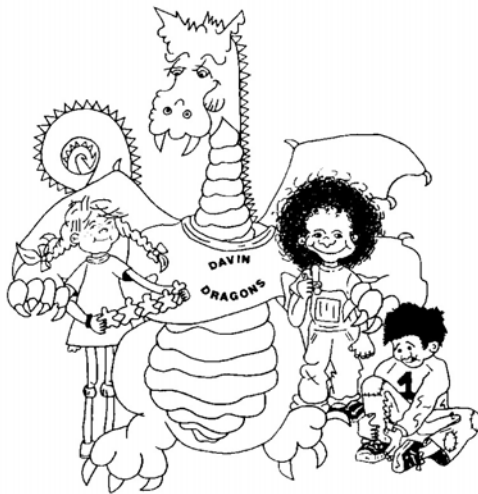




DAVIN SCHOOL HANDBOOK



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Davin School Handbook



Regina Public School Board's Mission Statement:

The Regina Board of Education serves to instil the value of knowledge, the dignity of effort and the worth of the individual.

Davin School Learning Improvement Plan:

Davin School staff and students are working together to improve Literacy, Numeracy, Equitable Opportunities and Smooth Transitions. Our LIP outlines our goals, plans, and assessment strategies for all students.

Davin School's Essential Rule is:

We respect all people, including ourselves;
all education, including our own; and
all property, including our own.

Shared Expectations:

Education is best accomplished with students, parent/guardians and schools working together. Regina Public Schools expects:

STUDENTS

Can Expect That . . .

- They will be able to work in a safe and non-threatening environment.
- They will have an opportunity to participate in a wide range of activities.
- Staff will treat them with courtesy, respect and fairness.

Can Be Expected To . . .

- Attend school regularly, punctually and be prepared for all classes by bringing required materials and completed assignments.
- Wear indoor wear in the classroom and put outdoor clothes in their locker.
- Respect and demonstrate consideration for all students, their abilities and religions.
- Refrain from any involvement in the use of smoking or alcoholic products, as well as any illegal substances.
- Develop self-discipline in resolving conflicts and difficulties with each other.
- Show respect for school and personal property.
- Take their hats off upon entering school.

STAFF

Can Expect . . .

- Students will treat them with courtesy, respect and fairness.
- Students will complete assignments in a thorough fashion and turn them in for marking, on or before the due date.
- Students will behave appropriately on the way to and from school and at or during out of school activities.

Can Be Expected To . . .

- Establish and maintain a safe, secure and non-threatening learning environment.
- Evaluate student achievement and explain evaluative procedures used in the classroom.
- Communicate information about student progress, attendance and behaviour on an ongoing basis to parents and administration.
- Challenge each student to perform to the best of their ability.

PARENTS

Can Expect That . . .

- Students will receive fair and consistent treatment.
- Staff will abide, support and promote the Discipline Plan.
- Staff will communicate with the home whenever there is a problem with respect to discipline, learning progress or attendance.
- Administration will provide leadership and support, and will monitor instruction in the school.
- Staff will create an atmosphere that is conducive to a positive learning environment which is orderly, supportive, safe and challenging.

Can Be Expected To . . .

Instil in their child:

- The desire to work to his/her ability.
- An understanding of the importance of education.
- Respect for the rights of all individuals.
- Respect for property and resources.
- Recognition of the authority of the school staff to ensure a safe, secure, non-threatening learning environment.

Can Be Expected To . . .

- Maintain regular communication with their child about school matters.
- Ensure that their child attends regularly and punctually.
- Attend their school's events and meetings, and give constructive input and support to their school.
- Maintain open communication with all staff.
- Provide the equipment their child needs for school learning.
- Respect and demonstrate consideration for all cultures

Davin School has a central goal of respect.

The usual form of dealing with inappropriate behaviour will include some or all of the following:

- 1) Removal from situation/withdrawal from classroom
- 2) Verbal warning
- 3) Written letter home
- 4) Loss of privileges
- 5) Detention
- 6) Behavioural/performance contract
- 7) Restitution/compensation
- 8) Meeting with principal
- 9) Parental involvement
- 10) Suspension
 - in school
 - out of school
- 11) Restitution (payment for lost or damaged items).
- 12) Student/teacher meeting
- 13) Student/teacher/principal meeting

Volunteers:

One of our greatest needs is for volunteers. Davin School staff members all volunteer in various way, however there is a need for community and parental involvement. Opportunities include:

- Helping in the classroom
- Assisting in the resource centre (library)
- Reading with students
- Coaching or assisting with sports teams
- Leading or assisting with clubs
- Driving
- Davin School Community Council Executive/Horticulture Committee/Playground Committee.

All volunteers who work directly with students must have a current **Police Information Check** (formerly called a Criminal Record Check) for Regina Public Schools (PIC's for other organizations do not count). To maintain a valid PIC from year-to-year, volunteers must volunteer each year. If a year passes without volunteering, a new PIC must be sought.

The applicant must attend at their local police service to apply for a PIC using that police service's form. Currently, the Regina City Police Service does not require a fee for processing a PIC for an individual in a volunteer capacity.

Volunteers who wish to drive students must complete *Appendix A – Automobile Driver Authorization* form which is also available from the school.

General Procedures and Information

Procedures established for the school are based on the safety of all and the best management of our school as a community. Common sense and consideration for others should be the prevailing thought for us as we learn to live and work together in harmony.

Behaviour

We expect the best from all our students around the school and on school outings. Inappropriate behaviour will be dealt with by teachers and the principal. Parents may be involved in certain circumstances and other resources may be drawn upon as necessary. Playground supervisors assure safety and organization of the playgrounds. Common sense, respect and responsible behaviour will be expected. Davin School is a “hands off” school.

Damage to Property

We encourage all our students to be proud of the school and its contents. We recognize that accidents can happen; however, if a student damages, destroys or loses school board property, parents and students may be financially responsible.

Dress

Students at Davin School are expected to dress appropriately for the learning environment. Students’ stomachs and shoulders are expected to be covered by clothing at all times while attending Davin School. In addition, students are not allowed to wear low cut tops or apparel with inappropriate slogans on them. Pants and tops are expected to be worn so no undergarments are showing. Students wearing clothing which does not meet the school guidelines will be required to change clothing before entering their class.

Attendance

All students are required to be punctual and maintain regular attendance. Please report absences to the school by telephone. The school will call if we have not been notified. All children should go out for fresh air at recess and except for chronic illness or inclement weather, all students will be expected to be outdoors at recess. The general rule of thumb is that if your child is too ill to go outside, s/he is too ill to be at school.

School trips

Throughout the course of the year, classes will be going on out-of-school trips to enhance the curriculum taught in class. We must assure that students who are participating on these trips are there to enhance their learning and that their actions will not infringe on the learning or safety of others. Students who have shown behaviour that may compromise the learning experience of classmates may not be involved in particular excursions.

Bus

Students are expected to conduct themselves in a responsible way to promote safe and efficient transportation. Failure to do so may result in removal from the bus and suspension of riding privileges.

Change of address or phone number

Please contact the school if there is a change in your address or telephone number. In case of an emergency, the school needs to know where to contact you. If you transfer schools or districts, you should request a transfer letter from your child’s teacher a few days before you move.

Lunch Program

Supervision is offered to all Davin students who want to stay at school for lunch. This program is free of charge but students must register to be involved. Microwaves are not used at Davin. Families must provide their children with a cold lunch or use a thermos. Due to a number of life threatening nut allergies, **no nuts or nut material** are allowed at Davin School.

School Photographs

Photographs of all students are taken in the fall of each year. Purchase of these photos is optional.

Personal Property

Please ensure that all items belonging to your child are clearly marked with his/her name. Our “lost and found” bin contains articles left unattended. Money and expensive articles should not be brought to school. Expensive articles should be secured in the classroom and not left in the boot room. Bikes should be locked and never ridden on the school grounds. All students should have indoor footwear appropriate for the gym and around the school. Chewing gum, sunflower seeds, candy and confections are not to be brought to school unless authorized for a special event.

Resource Centre

Davin School has an excellent Resource Centre which is open for students’ use during school hours. Students must be reminded that school property is in fact, paid for by the community. Its care provides enjoyment for all. Books in the library are very expensive and if lost, must be replaced. Reimbursement costs are levied for lost or damaged library and text books based on the condition and replacement costs. Reference books may not leave the school.

It is important that students return materials on time as new books cannot be borrowed until the others are returned.

Supervision

Playground supervision is at 8:38 am, 12:30 p.m. and 2:15pm. Students are encouraged to time their arrival at school so that it coincides with these times.

Emergencies and Inclement Weather

If weather does not permit students to have an outdoor recess, they receive a break at the usual times and are supervised inside. Students will not be dismissed early unless the Board of Education asks the schools to do so. If severe weather approaches at dismissal time, we will have students stay until parents pick up their children or arrangements are made for groups of children to walk together. In case of emergency evacuation, our students can be accommodated at the Unitarian Centre. Parents will be notified by signs and through the media. Our school has developed emergency procedures which comply with and are submitted to Regina Public School Division.

Traffic Safety

Please do not pick your child up in the staff parking lot. This poses a safety concern.

Newsletters

School newsletters are produced monthly with frequent reminders. A hardcopy of the September newsletter will be sent home. All newsletters after that will be posted on our website. As well, classroom newsletters go home on a regular basis. Please encourage your child to deliver the news to you and post the information for the entire family. Please check the Davin School website for newsletters and the calendar of events.

Assemblies

Davin students and staff participate in assemblies throughout the year. The purpose of the assemblies is to provide information, opportunities for student presentations and to promote school spirit. Parents are welcome to attend our assemblies.

Students are expected to cooperate by paying attention and showing the appropriate response to what has been presented in a group setting.

Davin School Community Council

The Davin School Community Council is comprised of representatives from our school community. They organize and support activities for both the parents and students of our school. Involvement in the Council takes very little time and provides tremendous rewards for you, your family and the school community. The group meets once a month at the school and conducts activities during the year. The monthly meetings are open to all parents/guardians and community members.

Reporting and Evaluation

There are three reporting periods for our students: November, March and the end of June. Goal Setting Conferences, Three-way conferences (student, parents and teacher), or a Celebration of Learning (select classrooms) will be held during the school year.

Evaluation is based on student achievement, effort and commitment to school. Teachers use a wide variety of methods, from written tests and projects to daily observations, to prepare their reports. Students are encouraged to self-evaluate and are included in the conferencing process. Conferencing for specific needs may occur at any time and is available on request.

Student Outings and Extra-Curricular Activities

All students have the opportunity to experience outings related to their school programs. These activities are intended to enrich their school life and to support the Curriculum. Class field trips and physical education activities are provided for hands-on experiences. Students are expected to participate. Extracurricular activities are usually outside the school day and for those students whose interests have led them to choose the time to increase their skill or knowledge base. Costs are often assessed to assist with the transportation or costs of facilities involved. We encourage families to pay for these items through the online payment system that Regina Public Schools began during the 2013-14 school year. To access this option, please go to our website and click on "Online Payments".

Restricted area

Depending on the time of day and the situation, certain areas of the school are out of bounds to students. The staff parking lot is out of bounds. Students are not permitted in the staff room, caretakers' room, supply rooms and nurse's room without supervision. No unsupervised students should be in the classrooms, gym, or the physed supply room. Only authorized students are permitted in the library.

Running in the school

Students are required to walk when moving about the school. They are asked to travel in a safe, orderly fashion.

Hats

Hats are not to be worn inside the building unless there is a "special hat day".

Student Entrances

Students are required to use the Primary or the Senior entrance off the playground upon entering or exiting the school. In the event that a student is late arriving at school, s/he may use the Main entrance and immediately report to Office for a Late Slip. For safety reasons, the Primary and Senior entrances are locked during school hours.

Removal of outer footwear

Muddy shoes and boots must be removed in the boot room. Because it plugs the drain, boots must not be washed in the school sinks. The school floors should be treated like the floors at home. Runners should be worn in the gymnasium at all times if possible. Shoes or runners are to be worn at all times inside the school.

Telephone use by students

Students will be allowed to phone home if they are required to stay past dismissal time. The telephone in the office is generally not for student use; after-school play arrangements and lunch arrangements are to be made prior to coming to school – students will not be allowed to use the telephone to make such arrangements.

Mobile Devices/iPods/MP3's/PSP and other Technology

These are not allowed at school. These items may be confiscated and a parent or guardian will have to make arrangements to pick them up from the Office.

Technology Use Contract

In order to maintain our excellent computer/technology network at Davin School, it is necessary to set high expectations for their usage. Students and parents must sign a Technology Use Agreement whereby students and families are informed of the access we will provide and the steps should any violations occur (suspension from use of technology).

Parking Lot

For safety reasons, students are asked not to walk through the parking lot. When students are driven to school, we ask the drivers not to drop students off in the parking lot.

School Phone Number – 791-8574

An answering machine is usually on after 3:45 p.m. and before 8:45 a.m. to assist families in leaving messages.

School Day

Classes begin at 8:53 a.m. and conclude for lunch at 11:45 a.m. Afternoon classes begin at 12:45 p.m. and **conclude at 3:37 p.m.** Recess in the morning is from 10:30 to 10:45 a.m. and in the afternoon from 2:15 to 2:30 p.m.

Illness and Injury

If a student becomes ill or is injured while at school, every effort will be made to contact parents/guardians, hence it is crucial that we have current contact information. If a physician's attention is necessary, arrangements will be made to transport the child as soon as possible.

Fire Drills

Students are to react quickly and proceed to designated areas, in accordance with established school procedure, upon the sound of the fire alarm. Regina Public Schools expects every school to conduct 6 Evacuation/Fire Drills per year.

Code White

Students are to proceed to a supervised classroom as quickly as possible and to quietly sit away from the door/window; doors will be secured. An 'all clear' signal will be issued when the Code White is no longer in effect. Regina Public Schools expects every school to conduct 4 Secure the Building/Code White Drills per year.

Bicycles, Skateboards, Roller Blades, Scooters

The school is not responsible for bicycles brought to school.

Scooters, skateboards and roller blades are not permitted at school. For safety reasons, students are not allowed to use them on the school property nor on College and Retallack Street facing Davin School as they are high traffic areas.

Student Expectations/Behavioural Guidelines

The desired behaviour at Davin School is based on: Respect & Responsibility.

All students have an equal right to a happy experience and success in academic and school programs. We encourage students to appreciate the rights of other students and staff to have a school environment free from disrespect, distraction, fear and prejudice.

Rights of the Student: Every student at school has the right:

- (1) to be safe. No one will hit, kick, push, punch, hurt, or threaten someone else, or destroy or damage any person's property.
- (2) to learn. No one will talk out of turn or make loud noises which would interfere with the students' ability to hear the teacher. The students have the right to ask questions and express opinions and feelings appropriately.
- (3) to be oneself. Everyone has the right to be treated with respect, compassion, and understanding. No one will laugh at someone else or intentionally hurt their feelings. People will be treated fairly regardless of size, shape, colour, sex, or physical appearance.

Responsibilities: Everyone is responsible for respecting the RIGHTS of others. Everyone is responsible for accepting the consequences for their actions.

The following sequence is usually followed in dealing with discipline issues depending on the severity of the situation:

1. STUDENT: self-discipline and responsibility for one's own behaviour is expected at all times.
2. STUDENT-STUDENT: conflicts may be resolved with student intervention
3. STUDENT-TEACHER(S): minor problems may require support, counselling and action by teacher(s).
4. STUDENT-TEACHER(S)-PARENT(S): more serious situations will require parent involvement.
5. STUDENT-TEACHER(S)-PARENT(S)-ADMINISTRATION: communication and involvement is expanded for major problems to include the in-school administration.
6. STUDENT-TEACHER(S)-PARENT(S)-ADMINISTRATION-OTHER PROFESSIONALS: very serious concerns will require expanding the team to include such resource people as student service specialists, police, medical professionals, assistant superintendent, and others.

Special Programs – Special People

Public Health Nurse – is generally at the school once a week.

School Counsellor - is available upon request and provides support to students

Resource Officer – is available upon special request and provides many in-school programs for the students.

Learning Resource Teacher – assists children experiencing difficulties in language arts and mathematics.

Speech Therapist – assists children with minor speech and language difficulties.

Band Program – is an option for students from grades six to eight.

Core French – compulsory for students in grades one to eight.

Library/Resource Centre – houses materials for students and teachers, with a special section for parents.

Inter School Activities – allows students to participate with other schools. Generally these are for students from our middle years grades.