SCHOOL INFORMATION

Willowgrove Staff Beliefs

Since Willowgrove School welcomed students in September, 2014 our staff and students have worked together to define a set of school beliefs. Over the past two years we have taught, discussed, learned about, and celebrated the values together. Each statement is written in a way that makes it applicable to students, families, and teachers. These ideas represent virtues that the school and community value, and help guide us in our efforts to be a great school for all.

Willowgrove – A Family of Excellence.
Expect More - Get More.

Excellence:
We are committed to the pursuit of excellence in all that we do. We will embrace opportunities to face challenges, set goals and work to achieve them, and celebrate our success. We will share our commitment to continuously improve student learning.

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

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

Innovation:
We believe that students and staff must develop the skills, knowledge, and habits of lifelong learners such as problem solving, creativity, critical thinking, collaboration, communication, and perseverance. Willowgrove School will help students develop the tools to be successful in their lives beyond school.
SCHOOL CALENDAR 2016-2017

September
1  - First Day of Classes K-8 (morning only)
2  - First full day of classes
5  - Labour Day Holiday – No School
8  - Staff Meeting – early dismissal
12 - SCC meeting at 6:30pm and Home and School meeting at 7:30pm
15 - Staff Meeting – early dismissal
21 - Welcome Back BBQ
22 - Staff Meeting – early dismissal
27 - Cross Country Practice Run @ Diefenbaker Park after school
29 - Terry Fox School Run
29 - Staff Meeting – early dismissal

October
3  - Picture day grade K-8
4  - Picture day for Tues/Thurs K
4  - City Cross Country Champs @ Diefenbaker Park after school
6  - Staff Meeting – early dismissal
7  - Staff Professional Development – No Classes for Students
10 - Thanksgiving Day Holiday – No School
13 - Staff Meeting – early dismissal
20 - Staff Meeting – early dismissal
27 - Staff Meeting – early dismissal

November
2  - Picture Retake Day
3  - Staff Meeting – early dismissal
10 - Staff Professional Development – No Classes for Students
11 - Remembrance Day Holiday – No School
14 - Staff Professional Development – No Classes for Students
17 - Staff Meeting – early dismissal
21 - Progress Reports sent home grades 1 – 8
24 - 3 way conferences after school and evening
25 - 3 way conferences AM – no classes for students today
### December

1 - Staff Meeting – early dismissal  
8 - Staff Meeting – early dismissal  
15 - Staff Meeting – early dismissal  
21 - Last Teaching Day Prior to Christmas Vacation  
25 - Christmas Day  
26 - Boxing Day

### January

1 - New Year’s Day  
4 - School Resumes  
5 - Staff Meeting – early dismissal  
12 - Staff Meeting – early dismissal  
19 - Staff Meeting – early dismissal  
26 - Staff Meeting – early dismissal  
27 - Staff Professional Development – No Classes for Students

### February

2 - Staff Meeting – early dismissal  
9 - Staff Meeting – early dismissal  
16 - Staff Meeting – early dismissal  
20 - Family Day Holiday – No School  
21 - 24 - February Break for Students

### March

2 - Staff Meeting – early dismissal  
9 - Staff Meeting – early dismissal  
16 - Staff Meeting – early dismissal  
23 - Staff Meeting – early dismissal  
27 - Progress Reports Sent Home K – 8  
30 - 3 way conferences after school and evening  
31 - 3 way conferences AM – no classes for students today
April
6    - Staff Meeting – early dismissal
13   - Staff Meeting – early dismissal
14   - Good Friday – No School
17 – 21 - Spring Break – No School
24   - School Resumes
27   - Staff Meeting – early dismissal

May
4    - Staff Meeting – early dismissal
11   - Staff Meeting – early dismissal
18   - Staff Meeting – early dismissal
19   - No School for Staff or Students
22   - Victoria Day Holiday – No School
25   - Staff Meeting – early dismissal

June
1    - Staff Meeting – early dismissal
8    - Staff Meeting – early dismissal
9    - Staff Professional Development – No Classes for Students
12   - City Track Meet grades 5 – 8 @ Griffiths Stadium
15   - Staff Meeting – early dismissal
22   - Staff Meeting – early dismissal
29   - Last Day of School for Students
School Day

<table>
<thead>
<tr>
<th>Willowgrove School Day</th>
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<tbody>
<tr>
<td>8:38 a.m.</td>
<td>Morning Call to Class Bell</td>
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<tr>
<td>8:40am</td>
<td>Classes Begin</td>
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<tr>
<td>10:25-10:40 a.m.</td>
<td>Morning Recess</td>
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<tr>
<td>11:33-12:23 p.m.</td>
<td>Lunch</td>
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<tr>
<td>12:23 p.m.</td>
<td>Afternoon Classes Begin</td>
</tr>
<tr>
<td>2:07-2:22 p.m.</td>
<td>Afternoon Recess</td>
</tr>
<tr>
<td>3:15 p.m.</td>
<td>School Dismisses</td>
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</tbody>
</table>

Regular weekly staff meetings will be held every Thursday; therefore, students are dismissed 15 minutes earlier than usual every Thursday. Supervision is provided 15 minutes before and after school, during both recesses, and at lunch.

Attendance

Please phone the Willowgrove Office (683-7970) and let the Admin Assistant know if your child(ren) will be absent from school and the reason for the absence. If we are not informed of an absence, we will phone to ensure that your child has not become lost or distracted on the way to school. You may wish to leave a detailed message on our voice mail after hours regarding student absences.

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

Communication

We emphasize how important it is to hear about parental concerns directly from parents. The sooner we become aware of problems, the sooner we can address them. The best time to contact teachers by telephone is before or after school, or by leaving a message to have the teacher return your call. Staff can also be reached by email, however this does not always result in timely communication. Email is also not a preferred method of communication when dealing with important concerns. On the following page is a list of teacher email addresses as of June, 2016:
Shane Armstrong – armstrongsha@spsd.sk.ca
Ashley Bell – bellas@spsd.sk.ca
Tracey Brennan-Bailey – brennan-baileyt@spsd.sk.ca
Megan Chan – chanm@spsd.sk.ca
Deanna Constantinoff – constantinoffd@spsd.sk.ca
Ryan Digneau – digneanr@spsd.sk.ca
Rosalea Emond – emondr@spsd.sk.ca
Nick Fanner – fannern@spsd.sk.ca
Stephanie Ferguson – fergusons@spsd.sk.ca
Stephanie Fernandez – fernandezs@spsd.sk.ca
Christie Foley – foleyc@spsd.sk.ca
Alison Grapes – grapesa@spsd.sk.ca
Karen Hills – hillsk@spsd.sk.ca
Laurie Hnatiuk – hnatuikl@spsd.sk.ca
Shannon Johnson – johnsons@spsd.sk.ca
Kirsten Kobylak – kobylakk@spsd.sk.ca
Nicole Lemstra – lemstran@spsd.sk.ca
Leah Loverin – loverinl@spsd.sk.ca
Sarah Loitz – loitzs@spsd.sk.ca
Katherine Luciuk – luciukk@spsd.sk.ca
Danielle McKinnon – mckinnond@spsd.sk.ca
Alison Middleton – middletona@spsd.sk.ca
Michael Milen – milenm@spsd.sk.ca
Heather Orellana – orellanah@spsd.sk.ca
Chance Palmer – palmerc@spsd.sk.ca
Jessica Petrie – petriej@spsd.sk.ca
Karen Petro – petrok@spsd.sk.ca
David Pratte – pratted@spsd.sk.ca
Shannon Rak – raks@spsd.sk.ca
Cassidy Ratti – rattic@spsd.sk.ca
Teri Rutherford – rutherfordte@spsd.sk.ca
Kristin Siba – sibak@spsd.sk.ca
Sybille Silbernagel – silbernagels@spsd.sk.ca
Kristin Smyshuk – smysniukk@spsd.sk.ca
Chelsea Taman – tamanc@spsd.sk.ca
Sheri Williams – williamss@spsd.sk.ca
Tammy Wilson – wilsont@spsd.sk.ca

Additional staff will likely be added during the school year.
PARENT-SCHOOL COMMUNICATION PROCESS
If you have any questions, concerns or suggestions we recommend the following protocol regarding your child (progress, problems, issues etc.).

1st Contact your Child’s Teacher
Most of your concerns will be dealt with at the classroom level, but if not:

2nd Contact the Principal of the School
Other appropriate staff might be involved at this level to deal with the issue, but if more needs to be done:

3rd Contact a Superintendent
Your principal will identify the appropriate area superintendent for you to contact.

Willowgrove School – On the Internet
We maintain a school web site that lists information about events and activities taking place at Willowgrove School www.spsd.sk.ca/school/willowgrove. We also have a parent specific site that is used to book 3-way conferences in November and March. Information about the sites is provided regularly in school newsletters, particularly around the time of progress reports and 3-way conferences.

Willowgrove Learning Resource Center (LRC)
The Willowgrove School Learning Resource Center (LRC) is a positive environment where students, staff and the community can access resources to learn and develop the skills and attitudes to become lifelong learners and productive citizens. Students have the opportunity to think critically, create, collaborate and communicate using resources within the LRC or on our virtual space using LibGuides. The Willowgrove LibGuide address is http://elementarylibguides.spsd.sk.ca/willowgrove.

Students and staff also have access to numerous databases at school where no password is required. Out of school, these resources are still available to students but a username and password is required. Below is a list of those databases and the log on information needed to access information at home:

Home Access to Saskatoon Public School Resources
Culturegrams
URL: http://onlineedition.culturegrams.com/
ID: spsdst
PASSWORD: learning

Rosen Life Science
URL: http://www.pklifescience.com/
Username: spsdpowerkids
PASSWORD: spsdpowerkids
Rosen Physical Science
URL: http://www.pkphysicalscience.com/
Username: spsdpowerkids
PASSWORD: spsdpowerkids

Britannica Image Quest
URL: http://quest.eb.com/
Username: spsdimages
Password: spsdimages

Destiny Library System
URL: http://library.spsd.sk.ca
Username: student number
Password: student/teacher generated

School Fees
There will be no basic school fees charged at elementary schools again for the 2016 - 2017 school year. Throughout the school year there may be a need to request minimal amounts of money for such things as unanticipated excursions and projects. As well, special out-of-school activities may require more funds.

School Photos
School pictures for students and staff will be taken by Picture Perfect on Monday, October 3rd; Kindergarten students attending Tuesday/Thursday’s will have photos on Tuesday, October 4th.

Willowgrove School Community Council and Willowgrove Home and School
As a parent or guardian of a Willowgrove School student, you can be a member of the School Community Council or the Home and School. As a School Community Council, we meet approximately once per month and meetings are open to parents. Formal positions have been filled for the 2016 – 2017 school year however parents and community members are still invited to attend. These monthly meetings provide the opportunity for parents and staff members to get to know each other and to discuss educational issues. The Willowgrove Home and School also meets monthly, typically on the same night as the School Community Council. Their role is to help organize fundraisers in order to support initiatives that give students increased opportunities at school. Interested parents are invited to start attending meetings.

Volunteers
Parents and community volunteers provide valuable assistance working with teachers and children in many ways. If you are able to support the school as a volunteer, we welcome your involvement. Please contact your child’s teacher, the teacher-librarian, the vice-principal, or the principal. Criminal record checks from the Saskatoon Police Service are required, but are free of charge for volunteers. All paperwork is available from the Willowgrove School office.
Supply Lists
Lists of supplies required for the school year are sent home with June report cards and posted on the Willowgrove School web site. They will also be made available on registration day in the fall. We encourage students to recycle supplies from year to year whenever possible.

Noon Lunch Program
Willowgrove School will provide noon lunch supervision for students who require the service. Guiding principles include being respectful, taking care of own property and the property of others while eating in class, cleaning up garbage and any spills or messes, and recycling when possible. Appropriate conduct is expected of students during lunch at all times. Inappropriate behavior may result in the loss of lunchroom privileges. Parents will be contacted if this becomes necessary. **It is an expectation that students who stay at school for lunch remain on the school grounds at all times during the noon recess.**

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

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

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

Telephone
The school phone is a business phone. Students may use the classroom phone when necessary with permission from their teacher. Except in unusual circumstances, we ask that students not use the phone to make lunch, after-school play or transportation arrangements as the phone is very busy at dismissal times. As much as possible we encourage students and families to make arrangements at home beforehand.
Use of Doors
To monitor student traffic patterns, we encourage all students to use the designated bootroom doors for exit and entry as much as possible.

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

School Attire
Dress guidelines are developed so that our students can function in an environment that is free from the disruptiveness of distracting, revealing, overly suggestive, or otherwise offensive clothing.

Common practices of modesty, cleanliness and neatness should guide student decisions regarding appropriate student attire. Students should choose clothes that will help maintain a positive learning environment and clothes that are ‘functional’ for all activities in the school setting (ie. art, phys ed, recess).

We review the following guidelines with all students in the school. We ask that you do the same. Thank you for your support. Clothing which is revealing should be left for wear at home, not at school. The following guidelines are quick ways of checking whether clothing will be acceptable at school:

- Short or skirt length should be longer than the fingertips when arms are held down.
- Tank tops should have straps that are two fingers wide (adult fingers).
- Midriff and cleavage should be covered.
- No underwear showing (ie. boxers, bra straps, etc.).
- No belly, back or midriff showing.
- No clothing that advocates alcohol, tobacco, illegal drugs, profanity, violence or racism.
- No hats or bandanas during instructional time.
- No spaghetti straps, halter tops, strapless or one shoulder strap tops.
- No jeans where the rise comes below the hip bones.

Students wearing clothing that differs from these guidelines will be spoken to privately and asked to change or cover up with a jacket, t-shirt and/or suitable clothing.
Lost and Found
School Board insurance does not cover student’s personal property that is damaged, lost, or stolen. Please remind your children to take necessary precautions and responsibility for their belongings. Valuables should never be left unattended.

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

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

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

Recess Expectations
Recess is regarded as a recreational break. Generally we expect students to play outside or to be involved in structured activities such as team or club practices. Children may use the washroom, get a drink, or warm up in the boot room area at the supervising teacher’s discretion. Students who need to stay in at recess must have a note from their parents or teacher permission to sit in the boot room or another location in the school. Specific seasonal expectations (hill use etc.) will be communicated in newsletters.
Bicycles/Skateboards/Roller Blades/Scooters
Students are expected to model good etiquette around the use of bicycles, skateboards, roller blades and scooters as they travel to and from school. Students are reminded to pick up their skateboard, fold down their scooter, and walk their bikes when they are on the school grounds. We strongly recommend students wear a proper fitting helmet when using any of these modes of transportation. Students wearing roller blades must take the roller blades off once they arrive at school. Bicycles should remain parked on the designated fences and locked at all times. These items are brought to school at the student’s own risk.

♦ We cannot guarantee the security of bicycles.
♦ Theft and vandalism are police matters and should be reported to the police as soon as possible.
♦ Skateboards and scooters can be stored in classrooms or lockers as per the decision of the classroom teacher

I-PODS, I-PADS, Tablets, MP3 Players, Cell Phones, Electronic Devices, Etc.
Students are allowed to bring electronic devices to school for the purpose of improving educational opportunities. The school is not responsible for these kinds of items and cannot ensure their safety. Students are urged to keep expensive items at home. All electronic devices must be used in accordance with the Internet/Wireless Acceptable Use Procedures developed by Saskatoon Public Schools that is detailed later in this handbook. It is an expectation that if students are not using their electronic devices for specific educational purposes, the devices are turned off and put away.

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

Student Leadership Program
Many opportunities will be provided for students to develop and undertake leadership roles at Willowgrove School. Similar to our extra-curricular programs, these opportunities will depend on staff availability.

Care Partner Program
Our CARE PARTNER program will pair older and younger classes to work together on art projects, class outings, writing projects, etc. The program promotes positive interaction between students of all ages.
Learning Resource Centre
The primary function of our Learning Resource Centre’s program and the major task of the Teacher Librarian is the promotion of resource-based learning among our students. This means that students are encouraged to develop a love of reading and learning; as well as providing them with the skills that they need to become confident, independent, lifelong learners. These skills involve accessing information through a variety of sources, the interpretation and critical evaluation of that information, and the ability to present what they have learned in a variety of ways. The teacher librarian works in collaboration with classroom teachers to integrate the teaching of these skills into the various units of study that will be taught throughout the year.

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

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

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

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

Before And After School Program
Our Before and After School program is operated by the Boys and Girls Club. Parents can contact Leigh-Ann or Lindsay at 306-665-1450 with inquiries.
Pre-School and Daycare
Preston Early Learning is the operator of the Willowgrove preschool as well as the 51 space daycare that is attached to Willowgrove School. The director of the Willowgrove Location is Louise Hill and her contact information is louise.pelc@sasktel.net and 306-649-2860.

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

306-343-2125 for bus route information
306-343-3300 for late bus information and weather delay information

Vacations During the School Year
We understand that many parents have the opportunity to take vacations during the school year. Such chances for family time and exploration of different places, add a dimension to children’s understanding of the world that cannot be learned in a classroom. We ask parents to be aware, however, of the teachers’ plans and their child’s learning needs when making these plans. Although teachers do their best to help, they simply do not have the capacity to make up for lost time by preparing learning material beforehand or retesting afterwards. Because learning is so much more than textbooks and worksheets it is often not possible for teachers to provide instructional material for children heading out on vacation. It is important for parents to know that when children are vacationing during instructional time they may disrupt small group assignments, miss important concepts or key learning strategies.
Internet/Wireless Services Acceptable Use Procedures for Students
2016-2017 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, Ipod, Ipad, and notebook computers.

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

- Digital devices are to be used to enhance the learning that takes place in schools. They are not to disrupt that learning.

- Digital devices are to be used in a manner that is respectful of all students and school staff. For example, students using digital devices to photograph or video any member of the school staff or students in the school without the permission of those staff or students is considered disrespectful.

1. Access to the Internet and wireless services, either with school division or personal digital devices is an individual privilege enjoyed by students, not a right.

2. A student’s conduct on the Internet and wireless services, either with school division or personal digital devices, is governed by the same expectations which guide his or her behaviour at school.

3. In elementary schools, access to the Internet with school division digital devices is provided only when students are supervised.
4. In collegiates, students may access the Internet with **school division digital devices** without supervision.

5. If students choose to **bring personal digital devices** to school (at both the elementary and secondary level) they can access the Internet (whose sites have been filtered as per point 7 below) without supervision during non-instructional time (e.g. lunch hour, before or after class). During instructional time they can access the Internet with their teacher’s permission.

6. 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.

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](http://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.
EMERGENCY SITUATIONS AND PROCEDURES

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

➢ Fire drills, general lock downs and perimeter lock downs are practiced several times during the school year. Instructions and evacuation routes are posted.

➢ Students are required, at all times, to wear shoes at school.

➢ When children are injured or become ill at school, parents are contacted. It is important that family information be kept current. Please also encourage your children to talk to a staff member when they are injured or unwell.

➢ If you have moved or changed your home or work telephone number or any other information has changed, please inform the office as soon as possible. It is important that we have up-to-date emergency contacts to call when parents are unavailable.

➢ If an emergency occurs where the school must be evacuated, staff will accompany children to a neighboring facility such as a different school, church, or business. In the event of such an emergency, please listen to the radio. Do not call us as we will be trying to reach you. Children will not be sent home unless we can be assured of their safety. We hope we never need to use these plans however we are prepared should a crisis arise. Each fall we will practice an evacuation walk to neighbouring facilities. Our school safe site is Erindale Alliance Church. Thank you for your cooperation in helping us care for the safety of your children.

➢ From time to time students do not arrive at home when expected because they have stopped to play at a friend’s house. Please encourage your child to come directly home upon dismissal and/or to make play arrangements in advance.
TRAFFIC/TRANSPORTATION

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

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

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

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

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

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

Students Rights and Responsibilities

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

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

3. Students have the RIGHT to be happy and respected.
   Students have the RESPONSIBILITY to show respect for others.

4. Students have the RIGHT to be safe.
   Students have the RESPONSIBILITY to treat others the way they want to be treated.

5. Students have the RIGHT to privacy.
   Students have the RESPONSIBILITY to respect the personal property of others and accept their right to privacy.
Behavioral Policy

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

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

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

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

A Definition of Bullying

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

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

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

Roles and Responsibilities in Bullying Prevention

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

**Duty to Respond:** We will investigate and respond to all reports of bullying behaviours. Students and their parents/guardians/caregivers will be involved in the process.
Saskatoon Public Schools share responsibility with in-school administrators, school staff, students, parents, the School Community Council and community members to promote a caring, respectful and safe school environment and to prevent and reduce bullying. All members of the school community (students, staff, parents/guardians and the larger community) have a responsibility to report incidents of bullying and harassment to a school-based administrator. School-based administrators and staff have a responsibility to respond to instances of bullying and harassment when they occur.

School Procedures

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

☐ Staff members will provide a clear message that bullying and harassment will not be tolerated and will respond in a firm and fair manner if such behaviour occurs;

☐ Incidents of bullying will be investigated and parents of the students involved in the incident will be informed;

☐ School administrators will take timely, appropriate and progressive disciplinary action to help students learn not to bully.

Bullying Prevention Education

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

☐ Saskatoon Public Schools’ Value Units
☐ Second Step curricula
☐ Character Education and Lifestyles units
☐ Bully Prevention Education Programs, such as Bully Smart
**PRINCIPLES FOR PEACEFUL SCHOOL COMMUNITIES**

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

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

<table>
<thead>
<tr>
<th>These Principles Guide Our Practice</th>
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<tr>
<td>Schools are for teaching and learning</td>
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<tr>
<td>Education is a shared responsibility among students, staff, parents and community</td>
</tr>
<tr>
<td>We treat one another with dignity, respect, and fairness</td>
</tr>
<tr>
<td>We work within a framework of rights and responsibilities</td>
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On the basis of these principles, each school develops behavioral guidelines which reflect the needs and desires of each school community.

**CARING TO LEARN – LEARNING TO CARE**
The Role of the School Resource Officer (SRO) in our School

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

The goals of the School Resource Officer Program include:

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

School Resource Officers:

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

Six School Resource Officers divide their time between all of the public and separate elementary and high schools in Saskatoon.
A PARENT’S CODE OF ETHICS

I WILL establish a direct and personal contact with my child’s school by visiting it and getting first-hand knowledge of its teaching activities and facilities.

I WILL demonstrate constructive attitudes towards the school and its programs, by supporting and cooperating with the teaching staff and the school board to the fullest possible extent.

I WILL make no criticism of the school without ensuring that I have accurate and first-hand information.

I WILL encourage a positive attitude on the part of my child and will refrain from criticism of the teachers or the school in his or her presence.

I WILL expect nothing for myself or for my child which is contrary to the interests of the entire school.

I WILL accept my share of responsibility for the partnership of home and school in the education of children.

I WILL provide conditions favorable to study at home.

I WILL cooperate with the school in developing and protecting the health and character of children.

I WILL seek to learn about educational aims and methods so that I may better understand my child’s role.

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