



**École Silverspring  
School Handbook  
2024-2025**

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## Principal's Message

Together with the staff of École Silverspring School, I welcome you back, or for the first time, to another school year full of fun and learning! We believe that parents are important partners in education. We encourage and welcome your active interest and involvement in your child's progress. By working closely together we can create the best educational experience for each child. This electronic booklet has been prepared for each family to use as a reference to information that will help you have a successful school year! If you require any other information or have any questions throughout the year, give us a call (306) 683-7900.

At École Silverspring School, we offer quality academic programming in English and French for Kindergarten to Grade Eight students. We are proud of how our staff and students work together to create an inclusive school environment.

Our staff, students and families developed our beliefs that help to guide our work. We believe in **H**onesty, **A**cting respectfully, **W**orking responsibly and **K**indness.

When you walk into the beautiful foyer of ESS, we are confident that you will feel our school's warmth and energy. You will hear laughter and see students engaged in their academic programming. École Silverspring School is a place where all students are Known, Valued and Believed In. I am thrilled to be your principal again this school year and am excited to get to know each and every one of you whether you are new this year or we know each other from last year!

Mme Jonelle Ulrich

## THE SCHOOL DAY

### Schedule:

Warning Bell	8:30 a.m.
School Begins	8:35 a.m.
Recess:	10:20 – 10:35 a.m.
Noon Hour:	11:25 – 12:11
Recess:	1:55-2:10 p.m.
Dismissal:	3:00 p.m.

*Supervision on the school grounds is provided starting at 8:20 a.m. The Before and After School program is available to families who require additional care for their children. Students are expected to remain outside before school and at recess times unless the weather is inclement. An optional Polar Bear Club will be offered in the winter months.*

## **ALLERGY/MEDICAL ALERT**

If applicable, please ensure you complete a medical alert sheet and include a current picture with the form. The form will be highlighted for staff to be aware. Also, please ensure your child has an epi-pen and/or emergency medication at the main office if required.

\*\*We sometimes get requests for staff to give medication to students during school hours. Please note we cannot administer medication to students unless a **"Provision of Medication"** form has been completed. This form is available at the school office.

## **ASSEMBLIES**

Assemblies are used to highlight student successes and learning and to build a sense of community spirit within our school. Parents are welcome at all school assemblies.

## **ATTENDANCE**

Our preference is for our families to use Ebsdy to record attendance, but you can also call 306-683-7900, email [silverpingschool@spsd.sk.ca](mailto:silverpingschool@spsd.sk.ca) or use School Messenger.

Please let the school know **if your child is late or will be away from class.** We require a more specific reason for students' absences so that we can differentiate between a parent/guardian approved absence/late or an absence/late that has no explanation. Recording student attendance is a legal requirement that we take very seriously. All schools have 24-hour answering machines. If leaving a message, please leave the student's name, teacher name and specific reason for absence. You can also submit an absence at any time using Ebsdy or the School Messenger App.

## **BICYCLES, SCOOTERS, ROLLER BLADES, SKATEBOARDS etc.**

We encourage students to get to school using an active mode of transportation. The decision as to whether a child may ride to school is to be made by the parent. We feel that parents are in the best position to judge their child's ability to operate a bicycle, scooter, roller blades or a skateboard.

We cannot however guarantee the security of the bicycle, scooter, rollerblades, skateboard, or other wheeled transportation while left at school. We ask that you practice how to properly lock up items (**using a U-lock**) with your child prior to bringing them to school. Recovery of stolen items is a police matter.

We encourage our students to be active and maintain a healthy lifestyle. If students ride bicycles to school, we have the following expectations:

- The wearing of bicycle helmets is strongly recommended.
- Bicycles are to be walked across pedestrian crossings. They are not to be ridden on the school grounds or in the parking lot.
- Bicycles are to be locked in the bike racks.

## **BULLYING PREVENTION**

It is important that all staff, parents, and students have a common language when it comes to speaking about and dealing with bullying. We learned from Dare to Care the following definitions:

- **Mean Moments:** one time, hurtful, on purpose, one sided
- **Conflict:** occasionally, hurtful, on purpose, both sides involved
- **Bullying:** repeatedly, hurtful, on purpose, one sided, imbalance of power

Parents who are concerned about worrisome behaviour at school are asked to document the facts that are shared from your child and report it to the classroom teacher. Monitor the situation and follow up with the teacher if things don't improve. After this meeting if nothing has changed, talk to the administration and continue to document.

## **BUSSING**

Appropriate, responsible behaviour must be demonstrated by all students riding the bus to and from school and on excursions. Bus drivers may refuse transportation to a student who is acting inappropriately since such behaviour may compromise the safety of all students. Students who are out in our community for learning opportunities are representing our school and as such we expect them to be ambassadors for our school.

## **CELLULAR TELEPHONES AND ELECTRONICS**

Cell phones, iPods, iPads, Apple Watches, and other electronics are a part of our everyday life, and we believe that students need to learn to be digitally responsible. We have school laptops that get booked by classroom teachers and used throughout the year. These devices are a privilege, and the acceptable use policy must be adhered to including using the device for the intended purpose and respecting the care of the device.

Personal devices may be used in class as an educational tool ONLY under the supervision and invitation of a staff member. They are not to be used to record photos or video at any time. They are not to be used at recess, lunchtime, in the hallways, bathrooms, or change rooms. These items have become increasingly problematic in schools as they are often taking away from the learning rather than complimenting the learning. If devices become a distraction, or are used when not invited to do so, they will be stored in the office and retrieved at the end of the day by the student. If this occurs more than once, a parent will be required to retrieve it. Security of

these devices is the responsibility of the owner. Devices are never required at school.

Landline phones are available, when needed, in all classrooms. Please do not text or call your student during class time. Make arrangements about before and after school prior to the school day whenever possible. If you do need to get a message to your child, help us have students stay focused on learning and never hesitate to call the office and have us deliver a message when it is a good time to do so. We are happy to help and keep students focused on learning. Our division has an Administrative Procedure (AP 139) that supports our beliefs [AP Manual](#).

## **CLOTHING (School Attire/Dress Code)**

Over the past few years, the more prescriptive aspects of a dress code have evolved into something closer to a case by case examination of appropriate dress guidelines. As such we offer to following guidelines to outline our beliefs:

- that we can rely on the good judgement of parents and caregivers to determine the clothing children wear to school
- that how we dress affects our attitude and behaviour and students and staff are encouraged to dress for success in their roles as learners and professionals
- that in warm weather, students dress in running shoes and clothing that allows for active participation in PE classes and recesses
- that weather, activity, age and many different variables cause great variation in what can be deemed reasonable and respectful
- that clothing with vulgar language, suggestive thoughts (racism, sexism, drug, alcohol, tobacco) will not be allowed
- that students and staff have the clothing necessary to participate in school activities and outdoor recesses (-26°C, light rain, indoor/outdoor footwear)

If dress is questionable, a conversation will ensue, and we may ask for a change of attire with follow up with student and/or family as to the thinking behind the request.

There is a new Administrative Procedure (Student Dress) that also addresses school attire (AP 329). [AP Manual](#)

## **COMMUNICATION PROCESS**

Do you have a compliment, question, suggestion, or concern regarding either your CHILD, your SCHOOL, or PROGRAMS and POLICIES?

Please contact Saskatoon Public Schools in this order:

1<sup>st</sup>: Your Child's Teacher

2<sup>nd</sup>: Your School Principal (Jonelle Ulrich)

3<sup>rd</sup>: Your Superintendent of Schools (Mitch Kachur)

## **EDSBY**

This is a digital tool to help us with attendance and not only communicate with our families, but also to share how your child is doing at school. Parents can also access direct messaging from their teachers about academic performance.

## **EXPECTATIONS-STUDENT BEHAVIOUR**

Respectful behaviour at ESS is an important part of our work. There is not one solution or plan to fit every student and should not be about punishment or control. This work is important as it is the way in which we teach students how to get along with one another, how to problem solve and how to make responsible choices. It ensures the safety of all students and encourages a respectful, responsible, and safe environment.

Teachers set up formal ways to manage behaviours at the beginning of the year with classroom expectations and by first getting to know their students and building relationships. Throughout the year, teachers will deal with a range of behaviours. Some will need addressing and can be handled quickly while others may need more discussion and interventions.

**Dealing with challenging situations:** Most issues are dealt with first by the homeroom teacher and/or the supervising teacher, sometimes in consultation with an administrator. Parents will be notified when there is a more formal behavior concern, or repeated smaller behavioural concerns.

All incidents will be dealt with separately and uniquely for each student in a cumulative way. This again may start with the homeroom teacher and if the incidents increase then so does the TEAM involvement which may include other staff, teachers, administration, and parents.

**At École Silverspring School, our beliefs help guide our work with behaviours. We believe in:**

1. **HONESTY:** we want all students to be held accountable for their own behaviour. Students learn by mistakes and need staff to help model and monitor their behaviour. Being honest helps to do the work in a positive way.
2. **ACTING RESPECTFULLY:** we want all students to act respectfully towards themselves, each other, and the school. Behaviours that are not respectful will be dealt with on an individual basis. We believe that positive citizenship is a learned behavior and that we need to help students mediate conflicts and learn appropriate behaviours.

3. **WORKING RESPONSIBLY:** we are all responsible for our actions and our work. This means taking responsibility for our actions, getting work done as a student work, taking care of the cleanliness of our school and doing our part to create a positive and safe learning environment.
4. **KINDNESS:** we believe that it is important to be kind to one another. Students can show this by their actions and words.

We believe that all students need nurturing and guidance in developing good citizenship. We believe that discipline should be proactive, have some educational value in that it teaches students to think for themselves and accept responsibility for their own actions. Consequences are always fair, intended to be logical and align with the policies of Saskatoon Public Schools.

## **EXTRA CURRICULAR ACTIVITIES**

We value the other awesome activities in schools that are offered on top of the exceptional learning experiences in our classrooms. These activities often make school extra special. We will keep you up-to-date with the offerings this year's school team is able to offer. Each year school staffs have different gifts to share with the students in their school and we look forward to the joy these bring for your children. There will be a variety of athletic and non-athletic activities in which to participate at all grades.

## **INTERNET AND/OR PERSONAL DIGITAL DEVICES**

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 students are provided with individualized computer accounts and passwords to access computer and online/wireless services to support their learning. All activity conducted on hardware owned by Saskatoon

Public Schools is logged and may be viewed to ensure our “Computer/ Online Service Acceptable Use Policy” is followed.

Classroom teachers will set up expectations for use of personal devices in their classroom. We should not see cell phones unless invited to use them for instructional purposes.

Access to the Internet and wireless services is an individual privilege enjoyed by students. A student's conduct on the Internet and wireless services is governed by the same expectations which guide his or her behaviour at school. Digital devices and wireless services are to be used in a manner that is respectful of all students and school staff. Internet access privileges can be suspended for inappropriate use.

## **LOST ITEMS**

School Board insurance does not cover items lost in school. Lost and found articles are put in the lost and found box. Articles that are not picked up at designated times of the year will be donated to charity. A notice in the form of several announcements is made prior to articles are donated. Often the Lost and found is set up prior to conferences. Please label personal items such as indoor shoes and boots.

## **LUNCHROOM PRIVILEGES**

Noon lunch supervision is provided for students who require this service. Families are asked to pay a \$100 noon supervision fee for each child using this service (\$50 for kindergarten students and up to a maximum of \$200/family). Students who stay at school for lunch are the legal responsibility of the school and should not leave the school grounds during any part of the noon hour. On days that a lunch student needs to leave the school grounds parents must inform the teacher.

Grade K-8 will eat in their classrooms with staff supervising. We encourage lunches to be nutritious. We do not have microwaves for students to use to heat up food. Students will have time to eat lunch and about 25 minutes of play time outside.

Eating lunches at school is a privilege. Students are asked to follow the lunchroom expectations as set up in their class. Some expectations may include:

1. Remain seated
2. Ask for permission to use the washroom
3. Respect others' personal space and food items
4. Use a reasonable volume of voice
6. Clean up after eating
7. Follow the directions of the lunchroom supervisor

Home will be contacted if your child is having difficulty with any of the above expectations. The privilege of staying for lunch may be withdrawn if repeated issues arise.

## **HOT/FUN LUNCHES**

They aren't always hot, but they are always fun! Our Home & School plan and organize these optional lunches. Information on how to order is sent in our school newsletters. Money raised from these lunches comes back to the school.

## **PARKING and PICKING UP and DROPPING OFF Students**

Please do not park in the no parking zones or our school bus zone as we have students coming and going for various programs and fieldtrips. Staff parking lots are not loading or unloading zones. Use the Kiss and Ride area provided.

## **RECESS/NOON BREAKS**

Students are expected to go outside during recess and noon hour breaks unless the weather is inclement (extreme cold  $-27\text{ C}$  or colder or extreme conditions). Weather information is taken from Environment Canada.

[www.environmentcanada.com](http://www.environmentcanada.com)

On these inside days, children will remain indoors. Please ensure that students come dressed appropriately to be outside. A Polar Bear Club will be offered as an option during winter months during indoor recess times. A permission form will go home for anyone interested to fill out once the chilly weather returns.

## **SCHOOL COMMUNICATION NEWSLETTERS**

On top of communication from individual classrooms, the school sends home electronic newsletters. Please take a moment to read the newsletters carefully for important notices, reminders, and up-to-date coverage of school events. Watch for classroom news that highlight programs, special activities, and projects. You can also stay connected by following one of our social media sites as listed on the first page of this handbook.

## **SCHOOL COMMUNITY COUNCIL (SCC)**

Once a month, parents and administrators meet as a School Community Council to share updates and plan events to support student learning. All parents of École Silverspring School are welcome to attend. Please check the monthly school newsletter for dates and times.

## **PARENT INVOLVEMENT**

Our school is comprised of two groups: the Home and School and the School Community Council.

The Home and School is involved in planning school wide events such as: family BBQs, family dances etc. They also are involved in **fundraising** to support school initiatives.

School Community Councils are an essential feature of educational planning and decision-making. They are part of the school system and are a primary link between the home, community and school.

The purpose of the School Community Council is to:

- provide a means of open communication between the parents, community and the school
- develop shared responsibility for the learning success and well-being of all children and youth and,
- encourage and facilitate parent and community engagement in school planning and improvement processes.

## **STAFF COMMUNICATION**

With our school families, we try to keep you informed the best we can through regular communication from the school and classrooms, and if you ever have a wonder, never hesitate to give us a call. We thank you for your understanding that staff do not necessarily read emails or check school phone messages outside of work hours. Staff will get back to you as soon as possible.

If you have an emergency, don't hesitate to get in touch with your school administrative team who do check periodically outside of school hours.

When staff aren't at school, they are doing some of the other things they love to do outside of school and in the community (and maybe that means more school 'work' for many of us). Being able to disconnect and spend time with some of the other people we love outside of school allows us to be the best educators we can be.

## **NUT ALERT SCHOOL**

We have students with life-threatening allergies at ESS. Please remind your child not to bring nut products to school and not to share their lunch with anyone else. Thank you for your support for the safety of our children.

