

Taylor School HANDBOOK

2022 - 2023



"Children First"

Swan Valley School Division

Contact Information

Taylor Elementary School

908 - 2nd Street N.
Box 1269
Swan River, MB R0L 1Z0

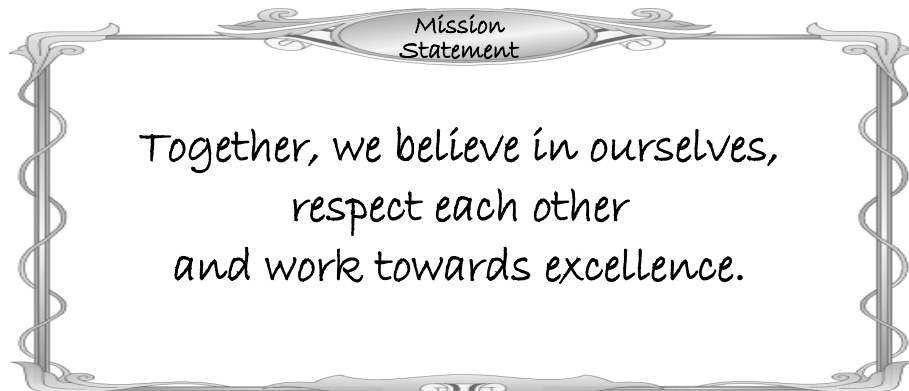
Principal: Cory Grandfield

Phone: 204-734-4593

Fax: 204-734-3112

Email: cgrandfield@svsd.ca

Website: www.svsd.ca/taylor



Contents

Staff	4
Daily Time Schedule	5
School Cycle.....	5
Office Hours.....	5
Doors	5
Information to Parents	6
Open House.....	6
Student Agendas	6
Volunteers	6
Parent Advisory Council	7
Supervision	7
Recess	7
Lunch Breaks	8
Nutrition Policy	8
Health Services.....	9
Illness or Injury at School	9
Parent Permission Forms	9
Homework	10
SVSD Student Services.....	10
School Cancellation/Inclement Weather	10
Emergency Contact Person	11
Fire Drills.....	11
Lockdown Procedure.....	11
Visitors	11
Buses / Transportation.....	12
Pedestrian Crosswalk	12
Bicycles.....	13
Scooters, Skateboards.....	13
Devices	13
Clothing	14
Library.	14
Lockers	14
Attendance	15
Telephone.....	15
Kindergarten Registration	16
Student Placement.....	16
Student Conduct / Discipline.....	17
Provincial Assessment.....	18
Reporting.....	18

Staff

TEACHERS

Mrs. Crystal Clelland—Kindergarten A
Ms. Fauna Church—Kindergarten B
Mrs. Joanne Betcher—Grade 1A
Miss Darla Watts—Grade 1B
Mrs. Dana Ter Horst—Grade 2A
Mrs. Erin Hodgson—Grade 2B
Mrs. Tracy Maksymchuk—Grade 3A
Mrs. Brittney Minish-Terleski—Grade 3B
Miss Katelyn Dyck—Grade 4A
Mrs. Lesley White—Grade 4B
Mrs. Kirsten Carter—Grade 5A
Mr. Dean Pardoski—Grade 5B
Mrs. Tammy Webster—Resource
Mrs. Suzanne Eisler—Music/French
Mrs. Charlene Fothergill—Early Literacy Intervention (.50) & Resource (.50)
Mrs. Kristin Immerkar—Physical Education (.50)

EDUCATIONAL ASSISTANTS

Mrs. Val Ashcroft	Ms. Dee Dee Dvorak	Miss Carmen Kematch	Mrs. Jennifer Poole
Mr. Casey Barker	Ms. Cherie Erickson	Ms. Marysa Kolisnyk	Mrs. Loril Scales
Miss Morgan Bresky	Mrs. Brenda Forman	Miss Morgen Legebokoff	Miss Jordyn Schweder
Miss Nicole Bresky	Ms. Claudia Gonzalez	Miss Lilei Nichiporuk	Ms. Britney Scott
Mrs. Indra Church	Mrs. Cindy Gorski	Mrs. Brittni O'Regan	Miss Faith Stupak
Ms. Rebecca Connors	Mrs. Leigh Hunt	Mr. Ryan Peden	

LIBRARIAN

Mrs. Jodi Perchuk

ADMINISTRATION

Mr. Cory Grandfield, Principal
Ms. Beverly Negrave, Secretary

CUSTODIANS

Ms. Dorothy Biech
Mr. Bryce Atkinson

DAILY TIME SCHEDULE

8:55 - 9:00 am	Students enter the school and register for the morning.
9:00 - 9:40 am	Block 1 (Opening Exercises & Announcements at 9:00 a.m.)
9:40 - 10:15 am	Block 2
10:10 - 10:25 am	RECESS—Gr. 1, 3, & 5
10:20 - 10:35 am	RECESS—Gr. K, 2, & 4
10:30 - 11:10 am	Block 3
11:10 - 11:45 am	Block 4
11:40 am- 12:40 pm	LUNCH—Gr. 1, 3, & 5
11:50 am- 12:50 pm	LUNCH—Gr. K, 2, & 4
12:50 - 1:30 pm	Block 5
1:30 - 2:05 pm	Block 6
2:05 - 2:20 pm	RECESS—Gr. 1, 3, & 5
2:10 - 2:25 pm	RECESS—Gr. K, 2, & 4
2:20 - 3:00 pm	Block 7
3:00 - 3:35	Block 8
3:40 pm	Students are dismissed to go home.

SCHOOL CYCLE

Our school operates on a six-day cycle.

Monthly calendars will have school days and special events marked on them. Our website also will have a calendar with event dates. Please check it out at <https://www.svsd.ca/taylor>

OFFICE HOURS

8:00 a.m. - 4:15 p.m.

DOORS

Kindergarten & Grade 1 - North (east)

Grade 2 - South (east)

Grade 3 & 4B - North (center)

Grade 4A & Grade 5 - South (main)

All visitors are asked to please report to the Main Entrance and ring the door bell to gain access to the school. The bell is located on the right hand side of the main doors.

INFORMATION TO PARENTS

A school newsletter is sent home on a monthly basis. It includes events taking place at school, educational information for parents, as well as information about upcoming events. A monthly calendar is included.

Newsletters are sent home with the youngest child of each family.

Bulletins of specific information go home on a regular basis as well. Our school website and Facebook page also contain information as well as an electronic calendar of school events and parents are encouraged to check it out at <https://www.svsd.ca/taylor>

Ideas to make the newsletter and/or website more informative? Please let us know! Contact the school by email at bnegrave@svsd.ca

OPEN HOUSE

Each September the staff holds an Open House Night for all parents and students. This year's Open House is tentatively scheduled for Tuesday, September 6, 2022 from 3:00 to 6:30 pm. Parents can bring their children to meet the teacher, check out the classroom, drop off school supplies, pay fees and fill out forms.

STUDENT AGENDAS

Student agendas will be used by all Kindergarten to Grade 5 students.

The agendas help students to develop stronger organizational skills, assist them in developing goals and provide for regular home/school communication. To ensure success, parents will be expected to check and sign agendas daily.

The cost of an agenda is included in the amount listed on the student school supply list.

VOLUNTEERS

In order for our school to carry out the many "extra" activities that make for an effective school, we rely on an energetic group of volunteers. We feel fortunate to have had an excellent support group which has aided us with both regular help as well as special occasions.

We hope you will seriously consider helping us. All volunteers within the school are required to complete a criminal record check and child abuse registry check. For more information on these, please contact the school office.

PARENT ADVISORY COUNCIL

Please keep reading, please keep reading...

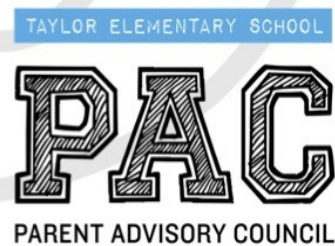
Yes! Ok, great, we're glad you're here because we all have something important in common – our kids! Since they spend a big part of their lives within the walls of Taylor School this volunteer group is passionate about helping our kids MAKE THE MOST of that time. We help add the extras to their school experience through events, programs, and special purchases. Parents like you and me are what have kept this effective group alive and strong for over twenty years.

How can you help? How sweet, thanks for asking.

Visit a monthly meeting – A great option if you want to find out what goes on and who is involved. We meet on the first Tuesday of every month at 6:30

Try out being a council member – Sound too official, maybe? But it's not. We learn as we go, laugh a lot, and keep things light.

Add your email address to the PAC mailing list – Then you can get the monthly notes from the meetings and get first dibs on the job you want when we need volunteers for an event. Email your full name "Add me to the PAC List" to **Terri_56@hotmail.com**



SUPERVISION

Teachers have been assigned supervision including bus, morning and afternoon recess duties. Indoor supervision in the morning begins at 8:55 a.m. and at 11:40 or 11:50 for lunch.

Noon hour supervision is carried out by educational assistants who are trained to carry out the responsibilities. There will be at least one teacher on call and on the premises who will be available for emergency situations that may arise.

Students will be expected to show respect and courtesy towards all supervisors.

RECESS

Children are expected to go outdoors at recess.

Students will remain indoors during days of inclement weather. Recess will take place in the student's classroom on these occasions.

Should a student be recovering from an injury and need to stay indoors temporarily, parents are requested to send a note to the classroom teacher. If possible, the note should state the duration the parent expects the child to be kept indoors. (*Students will be excluded from Phys. Ed. classes during their illness.*)

LUNCH BREAK

Students will eat in their classrooms between 11:40 - 12:10 or 11:50 - 12:20 based on grades. Each student, along with monitors, will be expected to help keep lunchrooms clean and tidy.

Students will follow the rules for making lunch an enjoyable time for all. *(Lunch rules will be sent home with your child.)*

Students misbehaving during this time will:

- a) be given a warning.
- b) be isolated for lunch and parents will be informed.
- c) lose the privilege to eat lunch at school.

It is important we receive cooperation from both students and parents. It is a privilege to stay at school for lunch.

Any child staying for lunch will not leave the school grounds during the noon hour unless arrangements are made by the parent and office personnel are informed. We encourage parents to reinforce this in their children.

NUTRITION POLICY

The intent of Taylor School's Nutrition Policy is to provide a guideline to assist in making healthy choices when packing snacks and lunches. It is not to criticize or evaluate food that is brought to school.

1. We encourage healthy and homemade snacks and lunches that include all 4 food groups. The morning snack in particular should be sugar free and nutritious (eg. nuts, cheese, fruit, yogurt, whole wheat breads, raw fruits and vegetables, etc.).
2. We encourage parents to reduce the amount of unhealthy pre-packaged foods and snacks.
3. Taylor School is a pop and energy drink free zone. Such beverages will be disposed of or sent home at the end of the day with your child.

Taylor School will continue to promote healthy eating and active living through the food offered in school, nutrition education and physical education.

HEALTH SERVICES

The school is served by Prairie Mountain Health. It provides us with preventative services, resources and members to speak to groups of students.

We have individual head checks for pediculosis (head lice) on occasions when outbreaks take place. These are done by trained staff members. Parents will be informed of suspected cases and students should be treated before they return to school. Head lice shampoo samples and additional information packets are available from the Public Health Unit.

The head lice policy can be found on the Swan Valley School Division website.

ILLNESS OR INJURY AT SCHOOL

Illnesses or injuries will be reported to the office when they are detected. Parents will be contacted if necessary.

Our school does not have space for a medical room, however, students will be made as comfortable as possible if the need arises.

The principal or secretary can provide students with Tylenol or Advil upon the written or verbal consent of the parent. A small supply is kept in the office.

Arrangements for administering any prescribed medication in school must be made with the principal. Students will not keep any medication in their possession during the day. Parents are required (School Board policy) to fill out a medication form, signed by a physician, should their child/ren require medication at school.

Staff will attend to accidents while parents are being contacted. Where medical attention is required, parents will be expected to pick up their child. In cases where parents can't be reached, the child will be taken to the hospital or an ambulance will be called. A staff person will remain with the child until the parent/guardian arrives. ***(We may also try to contact your designated "Emergency Contact Person" as listed on the annual registration form.)***

PARENT PERMISSION FORMS

It is Swan Valley School Division Policy that in order for students to attend activities held away from school property that a permission form be completed for each event. Periodically throughout the year, your child will bring these forms home. It is parent responsibility to ensure that forms are completed in their entirety and returned to school by the due date. The child will remain at the school and not attend the activity if forms are not completed.

HOMEWORK

Under normal circumstances, students in K-3 will not be given homework unless arranged by teacher and parent. Parents will be expected to be involved with home reading/writing programs. These make up a very special part of the program - particularly the Reading Recovery and Guided Reading program.

Students in Grades 4 and 5 are expected to complete unfinished work, study for tests and work on some remedial assignments outside of school. Homework is not given as a punishment to a child.

Parents are encouraged to make regular time available to children at home to complete unfinished tasks.

Should students not have regular homework, parents are encouraged to use the designated period of scheduled time to read with their child/ren.

SVSD STUDENT SERVICES

We have other professionals who visit our school. They are:

- Student Services Achievement Coordinator - Patti Hack
- Speech/Language Clinician - Julie Gamache
- Psychologist - Ashley Sigurdson
- Counsellor - Kerrilynn Behrman

Check with the principal or resource teacher for further information.

SCHOOL CANCELLATION/INCLEMENT WEATHER

Throughout the year, there may be times when the buses will be cancelled or the school closed due to inclement weather or an emergency. School closing announcements will be made on the school division website at <http://www.svsd.ca> and broadcast over radio stations CKDM – Dauphin (730), CJGX – Yorkton (940), FOX FM, Yorkton, and our local radio station CJ104. All students who ride a bus must have a storm billet in Swan River. If the buses should be cancelled during the school day, the storm billet is where your child would spend the night.

EMERGENCY CONTACT PERSON

On the annual registration form you will be requested to name a contact person (with a valid phone number) in the event of illness or an emergency and parents cannot be reached. **It is imperative that ALL parents provide us with an emergency contact person having a valid phone number on the annual registration form.**

FIRE DRILLS

We are, by Department of Education regulations, required to carry out ten fire drills during a school year. These may be held at any time; however, weather conditions will be taken into consideration.

LOCKDOWN PROCEDURE

Students will practice finding a safe place in the event of a dangerous situation or threat. These practices will take place twice per year.

VISITORS

Visitors are welcome! Please ring the door bell at the main front entrance to enter the building.

To ensure the SAFETY and privacy of your child/ren it is important everyone report to the Office. We will call your child to the office in most circumstances.

BUSES / TRANSPORTATION

Bus transportation is provided for out-of-town students. The first bus leaves at approximately 3:45 p.m. Students should move to the bus lines as quickly as possible after dismissal.

Conduct in bus lines and on buses:

- Students will line up in an orderly fashion in the line designated to them.
- In the event of rain or other severe weather conditions, students will wait indoors in their bus lines.
- Inappropriate language or inappropriate behavior may result in a student losing bus privileges. Parents would be contacted first.
- Directions given by the bus supervisor must be followed by all students.
- Bus drivers must report any inappropriate behavior to the principal who will discuss the problem with the child(ren) involved. Parents will be informed of the child's behavior.

Bus students will not be detained after school unless prior approval has been given by parents.

There will be in-town bussing available for students living north of Ross Street. The pickup locations are Parkview Drive + Parkway Drive and Riverview Drive + Park Drive. Buses will be at those locations between 8:45 and 8:55 A.M.

PEDESTRIAN CROSSWALK

The pedestrian crosswalk at 2nd and 9th assists in making that busy corner a safer place. In order to make the area safer, cars should not be parked along the street for pick-up.

Parents are encouraged to pick up their children from the Centennial Arena parking lot.

For your child's safety, remember.....

NO pick-ups or drop-offs should take place inside the parking lot or bus zone!

BICYCLES

Parents are asked to make sure their children are fully aware of bicycle safety rules and are mature enough to take their bicycles to school. All students must wear helmets when riding their bicycles.

The school cannot assume responsibility for damage to or loss of bicycles. There is space for all bicycles to stand up in the racks. Students should provide adequate locks.

Students will walk their bikes on the school grounds and up to the first patrol station and across all crosswalks whether patrolled or unpatrolled.

Bicycle safety is reviewed with the students in fall and spring. This includes the proper entering and exiting of the school grounds.

SCOOTERS, SKATEBOARDS.....

These are considered as modes of transportation similar to bicycles. The same guidelines apply -- students will wear protective gear and, upon arrival at school, walk them onto the school grounds and store them until dismissal. The school cannot assume responsibility for damage to or loss of such modes of transportation. There is space for all scooters to stand up in the bike racks. Students should provide adequate locks. Upon dismissal, they will be walked off the school grounds to ensure the safety of all. These may need to be limited because of inadequate storage space at school.

DEVICES

Students are cautioned to leave all devices (iPods, hand held video game systems, cell phones, etc.) at home. See the full Digital Citizenship Policy on the Division and Taylor School websites.

Taylor School Device Policy:

We believe that technology is an excellent tool for learning and, as such, any device use by students at Taylor School should be for educational purposes only.

- 1. Students are requested to NOT bring devices to school as the Division has provided adequate device access.*
- 2. Teachers may request that students bring a device (if available) for a specific purpose. This will be clearly communicated, in writing, in advance. In the event of a specific purpose, the device is to remain in the student's locker or as directed by the classroom teacher.*
- 3. Parents are requested to contact school administration should they have any concerns.*
- 4. Parents acknowledge/agree to sign the policy and return at the beginning of the school year.*

CLOTHING

School is a place for learning so clothing worn should be suitable to the environment, taking into account safety and weather conditions.

Each student will have outdoor and indoor shoes. **Shoes will be worn at all times.**

Clothing advertising inappropriate products such as alcoholic beverages, drug paraphernalia, etc. should not be worn at school. Clothing which is too revealing is considered inappropriate and should not be worn at school.

LIBRARY

We have a librarian who looks after the library daily.

We are continuing to build up our fiction, non-fiction and reference sections.

Our circulation and research functions are computerized. Students use a computer to search for specific books or topics.

Our library has a good selection of fiction and reference resources. In order to maintain and build up the resources we need to insure all borrowed materials are returned and treated with proper care.

Misuse or loss of materials may result in fines to cover replacement costs.

Our main purpose for developing our library is to make as many reading experiences available to students as possible - through pleasure reading or research.

LOCKERS

Students provided with lockers are expected to treat them with care and maintain them in a neat manner. Stickers will not be placed anywhere on lockers. Students will not use locks.

Lockers are the property of the school and, therefore, are subject to inspection at any time.

ATTENDANCE

One of the major factors contributing to a child's success in school is regular attendance. A daily record of each child's attendance is kept in the office.

Should your child have to be absent, please inform the school in advance or call the office first thing in the morning or afternoon.

To ensure each child's safety, we will attempt to contact parents by email and programmed calling when an absence is reported to the office without some arrangement made by the parent.

If your child is involved in regularly scheduled activities (such as music lessons) that take place during the school day, please make arrangements with the classroom teacher.

All students arriving late at school must report to the main entrance by the office before going to class. A late slip will be issued to the student and must be presented to the classroom teacher before they are permitted into class. This procedure is necessary so that we can account for all the students present.

TELEPHONE

There is access to a phone, with teacher permission, in each classroom. Students are discouraged from using it **except for emergencies**. (*Arranging for overnight visits, after school play, etc. are not emergencies!*)

When parents need to contact their child, they should do so as close to recess or dismissal as possible. Classes will not be interrupted for phone calls unless it is an emergency.

If you phone and no one is available to answer, you may leave a message, however, **if the matter is important** (change of plans for bussing after school, etc.) **PLEASE call back and speak directly to a staff member as messages may not always be checked in time.**

KINDERGARTEN REGISTRATION

Any child whose fifth birthday falls on or before December 31st is eligible to enter Kindergarten in September of the same year.

Registrations take place at Taylor School beginning March 1st. Please call the school for specific information. *(New students transferring during the school year must register at the School Office at the time of transfer.)*

STUDENT PLACEMENT

Placing students into classrooms is a team process with input from administration, classroom teachers, resource teachers and specialists.

It is our strong belief that the learning atmosphere in the classroom must be the first consideration in the formation of class groupings. Classes are organized to maximize learning and teacher opportunities for students and for teachers. We make every effort to minimize the potential for negative student interactions. Staff teams strive to create classes that are heterogeneous and balanced in all respects. The following are all considered when determining class lists:

- Range of student achievement
- Social dynamics among students
- Learning and working styles
- Placement of students new to Taylor School
- Special needs information
- Approximately equal class sizes at any grade level

Parents can assist the class formation process by helping their children to understand the importance of class formation and supporting placements that have been made.

It is our professional responsibility to ensure balanced classes which maximize learning for all students at Taylor School. This is a complicated and multi-faceted task for teachers. Our teachers have a wealth of collective knowledge regarding how individual children learn and socialize. While staff members have much of the information required to create balanced classes, parents may want to provide us with specific input about the learning needs of their children. Helpful information may include learning and work styles, needs for structure, etc. As a result of the reasons outlined above, requests for specific teachers cannot be accepted.

STUDENT CONDUCT/DISCIPLINE

The staff of Taylor School believes that students do well when they know what is expected of them and believe that students will thrive when they are provided a predictable and safe environment with clearly defined procedures and expectations. Furthermore, Taylor School has recently implemented the Restitution Self-Discipline program. Through this process we help our students identify the person they want to be; as well as to identify and recognize their basic needs. Through these activities students will learn respect for themselves and others, and when students don't make good decisions, learn from their mistakes. Restitution processes create conditions for students to be responsible for their behavior and allow teachers to maintain control of the class. Our goal for clearly outlining these expectations is to help prevent problems from arising and to promote acceptable student behaviour.

TAYLOR SCHOOL EXPECTATIONS

1. ***Violence & Harassment:*** Violence and harassment of any type will not be tolerated.
Verbal (threats, name calling, argumentative, non-compliance, back talk)
Physical (hitting, kicking, pushing, inappropriate physical contact, shoving, poking, pinching, wrestling, rough play, tazing, throwing stones, make believe violent play, hair pulling, etc.)
2. ***Bullying:*** Behaviour that is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behaviour that is intended to create, or should be known to create, a negative school environment for another person. Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically (but need not be) repeated behaviour. It may be direct (face to face) or indirect (through others (sneaky bullying)); it may take place through any form of expression, including written, verbal, physical, or cyberbullying which is bullying by means of any form of electronic communication, including social media, text messaging, instant messaging, websites, or e-mail. The school does not tolerate any form of bullying: social/emotional, physical, verbal, cyberbullying, non-verbal, etc.
3. ***Unexcused Absences, Tardiness, and Skipping Class:*** Unexcused absences and tardies will result in the loss of privileges. Cumulative unexcused absences will result in principal contact with parents.
4. ***Snack Foods and Beverages:*** Students may snack at snack breaks however all wrappings/ garbage must be placed in garbage cans and recycling bins.
5. ***Running in Hallways or Classrooms:*** Any students who run in the hallway or classroom outside of the gymnasium will result in 30 second interventions and/or re-do.
6. ***Hats, Toques or Hoods:*** No hats, toques or hoods will be worn during class times. Any students choosing to wear their hat, toque or hood will result in 30 second interventions.
7. ***Inappropriate Attire:*** Students who wear clothing showing alcohol or illegal drug pictures or writing, obscenities or suggestive pictures, or clothes that are too revealing (bare midriff) or show underwear will be required to change.

PROVINCIAL ASSESSMENT

We will continue to use the Manitoba Education & Training provincial Grade 3 Mathematics and Language Arts assessment process to determine growth in specific areas. It will be carried out in the fall.

REPORTING

Each student will receive a minimum of three progress reports -- November, March and June.

General parent conferences will take place in fall and spring. All parents are encouraged to keep this appointment with the teacher(s).

Reports are based on classroom observations and evaluation of specific skills learned. Some evaluation in Grades 3 and 5 will be done through periodic testing. Report cards use a checklist of skills and anecdotal reports.

Teachers are encouraged to report to parents at any time should they notice specific changes occurring. We invite parents to contact teachers at any time to discuss their child's progress.

Student evaluation will be reported as follows:

Kindergarten	Student Progress Report (comments only)
Grades 1 to 5	Grade Scale

Academic Achievement of Provincial Expectations Grade Scale		Learning Behaviours	
4 80% to 100%	Thorough understanding and in-depth application of concepts and skills	Scale C: Consistently – almost all or all of the time U: Usually – more than half of the time S: Sometimes – less than half of the time R: Rarely – almost never or never	
3 70% to 79%	Very good understanding and application of concepts and skills	Personal management skills	Uses class time effectively; works independently; completes homework and assignments on time
2 60% to 69%	Basic understanding and some application of concepts and skills	Active participation in learning	Participates in class activities; self assesses; sets learning goals
1 50% to 59%	Limited understanding and minimal application of concepts and skills; see teacher comments	Social responsibility	Works well with others; resolves conflicts appropriately; respects self, others and the environment; contributes in a positive way to communities
ND Less than 50%	Does Not yet Demonstrate the required understanding and application of concepts and skills; see teacher comments		
Additional Codes			
NA	Not Applicable	Local Option	Up to 2 local options may be added
IN	Incomplete: not enough evidence available to determine a grade at this time	Local Option	Up to 2 local options may be added
One of the following codes is used if the expectations for a student are different from the grade-level curriculum in a subject.		IEP (Individual Education Plan): This code is used if behaviour ratings are based on expectations that reflect special learning needs.	
EAL (English as an Additional Language)	Achievement is based on expectations that focus on English language learning.		
IEP (Individual Education Plan)	Achievement is based on expectations that reflect special learning needs.		

