

WILLOWGROVE SCHOOL

Parent/Student Handbook



2023 - 2024

805 Stensrud Road
Saskatoon, SK S7W 0M9
Telephone: (306) 683-7970
www.spsd.sk.ca/school/willowgrove

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. Since then, 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.

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SCHOOL CALENDAR 2023 - 2024

September	4	Labour Day – No School Staff & Students
	5	Grade 1 – 8 attend morning only (<i>Kindergarten on a staggered start schedule</i>)
	6	Grade 1 – 8 attend all day
	14	**Meet the Staff Picnic – 5:30 PM – 7:00 PM
	29	National Day for Truth and Reconciliation – No School Staff & Students
October	6	School PD - No School Students
	9	Thanksgiving Holiday – No School Staff & Students
	17	School Photos – Kindergarten to Grade 4 and FLS
	18	School Photos – Kindergarten and Grade 5 to 8
	26	P/T/S Conferences 3:30–8:00 p.m.
27	P/T/S Conferences a.m. & Planning p.m. – No School Students	
November	10	School PD – No School Students
	13	Remembrance Day Holiday – No School Staff & Students
December	6	*School Photo Re-Takes
	22	Last Day of School
	23 – Jan 7	Christmas/Winter Break - No School Staff & Students
January	8	School Resumes
	22	No School Students
February	2	Progress Reports Home
	19	Family Day Holiday – No School Staff & Students
	20 - 25	February Break – No School Staff & Students
	26	School Resumes
March	4	School PD - No School Students
	21	P/T/S Conferences 3:30–8:00 p.m.
	22	P/T/S Conferences a.m. & Planning p.m. – No School Students
	29	Good Friday - No School Staff & Students
	30 – Apr 7	Easter/Spring Break - No School Staff & Students
April	8	School Resumes
May	20	Victoria Day Holiday - No School Staff & Students
June	3	School PD - No School Students
	27	Progress Reports Home - Last Day for Students



School Day

Willowgrove School Day	
8:38 a.m.	Classes Begin
10:23-10:38 a.m.	Morning Recess
11:29 a.m.-12:17 p.m.	Lunch
12:17 p.m.	Afternoon Classes Begin
2:00-2:15 p.m.	Afternoon Recess
3:05 p.m.	School Dismisses

Supervision is provided 15 minutes before and after school, during both recesses, and at lunch.

Attendance

If your child is going to be late or absent from school, please enter absence into EDSBY or call the school 306-683-7970

Students must have permission from their classroom teacher and must make contact with a parent or guardian if they need to leave the school during the day. Students are always expected to remain on school grounds 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.

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 by email, particularly around the time of progress reports and 3-way conferences. Follow us on Instagram and Twitter using @willowgrovesps.

Willowgrove Learning Resource Center (LRC)

The Willowgrove School Learning Resource Center (LRC) is a positive environment where students and staff 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:

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 2023 – 2024 school year. Throughout the school year there may be a need to request minimal amounts of money for such things as field trips and projects. As well, special out-of-school activities may require more funds. School Cash Online is our preferred method of collecting money and any additional fees will be posted online to your account. Information on how to access School Cash Online is found in the Willowgrove Edsby News Feed.

School Photos

School pictures for students and staff will be taken by Life Touch for the Tuesday/Thursday Kindergartens, Grades 1-4 and FLS on **Tuesday, October 17**. Monday/Wednesday Kindergarten students, and Grades 4-8 will have photos on **Wednesday, October 18**.

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. Our first meeting of the year will be on **Monday, October 2 @ 6:00 pm**. Parents and community members are 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 to support initiatives that give students increased opportunities at school. Our first meeting of the year will be on **Monday, October 2 @ 7:00 pm**. Interested parents are invited to start attending meetings.*SCC and Home & School AGM meetings typically occur on the last meeting of the school year.

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 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 main office.

Supply Lists

Lists of supplies required for the school year are located on EDSBY and posted on the Willowgrove School web site.

Lunch Supervision

Willowgrove School will provide lunch supervision for students who require the service. Appropriate conduct is always expected of students during lunch. Inappropriate behavior may result in the loss of lunchroom privileges. Communication regarding lunch fee will be communicated by Saskatoon Public Schools.

Please communicate clearly with your child what your expectation is for them during the noon hour. If you expect your child to remain at school for lunch and recess, it is your child's responsibility to follow those instructions. 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.

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.

Locking Doors and Use of Doors

Boot doors will be open in the morning until 8:45am. After that they will be locked for the rest of the day.

Staff supervisors will unlock doors as required during recess times to allow entry back into the school. Students are expected to use their designated boot room at all times during the school day.

We also expect students to have an indoor pair of shoes at school at all times and remove outdoor footwear when entering the building.

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 while students remain in their classes or play in the gym (if possible).

School Attire

Students should choose clothes that are functional for all activities in the school (ex. Art, Phys. Ed., recess, etc.). The following guidelines are established to help determine whether clothing will be acceptable at school:

- no underwear should be visible
- no clothing that advocates, or alludes to the advocacy of alcohol, tobacco, cannabis, illegal drugs, profanity, violence, or prejudice in any manner

Any clothing that does not meet the above parameters should not be worn to school. Any students wearing clothes in breach of the dress code will be asked to change or cover up unsuitable clothing. Repeated violations may result in follow up with families. Thank you for your support.

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 (rink use etc.) will be communicated through email.

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 or shoes with wheels in them must take the roller blades or wheelie shoes off once they arrive at school. Bicycles should remain parked on the designated fences or racks 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, lockers, or storage bins as per the decision of the classroom teacher

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.

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 advanced 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.

Daycare located next to Willowgrove School

Preston Early Learning is the operator of the 51-space daycare that is attached to Willowgrove School. Contact number is - 306-373-3535.

Busing Information

Hertz 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 Hertz. Within two or three business days Hertz will contact the family and provide pick up and drop off times. Please contact Hertz at the following numbers with questions or concerns:

Hertz Northern Bus: 306-374-5161

Vacations during the School Year

We understand that many parents have the opportunity to take vacations during the school year. These opportunities to travel 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.

iPADS, Tablets, Cell Phones, Electronic Devices, Smart Watches Etc.

Saskatoon Public Schools continues to revisit and revise expectations for use of personal electronic devices at school. A growing body of research points to problematic side effects related to distraction, focus and potential addiction to smartphones and other devices.

At Willowgrove School, we strive to promote student wellbeing and engagement in learning. Therefore, as a general rule, all electronic devices should be turned off and put away throughout the school day including during class time, at recess, and at lunch.

- Personal electronic devices will only be used in the classroom, under the supervision of a teacher, when students are given permission. Unless permission has been given by a teacher, students are to keep cellphones in their lockers or the class storage area (not on themselves) at all times (class time, recesses, and lunch).
- cellphones will only be used for learning purposes, when given direct permission by a teacher
- cellphones and all other personal devices will not be used at recesses or at lunch
- all notifications must be set to off/silent

Please note the school is not responsible for personal devices 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. If parents are not comfortable with this, it is encouraged that students leave their devices at home.

Internet/Wireless Services Acceptable Use Procedures for Students 2022 - 2023 School Year

Saskatoon Public Schools believes 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 Responsible Use” is followed.

To support additional learning opportunities, Saskatoon Public Schools has also provided Internet wireless access in all schools and initiated broad education efforts related to “Digital Citizenship in the 21st Century”. Students are provided with individualized computer accounts and passwords to access computers and online/wireless services to support their learning. *Students who elect to bring personal digital devices to school have the ability to access the Internet with their account. This access is subject to the school’s overall rules regarding personal digital devices. Examples of personal digital devices include cell phones, smart phones, MP3 players, Ipods, Ipads, wearable devices, 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. Students should not be accessing social media sites during the school day.**
 - **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. 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.

5. 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 Responsible Use" - which can be found on the Saskatoon Public Schools' public website at www.spsd.sk.ca/files/board/AdministrativeProceduresManual.pdf

Consequences are outlined in Administrative Procedure 140 and appear in the student version of the procedure as follows:

What can happen to me if I break the rules?

1. I won't be able to use the computers.
2. I might be disciplined.
3. I might have to pay for what I broke.
4. The police may be called.

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 contact 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 contact 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 carpools
- 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 snowbanks along the street
- DO NOT use 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.

Video surveillance is used on school property to ensure the safe learning and working environments of all staff and students and to protect school division property.

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 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, and 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.

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.

These Principles Guide Our Practice

Schools are for teaching and learning

Education is a shared responsibility among students, staff, parents and community

We treat one another with dignity, respect, and fairness

We work within a framework of rights and responsibilities

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

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.*