

East Central Public School



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Principal: Joanne Tournier

STUDENT/PARENT HANDBOOK 2024-2025



This handbook is designed to give you and your child helpful information regarding our school and its programming.

Welcome

Welcome, students and parents, to East Central Public School. Our staff and I are very much looking forward to working with you to ensure each student feels excited, challenged, respected and loved at the end of each day.

East Central has always been proud of its Open Door policy, and I hope everyone will feel perfectly at ease in picking up the phone or dropping in for a visit to discuss any aspect of our school's practice or philosophy. Children's eyes light up when they see their parents in the school. This tells them so much more than we know about how their parents value them, their education, and their school. Don't be a stranger.

Please take a moment to read and discuss this handbook with your child. If you have questions or concerns, please raise them with one of our staff members or myself. Our policies and practice are based upon the best and most recent information and research available to us. If you have suggestions for improvement, we would like to hear them.

Your School Community Council also meets throughout the school year to discuss how parents can support the school by providing an array of extra-curricular activities and supports to our students. We are always looking for an extra pair of hands.

Our Mission Statement

At East Central Public School we will:

- Develop the whole child in a caring, cooperative environment for lifelong learning and citizenship,
- Establish high levels of learning that we expect all student to achieve and,
- Work collaboratively with colleagues, students, parents and community members.

Our Classrooms and Staff:

Grade K/1/2 - Mrs. K. Raas

Grade 3/4 – Miss T. Tatlow

Grade 5/6 – Mrs. J. Tournier/Mrs. T. Coombs

Grade 7/8 – Mr. S. Kowal/Mrs. T. Coombs

Inclusive Education Coach – Mrs. T. Coombs

Ed. Associates – Mrs. L. Basaraba

Mrs.B. Bourlon

Mrs. H. Walters

Miss N. Phillips

Secretary/Library – Mrs. D. Miller

Caretaker – Mr. D. Dobratz

Social Worker – Ms. R. Ahenakew (.2)

Principal – Mrs. J. Tournier

School Year

First day for students – September 3

PLC Days (No classes) – October 11, January 31,
and May 9

PT Interviews – November 6, March 12

Last day of classes –June 25

School Hours

8:42 – Welcome Bell

8:45 – 9:325 - Period 1

9:25 – 10:05 – Period 2

10:05 – 10:20 – Recess & Snack

10:20 – 11:00 – Period 3

11:00 – 11:40 – Period 4

11:40 – 11:55 – Lunch

11:55 – 12:17 – Recess

12:17 – 12:20 – Warning Bell

12:20 – 1:00 – Period 5

1:00 – 1:40 – Period 6

1:40 – 1:55 – Recess

1:55 – 2:35 – Period 7

2:35 – 3:15 – Period 8

3:15 – Dismissal & Buses

Accidents/ Accident Insurance

Accidents are reported immediately to the Principal. Parents are contacted if medical attention is believed to be required. Accident insurance is provided to all students.

Athletic Events

We ask parents to volunteer driving students to athletic events. Parent drivers are required to have a package policy when driving other students.

Attendance

Regular attendance is encouraged. If your child is absent or late, please contact the school. If we have not been contacted, we will try to reach parents at home or work.

Behaviour Expectations

East Central Public School and our Saskatchewan Rivers School Division, according to Administrative Procedure 300 - Code of Conduct, requires that all students be provided with a safe, secure learning environment with these characteristics: a) caring, b) respect for law and order, c) respect for democratic values, rights and responsibilities, d) respect for cultural diversity, e) community, family, student and staff involvement, f) appropriate modeling by staff and students, and g) clear, consistent expectations for behaviour and consequences for misconduct which are communicated to students, staff and parents. School Division policy and the Education Act outline responsibilities of students and provide guidelines for teachers to follow.

Students are expected to respect themselves, others and property. As a rule of thumb, we ask students to keep their hands and feet to themselves. Students should be in class on time,

come to class prepared, respect other students' learning while in class, and do their best on all assignments.

Dress Policy

Students should dress appropriately for the weather, as they will be expected to go outside unless the weather is extreme. Students should wear age-appropriate clothing and have appropriate footwear for the season. PLEASE LABEL ALL CLOTHING ITEMS AND SHOES.

We are a "two pair of shoes" school. Students are expected to have a pair of outdoor shoes (that are left on the shoe racks) and an indoor pair. Indoor shoes that will also be used for physical education should be a non-marking running shoe.

Student Support Services

Student Support Services are available to students experiencing difficulty with parts of their program. Teachers and/or parents can refer the student. The teacher and Inclusive Education Coach will create appropriate programming to support the student's learning. Parents will be consulted throughout all parts of the process.

Emergency Response Plan

School Division policy requires schools to create emergency response plans in the case of both internal threats (students will leave the building) and external threats (students will remain in their classroom). Drills for both types of threats will be practiced regularly.

Extra-Curricular Activities

Students in grades 4 – 8 are encouraged to take part in our extra-curricular activities throughout the school year. East Central Public School participates in P4A Athletics in volleyball, basketball, cross-country running, and track and field. Teachers volunteer their time to coach and parents are encouraged to cheer on the Panthers.

Homework

Students will periodically have work sent home. Teachers will be communicating expectations through Edsby. Homework is usually work not completed during class time and your child should be able to finish the work independently with some parent supervision.

Library

Our library has an excellent collection of fiction and non-fiction books. Students have the opportunity to borrow books at least once a week.

Lost and Damaged books – Library

There will be a charge for lost or damaged books. Parents will be notified of the cost.

Lunch Supervision and Activities

Students eat their lunches at their desks in their classrooms. Appropriate lunch behaviour is expected or students will be asked to eat in an alternate area.

Activities and equipment are available for students. The gym is often used by grades 4 -8 students for team practices and intramurals. During the winter students have an opportunity to play in the gym, or outside with cross-country skis and sleds for sliding.

Nutrition

We encourage and model healthy eating; as a result, we ask that candy be sent to school as a special treat, only during special celebrations.

We also encourage parents to send healthy lunches that follow Canada Food Guide guidelines.

Sunflower seeds are not allowed on buses or school grounds.

Personal Items at School

Students are asked to keep personal items of value at home. If items such as electronic games, I-Pods, cell phones, cameras, skateboards, money, etc. are brought to school or on the bus, the school **will not be responsible** for the potential loss of these items. **Due to privacy concerns, pictures and video are not allowed to be taken at school or on the bus without adult permission.** All electronic items must be kept in a backpack in the locker for the day and **used only at the discretion of the classroom teacher.** If a student is not respecting this, the item will be taken for the day; a second time, the item will be taken and parents contacted. Students should have no expectation of privacy concerning any material stored on a confiscated cellular telephone.

Physical Education Program

Fitness, fundamentals and fun are part of our physical education program. Students have physical education every other day and are expected to participate and dress appropriately. Students in grades 4 – 8 are expected to change into a t-shirt and shorts. Students are also asked to have non-marking **running shoes**. Board shoes are not running shoes. They can cause ankle injuries due to the lack of support and the flat sole.

Public Health Nurse

A public health nurse is assigned to our school. Responsibilities include: vision screening for students aged 6 & 9 years old, as well as any referred by the teacher; vaccinations for grade 6 and 8 students as required by Saskatchewan Health (parent consent is required); class presentations to support curriculum; and acting as a resource for teachers.

Report Cards

Report cards are sent home twice during the year – January 24th and June 25th. Report cards communicate how your child is meeting curriculum and social objectives. Interim reports concerning academic behaviour and learner characteristics will be sent home prior to parent-teacher interviews.

School Community Council

East Central has a very active and involved School Community Council. Please consider becoming involved. They usually meet every other month – check the newsletter for dates and times. Activities organized include monthly hot lunches, community Halloween Dance, Year

End Barbeque, and supporting school programs. The School Community Council adds the little extras for your child's education that make East Central such a special place. Your help makes this happen!

School Social Worker

A school social worker is in place in all Saskatchewan Rivers Schools. The program was initiated to create cooperation and communication between the school and the home. With parental permission, the social worker spends time with students who are experiencing problems at school. Time permitting, group activities focusing upon social and personal skills will also be convened. Parents may refer their children to the social worker as well.

School Pictures

School photographers visit the school September 26th, and again on October 24th for retakes or those missed. All students will be photographed. Parents may choose to purchase a package.

School Fees

The school fee for each K-8 student is \$30, which is due the beginning of each school year. These fees are used to enhance student education through field trips, class excursions, special presentations, and celebrations. Grade 7/8 students are asked to provide an additional \$20 fee to help cover costs of the cooking program and materials used in projects that the students will bring home when completed. These fees may be paid electronically once you have signed up for "School Cash Online".

Transportation

Respectful student behaviour on the bus is imperative according to School Division Policy 554. It is the duty of every student to act in a responsible manner to ensure that the safety of all is ensured. *Students are to board and get off the bus in a quiet and orderly fashion.

*While on the bus, students will conduct themselves in a quiet, orderly manner. *Unless permission is granted by the bus driver, students are to remain in their seats at all times. *Students are asked to take care of their own garbage. *Every bus student is accountable to the bus driver for their conduct on the school bus and in the area of the bus drop-off and pick-up points.

Each bus driver has the authority and responsibility to maintain a safe and orderly bus environment in a similar manner to that of a teacher in a classroom. Misbehaviour on the bus can result in suspension of bus privileges. (Prior contact with parents would be made in this case.)

Transportation Cancellations— excerpts from School Division Administrative Procedure 710 :

- When the temperature is at or below -40°C, bus runs will be cancelled. When the temperature is at or below -35°C and the wind chill temperature is at or below -45°C, bus runs will normally be cancelled.
- Wheelchair lifts will not be operated at or below -30°C. When the temperature is at or below -30°C, the developmental education buses will normally be cancelled.
- Regardless of temperatures or wind chill conditions, bus runs may be cancelled if severe storms or road conditions make travel dangerous.

Morning bus cancellations will be made through the radio stations CKBI and CJVR, PANow, and the SRPSD website. During inclement weather, staff, students and parents are asked to take extra precaution in terms of communications, proper clothing and cooperation to ensure the safety of our students.

BUS Information

If your child is participating in activities in the city after school, you will need to have them picked up at East Central School or they will be sent home on their regular bus. If you have questions or concerns, do not hesitate to contact Ryan Bruce, Supervisor of Transportation at 763-2323.