

2025-26

Parent and Student Handbook



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ABOUT OUR SCHOOL

École Sister O'Brien School has a strong supportive parent community with an active parent council and strong involvement in their children's academic lives. Parents are encouraged to be: classroom helpers and representatives, field trip volunteers, and other collaborations in various committees that promote positive and rich experiences for the student body. These visible supports have contributed to the development of a positive school culture and a professional learning community at École Sister O'Brien School.

ÉCOLE SISTER O'BRIEN STAFF

Administration:

Principal:	Jessica Grikis
Vice Principal:	Nicole Wingerter

Classroom Teachers:

Kindergarten	Nicole Turner
Grade 1	Kristin Cameron
Grade 2	Lara Slowenko
Grade 2/3	Nicole Wingerter
Grade 4/5	Nathan Prokopchuk
Grade 5/6	Sara Ngo Mbey
Grade 6/7	Iain McCormick
Grade 7/8	Sophia Legge

Curriculum Support:

Release Teachers:	Michelle Gaudet/Summer Derksen
CCT:	Kristin Longlitz
Education Assistant:	Emmanuelle (Emma) Sturgeon
Band:	Drusilla Waltz
LAT:	Jo-Anne McKay
Library Clerk:	Mindy Wilson
Counsellor:	Jennifer Parranto

Office and Facility Support:

Office Coordinator:	Mindy Wilson
Head Caretaker:	Lauren Harris

STUDENT GUIDELINES

DRESS GUIDELINES

- Certain requirements for student dress may be outlined for safety purposes or specialized activities. Examples of such activities include field trips, play days, PAA courses, art activities, and Physical Education. Where students are engaged in Work Experiences, then dress requirements at these locations must be respected.
- Criteria to be used in discussing Student Dress Guidelines include:
 - Dignity and respect for all;
 - Age of the students;
 - Ability to identify students (i.e., any coverings that obscure the face);
 - Safety considerations.
- School Dress Guidelines include the following examples of what is inappropriate:
 - Clothing or accessories that promote or symbolize drugs, alcohol, tobacco, illegal activity, racism, violence, sexualized slogans or images, pornography, obscene designs, or words;
 - Wearing undergarments as outerwear;
 - Gang-related styles or symbols.
- When there are differences in opinions in terms of student dress appropriateness, all involved have a duty to ensure dignity and respect is maintained.
- In the case where a student is required to remedy inappropriate dress, a variety of options will be presented that maintains the dignity of the student.

EXPECTATIONS OF STUDENTS

École Sister O'Brien School is for learning and appropriate behavior is expected.

- Students are expected to attend school regularly, participate willingly, and perform tasks to the best of their ability.
- Students are expected to use appropriate language and treat others in a fair and inclusive manner. Verbal abuse (name calling, swearing), physical abuse (hitting, punching, kicking, etc.) and bullying will not be tolerated.
- Students are expected to respect others' safety, well-being, and property. Safety on the playground is a priority. Therefore, students will need to exercise extra caution and attention to others when playing on the equipment.
- Students are expected to be accountable for their behavior. They will be mindful of the consequences for inappropriate behavior, which will be progressive from lenient to severe: quiet verbal reprimands, denial of privileges, school community service, removal from class, detention, alternative out of class programming and/or suspension. Parents will be notified by a phone call or letter regarding more serious situations.
- Students are expected to show pride and respect for the school facility. Muddy and wet footwear is to be removed upon entering the building and placed on boot racks.
- Students - non-Catholic and Catholic are to attend liturgies, Masses, Reconciliation and other spiritual and religious experiences and participate as much as possible.

RIGHTS AND RESPONSIBILITIES

The students of École Sister O'Brien have the following rights and responsibilities:

- The students have the right to effective programming that develops their abilities and skills. It is their responsibility to monitor their ways of working and to cooperate with teachers and peers.
- The students have the right to have their voices heard. It is their responsibility to be respectful listeners and communicators.
- The students have the right to feel secure and safe in their learning environment. It is their responsibility to act in a Christian manner when engaging with others.
- Students have the right to privacy and to personal space. It is their responsibility to create a positive and supportive school climate by being trustworthy and truthful in all things.

SCHOOL DAY

Our regular school day schedule is as follows:

Reminder Bell:	8:55 a.m.
Classes begin:	9:00 a.m.
Recess:	10:15 - 10:30 a.m.
Lunch:	11:45 a.m.- 12:30 p.m. (outside 11:45 - 12:10, eat 12:10-12:30)
Recess:	2:00 - 2:15 p.m.
Dismissal:	3:30 p.m.

BEFORE AND AFTER SCHOOL SUPERVISION

The doors will be open at 8:45 a.m. for students to enter their boot room doors if they choose. They are welcome and encouraged to play outside until the 8:55 a.m. bell. If students arrive at 9:00 a.m. or later, they are to use the front entrance of the school and check in with Mme Wilson in the main office. Students are not to arrive at school prior to 8:45 a.m. unless they are registered in the Before and After School Program. Supervision after school will include supervision as students who access bus transportation wait for and load the buses and as students exit their classrooms.

RECESS EXPECTATIONS

Students need fresh air and are expected to go outside during recess and noon hour breaks. Exceptions are made for inclement weather where there is extreme cold (below -26 C) or very wet conditions. Please dress appropriately for all weather conditions. Students who cannot go outside for medical reasons will bring a note from their parent(s) indicating the reason.

NOON LUNCH EXPECTATIONS

All students at École Sister O'Brien have access to noon lunch supervision so long as they are following the rules and guidelines outlined. There is now a fee in place to support this privilege. Students accessing noon lunch supervision shall not leave the school grounds for the entire lunch period unless a note from a parent/guardian has excused the student or they are involved in a school activity under the direct supervision of the principal or a teacher. When the

parents/guardians authorize their child/children to leave the school grounds during the school day, the division and school accepts no liability for students during those times.

STUDY HABITS

1. Success comes with **CONSISTENCY**
 - doing your best on every assignment
 - completing all assignments conscientiously with special regard for organization, neatness, and legibility
 - handing in assignments on or before due dates
2. Success comes with **RESPONSIBILITY**
 - ask for missed assignments from the classroom teacher and peers when absent from class
 - use agenda daily to list assignments, upcoming tests, and events
3. Success comes through **STUDYING**
 - review written notes to remember important facts and concepts
 - prepare for tests by organizing your study times well in advance of examination dates

GENERAL INFORMATION

ASSESSMENT AND REPORTING

Educators of the Greater Saskatoon Catholic School Division are committed to providing strong academic, social, and religious programs, which foster positive self-esteem and character development. Assessment and evaluation of student achievement are an on-going and integral part of the learning process and supportive feedback is important between parents, students, and teachers.

Three formal reporting sessions are used to communicate with parents. These are in addition to the many other opportunities such as informal conference, telephone calls, notes, etc. Progress Reports will be issued in November, March, and the final report is issued at the close of school in June. Three- way conferences are offered a week prior to progress reports being shared with families.

We communicate student progress to parents using the following scale:

- 1- Developing**
 - work does not meet grade level expectations
 - may be evidence of progress toward relevant learning outcomes
 - requires ongoing intervention
- 2- Minimally meeting expectations or meeting expectations with assistance**
 - work may be inconsistent, but meets grade level expectations at minimal level
 - evidence of progress toward relevant learning outcomes
 - needs support in some areas
- 3- Meeting expectations**

- work meets grade level expectations
- evidence that relevant learning outcomes have been met
- demonstrated proficient academic performance

4- Exceeding expectations/meets with distinction

- exceeding grade-level expectations
- consistently demonstrates superior performance and an in-depth understanding of learning outcomes

ATTENDANCE

Regular attendance is required for good achievement in school, and it also helps children develop a sense of responsibility. Students should arrive each day before classes begin, so they can be well prepared for the day. If a student is not *in their classroom by 9:00 am* they are marked late. Late students are to report to the office for a late slip before going to class. In cases where a student shows a continued pattern of being late, the principal, teacher, and parent will meet to discuss that matter and attempt to resolve the problem.

When students are absent, their parents should inform the school office before 9:00 a.m. by reporting the absence through Edsby. This system will reduce the time it takes to verify student attendance, make it easy for you to report your child's absence, and easy for staff to respond to unexplained student absences.

Using Edsby you will be able to **report your child's absence in advance** using any of these three convenient methods:

1. Using your **mobile device**:

- Download and install the Edsby app from the Apple App Store or the Google Play Store
- The first time you use the app, select Sign Up to create your account.
- Select Attendance then Report an Absence.

The above-mentioned option is available 24 hours/day, 7 days a week. With this system, it is also possible to report upcoming absences such as appointments and vacations at any time.

If your child is absent without explanation, the Office Coordinator will follow up.

Please try to **report absences in advance through Edsby** instead of sending notes, calling or emailing the school. However, if you are having difficulty, please call the office at 306-659-7480 rather than/as well as letting your child's teacher know.

Student safety is our primary concern.

Extended Absences

Consistent attendance is essential to your child's academic success. Extended absences during the school year affect student performance. Since the concepts and skills covered during instructional time build foundational understanding for future studies, an extended absence does impact your child's ability to meet curriculum expectations. At the same time, experiences with family outside the classroom are opportunities for learning. Please discuss with staff.

STUDENT RELEASED DURING THE SCHOOL DAY

Any student who leaves school during the school day must be excused by a parent/guardian in Edsby or contact the school directly. Students entering school while school is in session will need to pick up a late slip from the office to hand to their teacher, and parents are to notify the school where the student was for the time missing. Once on school grounds, students are expected to remain at school until dismissal time, unless excused by a parent/guardian.

Reasonable efforts are made to ensure that students are released only to appropriate persons. If you have specific concerns regarding access to your child, please contact the principal.

Parents/guardians are to enter the school building only through the front door. Please check in at the office and the Office Coordinator will call for your child to be brought to you. Please do not go to your child's classroom and disrupt instruction - we are happy to help you.

BAND

Our band program is offered to students from Grades 6 - 8. Students learn to play their instruments in a group setting with a music specialist and receive lessons twice a week during school hours. Performances will take place throughout the school year in our school and community. Parents will be informed of such happenings and will be invited to support the music/band program.

BEFORE AND AFTER SCHOOL PROGRAM

We are pleased to be able to offer a Before and After School Program for children who require care outside of school hours. This program provides care before school (7:30 a.m. - 8:45 a.m.) and after school (3:30 p.m. - 5:30 p.m.), Monday through Friday. For more information, please contact Celeste Engdahl at (306) 341-1074.

BULLYING

Our school has zero tolerance for bullying. Our aim is to ensure that children in this school learn in a supportive, caring, and safe environment without fear of being bullied.

Zero Tolerance Guidelines:

- We will not bully others.
- We will help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and/or an adult at home.

Parents are advised to report any incident of bullying to the class teacher, Vice-Principal or Principal. Please see GSCS's Anti-bullying policy.

EXTRA-CURRICULAR ACTIVITIES

Students in grades 4 - 8 can get involved in several extra-curricular activities. These activities take commitment and effort from staff members and students. The school community appreciates the sharing of their talents and abilities in the following activities:

- Cross-country running
- Volleyball
- Basketball
- Track and Field
- Choir
- Student Leadership
- Battle of the Books
- Chess Club
- Rosary Club

Parents are always more than welcome to share their gifts and talents and help with coaching and extra-curricular activities. Please contact the main office if you would like to volunteer your time.

LOST AND FOUND

All articles found at school are to be turned to the lost and found, or the classroom teacher. Items, such as jewelry or money, must be turned in to the school office to be claimed. Unclaimed articles will be donated to charity, every 60 days. Students may check the lost and found area for lost lunch items, articles of clothing, and other items.

PERSONAL BELONGINGS

We ask to please identify your child's personal supplies and belongings with their name or initials. Periodically, we place lost items on display and the 'Lost and Found' fills up quickly. Students are encouraged to look there for missing items and parents may check at any time. Remember, expensive items are brought to school at one's own risk. Any unclaimed items will be donated to charity and clothing depots at the end of the school year.

STUDENT PERSONAL TRANSPORTATION

Upon arrival on the school grounds, for safety reasons, students are requested to walk their bikes and scooters, and carry their skateboards. Roller blades are to be taken off at the school entrance and heelies are not permitted. Scooters, skateboards, and roller blades are to be carried to the classroom and housed in the locker area. Bikes are to be locked on the playground and at owner's risk.

PRESCHOOL

Little People's Preschool is a one to five-day morning and afternoon program and/or a one to five-day afternoon program for three and four-year-old children. This is a non-cooperative preschool and offers a wide variety of wonderful experiences for this age group. For information, please contact Theresa Sheppard at (306) 292-7299 or littlepeoplespreschool@outlook.com

SCHOOL BUS RULES AND REGULATIONS

Classroom conduct is to be observed by the students while riding on the bus, except for ordinary conversation. At no time shall there be excessive noise or yelling. If such a condition arises, the driver has been instructed to stop the bus until it is quiet enough for safe conditions. Students behaving improperly on a bus will receive a verbal warning. If inappropriate behavior persists a written warning will be submitted. If a second written warning is submitted the student can be suspended from riding the bus for a specified period.

The following additional regulations for bus passengers are to be always observed on the buses:

- Drivers oversee the passengers and the bus.
- Students must be on time, as the bus cannot wait beyond its regular schedule.
- The driver may assign seats if he/she so desires.
- Students should never stand in the roadway while waiting for the bus
- Pupils who must cross the road after leaving the bus or to board the bus shall cross in front of the bus and only upon the signal given by the driver. Students must observe a 10 feet clearance in front of the bus.
- Students are to remain seated while the bus is moving.
- Pupils must not try to get on or off the bus or move around inside the bus while the bus is in motion.
- Eating, drinking and tobacco products are not allowed on the bus
- Unnecessary conversation with the driver is prohibited.
- Students must not extend their arms, head, or any object out of the bus windows at any time. Students must observe the directions of the drivers/supervisors when exiting the bus.
- Any damage to the bus must be reported to the driver.
- Show respect for everyone on the bus
- Improper language or gestures will not be tolerated
- Fighting, causing property damage, disobeying the driver, or not obeying any of the above rules are cause for suspension from bus riding privileges.

SCHOOL UPDATES

School updates will be sent every Monday and community news with reminders will be sent on the first Tuesday of the month. Both will be sent via Edsby to every family. If you require a paper copy, please contact Mme Wilson at: mwilson@gscs.ca. Please take a moment to read the updates carefully for important notices, reminders, and up-to-date coverage of school events. Also watch for updates with the Edsby "river of news" and classroom newsletters that highlight special programs, events, and projects in your child's class on a weekly basis.

TECHNOLOGY RESPONSIBLE USE

We believe that all students should have access to technology that enhances student communication, collaboration, and creativity skills. In addition, we believe that elementary students should have a basic understanding of digital citizenship and how it relates to their learning in an online environment. Our goal in providing these services is to enrich the educational development of our students.

Digital Citizenship

Digital citizenship are the norms of appropriate and responsible behavior with regard to technology use. As good digital citizens we always:

- Keep personal information private
- Give credit to other people's work
- When in doubt, ask an adult.
- Know the answers to the Three Big Questions: Who has access to your work? Who owns the data? Is my information erasable?

Equipment Use

Students are expected to use technology responsibly and follow teacher expectations for appropriate use. Students will keep all technology equipment and/or account settings set by the district technology team and the classroom AUP. Students will only use their assigned device and accounts.

Internet Use

Use of the Internet, apps, and programs must be consistent with the educational objectives of the task/assignment. Students will use websites, apps, and programs that their teacher provides. Students will notify an adult immediately if they see or read something that makes them feel uncomfortable.

Personal Devices

Personal devices will be allowed based on teacher discretion and will be used for instructional use only when directly supervised by a teacher. Students are to have their devices powered off and in their backpacks during the school day, including recesses and the lunch hour. Students are responsible for any device they bring to school. The division and its staff are not responsible for lost, stolen, broken, or the maintenance of personal devices. The Acceptable Use Policy (AUP) applies to personal electronic devices on district property.

Consequences of Misuse

Students who misuse district technology will receive consequences according to the nature and severity of the misuse and the AUP (Acceptable Use Policy).

SCHOOL YEAR

2025-2026 École Sr. O'Brien SCHOOL YEAR CALENDAR



LEGEND						
	Stat Holidays					
	School Vacation					
	Professional Learning Day					
	Division Opening Mass					
	3-Way Conference Time					
	Teacher Convention					
	Student First/Last Day					
	Retreat Day					

AUGUST 05						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 20/21						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 20/22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 18/19						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 15/15						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 19/20						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 15/15						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 21/22						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 16/16						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 19/20						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 18/20						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				