PJ Gillen Routines and Procedures
2018-2019

PJ Gillen Elementary School

Pandas Handbook

2018-2019

Principal: Mrs. K. Shields
Vice Principal: Mrs. W. Lippai

Excellence! Every Child...Every Day!
Welcome to PJ Gillen Elementary School where we strive for “Excellence! Every Child...Every Day!”

Please read our staff list below to get acquainted with our outstanding staff of teacher, support staff, and division staff.

Principal
Mrs. Kelsey Shields

Vice Principal
Mrs. Wanita Lippai

Kindergarten KA/KB
Mrs. Tammy Taypotat

Grade 1A
Mrs. Elaine Zalischuk

Grade 1B
Mrs. Carol Nagy

Grade 2A
Mrs. Donna Hozjan

Grade 2B
Mr. Derek Mulhern

Grade 2C
Ms. Amber Merritt

Grade 3A
Mrs. Rachel Dufault

Grade 3B
Ms. Megan Hegedus

Grade 4A
Ms. Josey Rink

Grade 4B
Mrs. Cassandra Betts

Grade 5A
Mrs. Candice Gale

Grade 5B
Mrs. Tenille Flick

Student Support Teacher/EAL Coach
Mrs. Susan Drader

Student Support Teacher
Mrs. Penny Kulcsar

Physical Education Teacher/Science/Social
Mr. Ryan Stanko

Admin. Assistant
Mrs. Annette Stauch

Library Technician
Ms. Tania Polvi

Educational Assistants
Mrs. Tracy Romanchook

Mrs. Amanda Desormeaux

Ms. Amanda Dancsok

Mrs. Kathy Johnson

Mrs. Miranda Dartige

Mrs. Astrid Namqui

Caretaker
Mr. Emil Mysko

Mr. Matthew Ruston

School Counselor
Ms. Candice Steffenson

Speech Pathologist
Ms. Tennille Tomolak

Mrs. Alison Teneycke

Occupational Therapist
Mrs. Maureen Blight

Psychometrist
Mrs. Kim Unterschute

Student Services Coordinator
Mrs. Valerie Ruf

Behavior Support Coach
Mrs. Jackie Spencer

Library Coordinator
Mrs. Charlotte Raine

Superintendent of Schools
Mrs. Alisa Leidl

Director of Education
Mr. Quintin Robertson
PJ Gillen routines and Procedures
2018-2019

PJ Gillen School Handbook

PJ Gillen school is a very busy and exciting school. We are a Kindergarten through Grade 5 school with approximately 270 students. There is always a magnitude of activities occurring during school hours! We are proud to offer a variety of activities for our students to participate in. These activities combined with data that proves our academic success demonstrate PJ Gillen goes above and beyond for our students. This handbook is intended to be a guide for our families to help you understand the happenings of our school. The routines and procedures outlined in this handbook are subject to change, but do provide a basic framework for the culture of PJ Gillen School. We feel that if families have an understanding of our procedures, then we are better able to work together and continue to excel in all areas of education.

Good Spirit School Division Strategic Plan

Vision: “Learning Without Limits...Achievement For All”

Mission: “Building Strong Foundations to Create Bright Futures”

Values: “Belonging, Responsibility, Respect, Learning and Nurturing”

Motto: “Students Come First”

PJ Gillen's Motto

“Excellence! Every Child...Every Day!”

PJ Gillen Values

PAWS: Positive Attitude, Act Responsibly, We Respect, Safe

PJ Gillen's Reading Beliefs

Together We Grow Readers.

There is a Reader in All of Us.

Happy Classrooms Build Strong Readers.

Read Early...Read Often...Reach Success!
1. Attendance
   a. Policy
      i. Students are expected to attend each day on time.
      ii. If your child is going to be absent or late, we ask that you notify the school on or before the day of occurrence. If no call is received, the administrative assistant will phone as quickly as possible to establish where the student is to ensure the safety of the child. We ask that parents/guardians call the school at 306-745-2171 and leave a message with the administrative assistant or the answering machine.
      iii. Students who are late must report to the office to check in.
      iv. Students with chronic absenteeism will be monitored following Administrative Procedure 340, Attendance of Students.

   b. Guidelines
      Attendance is a crucial part of being successful at PJ Gillen school. Most of what students learn on a daily basis comes from the conversations, teacher guidance, hands on learning, and collaboration with others. Catching up on homework only helps students to catch up on some of what was learned.

2. Entering the School
   a. Students may arrive to school between 8:30am and 8:50am.
   b. After the bell rings, students line up at their assigned doors and enter the school in an orderly fashion.
      i. KA, KB, 2A, 2B, and 2C students use the main office doors.
      ii. 1A and 1B students use the north door.
      iii. 3A, 3B, and 4A students use the south door.
      iv. 4B, 5A, and 5B students use the north door near the gym.
   c. All outdoor shoes are to be placed on the boot racks assigned to your class.
   d. Hats are to be removed upon entering the school unless it is a spirit day.
   e. All visitors are asked to use the main office doors and to check in at the office.
   f. Late students must report to the office.

PJ Gillen School Hours

Warning Bell: 8:50am
School Start: 8:55am
First Recess: 10:30am-10:43am
Lunch: 12:00pm-1:00pm
Second Recess: 2:15pm-2:27pm
Dismissal: 3:30pm
3. **Dismissal Procedures**
   a. First round of bus students will be dismissed at 3:25.
   b. All other students will be dismissed at 3:30pm. Once students are dismissed they will head outside while supervising teachers help students board the correct bus, locate their parents/guardians, or cross the crosswalks safely.
   c. We appreciate your timeliness in picking up your children at 3:30pm.
   d. **We strongly encourage parents to wait outside during dismissal times.** We need to keep our exits clear and allow our students the needed room in the porch areas.
   e. Parents parking on the south side of the street are asked to exit their vehicles and cross the street to pick up and drop off their children. Please do not motion for your child to run across the street. Parents are also asked to be aware of the bus zone and please not park in them. Parking is available behind the bus zone and on the south side of the school. Please do not park in the staff parking lot.

4. **Locked Door Policy**
   a. All entrance doors are locked at 8:55am with the exception of the main doors.
   b. Supervising teachers will ensure the doors are locked for remainder of the day.

5. **Morning Announcements**
   Each morning, students are asked to rise for O’Canada and the Lord’s Prayer at 8:55am, followed by announcements. Announcements include information such as upcoming dates, events, celebrations, and birthdays.

6. **Recess**
   a. There are two recesses each day from 10:30-10:43am and 2:15-2:27pm.
   b. All students are expected to go outside for recess so please dress appropriately.
   c. Students will say indoors when the temperature is below -29 degrees Celsius or if it’s raining heavily or storming.
   d. Any students who are staying indoors because of illness must have a parent note and permission from their teacher. Students will remain in their seats for the duration of the recess.
   e. There are at least two teachers on supervision at each playground daily.

7. **Noon Hour**
   a. Noon supervision is provided daily for those students needing to eat lunch at school.
   b. All students eat their lunch in their homeroom classrooms.
   c. Students eat their lunch from 12:00pm-12:20pm. There is no teacher supervision on the playground during this time.
   d. The lunch recess takes place from 12:20pm-1:00pm (warning bell at 12:55pm).
e. There are at least two supervisors on supervision during each noon, on both the K-2 side and 3-5 side. Supervisors oversee students as they eat, as well as outside during play time.

8. Medication
We follow GSSD’s Administrative Procedure 316, Administration of Medication to Students. All students/parents are asked to report any medication or medical concerns to both their teacher and the office and relevant medical forms need to be completed each academic year. If there is medication to be kept at school all teachers are made aware of what to do with it and how to use it. The medication is kept in a safe place in the office.

9. Nut Free School
PJ Gillen is a nut free school. We ask that all students refrain from bringing nut products to school in their lunch, or for snack.

10. Bike Safety
Students riding bikes to school must park them in the racks provided as soon as they arrive at school. Bikes should remain there until the student is leaving for home. Students should wear a bike helmet and follow bike safety rules. For safety reasons students are asked to walk their bikes/scooters/skateboards down the east and south sidewalks of the school.

11. School Lock Down Procedures
PJ Gillen School will follow the lock down procedures that are outlined in GSSD’s Administrative Procedure 165, Safe Schools. Lock down drills will be practiced twice during the year. Additionally, staff members will ensure school based procedures are also followed.

12. Fire Drills
Students will practice Fire Drills at least 6 times throughout the school year, according to Administrative Procedure 311, Fire Safety. Teachers will review exit routes and routine with students throughout the school year.

13. Pediculosis (Head Lice)
The school recognizes the concern represented by the transmission of pediculosis. PJ Gillen follows Administrative Procedure 318, Pediculosis (Head Lice). If, and when, reports of head lice are presented to the office a letter will be sent home via email (paper copy if requested) to the entire school population alerting parents/guardians to be aware. Extra care will be taken to protect the individual from undue invasion of privacy. This awareness letter is not to panic anyone but to simply make the school community aware.
If your child has head lice, please keep your child home from school and ensure your child undergoes a course of treatment. Contact the office immediately so the school can take actions to ensure we respond appropriately.

14. Student/Parent/Teacher Conferences
PJ Gillen distributes three report cards according to GSSD guidelines. Student/Parent/Teacher Interviews are held twice throughout the year. During each of these months, interviews will be held over a two day period from 3:30pm to 7:00pm. To ensure every student receives an interview, each student will be scheduled for one fifteen-minute time slot.

Term 1 Report Card: November 16, 2018
Term 1 Student Conferences: November 19 & 21, 2018
Term 2 Report Card: April 5, 2019
Term 2 Student Conferences: April 9 & 11, 2019
Term 3 Report Card: June 26, 2019

15. Behavior
a. PJ Gillen has implemented PBIS (Positive Behavior Interventions and Supports). PBIS is a proactive approach to establish behavior supports and school culture to create an environment for academic, emotional, and social success.

   **PAWS**

   Positive Attitude
   Act Responsibly
   We Respect
   Safe

b. Students are expected to represent our PBIS values – PAWS.

c. Each classroom has a behavior plan that students are responsible for knowing and following. If there is a persistent problem in any classroom leading to a parental concern, parents are asked to talk to their child first and then the appropriate teacher.

d. Bullying behavior will not be tolerated and every effort to end the behavior will be put forth when we are aware it is happening. If you suspect your child is being bullied please talk to your child’s teacher. Please keep in mind:
   i. Bullying is an act that is ongoing and deliberate.
Sometimes it is difficult to distinguish if a school problem is bullying or a conflict between two or more students. If you have questions please talk to your child’s teacher.

The main priority at PJ Gillen is to foster a safe and caring environment to facilitate learning. One of the most important lessons our children need to be taught is self-discipline. Self-control, character, and courtesy are basic expectations of self-discipline. It is the key to good conduct, proper consideration and respect for oneself, other people, property and the environment. Students are expected to maintain self-discipline while at school.

Supports implemented by the school to foster self-control:
- whole class lessons with the school counselor on self-control and conflict resolution strategies
- bucket filling activities
- playground zoning
- behavior contracts
- positive rewards for making good choices
- extra curricular clubs that promote good choices, sportsmanship and respect
- presentations by community members and groups
- Positive Behavior Intervention Strategies (PBIS) with Behavior Coach support

Students who are unable to exercise self-discipline and choose to make the school or playground unsafe by not following expectations will face consequences. **Consequences for this behavior will be at the discretion of the teacher or principal/vice principal.**

There is NO EXCUSE for using aggression or violent behavior at school and it will not be tolerated. Students are given a wide range of strategies for self-control and are expected to use these strategies and **Be Responsible** for their own actions.

**16. Canteen**

PJ Gillen offers a Canteen every noon. There are a variety of items available for purchase. If any special lunch dates are planned, they will be outlined in the monthly newsletter. Canteen cards are available from the office for $10.00 each.

*Wednesday – Pizza Day ($3.00 per slice)*

**Canteen Prices**
- White/Chocolate Milk - $1.00
- Water - $2.00
- Pizza Pockets - $2.00
17. **Microwaves**

Microwaves are available for supervised student use in the canteen. Because of time constraints and large numbers of students, students are allowed a **maximum of 1 minute** to warm up their food.

18. **Technology**

PJ Gillen respects the value of technology. However, technology use at school must be used for educational purposes. With the GSSD provided technology, there is more than enough access to technology through the equipment at school therefore it will be rare circumstances that personal devices will be allowed at school. Please recognize that some of our students have GSSD assigned technology as part of their educational plan.

   a. The school is NOT responsible for any lost/stolen technology brought to school.
   b. No student cell phones are permitted at school.

19. **Scholastic Book Orders**

Students will be provided monthly Scholastic Book Orders. If your child/children wish to place an order, please return the form, along with payment, to the classroom teacher before or on the date indicated on the form. Most orders are collected on the 15th of each month unless otherwise directed by the teacher. Cheques should be made payable to **Scholastic Canada**. Scholastic book fairs are also held twice a year as a school fundraiser.

20. **School Communication**

   a. Most school information is available on our school website: [http://www.gssd.ca/school/pjg/Pages/default.aspx](http://www.gssd.ca/school/pjg/Pages/default.aspx)
   b. PJ Gillen has a Facebook page where current events and reminders are posted.
   c. Many classrooms have blogs/websites depicting classroom events and information.
   d. All correspondence from the main office is emailed. Paper copies will be sent with those families who do not have access to a computer or email.
   e. Good Spirit School Division initiatives and calendars can be found online at [www.gssd.ca](http://www.gssd.ca).
21. **School Supplies**

School supplies will be ordered through the school by each individual teacher. A school supply fee of $30 for Kindergarten-Grade 2; $35 for Grades 3-5. Fees will be collected from each student in April/May for the following school year. New students to the school will be expected to pay the supply fee during registration.

22. **Monthly Assemblies**

At the end of each month there is an assembly to celebrate student achievements and school happenings. Parents and community members are invited to attend. Each month a different classroom will host the assembly. Each assembly begins at 1:00am.

Students are recognized for the following areas:

- **Wacky Stool Award** – is given to the classroom that is kept the neatest.
- **Boogie Bucket Award** – is given to a classroom or an individual student to acknowledge being a helpful and respectful member of our school community.
- **Monthly Perfect Attendance** – recognizes students who have perfect attendance for the month.
- **Eager Reader Award** – is given to the student that exhibits a love of literacy.
- **PAWS Sportsmanship Award** – is given to the student that exhibits PAWSitive sportsmanship.

### Assembly Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Classroom Host</th>
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</thead>
<tbody>
<tr>
<td>Friday, September 28</td>
<td>3A</td>
</tr>
<tr>
<td>Thursday, October 25</td>
<td>4B</td>
</tr>
<tr>
<td>Friday, November 30</td>
<td>3B</td>
</tr>
<tr>
<td>Thursday, January 31</td>
<td>2A/2C</td>
</tr>
<tr>
<td>Thursday, February 28</td>
<td>4A</td>
</tr>
<tr>
<td>Friday, March 29</td>
<td>1A/1B</td>
</tr>
<tr>
<td>Wednesday, April 17</td>
<td>5A/5B</td>
</tr>
<tr>
<td>Thursday, May 30</td>
<td>2B/Kindergarten B</td>
</tr>
<tr>
<td>Monday, June 24</td>
<td>Kindergarten A</td>
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</tbody>
</table>