

<u>EXPECTED BEHAVIOURS AT SCHOOL</u>	<u>UNEXPECTED BEHAVIOURS AT SCHOOL</u>
<ul style="list-style-type: none"> • sharing • using kind words and a friendly voice • high fives, handshakes, hugs • making a mistake but fixing it right away, saying, “sorry” • staying in personal space • following directions from an adult • participating in class • asking to leave the room • ignoring small problems or distractions • bringing necessary materials to class • offering to help others • not always getting your way but being okay with that • not letting kids who tease you ruin your day; use your words and tell those people you do not appreciate that • using positive, kind words on social media 	<ul style="list-style-type: none"> • yelling or screaming • hurting someone’s feelings, name-calling • touching others (ex: hitting, biting, punching, tripping, pushing, pulling others pants down, spitting) • pulling pants down • blurting out • leaving class without permission • not finishing school work or home work • bothering others • making a small problem a big problem • coming to class unprepared • distracting your learning and others’ learning • not stopping when a person tells you to stop • not apologizing when you made a mistake • discussing violence or using items as weapons (pretending to shoot) • bringing underage substances and flammable objects to school (drugs, tobacco, vapes, alcohol) • lighters, cigarettes, vapes, alcohol are not allowed at school, or at school activities • saying anti-racist or anti-oppressive words and slurs

COMMUNICATION PROCESS

Do you have compliments, questions, suggestions or concerns?
Edsby is our preferred method of communication.



CONTACTING TEACHERS

We try not to interrupt classroom instruction time unless it is urgent. Please email the teachers directly, or send a message through Edsby, and they will contact you when they are free.

EXTRA-CURRICULAR ACTIVITIES

To help promote leadership, creativity and an active "in-motion" lifestyle, Sylvia Fedoruk School offers and supports a wide variety of extra-curricular activities outside instructional hours. Potential extra-curricular activities could be:

The Arts: Choir, Art Club, Drama Club/Musical, Jazz Band

Sports: Volleyball, Basketball, Cross Country, Indoor Relays, Badminton, Track and Field, House Leagues

Other: Terry Fox, Green Team, SLC (Student Leadership Committee), Milk Club, Chess Club, Social Justice Club, STEAM Club, Debate Club, Art Club

C.A.R.E PARTNERS

C.A.R.E stands for Courtesy, Appreciation, Respect, and Enthusiasm. Our C.A.R.E partner program matches students in our primary classes with senior students. Big and little buddies work together on various activities often with a literacy or math focus. We feel this program promotes understanding and positive interactions among students of all ages.

SUPERVISION OF STUDENTS

Staff provides supervision for students from 8:50 – 9:05 a.m. and during recesses and noon hours. Staff supervisors will wear an orange safety vest. **Students are requested to arrive at school no sooner than 8:50 a.m.** due to supervision beginning at 8:50 a.m. Students are expected to go directly home after school unless they are involved in a classroom or school activity with the prior knowledge of their parents/caregivers. Students requested by a teacher to stay later than 3:35 p.m. will call their parents to inform them of the delay.

NOON HOUR SUPERVISION FEE

It costs 1.3 million dollars each year to provide supervision for students during the noon hour in Saskatoon Public Schools. We hope the following points provide clarification for you and your family:

- The noon hour supervision fee will be charged for prekindergarten to grade 8 students from September through June (10 months) at all division elementary schools.
- The fee is \$10/month per student (\$100 per year). This works out to 50 cents/day.
- The fee for half-day kindergarten students who stay over lunch is \$5/month per student (\$50 per year).
- The maximum per family is \$200 per year.
- Families may choose the payment schedule that works for them i.e.: monthly, bi-monthly, a one-time payment for the year, etc.
- The fee will be collected for bused and non-bused students.
- The fee will not change for students regardless how many days they stay for lunch per week. We hope that families will see this as a valuable service and support the program accordingly.
- As with other school activities, cost will not be a barrier to students needing to stay for lunch. We trust that families will reach out to the administrative team at the school if cost is a barrier. These conversations will remain confidential.
- Payments will be available through School Cash, the online payment program used across the school division. If a family cannot pay on School Cash and must pay in person, administrative assistants will provide a written receipt.
- Receipts provided to families may be used for claiming childcare costs when filing income taxes.

- School staff will not be reminding individual families to pay their fees. General notifications will go out at the start of the year and through School Cash, and there may be general reminders in school newsletters throughout the year.
- This fee does not include the cost of food nor hot lunches purchased through Healthy Hunger.
- Additional details about noon hour supervision fees will be provided to families as new or additional information becomes available.

FUNCTIONAL LIFE SKILLS CLASSROOM

Sylvia Fedoruk School houses an intermediate Functional Life Skills Program (FLS) where up to 12 designated students with special needs aged 10 to 14 attend. The FLS is a congregated program designed to serve students who require modified academic support and sometimes behaviour support and will demonstrate practical life skills. These students live in various parts of the city yet have been chosen to attend our school. We will ensure that these students and families feel part of our SFS family.

ATTENDANCE

We are concerned if your child is absent from school. If you know your child will be absent, please use the Edsby app or website to clear the absence before 9:05 a.m. If a child arrives after the bell, our procedure is: **student checks in at the front office, receives a late slip, and takes this late slip to the teacher who is teaching him/her at that time** (ex: homeroom teacher, PE teacher, music teacher, substitute teacher, etc.).

ASSESSMENT, EVALUATION, AND REPORTING

Assessment of student progress is continuous. Teachers evaluate students on both their oral and written work each day as well as by periodic tests. The inclusion of student/peer assessment is a priority in our school. Assessment rubrics are created with the students, so they can see their potential and reach for it. The information gained by the teacher is used as a basis for decisions to re-teach concepts not learned or to proceed to teach new work. Students will share their learning through two sets of STUDENT-LED CONFERENCES in October and March. Reporting periods are twice in a school year - January and June. We do not want information on the report card to be a surprise, so parents and caregivers are encouraged to contact the teacher for any wonders or updates and the teachers will do the same. We will share many aspects of a student's learning via Edsby.

BICYCLES, ROLLERBLADES, SCOOTERS, AND SKATEBOARDS – WALK YOUR WHEELS!

We encourage families to ensure their children's safety by instructing them in how to bike, blade, scooter and skate properly, to obey the safety rules and to wear proper equipment such as helmets. It is also important to know that the school and the School Division cannot assume

responsibility for bikes, boards, scooters or blades that are lost, destroyed or stolen during school hours. Should this occur, please call the Saskatoon Public Police Service at 306-975-8300.

Upon reaching the school grounds, wheeled transportation (bicycles, rollerblades, scooters, skateboards) should be **walked** across the playground to be **locked** to the racks or fences around the school. Scooters and skateboards can be locked in the child's locker.

SPRAY PARK AND RINK

Students cannot play in the spray park during school hours, unless their teacher has taken them there as a class activity. Grade 4 to 8 students can use the rink if wearing a winter-sports helmet.

PARKING AND PICKING UP STUDENTS

The main area to drop-off or pick-up students is along Funk Park on Evergreen Boulevard. **The parking lot is for Staff Only.** The drop-off spots are meant to be a "Kiss and Ride" feature where the adult stays in the vehicle and drives away within 1-2 minutes, once the child(ren) are safely on the school grounds. If you want to walk your child into the school, please park on Evergreen Boulevard and walk to the school grounds. Only parents of children in the Daycare can use the daycare drop-off spots.

When picking up or dropping off students please use extreme caution and give yourself lots of time to ensure the safety of all children.

BUSES AND TRANSPORTATION

Only students who live in the designated bus zone qualify for bussing. The bus driver is responsible for the safe transportation of our students. Students should listen to the driver's directions and follow them. **It is the responsibility of parents to notify both the driver and the school when a student is going to be absent or when the student has not been picked up.** Students may lose the privilege of being on the bus for a specified time for misbehavior. Parents and caregivers read the expected behaviour for the bus upon registering. For more information, contact Hertz Northern Bus office at (306) 374-5161.

Hertz Northern Bus provides online updates about bus route delays and cancellations on its website at hertz.mybusplanner.ca. Click on Alerts, Delays & Cancellations to view information and sign up for email alerts on the Parent Portal by creating an account. Route information is also available by calling the Hertz Northern Bus Information Line at (306) 374-4777.

Transportation for class trips is accommodated in one of the following ways:

1. Students walk in a group under the supervision of the teacher, often with the assistance of parent volunteers. Criminal record checks are required for all volunteers.
2. City or chartered school buses are used.
3. Students cycle under appropriate circumstances. This mode of transportation is generally restricted to use by senior grades and is supervised by school staff. Helmets are required.

4. Private passenger vehicles are used. In this case, the number of passengers shall not exceed the seating capacity available, and seatbelts of the vehicle shall be utilized. Parental permission will be expected.

LOCKS AND LOCKERS

Lockers are provided for students at Sylvia Fedoruk School. These lockers are the property of the school and may be searched at any time if there is reasonable suspicion that inappropriate materials are present in a locker. Students in grades 6 to 8 are provided a school lock.

SCHOOL SUPPLIES / SUPPLY FEES

At Sylvia Fedoruk, we provide school supplies for students in Grade K-6. Payment for school supplies are paid via our School Cash Online payment system. In addition to the fees, there are a few items that we ask parents to bring. The Supplemental Supply List is posted on Edsby and our public website. **All supply payments are due by the end of September.**

The 2023-2024 payment schedule is as follows:

K: \$40 Gr. 1-6: \$60

Students in grade 7 and 8 have their own full list of supplies that they must purchase on their own.

STUDENT FEES AND EQUIPMENT (Band)

Students do not pay for student fees in our school division. The Saskatoon Public School Board provides additional funding to schools to cover incidental fees such as: student insurance, and costs for extra activities and materials consumed during the school year. Occasionally parents may be asked to cover additional expenses (ex: large class trip) as required. ***Those students who take band in Grades 6-8, will be asked to pay a year band fee of \$25.00 by Sept. 30th.***

Students are responsible for the good care and return of all books and equipment received from school.

CORE FRENCH

Sylvia Fedoruk School does not offer core French. Students interested in learning this second language can inquire about French Immersion in kindergarten and grade one or choose French as an elective in grade 9.

SCHOOL ATTIRE

We prefer to rely upon the good judgment of parents/caregivers in determining what kinds of clothing children should wear. We understand that clothing you buy now is much different than clothing bought 20+ years ago. We believe that how we dress affects our attitude and our behavior and we encourage both staff and students to dress for success. We try to encourage good sense in school clothing. Dressing appropriately for their jobs as learners helps students to take their work more seriously and goes a long way to ensuring the focus is where it should be – on learning.

Reminders:

- shirts and caps that have logos or statements with vulgar language, suggestive thoughts, sexism or racism, slogans or advertisements for tobacco, alcohol or drug products should stay at home
- underwear should be covered
- proper clothing, including running shoes, should be worn for special events like physical education class or sports
- warm clothing is expected for fall and winter (toque, mittens, winter jacket, boots)

Students who come to school wearing such items will be asked to change into something more appropriate. Students should dress appropriately for the weather and since they are encouraged to go out for recess; this is particularly important in cold weather. All students must dress to be outside up to -27C.

Dress Down Fridays: Our staff will “dress down” on Fridays while supporting a charity of their choice. Students can wear their hats Monday to Friday.

RECESS/NOON BREAKS

We have a “Fresh Air Policy” and students are expected to go outside during recess and noon hour breaks unless the weather is inclement (extreme cold: -27C or colder or extreme wet conditions). Weather information is taken from Environment Canada.

On these inside days, children will remain indoors. Please ensure that students come dressed appropriately to enjoy the fresh air experience (dress in layers).

Polar Bear Club - on days where the temperature in -27 degrees Celsius or colder, the administration will allow students, who have parent consent, to go outside for Polar Bear Club. More information about this club is sent home in October.

LOST AND FOUND – LABELING OF ITEMS

We expect our students to develop a responsible attitude toward their property and the property of others. Please assist us by labeling all coats, boots, shoes and school supplies. All lost and found articles are kept in containers around the school where students and parents may claim them. Children are encouraged to check for missing items. We will always display unclaimed items a few times a year for parents and students to claim. All unclaimed articles are donated to charity. If your child inadvertently brings home shoes or clothing items which are not his/hers, please return these items to the school as soon as possible. All backpacks and outdoor clothing should be stored in their lockers.

School Board Insurance does not cover student items lost or stolen from the school.

TELEPHONE USE

All classrooms are equipped with a telephone. These phones are meant to be used for emergency situations. In order that the class not be disrupted, it is preferred that messages be taken by the office and phone calls be returned during recess and lunch breaks. When it is necessary for students to contact their parents during the day, they will be allowed to use the classroom phone, with their teacher's permission.

CELL PHONES

Students are allowed to bring cellular phones to school under two conditions: they enhance learning, not disrupt it AND they are used respectfully, not used in an inappropriate and/or hurtful way. With consultation with our School Community Council, the staff decided that students cannot use digital devices during any recesses and can be used in classroom with teacher permission only. Photos should be not taken at school with the exception of special events like field trips. If students need to be contacted during the school day, a message can be left at the main office or, in an emergency, the student will be called to the phone. If a cell phone becomes a distraction to students, it will be taken away. The school is not responsible for lost or broken cell phones. Please see our digital device acceptable use policy later in this handbook.

LUNCH

Lunch supervision is provided for students who need to stay for lunch and all students eat in their own desk in their own classroom. **All students are strongly encouraged to go home for lunch if they can**; the break away from school is good for the students and helps them come back refreshed and energized for a productive afternoon of learning. Students who stay for lunch are expected to adhere to the following expectations:

- Pay a fee to stay for lunch. The fee is \$10 per month for grade 1-8, and \$5 a month for kindergarten.
- use appropriate manners, courtesy and respectful behaviour during the noon hour, including an inside voice and remaining seated in their own desk;
- leave their surrounding area neat and clean;
- follow directions given to them by the supervisors;
- an adult will dismiss students from their desk;
- for safety, sanitary and health reasons, peanuts/nuts and their products are not allowed in our school;
- students must remain on school property for the whole lunch period; and
- notes are needed when a student's regular lunch pattern changes, such as going to a friend's house or going out to buy lunch.
- students do not go outside until dismissed by the lunch supervisor.

Students who do not follow these expectations will receive a warning, **then sit in a guest desk in another classroom, and then will be asked to eat off school grounds.** Parents and caregivers **signed a consent form** stating they understand these lunch expectations and these procedures will be followed through if multiple reminders are given.

**Please note: microwaves are not allowed in the new P3 schools, therefore students will need to bring hot items in a thermos.*

For parents dropping off lunches for children, there will be a TABLE in the front foyer for the students to pick up their lunch at 11:55 a.m. Our secretaries will no longer collect the lunches; parents can place the lunch on the table, with the student's name, for pick up.

HOT LUNCHES

Our Parent Council organizes special lunches call Hot Lunches once or twice per month, with profits going towards the Parent Council's fundraising, and to each grade. We will be using the Healthy Hunger website (<https://healthyhunger.ca/index.php>) that allows families to purchase one or all hot lunches and pay online. The weekly InFusion and Edsby will have the hot lunch dates listed.

If your child is away on a hot lunch day but ordered a hot lunch, we hope we can follow this process:

1. A sibling goes directly to the sibling's classroom and eats the lunch or takes the lunch home.
2. If no sibling, the family considers donating the lunch.

Because parent volunteers run the hot lunch, with a very, very intense 30 minutes of distributing the hot lunches, it has become very stressful when parents come to pick up hot lunches. We don't always know if they are that the office, in the classroom, or set aside. We always have kids who can use a hot lunch so we hope you would consider sharing. If you absolutely want your hot lunch, you must call the main office by 11:30 a.m. and our secretaries will do their best to get the hot lunch out of the boxes to set at the front counter.

Also, we have many parents dropping off special lunches this day, which is fun, but also adds a lot of commotion at the front office. If you can keep those special lunches for other days, or not at all, that would help us out so much!

RECYLING

We want our students to be stewards of the environment and learn recycling habits they can use at home and in the outside world. Each classroom will have two blue bins (tall for Sarcan and short for Loraas) for all types of recycling (glass, plastic, paper), just like our Loraas bins at home. We encourage all SARCAN items (juice boxes, cans and bottles) to be taken home for the deposit money. If students place these items in our blue bins, they **MUST** be completely emptied and will be recycled with the other Loraas recycling items. Milk cartons will be placed in a garbage due to mold. Our Functional Life Skills Class, with other special helpers, will assist the school with our recycling program.

ACCIDENT INSURANCE

All students subscribe to a basic accident insurance program that provides coverage for injury sustained during the school day or during participation in a school-approved activity. An extended insurance program is also available - which provides coverage 365 days per year, 24 hours per day.

EMERGENCY SITUATIONS

- It is important that students wear shoes inside the building at all times in case of an emergency.
- If your son/daughter is involved in an accident, we will contact you as soon as possible. Some of our staff members have training in First Aid. We will call parents for all injuries to the head.
- Please keep us informed of any changes in contact information such as phone numbers, addresses, emergency contacts, etc.
- If we have to evacuate the building for any reason, we will assemble at Holy Family Cathedral at 123 Nelson Road.

KEY EMERGENCY SITUATIONS

1. **FIRE** – Indicated with the sounding of the fire alarm
 - All people in the school follow evacuation routes and procedures
 - Classes move to prearranged location away from school
 - Re-enter school upon hearing the “All Clear” signal: two rings of the bell
 - We practice six per year
 - Parents must remind their children to NOT touch a fire pull station unless they see a fire.
 - **EVACUATION** – General announcement repeated twice “We will be evacuating to Evergreen Square” Sound the fire alarm
 - Follow above procedures and then move to alternate safe location
2. **GENERAL LOCK-DOWN** – General announcement repeated twice. “A general school lock down is in effect. All non-school personnel are asked to leave the building by the main front doors”
 - Students are kept in classrooms
 - Classroom door is locked, and lights are turned off
 - Students are moved to a location out of sight of windows and doors
 - Administration will communicate when lockdown is no longer in effect
 - Students will turn in cell phones to the teacher
 - We practice two per year
 - If a younger student asks why we practice a lockdown, your response can be “we practice lockdowns just like fire drills” and to lessen fear, we often use the example of a wild dog entering the school. Because the swale is so close, we predict more wildlife coming close to the school.

3. **PERIMETER LOCK DOWN** – General announcement repeated twice. “A perimeter lock-down is in effect”
 - All perimeter doors are locked
 - Non-classroom staff are assigned to monitor each exit
 - No entry or exit is permitted, other than at main entry
 - All school instruction and routines continue as normally as possible
 - No one is to exit or enter the building without administrative approval
 - A child is permitted to leave with a parent/caregiver after confirmation with the child’s parent is recorded
 - Police service involvement as necessary
 - Administration will communicate when lockdown is no longer in effect
 - Students will turn in cell phones to the teacher

4. **SHELTER IN PLACE**- General announcement repeated twice
 - Close all windows and doors and shut down any ventilation
 - Move students to an inside room or hallway if classroom windows are not airtight
 - Remain in “Shelter in Place” mode until informed otherwise

SCHOOL RESOURCE OFFICER

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.

6-8 School Resource Officers divide their time between all of the public and separate elementary and high schools in Saskatoon.

MEDICAL ALERT AND PROVISION OF MEDICATION

Each year, we ask that a medical alert form be completed by parents/caregivers regarding any medical concerns (ex: allergies, asthma, etc.). Our school secretary will add medical information to the child's digital profile for the teachers to have access to. It is very important that medical information is kept current throughout the school year. If the child requires an "epi pen" or other medication, it is the parents' responsibility to provide the 'epi pen' and to check the expiry dates on a regular basis. Please do not send cough syrup, eardrops or other medications to school with a note asking a teacher to store or to administer these substances. 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. Magnets with "Nut Allergy" for a child's locker are available.

ALLERGY ALERT

We have students with life-threatening allergies (nuts, eggs, seafood, etc.) Classroom teachers will inform you if these conditions exist in your child's classroom. Please remind your child not to bring nut products ('nut alert') to school and not to share his/her lunch, but rather enjoy the food that you have sent from home.

RESOURCE ROOM

The Resource Teachers at Sylvia Fedoruk School provide the following supports in an effort to assist exceptional learners within our school:

- pull-out programming, designed to reinforce basic skills, particularly reading/writing
- in class team-teaching, supporting classroom curricula
- assessment and documentation
- team planning to assist with adapted/modified programs
- consultation, collaboration and communication with division consultants and community agencies
- transitions from grade to grade, to and from special programs, preschool to elementary, and elementary to high school
- the purchase and inventory of resources
- we use student assessment data to deem which students will receive additional support from the resource room teachers

STUDENT SERVICES TEAM

Our school has access to a Student Services Team made up of an Educational Psychologist, a Speech/Language Pathologist, and a Counselor. This team provides service to our school on a referral basis for our intensive supports students. If your child is in need of this type of service, you can contact your child's teacher or the resource teacher. If we make a referral, we will contact you.

OUT-OF-SCHOOL EXPERIENCES (FIELD TRIPS)

The educational program at Sylvia Fedoruk School is supplemented and enriched through a variety of out-of-school experiences during the course of the school year. These out-of-school experiences provide alternative ways to meet the educational goals of the Saskatoon Public School Division. Field trips are well-planned experiences that take advantage of the resources of our city to enrich the regular school curricula.

LIBRARY

To promote literacy, resource-based learning and love of reading, use of the school library by all students is strongly encouraged. Students are encouraged to take out books whenever they need them and as often as they wish. They may come to the library at most times during the day or after school. LRC hours are 8:30 a.m. – 11:55 a.m. and 12:45 p.m. – 3:35 p.m. Returning books on time is very important. Students will receive reminders of overdue material. Parents will be contacted regarding damaged or lost books.

INTERNET POLICY

Chromebooks, mini laptops and iPads are provided for student use in our school. Each device is networked with access to the Internet. We believe that computers, technology and the Internet are valuable learning tools that enhance the educational experience of our children. We try to update and maintain the school web page to enhance the communication process and to highlight learning. The URL is: <https://www.spsd.sk.ca/school/sylviafedoruk/Pages/default.aspx>. SFS is also on Twitter. You can find us @SylviaFedoruk.

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 the 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 collegiate, 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.
 6. Students who choose to bring **personal digital devices** to school should be aware of the following:
 - **Students at SFS cannot be on a device during any recess breaks, including noon hours. Students can use digital devices during class time only with the permission of a teacher.**
 - 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.
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?

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.
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.

VOLUNTEERS

We LOVE volunteers and we would love to have you in the school! Parent and grandparent volunteers provide invaluable assistance in the school. There are parents/caregivers who assist in the library, work with children with need support and produce materials that are used in instruction, design bulletin boards, or help in other ways at home like cooking and baking for special events. If you would like to volunteer in the school, please stop by the front office to obtain a record check form to take to the Police Station, free of charge.



PARENT/CAREGIVER COMMITTEES:

SCHOOL COMMUNITY COUNCIL

ROLE AND FUNCTION

The objectives of the School Community Council are:

- to provide a means of open communication between the parents, community and the school
- to provide an opportunity for active involvement in decisions influencing the operation of the school
- to facilitate the relationship between the school, the community and the home

MEMBERS

Membership of the council is open to all parents and guardians who have children attending Sylvia Fedoruk School, and to teachers and administrators of the school as well as community members.

The council is governed by an Executive that will consist of the following:

- Chair(s)
- Secretary
- Members at large

Meeting dates for 2023-2024 school year will be announced in the school newsletters. The first SCC AGM meeting is in October 2023. Please watch for details.

PARENT COUNCIL

ROLE AND FUNCTION

To raise money through fundraising projects in order to assist the school in various programs and activities. The first PC AGM meeting is in October 2023 immediately following the SCC meeting.