

# Weldon School



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**Revised September 2020**

**Vision Statement:**

*Success for Every Student*

**Mission Statement:**

*To provide a quality education to our students  
in a safe and caring environment*

**Guiding Principles:**

*We will....*

- \*Provide an inviting school environment for students with clear expectations, consistent consequences and respect for all.*
- \*Help all students achieve the intended outcomes of the curriculum by addressing their individual needs and learning styles.*
- \*Work collaboratively in developing instructional strategies and methods of assessment to advance the vision of our school.*
- \*Model qualities and characteristics we hope to inspire in our students to promote a positive school climate.*
- \*Demonstrate a commitment to lifelong learning and continuous improvement.*
- \*Encourage open communication between students, staff and parents.*
- \*Involve parents and community by creating specific opportunities to be a part of our school.*

**Did you know?**

School Team Name

Diggers

School Colors

Grey, Black and Burgundy

Mascot

Coal miner

Website

<http://www.cornerstonesd.ca/~weldon>

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## **1. Principal's Message**

Welcome to another great year at Weldon School. A special welcome goes out to parents/guardians who have children attending our school for the first time. Our school is a K-8 Public School. Weldon Staff is committed to creating a positive environment to fulfill our mission and vision. We believe that intelligence and talent are malleable and can be developed. We extend an invitation to parents to visit the school any time and not just when concerns arise.

The purpose of this handbook is to state school policies and regulations established to ensure our students will have a safe, productive year. It is also designed to inform you of the events, and programs scheduled at Weldon School. The staff at Weldon looks forward to working with you this school year. We will do our best to keep you informed of what is happening at school through our monthly newsletters, week at a glance and our school website.

## **2. Weldon School Staff for 2019-2020**

Nina Lonsberry	Principal, Grade 8 Math & ELA
Melanie Brandow	Kindergarten, Grade 5/6 science and arts ed
Elizabeth Giesbrecht	Grade 1
Jon Nickel	Grade 2/3, Math 2
Kristy cooper	Grade 3/4 Math 4
Janet Mann	LST, Grade 5/6 Math
Melissa Gartner	Grade 5/6
Chanda Henry	Grade 7/8, Grade 7 Math & ELA
Sarah Wilson	RTI, Math grade 3, grade 2/3 arts ed
Dichelle Kukura	Administrative Assistant
Melissa Rensby	Library Technician/Educational Assistant
Carrie Stoppler	Educational Assistant
Chelsea Sinclair	Educational Assistant
Sara East	Speech Language Pathologist
Adrienne Rondeau	School Councilor & Family Liaison
Jeff Lunde	Band Instructor
Tracey Daneluk	Caretaker
Tanya Dirks	Caretaker
Constable Clark	RCMP Liaison Officer

Division Office: South East Cornerstone School Division #209  
80A 18<sup>th</sup> Street NE  
Weyburn, Saskatchewan S4H 2W4  
(306) 848-0080

Director of Education	Superintendent
Lynn Little	Shelley Sargent

### **3. School Hours**

8:25...Supervision Begins (Breakfast begins)  
Doors are locked until 8:25 unless the WC is under -25  
8:40...Homeroom Bell  
8:45...School Begins  
10:15-10:30...Recess  
11:45-12:40...Lunch  
12:45...Classes Resume  
2:00-2:15...Recess  
3:45...Dismissal Bell

### **4. School Year 2019-2020**

September 8 – First day of school

October 26 – No school

November 6, 11, 30 – No school

December 21- January 3 – Christmas Break

January 29 – No school

February 15-19 – February Break

March 19, 22 – No school

April 5-9 – Spring Break

May 24,31- No school

June 14- Last day of school

### **5. Visitors and Volunteers**

You are welcome to visit the school at any time; we just ask that you please report in at the office. If you would like to be a volunteer stop by the office to get the required paperwork. We appreciate all the volunteers we currently have.

## 6. Student Expectations

### Be Safe

- Keep bodies calm in line
- Report any problems
- Keep your hands to yourself

### Be Respectful

- Treat others the way you want to be treated
- Be an active listener
- Follow adult directions
- Use polite language
- Help keep the school orderly
- Use appropriate voice

### Be Responsible

- Be an active participant
- Give full effort
- Be a team player
- Do your job

**See attached Weldon Appendix B**

## 7. Digger Awards

Weldon School values positive student behavior at school. Students that demonstrate our School-Wide Expectations (Responsible, Respectful and Safe) both inside the classroom and outside can be awarded a Digger award. Students with this title receive a certificate and a medallion for the Celebration wall. One student every month receives a Principal's Award. Students that are awarded with this receive a certificate and medallion but also get to pick something from the Reward Store. The following is the criteria staff uses to choose those students.

**D** – Doing your job! (Working hard at being a great student. Listening to their teacher, doing homework)

**I** – Improved (academics or behaviour)

**G** – Good Citizen (helping others, meeting expectations of the matrix)

Principal Award – This student has been seen helping others, playing with others, being an all-around good student and has good attendance.

## **8. School Assessment Policy**

Assessment of student progress at Weldon School is based on the achievement of outcomes. This enables teachers to know in which areas the child is doing well and those areas that require further support. Students' grades will be consistent, accurate, meaningful and support learning. Students will know the expected outcome they are achieving. Learning behaviours, such as work habits and social skills, are reported separately. This allows the focus to be on student achievement of the outcomes. Students will be involved in assessment. Conversations and observations are counted as evidence of achievement. Learning is a process in which learners increase knowledge, understanding and skills over time. Only the most recent evidence of the students' learning is used to calculate grades. You can find the full policy on our school website.

## **9. Student Achieve:**

Weldon School believes that a transparent, open education is best. This includes assessment and evaluation. All teachers update the Student Achieve database weekly with classroom tasks that are evaluated and contribute to your child's overall grade on their report card.

Student Achieve is available to review by parents and guardians at any time. This allows you to see how your child is doing at school. Of course, personal communication is most effective and always encouraged but Student Achieve allows you to get a 'snapshot' of your child's learning and progress. You may have a log-in already if you have older children in high school (all Southeast Cornerstone Schools have this program for the same purpose) or please don't hesitate to contact the school for your log-in information.

## **10. Celebration of Learning:**

We have three reporting periods in a school year ending in November, April and June. At each reporting period, a summary of your child's achievements and daily attendance will be sent home. As well, Weldon School invites families to come in to celebrate the successes of their child by attending a night to view their portfolios and/or examples of their work. It is important for students to take a major role in their learning by selecting pieces of work that they are proud of, as well as doing some long and short term goal setting. The student is expected to be a leader in this discussion. If the child is having any difficulties his or her teacher will be in contact with the parent prior to receiving his or her report card.

## **11. Communication**

Good parent-teacher communication is important for student success at school. If at any time you wish to contact your child's teacher, please feel free to do so. The best time to contact teachers is at recesses, noon, or prior to 8:40AM or after 3:50 PM.

We are aiming to be a paperless school. Each teacher uses a classroom app to communicate with his or her parents. On this app, they post newsletters and calendars the first week of each month, and weekly events summary sheet "Week at a Glance" will be added the Friday preceding each week. You may also receive classroom information about tests and homework. The school also has weekly events and monthly newsletters posted on the school website: <http://www.cornerstonesd.ca/~weldon> or the Bienfait Weldon SCC facebook page.

From time to time you may receive a phone call or email from our Synervoice system. This system may call your number until the phone is answered or a machine picks up. These are usually calls with information pertaining to all of our families but from time to time it may be used for individual classes. As of late, emails are the communication of choice by the Synervoice system.

## **12. Misunderstandings and Problem Resolutions:**

Conflict and misunderstanding will arise from time to time because we all are human. In keeping with time-honored principles, South East Cornerstone Public School Division #209 advocates the procedure of **going first** to the person with whom one has the misunderstanding. In a school situation, this is likely to be the teacher. In most cases situations can be resolved at this level.

However, if not resolved satisfactorily, the matter should be brought to the attention of the **principal**. If still not resolved satisfactorily, the Principal shall notify the Director, who may require that the matter be brought to the Board of Education. If resolution to the parents' satisfaction is still not achieved, the grievance may then be submitted in writing to the Board of Education.

In all cases, the Principal and the Director shall document grievances brought to their attention.

### **13. Attendance Policy**

At Weldon School, a telephone call or a note from parents is required if a student is absent. The principal must be notified of any extended absence of a student. Please try to book your holidays so that your child's school attendance is not affected. It is the parents' responsibility to insure that the child's educational progress is maintained. The student is responsible for any missed schoolwork.

Regular attendance is important. Pupils who miss school frequently become discouraged and frustrated because they cannot follow the work. It is also important for students to arrive at school on time. Continually arriving late can be very disruptive for the whole class. Important instructional classroom time often takes place at the beginning of each class. We encourage all students to arrive on time.

Our attendance procedure is as follows:

1. Teachers take attendance once in the morning and once in the afternoon.
2. If a student is recorded absent without permission or notification from the parent/guardian, the teacher or administrative assistant will call home.
3. It is the school's priority to investigate reasons for non-attendance with a focus on intervention and prevention.
4. Attendance is reported monthly, if your child is over 10% absent, you will receive a letter from the school.
5. For all students with higher than 20% absenteeism, a record of all contact and the plan put in place will be included in the child's educational cume folder.

### **14. Student Services**

Many students experience personal and family problems that make it difficult for them to concentrate on their school work. A student services counselor, will be available to assist students, parents, and teachers with students' non-academic problems. She visits Weldon School doing individual and family counseling, where students are experiencing social, emotional, or behavior problems. If you need to contact her, please call the school.

### **15. Band Program**

Our band instructor is Mr. Jeff Lunde. Band is a required area of study for all Grade 5 students and is offered to all other grade 6, 7 and 8 students.

## **16. Footwear**

1. Pupils **MUST** wear footwear at school at all times both for safety and health reasons.
2. Students are required to have indoor shoes. Pupils are required to have running shoes to participate in gymnasium activities. Due to safety issues, unless a student has gym/indoor shoes to wear during classes in the gym, they will not be allowed to participate.
3. Pupils are required to remove outdoor footwear before entering the school.

## **17. Dress Code**

1. All pupils are expected to be clean and tidy in appearance.
2. Clothing should be suitable for the weather conditions and the activities in which the pupil is participating. It is the parent's responsibility to provide warm clothing in the winter months as most often, recess is outdoors.
3. Appropriate logos and writing on clothing is important.
4. Students must wear school appropriate clothing as determined by the administrative staff (ie. No spaghetti straps, short shorts, etc.)
5. Hats are only allowed on special days deemed by the staff.

## **18. Computers and iPads:**

As an information resource, computers have the ability to open a whole world of new learning experiences for our students.

All students in Kindergarten to Grade 8 are taught how to explore the internet in a safe and responsible manner. To have access to any internet work, students and their parents must sign an Internet Use Agreement to be kept on file as long as that student is part of this school division. (See attached AP-140 Appendix A)

**All students using computers will be expected to follow the particular guidelines given to them by their teacher. Any misuse will be treated seriously and students will lose their privilege.**

## **19. Personal electronic devices policy**

Use of **P.E.D.** in school situations can be disruptive to the educational environment. Any form of picture taking can be considered an invasion of personal privacy; therefore before students take any pictures of the building, staff or students, permission must be obtained from the administration or classroom teacher.

**Kindergarten to Grade 4** students are NOT permitted to have cell phones, mp3 players, or other electronic devices. If such devices are observed, they will be confiscated.

1<sup>st</sup> offense:

- Confiscation
- Teacher held
- Returned to student at end of the day

2nd offense:

- Confiscation
- given to the Administration
- returned to student at the end of the day

3rd Offense:

- confiscation
- given to the Administration
- returned only to a parent

Students needing to make phone calls are encouraged to use the school telephone after obtaining permission from a staff member.

**Grade 5-8** students are permitted to use cell phones, mp3 players, or other electronic devices at appropriate times and places in the school building after signing the P.E.D. contract. (See attached Weldon Appendix C).

**Weldon School will not be responsible for the loss, theft or breakage of such items.**

## **20. Bicycles, Scooters, Skateboards and Rollerblades**

Students who bring their bikes to school are to put them in the bike racks. The school is in no way responsible for lost, stolen or damaged bikes. We encourage all bikers to wear helmets. The safety patrol is instructed to report students who do not handle their bicycles in a safe, courteous manner. **Skateboards, scooters, or roller blades are NOT allowed on the school grounds.** If ridden to school they are the responsibility of the owner.

## **21. Safety Patrol**

Students serve as the school safety patrollers. Patrollers are on duty at dismissal times. Members are charged with the duty to ensure safe street crossings by pupils and bicyclists. We request that you please assist our patrols by driving extra cautiously near the school and obeying them when walking and or riding your bicycles.

## **22. Parking Area**

**Only buses are allowed to drive through the driveway loop or park in the front of the school.** There is special staff parking to the south of the building. A parent parking lot is also made available to the south east of the building. Parents are expected to park in this area, as well as when dropping off or picking up their children. **For safety reasons, there is NO parking in the street adjacent to the school.** There is a handicap parking space immediately in front of the building.

**ONLY** the Kindergarten students are allowed to enter the main entrance so may be dropped off at that point but parents wishing to walk their kindergartner into the school, must park in the parent parking lot and walk their child to the door. The Grade 1-3 students must enter the south door of the building. The Grade 4-8 students are to enter through the west door.

## **23. Bus Transportation**

The bus pick up service is a privilege and needs to be treated as such. Students who make use of the school bus service are expected to behave in a safe, respectful, and responsible manner. Failure to abide by the following expectations may result in a suspension from riding the bus.

### **Student Responsibilities and Conduct on the School Bus:**

1. Students are expected to show respect to the driver and to understand the driver is in charge at all times while they are on the bus.
2. The driver may assign student seating.
3. Students must observe the instructions and directions given by the driver when boarding or leaving the bus.
4. No student should attempt to board or leave the bus while it is in motion.
5. Students will remain in their seats while the bus is in motion.
6. The student should be ready to board the bus at the appointed pick-up times

both before and after school.

7. The use of tobacco products, alcohol and non-medical drugs are prohibited on the bus.
8. Profanity is not permitted.
9. No part of the body should protrude out of an open window on the school bus.
10. Student conduct on the bus should be consistent with the expectations of the Weldon School's Behaviour Matrix.

**Parental Responsibilities:**

1. To inform the driver when their child or children will not require bus service.
2. To ensure their child or children are ready to board the bus at the appointed pick-up time.
3. To ensure their child or children wear warm clothing during the winter months.
4. To arrange billets for their child or children in the event of severe weather, and ensure both the bus driver and the school have this information.
5. To promote good conduct by their child or children on the bus.

**Consequences for Failing to Display Good Conduct on the School Bus**

1. The driver has the authority to recommend to the Principal that bus service be refused to any student who misbehaves or fails to abide by the rules established for the bus.
2. The Principal has the authority to decide on the consequence or consequences that is to be applied to a student for failing to abide by the rules.
3. Should a student be suspended from riding on the bus, the Principal shall inform the parent/guardian, the Transportation Supervisor, Manager of Facilities & Transportation and the Superintendent of Schools or designate.
4. Should the Principal recommend a suspension of longer than three (3) days for failing to display good conduct on a school bus, the Superintendent of Schools or designate will follow a course of action in accordance with Administrative Procedure 355 – Student Discipline.

**Weldon School Action Plan:** Failure to follow the expectations of being a safe, respectful and responsible rider will result in the following:

Level 1 – The bus driver will address the issue with the student and contact the parent/guardian.

School administration will be informed.

Level 2 – If the child’s behaviour does not change, bus driver will contact school administration who will then address the issue with the student and contact parent/guardian. Depending on the bus issue, a suspension from the bus may be considered.

Level 3 – If the child’s behaviour continues, school administration will arrange a meeting with student and parent/guardian at which time a suspension of bus privileges will be issued.

**This is a team effort. Parent/Guardian involvement and support are very important to keep our students safe while being transported to and from school.**

#### **24. Nutrition Policy/Lunch**

SECPSD along with Weldon School frowns upon snack foods containing a high amount of sugar, such as candy and soda. Please keep the health of your child in mind when packing snacks and lunches.

1. The principal shall be responsible for the supervision of noon-hour lunch supervision.
2. The school division shall provide noon-hour supervisors.
3. Students who remain at school for lunch will not be allowed to leave the school grounds during the lunch period. **A parent/guardian wishing to alter the arrangement even for one day must send a note to the school administration. No phone calls home for lunch arrangements will be allowed.**
4. Students who go home for lunch may return after 12:10, but will be expected to remain outside until the 12:40 bell rings.
5. Students who eat lunch at school are to eat in the commons area. All students are to remain in this area until they are dismissed at 12:10. Some of the younger students will be allowed more time to eat if needed. Students are expected to leave the lunch area clean and tidy after eating their lunch. Keep in mind that being allowed to stay at school over the lunch period is a privilege. **Poor behavior will result in the loss of this privilege and may be sent home.**
6. Microwaves at the school are for warm up ONLY. Do not send food items that need longer than 2-3 minutes to heat up. There are many students who use these microwaves. Also, it is your responsibility to send cutlery. The school does not provide spoons, forks, knives, bowls, etc.

## **25. Breakfast Program**

Weldon School has a free breakfast program each morning beginning at 8:25. The students are all welcome to come and have breakfast. This program has been made possible by the R.M. of Coalfields. The SCC is always looking for volunteers to help serve breakfast.

## **26. Extra-Curricular Activities**

The staff at Weldon encourages all students to come out and play on our school teams and participate in all of our school activities and clubs. When privately owned vehicles are used to transport students to these activities each vehicle must have a minimum of two million dollars Third Party Liability Insurance coverage. Please stop in the office to fill out the required paperwork to transport any child other than your own.

## **27. Severe Weather**

On the days with severe wind chill a decision to cancel buses will be made by central office personnel prior to 7:00AM. Once this decision has been made a call will be made to the radio stations 1150 and SUN102.3 FM. The announcements for bus cancellations are also posted on the division website. If busses are not making the return route home, bus students will be sent to the billet family that is indicated on the registration form. **It is required and essential a billet is named on your registration form for this reason.**

## **28. Directed School Closure**

At times the Director of Education may declare the school must close for reasons of safety, excessive heat, no water, or sewer, etc. We must then send the children home with very little warning. Each family should ensure that they have a plan to deal with this. Students may be able to go to a friend's, neighbor's, or relative's with parent permission only. **Please make this known to your child as well as list your emergency contact on your registration form. Bus students will go to billet families.**

### **29. Emergency Procedures**

When a student becomes ill or injured while under the supervision of the school, the teacher in charge will take only such measures that are well within his or her capabilities before calling the parents, emergency contact person and/or medical personnel.

Except where situations obviously require an ambulance, parents will be asked to transport, or see to the transportation of the student to medical facilities if need be.

If no contact with parents or emergency contact person can be made, provision will be made for the student as described on the registration form.

All serious accidents are reported in writing to the School Division Office.

### **30. Fire Drills and Lockdowns**

Both are practiced throughout the year. There are procedures in place. If an emergency should occur, all parents will be contacted, if at all possible. Our evacuation place is the Town Office Library. If you are in the building please follow the procedures in place even if it is a drill.

### **31. Smoke Free and Scent Free**

Weldon School is “Smoke Free”. No smoking is allowed in the building or on the school grounds at any time. Due to allergies, we ask that no heavy scents (ie hair gel, AXE spray, perfumes) be worn in the school.

### **32. Safe School Charter**

South East Cornerstone Public School Division's vision is "Success and achievement for every student in every school." We believe, and the research supports, that when students feel safe and cared for their opportunities for success and achievement are maximized. It is for this reason that SECPSD requires every school to have a "Safe and Caring Schools Charter." This charter can be found on our website <http://www.cornerstonesd.ca/~weldon>. In this document you will find the following:

Required elements in the Charter include:

- A belief statement
- Roles and responsibilities
- A definition of the desired school climate
- Strategies to strengthen the school climate
- PROACTIVE skill teaching: PBIS (Positive Behaviour Intervention Strategies)
- Discipline procedures
- Provisions for bullying and harassment
- Provisions for dangerous weapons
- Provisions for illegal substances
- Provisions for reporting child abuse/neglect
- Provisions for student leadership
- A communication plan
- Partnerships

Weldon Appendix C  
Weldon School Grade 5-8 Electronic Device Contract

Use of personal electronic devices in school situations can be disruptive to the educational environment. Any form of picture taking can be considered an invasion of personal privacy; therefore before students take any pictures of the building, staff or students, permission must be obtained from the administration or classroom teacher.

The **personal electronic devices** included in the terms of this contract are:

- Cell phones
- Mp3 players (including iPods and iPads)
- E-readers (including Kindles)

The **zones** in which such devices are permitted are as follows:

- RED ZONE- bathrooms, change rooms- NEVER ALLOWED
- YELLOW ZONE- in the school building- including classroom, lunch room, library- ALLOWED WITH TEACHER OR SUPERVISOR'S PERMISSION
- GREEN ZONE-playground- ALWAYS ALLOWED

**Rules (IN ALL ZONES)**

1. No inappropriate music.
2. No viewing of videos or movies.
3. No texting students in our school or at other schools.
4. No posting or uploading photos to Facebook.
5. No online games, tweeting or snap chatting.
6. If a staff member asks to see/listen to what you are doing on your device, you must comply immediately.  
(IN THE YELLOW ZONE)
7. Keep your devices safely locked up.
8. Turn off all sounds/notifications.
9. Keep the volume down. Only YOU should be able to hear it.

**Consequences** for not following the rules in this contract:

- Privilege taken away for a period of time.
- Privilege taken away for the remainder of the year.
- Device taken away from the student (to be returned to the parents).

This contract must be signed and returned to the school before any use of electronic devices is allowed.

I agree to the terms of this contract which detail the responsible use of electronic devices at Weldon School.

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(Student Signature)

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(Parent Signature)

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(Date)