



## **Green Acre School Handbook**

**2025-2026**

**Excellence ... one step at a time.**

(306) 236-5905 / [ga.school@nwsd.ca](mailto:ga.school@nwsd.ca)

### **Class times**

8:55 - 10:30	10:45 - 12:00
12:55 - 2:05	2:20 - 3:30

**If it is necessary to contact a student or a teacher during school hours, please avoid these class periods, if possible.**

### **Northwest School Division No. 203**

Meadow Lake Office	(306) 236-5614
Turtleford Office	(306) 845-2150
Marshall Office	(306) 387-1200
Website	<a href="http://www.nwsd.ca">www.nwsd.ca</a>

### **School Community Council**

Celeste Eaton (chair)

### **School Staff Members**

Michael Radford	Principal & Teacher
Michelle Hildebrand	Teacher
Sheryl Bellegarde	Teacher
Kaare Gunderson	Teacher
Tara Drager	Educational Assistant/Library Tech
Carol Gran	Educational Assistant
Melissa Brookes	Administrative Assistant
Carrie Klassen	Wellness Coordinator
Shelley Selinger	Caretaker
Allison Cates	Bus Driver
Bruce Zacharias	Bus Driver

## Introduction

Green Acre School serves students in grades K-8 from Rapid View and nearby rural areas, operating within Northwest School Division #203. Their handbook aims to acquaint students and parents with the school, its programs, staff, and rules. The key to student success lies in a collaborative effort between parents and teachers, focused on meeting each child's individual needs. The quality of a child's education greatly hinges on the relationship dynamics among parents, teachers, and the community. The school encourages open communication and urges parents to reach out to staff whenever needed.

## School Goals:

1. **Academic Proficiency:** Focusing on core skills like reading, writing, technology, problem-solving, and communication.
2. **Promoting Lifelong Learning:** Instilling an attitude of continuous learning.
3. **Cultivating Appreciation:** Encouraging respect for others, self, and the environment.
4. **Healthy Lifestyle:** Emphasizing personal hygiene, physical activity, nutrition, creativity, and confidence.
5. **Social Responsibility:** Equipping students with values like honesty, integrity, compassion, empathy, responsibility, and fairness.
6. **Self-Image and Confidence:** Building a positive self-concept in students.
7. **Creating a Respectful Environment:** Fostering mutual respect among students, parents, teachers, and their belongings.
8. **Community Engagement:** Developing strong home/school/community relationships through cooperation and communication.
9. **Instilling Pride:** Cultivating a sense of pride in students for their school and its accomplishments.

## Discipline Policy

The Northwest School Division prioritizes safe, effective, and respectful learning environments for all involved parties—students, staff, parents, and the community. Their mission highlights the importance of a robust discipline policy that fosters accountability for actions. In alignment with this mission, Green Acre School has formulated a strong Discipline Plan rooted in cooperation and mutual respect among students, parents, and teachers, as outlined in the Rights and Responsibilities section of the Northwest School Division Discipline Policy. This plan aims to facilitate an effective education and cultivate a positive school climate through the following:

1. **Growth:** Discipline aims for positive outcomes and student development.
2. **Positive Intent:** It's rooted in positivity and respect.
3. **Continuous Process:** Focuses on teaching appropriate behavior and self-control continuously.
4. **Learning-Conducive Atmosphere:** Students deserve an environment supportive of learning.
5. **Clear Expectations:** Clear expectations lead to improved individual performance.

## **Rights and Responsibilities:**

### ***Students:***

1. **Right to Education:** Students have the right to quality education and, in turn, the responsibility to attend school regularly, adhere to school and classroom rules, listen to instructions, and collaborate with peers.
2. **Right to Respect:** Students have the right to be treated with respect and courtesy, and they are responsible for reciprocating this behavior towards adults and fellow students.
3. **Right to Safety:** Students have the right to a safe school environment and are accountable for following school rules, refraining from actions or words that could threaten or harm others, and fostering a safe atmosphere.
4. **Right to Expression:** Students have the right to be heard and listen, and they are responsible for listening attentively and respectfully to others.
5. **Right to Privacy and Property:** Students have the right to privacy, personal property, and personal space, and they have the responsibility to respect the privacy, property, and personal space of their peers.

### ***Teachers:***

1. **Right to Respect:** Teachers have the right to be treated respectfully by both students and parents, and they have the responsibility to reciprocate this respect towards students and parents.
2. **Expectations from Students:** Teachers have the right to expect students to attend class, maintain a positive attitude, and be prepared to learn. They also hold the responsibility to exhibit a positive attitude and be prepared to teach effectively.
3. **Creating a Learning Environment:** Teachers have the right to expect the classroom to be a conducive learning space where all students actively participate. They're responsible for engaging all students in the learning process and assessing them as necessary.
4. **Ensuring Safety:** Teachers have the right to feel safe within the classroom and school premises. Their responsibility lies in providing a safe environment for students and others and taking necessary actions to address any threats to safety.
5. **Expecting Parental Support:** Teachers have the right to expect support from parents or guardians concerning their child's education. Simultaneously, they hold the responsibility to encourage and facilitate parental involvement and collaboration between home and school.

**Parents:**

1. **Safe and Supportive Environment:** Parents have the right to expect a safe and supportive school climate. They bear the responsibility of teaching and modeling appropriate behavior for their children.
2. **Promoting Positive Learning Attitudes:** Parents have the right to expect the school to foster a positive attitude toward learning. They are responsible for reinforcing this idea at home, encouraging study habits, and monitoring their child's progress.
3. **Regular Communication and Informed Involvement:** Parents have the right to regular updates about the school and their child's progress, and prompt notification of any serious concerns.
4. **Orderly School Operations:** Parents have the right to expect the school to function effectively. They're responsible for encouraging respectful behavior and supporting the school's discipline efforts.
5. **Quality Education:** Parents have the right to expect quality education for their children. They hold the responsibility to ensure regular attendance, adequate rest, and good nutrition to support their child's learning journey.

**Green Acre School Expectations for Student Behaviour**

1. **Punctuality and Attendance:** Students must be on time and attend regularly.
2. **Respectful Conduct:** Treating others with respect and courtesy is mandatory.
3. **Non-Violence Policy:** Students must not threaten or harm others through actions or words.
4. **Attentive Listening:** Listening attentively and respectfully when addressed by others is required.
5. **Respecting Privacy and Property:** Respecting the privacy, personal property, and space of others is essential.
6. **Compliance and Cooperation:** Following classroom guidelines, listening to instructions, cooperating, and completing assignments are expected.
7. **School Property Boundaries:** Remaining on school property during school hours, unless given written permission by a parent, is mandatory.
8. **Prohibited Items:** Students cannot bring alcohol, drugs, or weapons onto school property.

**Consequences for not following these guidelines may include:**

1. **Verbal reprimand** and an action plan to prevent future unacceptable behavior.
2. **Loss of privileges** such as recess or extra-curricular activities.
3. **In-school suspension**, involving separation from the regular class for a full or partial day of study.

4. **Out-of-school suspension**, potentially requiring a parental interview with the child, teacher, and principal before the student's return.

***The Code of Conduct within the Northwest School Division strictly prohibits:***

- Possession or use of alcohol, illegal drugs, or illegal weapons
- Physical or verbal assault or threats
- Malicious damage to school property or personal belongings

All violations will be reported to the Board of Education, and consequences could involve counseling, suspension, expulsion, or other serious measures. It's crucial to note that these rules apply not only during school hours but also during any school-related activity, whether on or off school grounds.

***The School Division Policy outlines a structured approach for addressing criticisms or concerns within the school community:***

1. **Direct Communication:** Criticisms or concerns should be addressed to the individual closely associated with or responsible for the issue.
2. **Contacting the School:** Parents with questions or disagreements should initially contact the school to arrange a meeting with the relevant staff. Open and honest communication is encouraged for resolving most situations.
3. **Next Steps:** If unsuccessful despite reasonable expression of concerns, the policy recommends accepting the situation and moving to the next level.
4. **Formal Complaints:** Written complaints are found to be most effective. The School Division provides a Concern Referral Form, ensuring thorough investigation and action by appropriate personnel.
5. **Hierarchy for Addressing Concerns:** Generally, school concerns follow this route:
  - Teacher
  - Principal
  - Director
  - Board of Education
  - Regional Director
  - Minister of Education

This structured approach aims to address concerns systematically and progressively, ensuring that issues are properly investigated, and actions taken by the appropriate authorities.

### **Recess and Noon Hour Breaks**

1. **School Hours:** Students can enter the school at 8:40 am unless specifically authorized by a teacher; leaving promptly after dismissal is encouraged unless permission to stay is granted.
2. **Noon Lunches and Outdoor Play:** Students are expected to have their lunch at their desks and engage in outdoor play during noon breaks and recesses.
3. **Permission for Staying Inside:** If a student cannot go outside, a note or phone call from the parent is required. Those indoors engage in quiet activities at their desks.
4. **Consequences for Inappropriate Behavior:** Inappropriate behavior may lead to the loss of certain privileges during breaks.

### **Accidents/Sickness at School**

1. **Contacting Parents:** If a student requires medical attention or falls ill at school, parents or guardians will be contacted immediately. If they cannot be reached, a doctor may be consulted, and in severe cases, the child may be taken to the hospital emergency room.
2. **Providing Alternate Contact:** Parents are requested to provide an alternate contact on the registration forms in case they cannot be reached.
3. **School Staff and Medical Treatment:** School staff will not sign for medical treatment by a doctor, emphasizing the necessity of parental or guardian consent for medical care.

### **Administering Medication to Students**

#### ***Essential Medications***

1. **Essential Medication:**
  - Prescription medication designated by a physician that cannot be scheduled outside regular school hours and is crucial for the student's health or well-being.
2. **Essential Procedure:**
  - A prescribed procedure by a physician that cannot be administered outside regular school hours and is vital for the student's health or well-being.
  - Examples include:
    - Gastronomy feeds
    - Catheterization
    - Suctioning
    - Response to seizures
    - Blood glucose monitoring
    - Response to low blood sugar emergencies.

These definitions outline crucial medical interventions and medications necessary for a student's health or well-being during school hours, requiring special attention and administration within the school setting.

#### ***Process:***

1. **Requesting Medication or Procedures:**
  - Parents must request the administration of necessary prescribed medication or medical procedures during school hours by using the "Administration of Prescribed Medication and/or Medical Procedures" form (Form 316-1).
2. **Health Services Plan Development:**
  - Once the required information from the medical doctor is provided, a Health Services Plan (Form 3167) will be developed.
  - The planning team, including parents/guardians, possibly the child (if appropriate), school administration, and supporting recommendations from healthcare professionals like doctors, occupational therapists, or physical therapists, will collaborate on the plan.

These procedures ensure that necessary medications and medical procedures for students during school hours are managed through a formal process involving input from relevant stakeholders and healthcare professionals.

#### ***Non-Prescribed Medicines***

**1. Health Information Form:**

- At the start of each school year, parents/guardians must sign a school-specific "Health Information" form (Form 316-3).
- This form details the student's medical conditions, and precautions, and specifies whether non-prescribed medicine may be used from the school's supplies.

**2. Principal's Confirmation:**

- The Principal or their designate is required to read and sign each returned Health Information form.
- Information from these forms is entered into the student's file and shared on a need-to-know basis within the school community.

These procedures ensure that pertinent health information, including permission for the use of non-prescribed medicine from school supplies, is documented, acknowledged by the Principal, and handled confidentially within the school.

#### **Educational Activities and Trips:**

**1. Expenses Covered:**

- The school covers expenses for meals and admission for staff, students, and necessary supervisors as per policy requirements.

**2. Parent/Guardian Accompaniment:**

- Parents or guardians wishing to accompany a school outing may do so but will be responsible for their expenses.

**3. Chaperone Selection:**

- chaperones will be selected on a first come first serve basis.
- Parents not selected can still join but will be responsible for their transportation.

**4. Transportation Expectation:**

- Students are expected to use the transportation arranged by the school for the trip.

**5. Payment for Food on Trips:**

- For trips involving purchased food (e.g., camping or lake day), attending parents may be asked to contribute a nominal fee.

These procedures ensure fairness in chaperone selection and clarify responsibilities for expenses, transportation, and payments related to school trips and educational activities.

#### **Extra-Curricular activities:**

**1. Available Activities:**

- Students have access to various recreational and educational activities like drama, sports, music, and other interest-based groups, depending on available resources and student interest.

**2. Parent Volunteers:**

- Green Acre encourages and welcomes parent volunteers to assist in school activities and events, including house team events, sports tournaments, and track and field, as well as classroom functions such as assisting with administrative tasks, library duties, reading

support, sales, or attending school productions. The involvement of parent volunteers is valued and seen as a collaborative partnership in student education.

**3. Requirement for Criminal Record Check:**

- Volunteers who work with students without direct supervision by the Principal or a teacher must submit a current criminal record/vulnerable sector check to the Principal before engaging in any activity or supervision involving students.

**4. Permission Forms:**

- Some activities may require students to return signed parental permission forms.
- Students who fail to return these forms may not be allowed to participate in the activity.

These procedures support student engagement across activities while fostering an environment encouraging parent participation in school events. To prioritize student safety, volunteers working directly with students, unsupervised, must undergo a criminal record check before engaging in any student-related activities.

**Dress Code**

***Students are expected to:***

- Take off outdoor clothing during class
- Dress suitably for the weather
- Possess non-marking sole shoes for the gym or indoor wear exclusively
- Follow a dress code reflecting cleanliness, safety, tastefulness, and neatness
- Avoid clothing or items referencing drugs/alcohol, as these are prohibited on school premises. Any violation will prompt parent notification.

**Kindergarten**

In Kindergarten, students experience roughly half of the regular program and follow a monthly schedule of K-days. Learning occurs through shared experiences in a warm, friendly environment, emphasizing play, imitation, and experimentation. **Children who turn five on or before December 31st are eligible for Kindergarten attendance.**



### Specific School Regulations

1. **Attendance Notification:** Parents should inform the school via Edsby, call or note if a child will be absent.
2. **Truancy Policy:** Unjustified absences are recorded, and parents are notified.
3. **Health Protocol:** Suspected cases of communicable diseases may lead to exclusion until a certificate of good health is provided.
4. **Marking Personal Articles:** All student footwear and personal items should be clearly labeled.
5. **Food and Item Restrictions:** Gum, unshelled seeds, and food without wrappers are not allowed outside during recess or noon. Peanuts and tree nuts are prohibited.
6. **Tobacco-Free Environment:** Smoking or tobacco use is always prohibited on school premises.
7. **Phone/Cell Phone Use Policy:** Students are not permitted to use cellphones during instructional time. Please refer to Cell Phone Use Policy in Edsby for more information.
8. **Responsibility for Books:** Students are accountable for lost or damaged library books or assigned textbooks and may be charged for replacement or repair.
9. **Property Damage Charges:** Willful damage to school or personal property may incur charges to compensate for the damage.

### School's Bus Regulations

- Parents should review the Northwest School Division Transportation Handbook with their children, emphasizing conduct expectations.
- Specific seat assignments may be given by the driver.
- Safety measures prohibit extending body parts out of windows, throwing items, or engaging in disruptive behavior.
- Prohibited actions encompass roughhousing, smoking, substance use, and bullying.
- Eating on the bus is at the driver's discretion.
- Parents are liable for willful damage caused by their children.
- Safety guidelines during departure and extreme weather include proper attire.
- Students should refrain from leaving personal belongings on the bus.
- Prohibited items for bus transport include weapons, specific sports equipment, large items, and prohibited school items.

These regulations emphasize safety, respectful conduct, and parental responsibility, outlining conduct expectations and prohibited items for bus transportation.