



## EMPIRE COMMUNITY SCHOOL

500 Coteau Street West, Moose Jaw, Saskatchewan S6H 5E3

Phone: 306-692-3903 Fax: 306-692-5311

Website: <http://www.prairiesouth.ca/empire>

Facebook: Empire School



Mrs. G. Crocker, Principal, (B. Ed; M. Ed; Cert. of Inclusive Stud.)

Mrs. C. Lucyk, Vice Principal, (B.Ed; M.Ed)

Welcome to Empire Community School; home of the Tigers! On behalf of the Empire School family, we would like to welcome you to the 2023-2024 school year!

Our school makes student engagement and well-being our top priority. We know that in order for students to learn and achieve what they are capable of, they need to feel a sense of belonging. At Empire school we pride ourselves on being a school where everyone can find their place and know that they belong. Our top priorities include building positive relationships with students and families, developing students' literacy and math skills, and fostering student engagement in learning. We know that the most effective way to foster this is through positive partnerships between the home, school and community. By working together, we can make the greatest impact on the well-being and academic success of every student!

At Empire school, we aim to provide students with many opportunities to get involved and nurture their own interests, needs and talents. From Volleyball, Basketball and Badminton to student leadership opportunities with Spirit Squad, Cross Country, Curling, Chess and Art club, we aim to provide opportunities for all our students to get involved in extracurriculars. We know how important these opportunities are to student belonging!

Empire Community School is truly a family and we are so proud of what we can accomplish together! We look forward to growing alongside you in the year ahead!

Thank you for your support, trust and engagement!

Warmest Wishes,

*Mrs. G. Crocker & Mrs. C. Lucyk*

## Empire School Profile

- 140 students
- 11 Teachers
- 15 Support Staff

## Absent or Late Students

Our school and the Prairie South School Division strongly believe in the importance of regular student attendance as essential to a student's long-term academic success. We encourage all families to make school attendance a top priority and to reach out to the school if there are barriers in the way of making this a reality. Sometimes it takes a village and we want to be part of yours! Let's work together to ensure your child can benefit from the regular academic, social and hands on experiences that can only be accessed by being present.

If your child is going to be late or absent, please contact the school . When leaving a message be sure to indicate your child's name, homeroom teacher, and the reason for their absence. We are concerned about student safety; therefore, your support in informing the school about your child's whereabouts is greatly appreciated. When students are absent from school and we have not received a phone call, we will attempt to contact the home to ensure the child's safety.

## Before and After School Program

Empire School is pleased to once again offer a Before and After School program!

**Breakfast Program** will begin at **7:30 and continue until 8:05 a.m.** During this time students will be provided the option of eating a nutritious breakfast and participating in various fun activities. At 8:10 students will join the rest of the students outside until the entry bell rings. *If you are interested in having your child eat breakfast at school, please read and fill out our breakfast program permission letter.*

**After school program** will begin right after school at **2:45 and will end at 4:00.** Students will have put in a full day of learning already, so during this time they will have the option to choose an organized activity, receive homework help, or just relax. The program is only staffed until 4:00 and therefore all students must be picked up ***no later than 4:00 p.m.***

## Bus Transportation

Students may qualify for bus service depending on their home address. Students living east of Main Street, and at the CFB Moose Jaw, are eligible for PSSD bus transportation. All Kindergarten and Pre-Kindergarten students are also eligible for bus transportation. Please contact the school for more information. Student safety is extremely important. Therefore, students who behave in an inappropriate or unsafe manner may have their bus privileges removed.

## Change of Address or Telephone Number

Please contact the school if there is a change in your address or telephone number. It is vital that we have a current emergency contact in case you are not available, and your child needs immediate attention. Please ensure we also have an updated email address.

## **Cold Weather Procedures**

Student safety is our primary focus. During the winter season we will follow these cold weather procedures at Empire School:

- If the temperature drops to -28C or below, staff members will start letting students in at 8:05 a.m. At this time, students are expected to remain near their entry.
- If the temperature drops to -28C or below, students remain indoors for recesses. Students staying for lunch remain indoors after they have eaten. Students returning from going home for lunch will be let in as soon as they return.
- Reminder: The School's front door will be open at 7:30 a.m. and locked at 4:00 p.m each day.
- Have your child arrive to school as close to bell time as possible. This reduces exposure time in cold weather.
- For information regarding weather conditions and bus information:  
PSSD Transportation Information: [www.prairiesouth.ca/transportation](http://www.prairiesouth.ca/transportation)  
You can also log onto the Prairie South School Division #210 website. On the main page, top right hand corner in red, you will find the [Transportation Portal](#). There you will find information regarding the bus service and answers to other questions you may have.

**Please ensure your child is dressed appropriately for the weather.** Mitts, toques, scarves, boots, and winter coats reduce the risk of frostbite, making their time outside safe and enjoyable.

## **Discipline at Empire Community School**

We follow the Prairie South School Division's discipline guidelines. We strive to create safe, positive, and caring environments for all students, employees, and visitors. Empire Community School staff believe in positive discipline measures beginning with clear expectations, consistency and firm but fair consequences. We believe:

1. Discipline is part of a teaching-learning process.
2. Every student is capable of learning socially appropriate and respectful behaviour.
3. Natural and logical consequences teach students responsibility.
4. Students can learn responsibility and are accountable for their choices.

## **Empire School Expectations:**

1. I can show respect to myself, others, and their property.
2. I can keep my hands, feet and unkind or negative words to myself.
3. I can listen, include and cooperate with others.
4. I can respond to all students, staff and guests in a courteous, respectful way.
5. I can accept responsibility for my actions and for the choices I make.
6. I can be a positive role model, leader and advocate for others.

### Corrective and Supportive Disciplinary Measures may Include:

1. Gentle and Positive Reminders
2. Do-overs and Extra practice of Appropriate Behaviours
3. 3 Stage Time outs
4. Removal from Yards and/or Privileges for Safety Measures
5. Restitution, Clean up Duties, Research/Writing or Improvement Plans
6. Alternative placements
7. Suspension

### Students' Right and Responsibilities:

- Students have the right to learn in a safe environment.
- Students have the responsibility to listen, follow directions, work to their best ability and to follow the general guidelines and rules of the classroom and school.
- Students have the responsibility not to threaten or physically harm others in any way.
- Students have the right to be respected at school.
- Students have the responsibility to respect the rights, dignity, and personal space of other people and to respect the personal property of others and of the school community.

### Doors

The front entrance is open from 7:30 a.m. until 4:00 p.m.

All other doors are locked during the school day.

### Dress Code

All students at Empire School are expected to maintain an acceptable standard of dress in school and in class. The following guidelines for dress apply to all Empire students:

- No clothing with profanity, offensive gestures, or promoting hate, drugs/alcohol.
- No underwear or private body parts should be visible.
- Tops and bottoms should expose no more than 1" of the mid-section.

We ask that parents work with us to ensure their children are following the simple guidelines provided. School staff reserves the right to ask students to change clothing that does not align with the guidelines set out in our dress code.

### Electronic Devices

Students are encouraged not to bring any electronic devices to school. If electronics are brought to school, they are to remain in a teacher specified location at all times. **The school is not responsible for any lost, stolen or damaged electronic devices.**

**Cellular Phones:** Phones are to be placed in a teacher specified location within the classroom and are not to be used by students during school, recess or lunch, unless specified for by the teacher for an academic activity.

- If you need to contact your child, please call the school office.
- If your child needs to contact you, this should always begin with asking a staff member and can be done on a school phone.

***\*Note - Many students do not lock their lockers. If you do not want your child's device left unsecured, please do not send it to school.***

### **Empire School Website & Social Media**

Empire School does not regularly send out a newsletter. However, all upcoming dates and events will be posted on our school website and Facebook page.

Please make sure to regularly follow us!

Website: <https://schools.prairiesouth.ca/sites/empire/>

Facebook: <https://www.facebook.com/empireschool500/>

### **Extra-Curricular and Out of Class Activity Guidelines**

Extra-curricular activities involve staff volunteers and occur outside regular school hours. We strongly encourage students to get involved in these exciting opportunities. Please keep in mind that it is a privilege and an honor to represent your school in all extra-curricular activities. All participants have the responsibility to maintain good sportsmanship, cooperation, courtesy, respect and commitment. These behaviours are expected at school during practices and clubs, on yards and while attending events at other schools or locations.

To be included in extra and co-curricular activities, students must:

- Display an attitude of respect, cooperation and responsibility.
- Consistently demonstrate that they can keep themselves and others safe.
- Attend school regularly.
- Attend practices regularly.

***Jewellery*** cannot be worn in practices or during sporting events.

***Uniforms*** are provided to students at no cost. Students are responsible to care for and return their uniform in the condition it was received. If a uniform is not returned, students are expected to pay the replacement cost.

### **Footwear**

Each student is to have a pair of gym shoes at school. Students are to remove outdoor footwear and wear their indoor shoes to help keep our school clean and ensure students are safe in the event that we need to evacuate.

### **Library**

We have a beautiful, well stocked, and well-maintained library for our students to enjoy. Students are able to sign out books and materials regularly. We ask that students take good care of their materials and return them in the shape they were borrowed. Students will be charged for lost or willfully damaged material.

### **Lost and Found**

The lost and found box is located on the bottom floor of Empire School near the Gymnasium. Students are encouraged to check the lost and found when they have misplaced something. Periodically throughout the year, unclaimed items are packaged and given to agencies distributing clothing and toys around our community.

### **Lunch**

Children staying for lunch must remain on school grounds for the entire lunch break. Students usually staying for lunch must have parental permission to leave the school and are under the care of their parents for the entire lunch period. Those without permission will be expected to remain at school.

Appropriate behaviour and following supervisor instructions is expected. Students who **DO NOT FOLLOW** the lunch expectations will be placed in an alternate lunch location. If the student continues to not follow the lunch expectations, parents will be contacted, and alternative lunch plans will be determined.

### **Materials and Supplies**

A supply list is located on our school website, on our Facebook page and available at the office.

1. Students in grades 2 to 8 have hallway lockers. Locks are provided for students in grades 5-8. Only school supplied locks are permitted. Locks are to be returned to the school at the end of each year.
2. We have gone paperless! Students will not have agendas and most communication will take place through SeeSaw (Pre-K to Grade 4) or Bloomz (Grades 5-8). To stay up-to-date and see some of the great things happening in your child's classrooms, make sure to sign up for the class communication app.
3. Each child is to care for and return Empire books and equipment. Students will pay for lost or damaged material.
4. **PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS!**

### **Nutrition**

We offer a nutritious daily morning or afternoon snack to all our students. Students also have access to Hunger in Moose Jaw lunches if needed; application forms are available in the office. We encourage all students to bring a water bottle and to make healthy choices each day. Energy drinks and sunflower seeds are not permitted at school.

### **Nut Free**

We are a nut free school. Please avoid sending any foods containing nuts.

### **Parent Chaperones and Volunteers**

Volunteers are valuable to the school program. If you are interested in volunteering or becoming part of the School Community Council please contact the school office. We would love to have you!

## **Physical Education**

Students are required to participate in every scheduled Physical Education class unless excused for health reasons. Students must wear running shoes and should have comfortable clothing in order to be able to move and play.

## **Pre-Kindergarten**

Any child three years of age by September 1st is eligible to **apply** to attend pre-kindergarten. Applications for pre-kindergarten open in March for the September enrollment and can be completed on the [Prairie South Website](#). All applications are considered and students are prioritized based on a variety of factors. You will be notified whether or not there is a spot available for your child in our Pre-Kindergarten program.

Pre-Kindergarten students will attend full days on Days 2, 4, 6 from Monday – Thursday.

## **Reporting to Parents**

Assessment and evaluation are an important part of learning. Student progress is formally reported three times throughout the year. Report cards are posted on [MySchoolSask](#) in November, March and June, however, student assignments and marks are posted regularly. Parents are highly encouraged to attend two student-led conferences each year to engage in their child's learning. Informal communication such as phone calls, emails, notes, or student and class posts on SeeSaw or Bloomz, are another wonderful way to maintain open communication between home and school.

Your Support and input are essential in providing an educational program to meet your child's needs. Home can help by:

1. Show interest in what your child is doing at school.
2. Talk and read with your child often.
3. Praise your child's efforts and encourage him/her when things seem difficult.
4. Highlight the things your child does well.
5. Establishing and maintaining regular contact with the school: (306)692-3903.
6. Know that teachers and parents can work together to build success.

***If you have difficulty accessing MySchoolSask, please contact the school office.***

## **School Community Council**

Our School Community Council supports student learning and organizes initiatives. Monthly meeting times are advertised on the website and on our Facebook page. All parents and community members are welcome to attend council meetings. Every bit of help counts! Your ideas, suggestions and time are valued and appreciated!

## **School Hours**

First bell 8:15 a.m. Entry bell 8:20 a.m.

Lunch break is 11:10-11:50 a.m.

Afternoon classes begin at 11:55 a.m.

Dismissal is 2:45 p.m.

Kindergarten students attend full days on Days 1, 3, 5 of the PSSD calendar. Pre-Kindergarten students will attend full days on Days 2, 4, 6 from Monday – Thursday. Pre-K and Kindergarten calendars are sent home to help keep you on track!

## **School Photographs**

Photographs of all students are taken each fall. Grade eight students will also have their farewell pictures taken in the spring. This year our school pictures will be taken by [Sooters Studio](#). Purchase of pictures is always optional and information will be sent on how you can access these proofs.

## **Special Events**

Throughout the year Empire Spirit Squad, the School Community Council and our wonderful staff will offer a variety of exciting events to foster school spirit.

## **Bikes, Skateboards, Roller blades, and Scooters**

Students bringing bikes to school should not ride them on school property. Bikes should be locked up at the bike racks on arrival. Skateboards, roller blades and scooters must not be used on school grounds. It is the student's responsibility to store them safely.

We do not assume responsibility for student safety when using this equipment, but we encourage helmets and other protective gear.

**Empire school is not responsible for damaged, broken, lost or stolen equipment.**

## **Traffic**

To keep safe, we ask parents, motorists, students and staff to cooperate with the following rules:

1. All students and parents are asked to cross the street at crosswalks, follow traffic laws, and the instruction of the after-school crossing guard.
2. Do not pick up, drop off, or park in the "No Stopping Zone" in front of the school.
3. Do not park in the handicap zone in front of the school unless you are legally entitled to do so.
4. The staff parking lot is out of bounds to students and parents.
5. Students are expected to use the assigned entry doors.
6. All students are expected to meet in the playground at the back of the school in the morning and at lunch, then proceed to their assigned entry door.



### **Valuables at School**

Students should not bring valuable or highly sentimental items to school. Students choosing to do so are responsible for their belongings. We ask that students leave toys, stuffies, trading cards, etc. at home so that they do not get lost or misplaced.

### **Visitors**

All parents and visitors are expected to use the front door and check in at the office. If you need to pick up your child, please wait for them near their entry/exit door or proceed to the office and have your child called down.

### **Yard Supervision**

Yard supervision begins at 8:05 each morning. We encourage parents to avoid sending children to school until close to the 8:15 a.m. bell. Once students arrive at school they are expected to remain at school until bell time or unless excused by a parent/guardian. Staff will provide supervision at recess and lunch.