

2022-
2023

Carrot River Elementary
School Handbook



P.O. Box 700
Carrot River, SK
S0E 0L0
(306) 768-2481

<http://cre.nesd.ca>

Principal's Message

Welcome to the 2022-2023 school year. This handbook is full of informational items for CRES families regarding goals, policies and expected conduct at our school. CRES has an open-door policy and we value parental and community involvement. We strive to have consistent and effective communication with all our stakeholders. Please feel free to contact the school if you have any comments, questions, or concerns about anything at anytime. Remember to Think Big in all you do- we can, and we will make the 2022-2023 school year amazing.

Candace Panchyshyn Berigüete

Mantra

Think Big! We can, we will!

Mission Statement

Our mission is to provide a safe and caring environment where we work together to be the best that we can be.

Vision

The effectiveness of our school is determined on the basis of the conduct, character, and achievement of our school community. In an exemplary school, we demonstrate:

Compassion

... by being kind with the ability to understand and respond appropriately to the feelings of others

Respect

...by treating others as we would like to be treated and having pride and confidence in oneself

Excellence

... by making positive choices and always trying our best at everything we do

Safety

... by knowing the difference between right and wrong to protect ourselves and others from getting hurt

Values

In order to advance our shared vision of an exemplary school, we will:

- a) Provide an inviting classroom environment for students an environment with clear expectations, consistent consequences, and specific, articulated, academic goals
- b) Help all students achieve the intended outcomes of curriculum by addressing their individual needs and learning styles.
- c) Use methods of assessment that enable us to monitor the learning of individual students.
- d) Collaborate with others and our students so that we can achieve our collective goals more efficiently.
- e) Demonstrate our commitment to professional development and self-improvement as professionals.
- f) Promote a positive school environment by modeling the qualities and characteristics that we hope to instill in our students.
- g) Involve parents/guardians in the education of their children by keeping them informed of student progress and offering suggestions for assisting their children.

Communication

Communication between home and school is an important aspect of the education process. One way this can be accomplished is through the regular newsletters sent home approximately once a month. Announcements and information about school life and happenings are usually discussed in the newsletter. Newsletters are sent home with the **youngest child** attending school in each family (**unless you instruct us differently**). If for some reason you do not receive one, feel free to contact your child's teacher or the school office. Newsletters can also be found on Edsby. We also post information to our school Facebook page under Carrot River Elementary.

We encourage parents to enter planned absences in Edsby. If you would like to set up a 'text to email' contact in your cell phones so you can 'text' your student's attendance or other messages to the school please follow the instructions below.

Go to your contact settings. Add new contact. Add, Name: CRES. Add, email address: cre@nesd.ca. You can now 'text' notifications to that contact and the school will be notified directly. Please use your child's first and last name when 'texting' information so we can identify who is sending the message. Example: "John Smith has a doctor's appointment today." That way, duplicate student names in our building will be identified quickly as to which student has the appointment. Please contact Mrs. Hood at 768-2481 if you need help setting up this feature on your cell phone. **We ask that you please do not text messages to Mrs. Hood's personal cell phone.** Thank you for your attention to this matter. You may always call the school directly with your child's school messages at 306-768-2481.

If at any time you want/need to contact the school, **the phone number is 768-2481.**

Carrot River Elementary School
Box 700
Carrot River, Sask.
S0E 0L0
1040 1st Street NE

Website address: <http://cre.nesd.ca>

**All visitors are welcome in our school.
Please report to the office when you arrive!**

Reporting Terms

At C.R.E.S. there are 4 reporting terms for students in grades 1-4. These students will receive their report card 4 times throughout the year in Edsby. Students in kindergarten will receive report cards in January and June, also via Edsby. Student Led Conferences are planned for the evenings of October 6-7 and March 8-9 for students in Grades 1-4. Kindergarten Conferences will be held in November for their Early Years Results (EYE) and March. Please note that all Student Led Conferences will be held after school.

NESD School Calendar – All Schools	2022-2023
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Aug 2022						
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Sep 2022						
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Nov 2022						
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Dec 2022						
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Jan 2023						
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Feb 2023						
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Mar 2023						
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May 2023						
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June 2023						
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July 2023						
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LEGEND		STATUTORY HOLIDAYS					
/	First day of School	X	Last Day of School	Aug 1	Civic Day	Jan 1	New Year's Day
■	School Improvement Planning – no students	■	School Admin - no students	Sep 5	Labor Day	Feb 20	Family Day
■	Teacher Convention	■	Student Led Conferences	Oct 10	Thanksgiving	Apr 7	Good Friday
■	Division In-service- no students	■	School Break	Nov 11	Remembrance Day	Apr 10	Easter Monday
■	Statutory Holiday	○	Last day of terms	Dec 25	Christmas Day	May 22	Victoria Day
T	Teacher days = 194	S	Student Days = 185	Dec 26	Boxing day	Jul 1	Canada Day
■	Kindergarten Days = 92						

Carrot River Elementary School

Discipline Response Guide

"Think Big- we can, we will!"

Behaviour Log 1

Level 1 behaviours are handled by the attending staff member. Chronic level 1 behaviours could result in a referral to the school administrator.

<ul style="list-style-type: none"> • Assembly Behaviour • Bus Behaviour • Temporary Damage of School Property • Disrespect toward other students • Misuse of electronic devices • Food Theft • Gym behaviour • Hallway Behaviour • Incomplete Homework • Inappropriate Internet Sites • Inappropriate Print Material • Late • Bus behaviour to/from school 	<ul style="list-style-type: none"> • Litter • Non-compliance • Pushing • Playground Behaviour • Talking out of Turn • Teasing/Derogatory Remarks • Unprepared for Class • Swearing not directed at anyone • Inappropriate Clothing • Invasion of Personal Space • Parking Lot Behaviour • Wandering Halls during Class Time • Other
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Behaviour Log 2

Level 2 behaviors are handled by the attending staff member. Chronic level 2 behaviours will result in a referral to the school administration.

<ul style="list-style-type: none"> • Cheating • Inappropriate representation of school (field trips, sports etc.) • Willfully Destroying/Abusing School Property • Opposition to Authority • Refusal to conform to the rules of the school • Gross Misconduct • Lying 	<ul style="list-style-type: none"> • Misuse of Matches/Lighters • Plagiarism • Racial and other Derogatory Slurs • Smoking in Inappropriate Areas • Skipping • Neglect of Duty • Irregular Attendance • Other • Bus behavior to/from school
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Behaviour Log 3

Level 3 behaviours will result in an immediate referral to the school administration

<ul style="list-style-type: none"> • Intimidation/threats • Cheating on an Exam/Major Assignment • Dangerous Use of a Vehicle • Defiance • Illegal Substances • Fighting • Non-emergency Fire Alarm / 911 • Inappropriate off Campus Behaviour (lunch) • Bus Behaviour to and from school 	<ul style="list-style-type: none"> • Physical Aggression • Safety Concern (dangerous) • Sexual Behaviour • Sexual Harassment • Swearing directed at an adult or student • Theft • Weapons • Vandalism • Other
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CRES Bobcat's Behaviour Matrix

	Compassion... by being kind with the ability to understand and respond appropriately to the feelings of others	Respect... by treating others as we would like to be treated and having pride and confidence in oneself	Excellence... by making positive choices and always trying our best at everything we do	Safety... by knowing the difference between right and wrong to protect ourselves and others from getting hurt
Learning Spaces <ul style="list-style-type: none"> Classroom Library Computer Room Gym Hallway Entrance 	I can and I will... <ul style="list-style-type: none"> Include others use kind words and kind actions be helpful accept people's differences greet others 	I can and I will... <ul style="list-style-type: none"> use appropriate voice level and tone use good manners care for space and belongings (mine and others) be a good listener clean up inside and out treat others how I would like to be treated 	I can and I will... <ul style="list-style-type: none"> accept responsibility for my actions do the right thing even when I am not being watched do my best walk with a purpose be positive 	I can and I will... <ul style="list-style-type: none"> maintain personal space know the rules and follow them use equipment, furniture and materials properly think before I act walk on the right hand side of hallway
Washroom	I can and I will... <ul style="list-style-type: none"> maintain privacy 	I can and I will... <ul style="list-style-type: none"> be quiet keep bathroom clean 	I can and I will... <ul style="list-style-type: none"> be prompt 	I can and I will... <ul style="list-style-type: none"> wash my hands with warm water and soap dry my hands with paper towel use washroom properly
Playground	I can and I will... <ul style="list-style-type: none"> include everyone use kind words and actions be helpful 	I can and I will... <ul style="list-style-type: none"> remove hats and outdoor footwear take care of equipment/playground use appropriate language put trash in garbage can listen to the supervisor 	I can and I will... <ul style="list-style-type: none"> be a problem solver be a good sport come in quickly when the bell rings 	I can and I will... <ul style="list-style-type: none"> ask a supervisor for help when needed follow playground rules dress properly for the weather carry equipment in and out of the school
Lunch Time	I can and I will... <ul style="list-style-type: none"> use appropriate topics of conversation 	I can and I will... <ul style="list-style-type: none"> use good manners warm up food only (no cooking) wipe up spills 	I can and I will... <ul style="list-style-type: none"> clean up get ready quickly when dismissed (bell rings) stay seated 	I can and I will... <ul style="list-style-type: none"> eat my own lunch wash my hands before eating stay in my classroom bring food I know how to warm up

C.R.E.S. Bullying Policy

What is Bullying?

Bullying is repeated instances of individuals inflicting physical, verbal, or emotional abuse on another. It includes repeated oppression where there is an imbalance of power between the bully and victim. It can be direct (face to face) or indirect (behind someone's back).

Our Perception

That bullying exists to some degree in every school. We would like to see that we minimize its effect.

Proactive Programs used at CRES

The following programs are used in combination with learning objectives in Health and Social Studies classes. These programs or resources include: Zones of Regulation, Social Thinking: Superflex, CRES Behaviour Matrix, Growth Mindset, Restitution as well as other resources from the Health Region.

Procedures followed at CRES

Each school year students and staff will establish school rules and expectations on how we will interact with each other.

Through this process the expectations will be defined as what it should look like and what it doesn't look like. School rules and expectations will be explicitly taught annually at the beginning of each school year and revisited throughout the school year.

What to do about Bullying

Students:

- 1) Tell an adult you trust
- 2) Tell a school staff member
- 3) Tell until action taken
- 4) Telling is not tattling

Bystanders:

- 1) Speak up
- 2) Tell an adult
- 3) Tell a school staff member
- 4) STAND UP, SPEAK UP, TELL AN ADULT

Parents:

- 1) THIS IS YOUR CHILD
- 2) Take reports of bullying seriously
- 3) Get accurate details
- 4) Contact the school

The School will:

- 1) Investigate all reports
- 2) Follow CRES school-wide discipline plan and response guide
- 3) Counsel the victim and the bully.

F.Y.I.

1. Students may leave the school grounds during class time only when accompanied by a parent or guardian. Please pick your child(ren) up at their classroom.
2. Profane or indecent language and gestures are not permitted in the school or on the school grounds.
3. Caps are to be removed in the school. Clothing with inappropriate, suggestive messages or that is too revealing is not to be worn to school.
4. Students are allowed in the gymnasium only if a staff member is available to supervise them.
5. Clean non-markable gym shoes **and socks** must be worn for all activities in the gym. Outdoor shoes are to be removed at the entrance.
6. Weather permitting, students are expected to be outdoors during recess breaks and during the noon recess. Therefore, students are asked to come to school with suitable footwear, and to dress appropriately for the weather.
7. Students are asked to remain in their own desk during the 16-minute lunch break. Students misbehaving during this time will be removed from the classroom. If inappropriate behavior persists, parents will be contacted.
8. Gum and sunflower seeds of any kind are **not** permitted at school.
9. Once again our school will be a **NUT FREE ZONE**. Parents please screen your children's lunches as we have students who do have severe nut allergies.
10. Toys, sharp objects or any other weapons are not to be brought to school.
11. Students who ride their bicycles to school must use the South entrance when going to and from school, and park them in the designated bike racks. Students must obey bike rules and should know and observe bike safety practices. Students must walk bikes on the sidewalks from Main Street to the bike racks and across Safety Patrol.
12. Food and/or drinks are not allowed in the Library, Gym or Computer Room.
13. Games that could cause damage to the school must be played a safe distance from the school.
14. Students must avoid dangerous activities in the school and on the playground.
The following are considered unsafe activities:
 - a) fighting of any nature
 - b) throwing snowballs, stones, sticks or sand
 - c) climbing on anything but designated equipment
 - d) games or sports that involve rough play
 - e) running or playing with sharp objects
15. Students are expected to arrive for classes on time and to attend regularly.
16. No phone calls will be taken by teachers during class time. Leave a message with the administrative assistant or phone at breaks to discuss matters with your child's teacher.
17. Parents of students who are absent from school are requested to inform the school with a note or telephone call prior to 9:00 a.m. that day.
18. Town students are encouraged to come to school no earlier than 8:45 a.m.
19. Students are asked not to play on the east side of the school.
20. Students are asked not to bring large amounts of money, valuable jewelry or expensive toys, games, or technology to school.
21. Students require their teacher's permission to use the telephone at school.
22. There is an expectation that students complete all homework assignments.

Do unto others as you would have done unto you.



School Bus Safety Code

The bus student shall:

- Be ready to leave on schedule morning and evening.
- Behave in a manner that is conducive to the safe and efficient operation of the bus.
- Adhere to the seating arrangements if set out by the Driver.
- Dress appropriately in cold weather.
- Remain in the bus during mechanical or other difficulties on the road.
- Have respect for other passengers on the bus.
- Proceed directly to the school or place of residence when leaving the bus.
- Always remain seated when the bus is in motion.
- Assume financial liability for any willful damage done to the bus.
- Refrain from the use of indecent language.
- Not use or be under the influence of alcohol, drugs, or tobacco.
- Notify the Driver any time they do not plan to ride on the bus.
- Encase carry-on items such as skates or other equipment and obtain the Driver's approval to carry these items on the bus.
- Remove garbage and personal items from the bus.
- Only leave from the front door except in the case of an emergency.

Consequences of not meeting expectations include verbal warning, parent notification, change of seating, principal involvement up to and including suspension of bus riding privileges and suspension from school.

Assemblies

Assemblies are organized by different classrooms throughout the school year. This allows students to showcase what they are learning. Family and community members are welcome to attend assemblies. Individual teachers will let their students know the exact dates as their assembly approaches.

Awards “Student of the Week”



This year we will be highlighting students from each classroom. These students will be called our “Student of the Week” or “Star Students”. Each classroom will honor their “Student of the Week” in a different manner, but each will be recognized at our assemblies.

Extracurricular Activities

At C.R.E.S. students have the opportunity to take part in different extracurricular activities. It is hoped that this will provide students with a chance to get involved, use some cooperation and leadership skills, and have fun. This also allows students to play and/or work together in a positive environment. Some of the extracurricular activities offered may be: Noon hour activities, Inter-school Soccer, Safety Patrol, Drama, and Spirit Days. Students have many opportunities to get involved.

Bells

- 8:55 - Students to class
- 9:00 - Classes begin
- 10:30 - 10:45 - a.m. recess
- 12:05 - 12:21 – lunch
- 12:21-12:45- recess
- 12:45 - Students to class
- 12:50 - Classes begin
- 2:15 – 2:30 - p.m. recess
- 3:25 – Dismissal (bus students)
- 3:29 – Dismissal (town students)



School Safety Patrol

We are working hard at the school to continue this service. A staff member or volunteer will act as the patrol captain with the grade 4 students acting as the crossing guards. This service will ONLY occur after school. If you are interested in volunteering to be a Safety Patrol Captain, please contact the school.

C.R.E.S. Nutrition Policy

Carrot River Elementary School believes good nutrition is important for growth, development, and learning. We recognize the absence of proper nutrition results in restless, irritated, and tired children. As a staff we accept the responsibility of promoting nutritious food and drink choices and educating students about healthy lifestyles.

Lunch dairy program

We sell milk (white and chocolate) daily beginning in October.

Special Events Canteen (Sports Days/Evening activities)

- Food sold at special events will be approved by staff and/or the School Community Council.
- Classroom Parties/Potlucks:
Although healthy foods should be promoted for daily consumption, it is recognized the school needs to be flexible for celebration days.

Hot Meals hosted by Carrot River Elementary School

All lunch items sold at lunch events hosted by Carrot River Elementary School will offer at least one serving from two food groups as outlined on Canada's Food Guide.



School Fund Raising

C.R.E.S. organizes some fundraising events each year as part of its school activities. Money raised will go toward the new school playground.

Chocolate milk and white milk are available for sale each day at noon hour beginning in October. These items are \$1.50 each. Milk/ice cream cards will be available for students to purchase. The cost of the cards will be \$30.00 for 20 milk.

Food sales will be held throughout the year. Some food sales will be for parents and guests; the others will be for students only. Milk, dixie ice cream cups, fruit cups and veggie cups may also be available with our food sale.

Evacuation Arrangements

Wherever many people are gathered together or spend long periods of time in one place, there is always the potential of a disaster or accident. Because there are typically many children concentrated together in a school, the possibility of an emergency occurring makes it imperative that we be as prepared as we can be should such an event ever happen. This is especially important during the winter season when there may be no time to put on footwear or coats.

We hope never to have to resort to using this evacuation plan. However, this might be one small measure to make a serious situation less so. All students are to proceed to Pioneer Place on Main Street.



CARROT RIVER ELEMENTARY SCHOOL