

# **Montgomery School**

*"Building the future together"*



3220 Ortona Street  
Saskatoon, Saskatchewan S7M 3R6  
Phone: (306) 683-7370 • Fax: (306) 657-3938

Email: [montgomeryschool@spsd.sk.ca](mailto:montgomeryschool@spsd.sk.ca)  
Web: <http://www.spsd.sk.ca/schoolsPrograms/elementaryschools/montgomery/about.html>

## **Student Handbook 2018 - 2019**

Student Name: \_\_\_\_\_

## Montgomery School Message

Welcome to Montgomery School where people believe in providing a quality education in a safe, caring and inclusive environment.

In keeping with the strategic plan of Saskatoon Public Schools, we dedicate ourselves to the following beliefs:

**We believe** in working as a community, welcoming families and making friendships through cooperating, communicating and volunteering. Working together enriches the lives of our children.

**We believe** in providing a healthy, safe and inclusive environment to meet the needs of our community.

**We believe** in challenging all students to learn to their highest potential by providing a variety of opportunities and resources. We recognize the importance of preparing students for the future, nurturing them to become independent thinkers and life-long learners.

**We believe** in values education, encouraging mutual respect and a consistent sense of fairness relative to individual needs. This belief guides us as we model and encourage good citizenship, joy in learning, pride in accomplishment and ownership of our actions.

Respectfully,  
The Staff at Montgomery School

## Our Belief Statement:

Respect – Responsibility- Striving for Excellence

**Montgomery School Staff - 2018- 2019**

Principal:	Mrs. N. Douglas	Educational Assistants:
Vice Principal:	Mr. D. Crowell	Mrs. D. Kitch
		Mrs. C. Scherman
Admin. Assistant:	Mrs. D. Wilkinson	Mrs. K. Stradeski
		Ms. M. Guenther
Teaching Staff:	Ms. D. Nizinkevich	Mrs. M. Paquin
	Ms. L. Kuny	Miss. L. Lyttle
	Mrs. D. Wigelsworth	Ms. R. Harrison
	Mrs. J. Martin	Miss. K. Krett
	Mrs. T. Gariepy	Mrs. Von Hagen
	Mr. K. Ens	
	Ms. A. McDonald	Building Operators:
	Mrs. W. Cantin	Mr. J. Cristostomo
	Mrs. M. Baptist	Mr. R. Rita
	Ms. S. Brychun	
	Mr. S. Vandenheuvel	
Science Trek (Gr. 8)	Mr. B. Gurney	
	Ms. A. Boys	
Resource:	Mrs. C. McCulloch	Counsellor: Miss. M Palmer
	Mrs. C. Wiebe	
Teacher Librarian:	Mr. J. Carlson	Preschool: Mrs. C. Johnson
Library Technician:	Ms. H. Oliver	
Band:	Ms. J. Haanen	
Core French:	Mr. D. Crowell	
Phys. Ed	Ms. A. Boys	

### ***Building Cooperation in our School Learning Community***

At Montgomery School, our goal is to enable each student to develop intellectual, social, emotional and physical skills as well as the ability to make positive choices and thereby fostering responsible, self-disciplined citizens. We are committed to a learning community that promotes the values adopted by Saskatoon Public Schools: **Respect; Responsibility; Excellence and Joy.**

We promote a learning-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, are aware of expectations and consequences and when they are provided with the opportunity to make appropriate choices.

School staff members will support student efforts to make good choices and to meet behavioral expectations. We believe parental support is essential in creating a positive and safe environment in our school. We also acknowledge that discipline occurs on an individual basis.

In “The Education Act” student responsibilities are outlined as follows:

- every pupil is accountable to the teacher for his conduct on the school premises during school hours and during such hours as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted in out-of-school hours;
- students are responsible to all school staff members at school-sanctioned activities;
- every pupil is accountable to the principal for his/her general deportment at any time that he/she is under the supervision of the school and members of the teaching staff, including the time spent traveling between the school and place of residence and
- subject to the stated policies of the Board of Education, to the driver of the school bus and to any other person appointed by the Board for purposes of supervision during hours when pupils are in the personal charge of such employees of the Board and those employees shall be responsible to and report to the principal in accordance with the procedures approved by the Board.

**STUDENT RESPONSIBILITIES**

Montgomery School has been deemed an inclusive school. This means we are grounded in the belief that we accept all types of students, regardless of gender, race, sexual orientation, and ability. In 2014, the University of Regina conducted a study called “Voices of Inclusion”, they interviewed staff, students, and parents. We all have the responsibility to model inclusiveness.

Our philosophy concerning student behaviour and discipline is consistent with our school and the SPSD Strategic Direction. All decisions regarding discipline will be made with these guiding principles in mind. We firmly believe all students are unique and special individuals and all student management issues will be dealt with using this principle. 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, mental, spiritual and physical safety of all students and staff is assured.



## **STUDENT EXPECTATIONS**

At Montgomery School, it is our expectation that students be responsible, respectful and strive for excellence. Specifically, students are expected to be responsible to:

- themselves (responsibility for actions);
- their learning community, students, staff, visitors and
- their school, property and community.

## **A RESPONSIBLE AND RESPECTFUL STUDENT**

1. Arrives at school
  - a) on time
  - b) with assignments completed
  - c) with appropriate supplies and materials
  - d) dressed appropriately
2. Uses appropriate language
  - a) talks to others respectfully
  - b) cooperates fully with students, staff and visitors
  - c) chooses to use appropriate words, not swear words
3. Uses appropriate actions
  - a) treats others with respect (no teasing, no bullying, no hurting physically or emotionally)
  - b) deals with problems/conflict in a positive manner
  - c) treats others' property with respect
  - d) treats public property with respect (e.g. removes muddy shoes)
  - e) follows rules and procedures (e.g. 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 day planner and stays organized

## **LEARNING INCLUDES SOLVING PROBLEMS AND SOLVING CONFLICT**

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

Occasionally, problems occur 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 our school superintendent.

Intervention strategies include resolution, restitution and consequences. Resolution employs a problem-solving approach to deal with the problem and/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/participation, assigned disciplinary task, out of school suspension and interaction with school personnel, parents or others.

Any form of violence, be it physical, verbal or emotional, will not be tolerated. We encourage children and adults to work together to resolve conflict peacefully, to respect differences and to support each other.

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.

## **A FEW OTHER STUDENT EXPECTATIONS**

- Playground activities are not to endanger others; fighting, rough-housing, throwing snowballs or face washing are not acceptable behavior’s at school.
- Swearing, and language deemed profane or inappropriate is not acceptable. Sunflower seeds should be left at home.
- Items that can cause harm or can be perceived as weapons are to remain at home (e.g. knives, laser lights, hard pucks, etc).
- Students are expected to remove their hats upon entering the classroom
- Muddy and/or wet footwear is to be removed at the door so as to maintain a clean and attractive school.
- Students are expected to obey all the rules, regulations and procedures pertaining to pedestrian safety when traveling to and from school and playing in the community; walk your wheels on the tarmac
- Bikes should be ridden to the school grounds and immediately be locked securely to the bike racks.
- Skateboards and scooters should be carried on the school grounds and locked in lockers or on the bike rack.
- Rollerblades are to be removed as soon as students enter the boot room, and they should be locked in lockers. Students should not be rollerblading out on the tarmac prior to school starting in the morning.
- Students should strive to exhibit positive leadership skills at all times.
- Students should dress with respect to self by choosing clothing that covers private parts and underwear (rule of thumb: tank tops with a minimum three inch strap, shorts longer than arms extended, no clothing with drugs, alcohol or profanity).
- Students are allowed to play in all supervised areas of our park and playground but must share equipment and play in a safe manner.

- Students who take the bus must follow the bus rules. Failure to do so will result in a loss of this privilege.

### **STUDENT RIGHTS AND RESPONSIBILITIES – Striving for EXCELLENCE**

1. Students have a **RIGHT** to learn. Students have a **RESPONSIBILITY** to listen to instruction, work quietly and complete assignments.
2. Students have a **RIGHT** to hear and be heard. Students have a **RESPONSIBILITY** to listen when others are speaking and to maintain a suitable noise level for the activity.
3. Students have a **RIGHT** to be happy and to be treated with compassion (cared for).
4. Students have a **RESPONSIBILITY** not to laugh at others or hurt their feelings.
5. Students have a **RIGHT** to be safe. Students have a **RESPONSIBILITY** not to threaten, push, hit, kick, or hurt others emotionally or physically.
6. Students have a **RIGHT** to be respected. Students have a **RESPONSIBILITY** to respect others.
7. Students have a **RIGHT** to privacy. Students have a **RESPONSIBILITY** to respect the personal property of others and accept their right to privacy.
8. Students have a **RIGHT** to access their digital devices. Students have the **RESPONSIBILITY** to not interrupt their learning or others' learning and to not use them in a bullying way.

## ***School Procedures***

### **SCHOOL HOURS AND SUPERVISION**

8:25 - 8:40	Teachers provide supervision
8:40	Entrance Bell
8:45	Classes Begin
10:30 -10:45	Morning Recess
11:38 -12:23	Noon Hour
12:23	Afternoon Classes Begin
2:08 - 2:23	Afternoon Recess
3:15	Dismissal

**In order to ensure supervision of your children, they should NOT arrive before 8:25 a.m. and 12:08 p.m.** If students are staying for lunch, supervision is provided. If students choose to leave the school grounds during the noon hour, when they typically stay, a permission note must be given to the homeroom teacher.

### **SCHOOL ATTENDANCE**

To ensure student safety and whereabouts, it is important for parents/caregivers to notify the school office if students will be absent or late. If notification of lateness or absence is not made, the school will contact parents.

Regular attendance and punctuality are very important. We assume that all students are able to meet these criteria. If you must be absent, however, you will be responsible for catching up on work that has been missed.

If you will be absent for several days, please try to keep your teacher informed regarding a return date. It is often helpful to obtain schoolwork from the teacher to enable you to keep up with your studies. If possible, contact the teacher well in advance of the time you are expecting to be away. Students absent for a long period of time will result in a meeting with parents/caregivers.

### **ASSESSMENT AND REPORTING**

Assessment of student progress is continuous. Teachers assess students on both their oral and written work each day, as well as through the use of periodic tests and other assessment tools. The information gained by the teacher is used as a basis for decisions to re-teach concepts not learned, or to proceed with new work.

Three times a year, teachers summarize their assessment of students to report progress to parents/caregivers. The report cards have two main categories on which evaluations are made:

- (1) social skills and behaviour which tells you how hard the teachers believe your child is working and
- (2) achievement, which indicates how much of the curriculum your child has mastered and at what level.

It is our desire to establish two-way communication. Parents/caregivers are encouraged to telephone the school if they wish to initiate additional conferences. Your support and ongoing communication are of great benefit in our joint effort to provide your child with a sound education. Possible new report card information to come.

### **INSURANCE INFORMATION**

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

### **LOCKS AND LOCKERS**

Lockers are provided for student use at Montgomery 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 4-8 are provided a school lock.

### **SCHOOL ATTIRE**

We prefer to rely upon the good judgment of parents/caregivers in determining what kinds of clothing children should wear. We believe that how we dress affects our attitude and our behavior. 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:

- some very popular shirts, t-shirts and caps have logos or statements with vulgar language, suggestive thoughts, slogans or advertisements for tobacco, alcohol or drug products that we do not feel are appropriate for wear at school;
- skimpy clothing, beachwear, short shorts and muscle shirts are unacceptable;
- midriff and cleavage should be covered;
- halter, spaghetti straps, or one-shoulder straps are not acceptable (tank top straps should be three inches wide)
- underwear should be covered
- shorts should be longer than the wrists when arms are extended

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.

### **LOST & 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 a container by the main entrance where students and parents may claim them. Children are encouraged to check for missing items. 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 now 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.

### **CELLULAR TELEPHONES**

Students are allowed to bring cellular phones to school but are not allowed to disrupt anyone's learning with them. 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. The school is not responsible for lost or broken cell phones. Please see our digital device acceptable use policy later in this book.

### **LUNCHROOM**

Lunchroom 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; 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 rules:

- students are expected to use appropriate manners, courtesy and respectful behaviour during the noon hour;
- students are expected to leave their surrounding area neat and clean;
- students are expected to 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 a guest desk in another classroom, and then will be asked to eat off school grounds.

### **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). Students who, for medical reasons, cannot go outside should carry a dated exemption note (short term). For long-term exemption, the principal and teacher must be notified by a doctor's note.

### **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.
- 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 St. David's Trinity Church.

### **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
2. **EVACUATION** – General announcement repeated twice "We will be evacuating to Trinity United Church."

- Sound the fire alarm
  - Follow above procedures and then move to alternate safe location
- 3. 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
- 4. 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
- 5. 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

**MEDICAL ALERT AND PROVISION OF MEDICATION**

Each year, we send home a form which parents/caregivers are asked to complete listing any medical concerns (i.e. allergies, asthma, etc.) 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 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.

### **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.

### **PARKING AND PICKING UP STUDENTS**

**The area on the street directly in front of the main doors of the school is designated as a zone for school bus loading, for special needs transportation and school service vehicles. We ask that you do not park in this area or along the boulevard, where the City of Saskatoon has signage.**

When picking up or dropping off students before and after school please avoid these areas and use extreme caution to ensure the safety of all children.

### **VOLUNTEERS**

Parent volunteers provide invaluable assistance in the school. There are parents/caregivers who assist in the library, work with children with special needs and produce materials that are used in instruction, design bulletin boards, or help in other ways. If you have time to become a part of a team to provide better education for our students, please visit the office to show I.D. for a free criminal record check. We value your time and willingness to help in any way possible.

### **TRANSPORTATION FOR STUDENTS**

Under most circumstances, parents are responsible for the transportation of students to and from school. Students living more than 0.8 km or 1.5 km from an elementary school, or taking Industrial Arts or Home Economics in a school out of their neighborhood, are provided with transportation. The Saskatoon Public School Division provides two-way transportation for special needs students and those who must leave their neighborhood school to enroll in the French Immersion Program (K-Grade 8) and students who do not have a neighborhood school in their area. First Student Bus phone number is 306-343-2125 and Prairie Spirit School Division Bus phone numbers is 306-683-2800.

### **PARENTS AND STUDENTS**

1. Arrangements for changes in transportation due to holidays, visitations, respite, etc., will be the responsibility of the parents. For requests made to the Transportation Manager seven days in advance, an attempt will be made to accommodate these changes if the routes permit it. If the routes do not accommodate the changes, the transportation will be the responsibility of the parents.
2. The parents are responsible for phoning to cancel transportation for a student who will be absent.

3. Parents are responsible for trips during school time related to therapy or appointment
4. Inappropriate language or aggressive behaviour will not be tolerated during transportation. A warning will be issued and notification of such warning will be provided to the school or parents. Continuation of this behaviour will result in suspension from transportation until it is proven that steps have been taken to improve the behaviour.
5. When a student is suspended from his/her regular transportation, his/her family is responsible for transportation until the suspension is lifted.
6. Parents are responsible for notifying the school of any address or phone number changes.
7. Students will be informed of their departure time and they are expected to be ready when their transportation arrives. Any students who miss their ride will be responsible for getting themselves to school. There will be no doubling back to pick them up.
8. Children who require supervision shall have a designated person receive them when they are dropped off at the collector point. The parents are responsible for making these arrangements. A warning will be issued if the transportation is held up waiting for the supervising person. Transportation may be **suspended** if this happens on more than one occasion.
9. Students who get picked up, must get picked up within the first **FIVE** minutes of dismissal. Students should not be unsupervised while they wait. **If students are consistently waiting for their ride, parents/caregivers will be asked to find childcare or register with the YMCA after-school program.**

## ***School Programs and Support***

### **It Starts With Caring**

Each child is unique...with different interests, experiences and rates of learning. We program for your child as an individual and as a member of the group.

Our activity-centered program includes:

- 10 months of instruction and assessment
- large and small group activities
- hands-on experiential learning
- language rich experiences
- cooperative and individual learning and play
- physical activities to develop both fine and large motor skills
- creative opportunities through music, art, drama and movement
- out-of-school experiences

### **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 focus. We feel this program promotes understanding and positive interactions among students of all ages while supporting our Literacy priority.

### **RESOURCE ROOM**

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

- pull-out programming, designed to reinforce basic skills
- 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

### **OUT-OF-SCHOOL EXPERIENCES (FIELD TRIPS)**

The educational program at Montgomery 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.

### **PUPIL SERVICES TEAM**

Our school has access to a Pupil 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. 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.

### **LEARNING RESOURCE CENTRE (Library)**

To promote literacy, resource-based learning and love of reading, use of the school library by all students is strongly encouraged. Books and magazines are available to students on a two-week loan period. Students are encouraged to take out books whenever they need them and as often as they wish. They may come to the LRC at most times during the day or after school. LRC hours are 8:45 a.m. – 11:38 a.m. and 12:23 p.m. – 3:45 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**

Computers are provided for student use in each classroom, computer lab and in the LRC. Each computer 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. The school web page is also updated and maintained on a regular basis to enhance the communication process and to highlight student work. The URL is: <http://www.spsd.sk.ca/schoolsPrograms/elementaryschools/montgomery/about.html>

### **Internet/Wireless Services Acceptable Use Procedures for Students 2018-2019 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 21<sup>st</sup> 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, I pads, 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 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:

- 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.

## ***Student Activities***

### **EXTRA-CURRICULAR ACTIVITIES**

To help promote an active and “in-motion” healthy lifestyle, Montgomery offers, and supports, a wide variety of extra-curricular athletic activities. We also offer programs in non-athletic areas. Potential extra-curricular activities are:

**The Arts:** Band (Grades 6-8)

**Sports:** Girls’ Volleyball, Boys’ Volleyball, Girls’ Basketball, Boys’ Basketball, Cross Country, Indoor Relays, Track and Field, House Leagues, Badminton

**Other:** Terry Fox, Green Team, SLC (Student Leadership Committee)

### **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

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

**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 Montgomery 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:

- Co-Chairs
- Secretary
- Member at large

**HOME AND SCHOOL  
ROLE AND FUNCTION**

To raise money through fundraising projects in order to assist the school in various programs and activities.

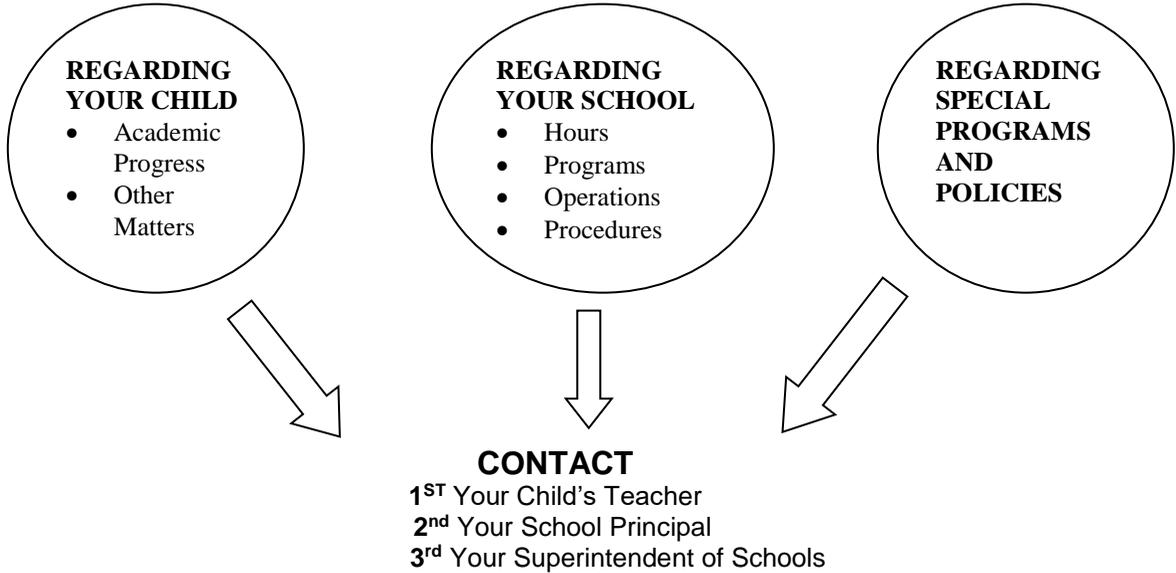
**HOT LUNCH INFORMATION**

As most of you already know, the Hot Lunch program has been at Montgomery School for many years and has been provided by our Home and School. This year it will be shared by teachers and parents.

In the past, the funds raised have been used for equipment, field trips and special events, etc. Everyone in the school benefits in some way – and it's a great opportunity for the children to have some fun!

**COMMUNICATION PROCESS**

Do you have compliments, questions, suggestions or concerns?



**CONTACTING TEACHERS**

The best time to contact teachers by telephone (306-683-7370) is before and after school, or by leaving a message on their voicemail to have the teacher contact you when he/she is free. We try not to interrupt classroom instruction time unless it is urgent. School office hours are 8:00 a.m.-3:45 p.m. Outside those hours, you are welcome to leave a message on our message manager.

## EVERBRIDGE Emergency Notification System

At Saskatoon Public Schools, the safety of our students and staff members is our first priority. As part of this commitment, it is our goal to provide you with important information promptly.

When there is an urgent situation that causes a disruption at your child's school (ex. severe weather, water main break, power outage or school lockdown), Saskatoon Public Schools will use the Everbridge emergency notification system. Through the Everbridge system, our school division can send out information simultaneously by text message to your cellphone, by email, and voicemail message to your home phone and cellphone.

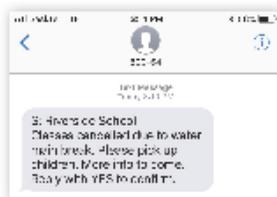
Through each of these methods, the person receiving the message will be asked to confirm it has been received. This helps the school keep track of who has been notified and who still needs to be reached.

### Here's what the messages will look like:

#### TEXT MESSAGE

**Subject line will identify the affected school.**

- Message is limited to 160 characters.
- Confirmation is requested by replying.



#### EMAIL

**Subject line will identify the affected school.**

- Can provide more detail about the situation.
- Confirmation is requested by clicking a link.



#### VOICEMAIL

**A recorded message will provide the pertinent details.**

- Message begins with "This is an important message from Saskatoon Public Schools"
- Confirmation will be requested by pushing button on your phone.

### \*\* IMPORTANT \*\*

For notification, we will be using the home phone number, cell number and email address provided for all parents, guardians and emergency contacts listed for each student.

**Please ensure all contact information is up-to-date with the school.**



Saskatoon Public Schools  
Inspiring Learning