

**Stewart Hawke Community School**  
**EDUCATIONAL AIMS AND OBJECTIVES**  
**January 2009**

I. **General**

- A. Aims and objectives as set out in the Education Act and the regulations under the Education Act.
- B. Aims and objectives as set out in Sask Learning Curriculums.
- C. Aims and objectives as set out in the policy statements of the NESD.
- D. Mission, Vision and Values as set out by Stewart Hawke School.

II. **Main Aims:**

- A. Academic Development
- B. Social Development
- C. Physical Development
- D. Evaluation
  - (a) Student Progress
  - (b) Program Materials
- E. Student-Staff Behavior

III. **Objectives:**

A. **Academic Development:**

- 1. To organize and outline the work of each grade or level in a way suitable for instruction at that level.
- 2. To differentiate programs for students to provide for individual differences.
- 3. To enlist the help of those persons both within and outside (KTRH, NEECIP, RCMP) the school system to supply educational services to students.

B. **Social Development – To help and encourage students:**

- 1. To foster the virtues.

C. **Physical Development – To help and encourage students:**

- 1. To take part in all aspects of physical activities.
- 2. To learn about the human body – the functions and care.
- 3. To learn “fair play”.
- 4. To engage in life-long physical activity.

#### **D. Evaluation (Teacher)**

1. To evaluate and report student progress in a meaningful way to:
  - (a) students
  - (b) parents
  - (c) other teachers and educators
2. To evaluate the appropriateness of program materials and the instructional approaches used and to provide suitable changes where needed.
3. To have students become aware of criteria for assessment and to become aware of how they can improve in what they do.

#### **E. Student-Staff Behavior**

1. Discipline Policy – **Appendix A**
2. Student Discipline

- NB. Discipline with dignity; the behavior is the problem **not** the student.
- (a) Consequences should be administered in the manner of a “kind, firm and judicious parent”.
  - (b) Discipline problems should be dealt with immediately unless it warrants special attention. (Verbal warning/in class segregation/time out with buddy classroom).
  - (c) Students sent to the principal should bring a note from the teacher, or be accompanied by the teacher, giving the reason the student was sent. The homeroom teacher must be informed of the problem as soon as possible.
  - (d) Consequences for out of class behavior may include: (Green form is to be filled in by the supervisor and given to the homeroom teacher).
    - Verbal communications
    - Community service
    - Alternate recess
    - No recess
    - Social Skills Coaching-Bringing out the Student’s Virtues

3. Classroom Management

It is the teacher’s responsibility to establish within his/her classroom that level of order and management which will best enable him/her to create and maintain an effective learning climate. The teacher has the responsibility to familiarize each class with which he/she comes into contact familiar with his/her expectations.

As the person directly responsible for classroom management, the teacher’s first consideration should be to establish a good learning situation. The teacher must accept responsibility for determining what misconduct should be referred to the principal and what can be dealt with personally.

4. Time Out Guidelines  
(for students who need time out of their regular classrooms)

<b>6M</b>	-	<b>3E</b>	<b>Set up an area in the classroom that the student, who needs time out, of the regular classroom can use.</b>
<b>6L</b>	-	<b>3F</b>	
<b>5K</b>	-	<b>2D</b>	
<b>5J</b>	-	<b>2C</b>	
<b>4H</b>	-	<b>1A</b>	
<b>4G</b>	-	<b>1B</b>	

The teacher will fill out a "time out sheet". The student will work for the assigned time in the time out area. If the student refuses to work then he or she will be sent back to the office to talk to the principal. The home room teacher should conference with the time out teacher and put comments on the time out sheet. The time out sheet should be filed in the box in the staff room.

## PROCEDURES and GUIDELINES

We wish to make Stewart Hawke School a safe and happy environment. The following procedures and guidelines have been developed to make our school safe and comfortable for all members.

### I. General Guidelines

- A. All members of the school will treat each other with respect.
- B. All members of the school will use all equipment properly and safely.
- C. All members will use school appropriate language at all times.

### II. Administration Guidelines

1. All teachers will keep a daybook and a substitute teacher information package.
2. Class lists are prepared in June by the current grade level teachers for use by the following grade level teachers in August. The Diversity Education Teacher and principal should be involved in the preparation of all lists.
3. Opening exercises are to be conducted every morning. If a teacher has students that are not to partake in the morning exercises, these students may be excused to stand quietly in the hall or classroom. Opening exercises consist of O Canada and The Lord's Prayer.
4. Teachers that are going to be absent on any particular day should arrange for a substitute and inform the principal or secretary. Teacher should inform the sub of any supervision duties you require (*morning, recess and after school*)
5. Teachers should remain at school until the last bus departs, unless a pressing appointment necessitates an earlier departure.
6. All forms that are required by either NESD or the Department of Education should be filled out promptly and accurately.
7. Attendance is marked by homeroom teachers at 9:00 a.m. and 1:00 p.m. and sent to the office. Parents are encouraged to notify the school when a child is absent. Teachers may ask the secretary to call parents to check on absent students as a safety precaution. Students missing three consecutive days with no parental contact or poor attendance (more than four days) must also be reported to the office (administration).
8. Announcements are made daily following opening exercises. Messages written on the announcement sheets will be posted on the bulletin board after being read over the intercom.
9. Teachers should periodically remind students of the procedure in case of a fire. Drills will be determined as per Department Regulations. (Fire drill plan attached.) During a fire drill students will vacate the school according to emergency plan. Teachers will meet their classes at the designated areas on the grounds, check attendance, notify the principal or designate if anyone is missing. In case of an actual fire during inclement weather, students will be escorted to the **Churchill Apartments**. (As per the Critical Incident Policy.)

10. Student medication will be kept in the office or in a designated location as indicated on the Student Medical Concern list. The office shall keep an up-to-date list of students with medical conditions. Teachers shall be aware of students with medical conditions and suggested treatment.
11. Marks for modified programs must be indicated on report cards and on summary sheets.
12. Teachers are responsible for all student assessment. Staff members are accountable for details of their student assessment as required by administration.
13. Promotion Policy: Promotion and deceleration of students will be determined as per NESD policy.
14. All students are accountable to all staff. Supervision teams handle problems that occur and may refer serious discipline problems to the principal or vice principal. Discipline records should be maintained in the staffroom, office or by the child's classroom teacher.
15. Student injuries - Students requiring medical attention should be taken immediately to the hospital. Parents will then be notified. Staff members must fill in a Student Accident Form.
16. Field Trips - for trips outside of the Division, board approval must be obtained before parents are informed or money is raised for the trip.
17. Classrooms should be limited to four classroom parties during the year. These may be held at Halloween, Christmas, Valentines Day, and year end.
18. Assemblies will be planned by the staff.
19. Grades 4 - 6 may use the microwaves in the school. For safety reasons, children in K - 3 may be allowed to use the microwaves with supervision.
20. It is the best interest of everyone to conserve energy. Therefore, staff and students are encouraged to help in this effort by turning off lights when not needed, lowering thermostats, not using air conditioners when not needed, recycling paper and drink containers
21. Teachers in charge of transporting children will leave a list of the students being transported with the school secretary. Students traveling to a function in a vehicle shall return home in the same vehicle. If parents or guardians choose to remove their child from the teacher's supervision, it should be done in a written format. (NESD Transportation Policy 806 & 807)

**IV. Emergency Measures Plan Guidelines - Appendix C**

**V. Electrical Outage Guidelines - Appendix D**

**VI. Fire Drill Guidelines - Appendix E (not included)**

**VII. Library Guidelines**

1. Scheduled library classes have priority over others wishing to use the library.

**VIII. Professional Development Guidelines**

1. Any staff member can make changes to the Stewart Hawke Professional Development Guidelines at any long staff meeting. Guidelines will be passed with a 50 plus one majority.
2. The PD committee will consist of 4 staff members and the principal. There will be one representative from each group on the committee
  - a. Pre-K-Kindergarten DET
  - b. Grade 1-2
  - c. Grade 3-4
  - d. Grade 5-6.
3. Each teacher will be entitled to the amount stated in the LINC agreement to assist in covering costs for a PD opportunity.
4. Each teacher shall be allowed to carry his/her unused portion over to the next school year, but this carry over when added to the amount contributed for that year may not exceed that of the school year, plus the carry over from the two past years.
5. A teacher may choose to relinquish his or her allotment or a portion thereof to the Professional Development Committee to support other staff needs.
6. The maximum rate of the compensation for fees, hotels, meals and mileage will be at the board rate.
7. Any moneys not available for carry over will be divided equally among teachers who are not at their cap level.

**IX. Professional Staff Guidelines - NESD Policy**

**X. School Information Brochure - Appendix F**

**XI. School Fund Guidelines**

Benevolent Fund: Staff members maintain a fund by contributing a minimum of ten dollars annually. Flowers are sent to hospitalized staff or immediate family member and to staff members suffering the loss of an immediate family member. When benevolent funds are needed for community use, the general staff account is used.

Coffee Fund: Is used to pay for staff room supplies. **All staff members will contribute \$10.00 annually (may be prorated for staff working .5). Daily coffee drinkers will be charged accordingly.**

**XII. Supervision Guidelines**

1. Doors - The official opening time for exterior doors is 8:30 a.m. however, supervision teams may unlock doors earlier
2. When the warning bell rings, students will enter the school promptly and in an orderly fashion, using the proper doors.
3. Staff on outside supervision are to remain outside until all students are in. Staff should watch that outside footwear is removed.
4. Students will use assigned doors to enter and exit school unless under staff supervision.

## **5. Cold Weather Policy**

\* All students should wear proper winter attire during the winter season. This includes a jacket, winter boots, something warm on their legs (long underwear, ski pants, extra pair of pants), head gear, mittens or gloves and a face cover. We ask that parents ensure that their students are properly attired before coming to school. The school will assist students in finding appropriate attire if need be.

\*For the majority of the winter months all students will be allowed to come in before 9:00 and engage in quiet activities in their classroom. This is a privilege and students who loose this privilege may be sent outside or given an alternative assignment.

\*The following guidelines will be used for all other recesses.

- a. If the temperature with the Wind Chill is less than  $-27^{\circ}\text{C}$  students will be asked to play outside.
  - b. If the temperature with the Wind Chill is  $-27^{\circ}\text{C}$  to  $-34^{\circ}\text{C}$  students will go out for approximately 10 minutes.
  - c. If the temperature with the Wind Chill is  $-35^{\circ}\text{C}$  or colder children will be required to stay inside.
6. Staff on supervision for the day will:
    - a) supervise the playground and school from 8:30 a.m. until 8:55 a.m.
    - b) supervise at both recesses
    - c) supervise during the noon hour
    - d) supervise bus zone at 3:25 p.m. (east end) and supervise bike area and safety patrollers from 3:25 - 3:40 p.m. All three supervisors will be outside at 3:25.
  7. All students staying for lunch shall eat in their own classroom, unless other arrangements have been made by their teacher.
  8. Students must remain seated during the designated lunch eating time.
  9. All children are welcome to stay at school for lunch, but if they exhibit unacceptable behaviour they will be asked to go home for lunch.
  10. The supervision team will be responsible for washing dishes and staff room cleanup.
  11. If a student is to be kept in at recess or noon, they are the responsibility of the teacher keeping them or they may be assigned to the library by the teacher using the library pass card or sign up sheet.

## **XIII. Support Staff Guidelines - NESD Policy**

## **XIV. Trauma Response Guidelines - Appendix G**