



**Green Acre
School
Handbook**

2020-2021

Excellence ... one step at a time.

(306) 236-5905 / ga.school@nwsd.ca

Class times

8:55 - 10:30

10:45 - 12:00

12:55 - 2:05

2:20 - 3:30

If it is necessary to contact a student or a teacher during school hours, please avoid these class periods, if possible.

Northwest School Division No. 203 - (306) 236-5614

Duane Hauk – Director of Education

Davin Hildebrand – Superintendent of Human Resources

Jennifer Williamson – Superintendent of Student Services

Terry Craig – Superintendent of Schools

Kaitlin Harman – Communication Officer / Lean Leader

Terri Prete – Board Member for Meadow Lake Rural, Loon Lake

School Community Council

Lynda Letkeman (chair)

Sarah Demers (vice chair)

School Staff Members

Michael Radford Principal & Teacher

Michelle Hildebrand Teacher

Sheryl Bellegarde Teacher

Nicole Genereaux Teacher

Shawna Maier Wellness Coordinator

Grace Harstone Educational Assistant/Library Tech

Erin Friesen Administrative Assistant

Shelley Selinger Caretaker

Local Bus Drivers

Amy Kirby (306) 236-6540

Bruce Zacharias (306) 236-6706

Introduction

Green Acre School serves students from Kindergarten to Grade 8 from Rapid View and the surrounding rural area. Green Acre School is part of the Northwest School Division # 203. This handbook is produced to familiarize students, parents, and the community with Green Acre School, its programs, personnel, and regulations.

The essence of student success is a spirit of cooperation between parents and teachers with the shared purpose of meeting each child's needs. A child's education is greatly affected by the quality and character of the relationship among parents, teachers and community. Please feel free to contact any staff member at the school whenever necessary.

School Goals

1. To develop **basic skills** in reading, writing, spelling, technology, acquiring and processing information, problem solving, and communication.
2. To develop a **life-long learning** attitude.
3. To develop in students an **appreciation** for others, themselves and the environment.
4. To develop a **positive lifestyle**; appropriate personal hygiene, sufficient physical activity, a nutritionally balanced diet, initiative, creativity, and confidence.
5. To give students the knowledge and skills to become **productive members of society** who act with honesty, integrity, compassion, empathy, responsibility, and fairness.
6. To develop students with a strong **self-concept** who perceive themselves in a positive way.
7. To foster an environment of **mutual respect** of students, parents and teachers as well as property.
8. To develop a quality **home/school/community relationship** through cooperation and communication.
9. To develop in students a **pride for their school** and its achievements.

Green Acre School Discipline Policy

"The Northwest School Division advocates safe, effective and respectful learning environments. In order to fulfill this mission all stakeholders (students, staff, parents, and community) must be committed to a strong discipline policy which encourages accountability for actions." – *from the Northwest School Division Mission Statement*

In order to provide an effective education and a positive climate, Green Acre School has developed a firm Discipline Plan based on the cooperation and mutual respect of students, parents and teachers as spelled out in the Rights and Responsibilities section of the Northwest School Division Discipline Policy.

Rights and Responsibilities

Students:

Since we take pride in our school and its achievements, we expect the students attending our school to conduct themselves in a manner that portrays respect for their school environment.

1. Students have the right to quality education.
Students have the responsibility to attend school regularly, to follow school and classroom guidelines, to listen to instruction, and to work cooperatively.
2. Students have the right to be treated with respect and courtesy.
Students have the responsibility to treat adults and students with respect and courtesy.
3. Students have the right to a safe school environment.
Students have the responsibility to follow school rules and to refrain from threatening or hurting others by actions or words.
4. Students have the right to hear and to be heard.
Students have the responsibility to listen attentively and courteously to others.
5. Students have the right to privacy, personal property, and space.
Students have the responsibility to respect the privacy, personal property and personal space of others.

Teachers:

1. Teachers have the right to be treated with respect by students and parents.
Teachers have the responsibility to treat students and parents with respect.
2. Teachers have the right to expect students to be in class, to have a positive attitude, and to be prepared to learn.
Teachers have the responsibility to have a positive attitude and to be prepared to teach.
3. Teachers have the right to expect the classroom to be a place of learning, where all students participate in the process of learning.
Teachers have the responsibility to actively involve all students in the learning process and to instruct and evaluate students as deemed necessary.
4. Teachers have the right to feel safe in their classrooms and in the school.
Teachers have the responsibility to provide a safe environment for students and others and to address any situation that is a threat to others.
5. Teachers have the right to expect parental or guardian support in matters relating to the education of their child(ren).
Teachers have the responsibility to encourage parental involvement, and collaboration between home and school.

Parents:

1. Parents have the right to expect the school climate to be safe and supportive.
Parents have the responsibility to teach and to model appropriate behaviour for their child(ren).
2. Parents have the right for the school to consistently promote a positive attitude towards learning for every child.
Parents have the responsibility to reinforce that school is a learning environment, to encourage home study, and to monitor their child(ren)'s progress.
3. Parents have the right to receive regular communication about the school and their child(ren)'s progress and be informed promptly of any serious concerns involving their child(ren).
Parents have the responsibility to be informed about the school and their child(ren)'s progress and to inform the school of any serious issues concerning their child(ren).
4. Parents have the right to expect the school to operate in an orderly, effective manner.
Parents have the responsibility to encourage respectful behaviour and to support school discipline efforts.
5. Parents have the right to a quality education for their child(ren).
Parents have the responsibility to ensure regular attendance, adequate rest and good nutrition.

Green Acre School requires students to comply with school and classroom rules and regulations which follow logically from the **general student rules** listed below:

1. Students will be punctual and attend school regularly.
2. Students will treat others with respect and courtesy.
3. Students will refrain from threatening or hurting others by actions or words.
4. Students will listen attentively and courteously when addressed by others.
5. Students will respect the privacy, personal property and personal space of others.
6. Students will follow classroom guidelines, listen to instruction, work cooperatively and complete all in-school and homework assignments.
7. Students will remain on school property during school hours unless given written permission by parents.
8. Students will refrain from bringing alcohol, drugs or weapons onto school property.

Consequences for not following school guidelines may include:

1. Verbal reprimand and requirement for student to create an action plan to refrain from unacceptable behaviour in the future.
2. Loss of privileges (privileges could include recess breaks, lunch recess, extra-curricular activities and field trips).
3. In-school suspension (student will be separated from the regular class to complete a full or partial day of study).
4. Out-of-school suspension (parents will be asked to attend an interview with child, teacher and principal and may be asked to return their child to school once the suspension is over).

Code of Conduct

The Northwest School Division will not tolerate the following actions:

- Possession or use of alcohol, illegal drugs, or illegal weapons
- Physical or verbal assault or the threat thereof
- Malicious damage to the school or the personal property of students, staff or visitors

All infractions of the above will be reported to the Board of Education and consequences may include counseling, suspension, expulsion or other severe measures.

Note: School rules are applicable during the school day as well as during any school activity conducted on or off school grounds.

Parent Concerns

School Division Policy requires that, in almost all situations, criticisms or concerns regarding the school or staff be directed to the person most closely involved with or responsible for the problem area. If parents have questions or concerns or if they disagree with a school decision or action they should contact the school so a meeting can be set up with the appropriate School Staff. **Open and honest communication will resolve most situations.**

If you are unsuccessful, in spite of your best efforts to calmly and reasonably express your concerns, you should accept that situation and move to the next level. Experience has shown that complaints are most effective if they are written up in detail. The School Division has therefore developed a Concern Referral Form which is available upon request from Green Acre School or the Division Office. This form will ensure that thorough investigation and action will be taken by appropriate personnel. NOTE: Generally, school concerns go through the following route:

1. Teacher
2. Principal
3. Director
4. Board of Education
5. Regional Director
6. Minister of Education

Recess and Noon Breaks

The school is open to the students at **8:40 am**. Unless authorized by a teacher, students will not be allowed entrance prior to this time. Students are encouraged to leave school promptly after dismissal in the afternoon, unless special permission has been granted to remain. Students are expected to eat their noon lunches at their desks. A bell rings at 12:15 pm. Students are expected to play outside at noon and recesses. If your child is not able to go outside, **a note or phone call from the parent is required**. Any students staying inside may participate in a quiet activity at their desks. Inappropriate behaviour will result in loss of privileges.

Accidents / Sickness at school

If medical attention is required or if students become ill at school, parents will be contacted. If the parents/guardians cannot be notified a doctor may be consulted. The child may be taken to the hospital emergency room. Parents are asked to provide the school with an alternate contact on the registration forms.

******* School staff will not sign for treatment by a doctor. *******

Educational Activity and Trip Procedures

Green Acre School may pay for meals and admission for staff, students and supervisors required by policy. All other parents/guardians who wish to accompany a school outing may do so but will be responsible for their own expenses.

When there are more chaperones available than are required, names of chaperones will be drawn from a hat. Other parents whose names are not drawn will still be welcome but will be responsible for their own transportation. Students are expected to use the transportation arranged by the school. In the event where food is purchased for a school trip (ex. camping or lake day), parents attending may be asked to pay a nominal fee.

Administering Medication to Students

School principals shall receive permission from the pupil's parent or guardian before allowing medicine, such as aspirin, to be made available from school supplies. A signed permission slip releasing schools from liability is essential if schools are asked to administer medication to students during the school day. School staff will not sign for treatment by a doctor.

Extra-Curricular Activities

Students are presented with a number of recreational and educational activities in the areas of drama, sports, music and other groups dependent upon interest and human resources.

Parent Volunteers

Green Acre staff and students welcome parent volunteers to assist with school activities and events such as house team events, soccer tournament, track and field, and classroom functions such as duplicating sheets, shelving library books, listening to children read, drilling number facts, helping with hot dog sales, or providing an audience for school productions throughout the year. Parent volunteers are appreciated and a welcome partnership in the education of students.

Permission Notes / Forms

For certain activities, students may be required to return signed parental permission forms. Students who fail to return permission forms may be excluded from the activity.

Dress

Students are asked to:

- remove outdoor clothing while in class
- dress appropriately for the weather
- have a pair of shoes with non-marking soles for gym or inside wear only
- adhere to a reasonable standard of dress that reflects a clean, safe, tasteful and neat appearance. Students are not allowed to wear clothing that is deemed to be inappropriate.
- remember that clothing and paraphernalia with any reference to drugs and/or alcohol cannot be worn in the school or on school premises by Green Acre students or staff. Any infraction of this rule will result in parent notification.

Protective Equipment

Helmets are required at all times by all skaters at the rink during skating season. Helmets are also to be worn by all those who skateboard and rollerblade. Goggles are to be worn by all badminton players during play.

Kindergarten

Kindergarten operates approximately half the regular program and a schedule of K-days is sent out monthly. Kindergarten children learn from shared experience with other children and adults in a warm, friendly environment which includes challenging activities built on the concepts of play, imitation, and experimentation.

Children reaching the age of five on or before December 31st will be eligible for kindergarten attendance.



Specific School Regulations



1. **Parents are requested to call the school or send a note if a child is going to be absent from school.**
2. **Truancy** and unjustifiable absence will be recorded and parents notified.
3. A pupil may be excluded from school if suspected of suffering from a **communicable disease** and a certificate of good health may be required before returning to school.
4. All student footwear and other **personal articles** should be marked clearly.
5. **Gum and unshelled seeds** are not allowed. Food that is in a wrapper will not be allowed outside at recess or noon.
6. The use of **tobacco** is prohibited at school. Green Acre School is a smoke-free environment at all times.
7. To avoid interruption, students are discouraged from making or receiving **phone calls** during class times. Students must have permission of home room teacher to use the school phone.
8. Students who lose, damage or destroy **school library books** or **assigned text books** will be charged replacement or repair costs.
9. In case of **willful damage** of school or personal property, a charge will be levied to compensate for the damaged article.

Bus Regulations for Students

It is important that pupils show respect to their bus driver and understand that he/she is in charge of the bus and the pupils, and that he/she must be obeyed promptly and cheerfully at all times.

1. Pupils must be on time for pickups.
2. Weather permitting, bus drivers must also keep a strict schedule and be on time.
3. Unnecessary conversation with the driver is prohibited.
4. Tobacco use or profane language by either students or the driver is prohibited.
5. Pupils must not throw waste paper or other objects while on the bus. No objects are to be thrown out the windows.
6. Students will be held responsible for any damages they cause to the bus.
7. Dry noodles and sunflower seeds are prohibited on all school buses.
8. No part of any student's body may protrude beyond open windows. Windows may be opened only with permission of the driver.
9. Students' lunch pails, books and parcels must be placed on the floor near their feet or held on their laps. Large items and instruments are to be placed and secured in the front right hand seat.
10. Visiting students must ask permission of the bus driver before boarding the bus.
11. Classroom conduct is to be observed at all times on the school bus. The bus driver shall follow the procedure outlined under the title "Discipline" on page 2 of the NWSD Policy handbook.
12. Older students should display a responsible and protective attitude toward younger pupils.
13. When boarding or leaving the bus, pupils must observe the instructions and directions of the bus driver.
14. Students are to be suitably dressed during winter months so that in case of a breakdown or delay in arrival the students will not suffer frostbite. Bus drivers may refuse to carry students who, in the opinion of the driver, are not properly dressed. Parents are to be notified of this decision as soon as practical.
- 15. Drivers will inform parents if their bus is not running.**