



# **WILLIAM GRAYSON SCHOOL**

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**Vice Principal: Ms. R. Heshka**

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**Websites: <https://schools.prairiesouth.ca/williamgrayson/> (William Grayson School)**  
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**This agenda belongs to:**

***Name:***

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***Homeroom Teacher:***

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## **PHILOSOPHY AND POLICY**

### **1) WILLIAM GRAYSON SCHOOL PHILOSOPHY**

**a. VISION STATEMENT:** William Grayson School provides a safe, positive learning environment supporting our students in achieving their greatest individual potential.

**b. MISSION STATEMENT:** William Grayson School Staff is dedicated to working cooperatively with the students, parents and community to support students' success by providing:

- a safe environment.
- quality instruction, practice of academic skills and the development of problem solving skills.
- guidelines for responsible citizenship and social behavior.
- positive role models.
- the opportunity for creative expression and the development of individuality.

**c. BEHAVIOR EXPECTATIONS:** The Principal, Vice Principal and teachers maintain order and discipline since they stand in place of the parents during the school day. Basic rules that are concerned with safety, respect, and courtesy toward staff, fellow students and self are enforced in the building and on the playground. All students and school community members have rights and responsibilities associated with those rights and are accountable for their own behavior. Expectations exist for all.

**d. CONSEQUENCES:** Rules and consequences are in accordance with the Education Act, PSS 210 Administrative Procedures and PSS 210 School Board of Education policy. Professional judgment is used for each situation that arises. Consequences range from reminders to alternate placements and suspensions.

## **GENERAL INFORMATION**

### **1) BELL/DAILY SCHEDULE**

8:50 bell/ 8:55 Classes  
10:28 - 10:43 Recess  
11:45 - 12:25 Lunch  
12:25 bell/12:30 Classes  
2:03 - 2:18 Recess  
3:20 Dismissal

**\*Kindergarten class attends Days 2, 4 & 6.**

**2) YARD SUPERVISION:** The school yard is supervised during both recesses and from 12:05 until 12:25 p.m. The yard is not supervised before 8:40 a.m. or after 3:30 PM. Arrive at school as close to 8:50 a.m. and 12:25 p.m.

**3) ATTENDANCE:** When your child is absent or late, please phone the school to inform us of the circumstances. If a phone contact is not made, the school's administrative assistant will try to contact you at home or at work to help verify the absence. An answering machine is available to take your messages.

**4) VISITORS TO THE SCHOOL:** Visitors are always welcome at William Grayson School. **To minimize disruption of student learning, we request that all visitors stop by the office and announce their arrival. Office staff will call students or staff to the office then. If students are being picked up for appointments, etc. it is asked the student gets signed out at the office by the adult.**

**5) FIRE DRILLS:** When the fire alarm sounds, students proceed immediately from the room, through the designated exit, to a safe area outside the building. A bell will sound to indicate students may re-enter the school in an orderly manner. **It is essential students have proper indoor shoes on their feet.**

**6) EMERGENCY SITUATION:** Should it become necessary to evacuate the school because of an emergency situation, all students will be taken to the Prairie South School Division 9<sup>th</sup> Avenue Office located at 1075 9<sup>th</sup> N.W. **DO NOT** come to or phone the school. Information will be relayed to PSS 9<sup>th</sup> Ave. NW Office (694-1200) or the evacuation centers. **DO NOT** use your cell phone to try to contact students.

### **7) APPROPRIATE SCHOOL ATTIRE:**

**Headwear:** Students are to remove hats, toques, bandanas & hoods when they have arrived at locker/class.

**Footwear: Students must have a pair of indoor non-marking shoes for gym and classroom use.** Upon entering the school students are to remove outdoor footwear, place them on the boot racks & use their indoor shoes.

**School Attire:** WG's guidelines are expected:

- 1) no clothing with profanity, vulgar, offensive gestures or racism/sexism--written or pictured.
- 2) no clothing promoting tobacco, alcohol or other drugs, inappropriate lifestyles, etc.
- 3) undergarments are not exposed and no low cut tops and/or sheer tops are to be worn.
- 4) clothing should basically not be a distraction to others and the learning environment of classrooms and/or the school.

**8) SAFETY PATROL:** Safety Patrols are operated by school staff and student volunteers. The Safety Patrol does not take the place of

good traffic safety habits. The School Safety Patrol may not always be on duty due to unforeseen circumstances/inclement weather.

### **9) STREET SAFETY/TRAFFIC:**

Students should:

- go straight home at dismissal time
- not talk to strangers or accept gifts or rides from strangers
- report anyone trying to stop them while on route to and from school
- use crosswalks and obey Safety Patrollers (and we trust adults will also)

**10) BICYCLES AND SAFETY:** The school has no responsibility for lost or damaged bicycles, scooters, long boards, skateboards or roller blades. Students riding bicycles or other to school should:

- a) park bikes at bicycle racks or place others in their lockers or school back entries.
- b) lock up their bicycle.
- c) be aware of and follow all traffic rules.
- d) Bikes (etc) are not allowed to be ridden on tarmac during school time.

**11) MEDICATION TO STUDENTS:** School personnel are not permitted to issue medication such as aspirins, Tylenol, etc. At times students may require prescription medication to be self-administered at school. A completion of a PSS 210 form is then required with a Doctor signing.

**12) SNACKS:** Please send nutritious snacks wrapped in an environmentally friendly manner. Gum, candy, chips & sunflower seeds cause maintenance problems in & around the school. **We are a nut-free school. Please do not send snacks/lunches containing nuts/nut products. If delivering treats check with staff members of your child first please.**

**13) SCHOOL DANCES:** Planning and facilitating dances is a joint effort of the staff and students. Dances are from 6:30 p.m. to 9 p.m. Students may be excluded from dances as a result of inappropriate behavior at school.

### **14) LOCKS & LOCKERS**

Grade 4 to 8 students are assigned hall lockers and school locks. **Students should keep lockers locked at all times.** Lockers are school property and must be kept neat and clean. Students may be requested to open a locker for inspection. Gym baskets are available to middle year students.

**15) INCLEMENT WEATHER:** Ensure children are properly dressed for the weather and that they arrive at the school only a few minutes prior to the 8:50 a.m. and 12:25 p.m. bells. Staff will, on cold days, allow students to come through the south doors to warm up before returning outside. On extremely cold days (wind chill of -28°C or greater), students may come into the school through the south doors.

### **16) PERSONAL ITEMS**

#### **-CELL PHONES AND ELECTRONIC DEVICES:**

Cell phones, cameras, iPod, and other electronic devices are to be used in accordance with school procedure. As cell phones can be disruptive to the learning environment, we expect cell phones to be out of staff's sight while students are at school (to be in locked lockers). Because of privacy issues, cameras may be brought for teacher requested activities only. The school has no responsibility for such items brought to school on own if lost, damaged or stolen. Devices will be asked for by staff if any inappropriate use of such devices occurs.

#### **-TOYS, TRADING CARDS AND OTHER:**

As a general guideline, items from home such as toys, collections, or other items not directly related to the classroom should not be brought to school. These items create a distraction in the classroom and a disturbance on the playground. Exceptions *may* be considered if specific objects are required as a part of a student's Inclusion & Intervention Plan (eIIP). The school has no responsibility for such items brought to school on own if lost, damaged or stolen & also will be asked for by staff if inappropriate use of.

**17) YEARBOOK:** A yearbook may be published containing individual photographs of students as well as write-ups and candid pictures of school activities. If your child's picture is **not** to be placed in a yearbook we ask that you contact the school in writing to indicate your request.

### **PROGRAMS AND SERVICES**

**1) STUDENT SERVICES:** A number of people work in the school to help students work through specific problems or concerns they may have. These people are:

- Speech/Language Therapist
- Educational Psychologist
- Public Health Nurse
- School Support Consultant
- Moose Jaw Police Liaison Officer

#### **2) PRE-KINDERGARTEN PROGRAM:**

William Grayson School offers a PM Pre-Kindergarten program for children 3 & 4 years

old. Consideration for the pre-kindergarten program is based on criteria & eligibility, enhanced if the child lives in William Grayson's School area. The program is staffed by a teacher & an educational assistant. Details on eligibility criteria are available at the school office.

**3) LIBRARY PROGRAM:** William Grayson has an extensive Resource Centre (Library) for student use. Lost or damaged books are the students' responsibility and must be replaced. Parents are notified and will be expected to make arrangements for their replacement.

**4) PHYSICAL EDUCATION PROGRAM:** Students participate in regular Physical Education classes & In-Motion. On exceptional occasions your child may be unable to participate for medical reasons. If it is a short term problem, please inform your child's classroom teacher by a call or signed note. **A long-term medical problem requires the student to bring a doctor's certificate.** *Grade 6-8 students are required to change into PE clothing.* All running shoes worn in the gym must have non-marking soles & are to be for indoor use only. All jewelry needs to be removed in PE in accordance with PSS 210 guidelines.

**5) FRENCH PROGRAM:** Beginning in Kindergarten, all students receive core French instruction to build knowledge of French.

**6) HEALTH NURSE:** The Public Health Nurse visits our school throughout the year. She can also be contacted at 306-691-1500.

**7) NUTRITION PROGRAM:** A free breakfast program operates from 8:25-8:50 AM. Monday to Friday (doors will be locked at 8:35 a.m. school time). Students taking part in this program must have parent consent. Consent forms are available in the office. **Students are not to arrive at school until 8:25 AM.**

**8) LUNCH PROGRAM:** PSS 210 sees students stay for lunch in supervised rooms if needing to. Forms are to be completed by families wanting this privilege and acknowledging the responsibility of their child's behavior on the form. **If situations arise where the student is not adhering to their responsibility in the lunch room, the privilege of staying at the school for lunch will be removed for periods of time by Admin. If at all possible families should make arrangements for students to go home or out for lunch with family members whenever it can be arranged, as research proves breaks from**

***school enhances the afternoon learning as well as strengthens family bonds.***

**9) STUDENT OPPORTUNITIES:** Students have many opportunities to become involved in school activities. There is a wide range of sporting teams, technical and arts clubs. **Encourage your child to explore interests and connect to the school by joining an activity.**

## **SCHOOL AND COMMUNITY**

### **1) REPORTING TO PARENTS:**

Communication is important to ensure success at school. Parents are encouraged to call the school with concerns, questions or problems. Report Cards are issued three times a year. Two reports are followed by Student-Led-Conferences. On the last student day in June a final report card with placement certificate will be given to all students.

### **2) STUDENT WITHDRAWALS/CHANGE OF ADDRESS OR PHONE NUMBER:**

Please inform the school of any changes to addresses or phone numbers. If withdrawing a child from William Grayson, please contact the school.

**3) PARENT VOLUNTEERS:** Volunteers are a valuable part of our school program and numerous activities. If you are interested in volunteering, please contact the school office or your child's teacher. Come to SCC meetings!!

**4) SCHOOL COMMUNITY COUNCIL:** William Grayson School Community Council's mission is to enhance the educational experience of students at William Grayson through actively supporting staff, students, programs, facility, parents, school events and the School Board. Students, staff and parents will work together to create a nurturing community in which each learner can develop his/her potential. We will prepare our students to become independent, caring and empathetic individuals, who are active, open-minded participants in a multicultural society. Come to SCC meetings!!

**5) SCHOOL NEWSLETTER:** Newsletters contain information relevant to the school program and are published the first day of each month. ***The newsletter is also posted on our website and will be e-mailed to homes.***

**6) BULLYING:** We strive to create a school and community free of bullying. Anti-bullying information is provided through class instruction & activities throughout the year. Parent support

& involvement is critical to make this program successful as bullying is recognized as a societal issue in our world, not just at schools. All students & school community members have rights & responsibilities associated with those rights & are accountable for their own behavior.

**Prairie South School Division #210**  
**2019 – 2020 SCHOOL YEAR**

**A Message from the William Grayson Staff**

*The staff of William Grayson Elementary School would like to welcome you to the 2019 – 2020 school year. Our school division’s mission and vision is “learning together for our future”. Our Staff is proud of the work of all of our community of learners of William Grayson School and the focus of our school academic goals will be in the areas of reading, writing, and math, along with our support goal of promoting a positive school culture and creating a sense of belonging as well as creating advocates for students. We look forward to continued growth, academic and social skills success for all of our students in the upcoming year. Our Staff is a team of stellar and dedicated educators and assistants with the goal of helping our students achieve their best. As part of our school’s vision William Grayson School provides a safe, consistent & positive learning environment supporting our students in achieving their greatest individual potential. We cannot do it alone, and it is expected that students put forth their best efforts to achieve success in all aspects of their lives. Engaging our families in the learning process will also be essential in order for students to maximize their success. We look forward to working with you to make William Grayson Elementary School a great place to learn, develop positive relationships and treasure lifelong memories, for both staff and students!*

Month	Holidays	Comments
August	August 26-28	SBO day – No Classes
	August 29	Division Inservice Day - No Classes
	August 30	Teacher Prep Day - No Classes
September	Monday, Sept. 2 <b>Tuesday, Sept. 3</b> Monday, Sept. 30	Holiday – No Classes <b>First Day of Classes</b> Early Dismissal 2:20
October	Friday, Oct. 11 Monday, Oct. 14	Prep Day- No Classes Holiday – No Classes
November	Friday, Nov 1 Friday, Nov. 11 Friday, Nov. 29	Prep Day – No Classes Holiday – No Classes Prep Day – No Classes
December	Monday, Dec. 23 To Tuesday, Jan. 3	Christmas Holidays - No Classes
January 2020	Monday, Jan. 6 Friday, Jan. 31	Classes Resume Teacher Prep Day – No Classes
February	Monday, Feb. 10 Monday, Feb. 17 To Fri., Feb. 21	Early Dismissal 2:20 Family Day and February Break – No Classes
March	Friday, Mar. 6  Monday, Mar. 23	Teacher Prep Day – No Classes Early Dismissal 2:20
April	Monday, Apr. 10 To April 17 Monday Apr. 27	Easter Break – No Classes Early Dismissal 2:20
May	Monday, May 11 Monday, May 18	Early Dismissal 2:20 Holiday - No Classes
June	Friday, June 26  June 29 & June 30	Last Day of Classes - Final Reports distributed to students SBO & Teacher Prep

\* This is a tentative schedule subject to change.