

Davison Elementary School Handbook

2025 - 26



**Davison Elementary School
Box 2888
300 Montreal St.
Melville, SK
S0A 2P0
Phone: (306) 728-3955
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Welcome to Davison School!

Meet our staff:

- Principal
 - Pre-Kindergarten
 - Kindergarten
 - Grade 1
 - Grade 1 Intern
 - Grade 2
 - Grade 3
 - Grade 4
 - Grade 5
 - Grade 6
 - Student Support Teacher
 - Complex Needs Teacher
 - Arts. Ed.
 - Band
 - Admin. Assistant
 - Library Technician
 - Educational Assistants
-
- Counsellor
 - Caretakers
 - Speech Pathologist
 - Occupational Therapist
 - Superintendent of Schools

Miss Darla Nashiem
Mrs. Rebecca Holliday
Mrs. Melissa Ball
Mrs. Laurie Koval
Miss Mackenzie Evans
Mrs. Melanie Kreklewich
Miss Katie Johnson
Mrs. Chelsey Kirschman
Ms. Shaelynn Senyk
Mr. Colby Davidson
Ms. Anna Edoo
Mrs. Erica Bruc
Ms. Lisa Marie Tytlandsvik
Mr. Reed Wishnevetski
Mrs. Michelle Alexander
Mr. Doug Braun
Mrs. Dawn Martinook
Mrs. Karen Krieger
Miss Robyn Lang
Mrs. Donna Schick
Mrs. Sonya Svenson
Ms. Rochelle Beaulieu
Ms. Shelley Powell
Mrs. Kristen Lowe
Mr. Greg Dohms
Mrs. Julianne Smidt
Ms. Yvonne Brits
Mr. Shaune Beatty

Davison Elementary School is a very busy and exciting school. There are always a multitude of activities occurring simultaneously both during and after school hours. At Davison we are proud to offer a wide variety of extra-curricular activities combined with data that proves our academic success is above and beyond expectation. This handbook is intended to be a guide for families to help you understand the culture of Davison School. The routines and procedures outlined in this handbook are subject to change but do provide a basic framework for the philosophy of Davison School. We feel that if families understand our procedures and expectations, we are better able to work together and continue to excel in all areas of education.

1. Attendance

- a. Students are expected to be on time each day (school begins at 8:55 a.m.).
- b. If your child is going to be absent, we ask that the school be notified on or before the day of occurrence by phone (306-728-3955) or by entering the absence into Edsby. If no notification is received, we will phone as quickly as possible to establish the whereabouts of the student. Messages may also be left on the answering machine.
- c. Students who are late must report to the office prior to going to class.
- d. Attendance is a crucial part of being a successful student at Davison School. Most of what students learn on a day-to-day basis is from the conversations they have, the collaboration, and the hands-on activities. Catching up on homework after being away only helps students to catch up on *some* of what was learned.

2. Entering the School

- a. Students should arrive between 8:40 and 8:55 a.m. and drop their backpacks off in their lockers before heading outside to the playground.
- b. Doors:
 - i. Grades K, 1 & 2 enter through the front door.
 - ii. Grades 3 & 4 enter through the south door (off the playground).
 - iii. Grades 5 & 6 enter through the south front door.
- c. All outdoor shoes are to be placed on the boot racks.
- d. Hats are to be removed upon entering the school unless it is a SRC spirit day.
- e. All visitors in the school are asked to use the main doors and to check in at the office.
- f. **Late students must report to the office.**

3. Morning Announcements

- a. Each morning students are asked to rise for O' Canada at 9:00 a.m. followed by announcements.

- b. Morning announcements provide information on upcoming clubs, events, celebrations, as well as birthdays.

4. Recess

- a. There are two fifteen-minute recesses each day from 10:35-10:40 a.m. and 2:25-2:40 p.m.
- b. All students are expected to go outside for recess and need to be dressed appropriately for the weather conditions.
- c. Students will use the washroom and get a drink on their way OUT for recess. When entering the school after recess, students will go directly to their classrooms. If they need to use the washroom, they need to ask their classroom teacher for permission.
- d. We only stay indoors if the temperature is below -29 degrees or if it is storming/raining heavily.
- e. Any students staying in due to illness or needing to complete work, must have permission from their teacher who will then issue them a courtyard pass.
- f. Students are never to be in their classroom alone and unsupervised.
- g. Playground supervision - there are three teachers and at least two EA's on supervision daily who wear bright orange vests. If there are problems, students are encouraged to solve it themselves first using an approach taught in their FRIENDS programs. If that approach is not successful, students may talk to any adult on supervision or their classroom teacher.

5. Noon Hour

- a. Noon supervision is provided daily for those students who eat lunch at school.
- b. All students eat in their classrooms.
- c. K-3 students play first (11:50 – 12:10) and then eat their lunch. Grades 4-6 students eat first (11:50 – 12:10) before heading outside.
- d. **Students who regularly stay for lunch but wish to leave the school during the noon hour, must have written permission from their parent/guardian to do so.**

6. Breakfast Program

- a. An **optional** nutritional breakfast is offered to all Kindergarten to grade 6 students, free of charge, every morning from 8:40 to 8:55.
- b. Students may enter the building when they arrive and put their belongings away in their locker before going to the breakfast room.
- c. Students eat breakfast in the courtyard. Once the students are finished eating breakfast, they are asked to head back outside for recess until the morning bell rings.

8. Davison Dairy Milk Program

- a. Davison School offers a noon hour milk and juice program and will begin operation for the coming year on **September 15**. Available for purchase are white and chocolate milk, as well as a variety of lunch box drinks for \$1.25 each.
- b. The Davison Dairy offers a “*Dairy Card*” for \$20.00. Dairy Cards can be purchased each day at the sales counter outside the grade six room. **We encourage parents to buy Dairy cards using SchoolCash.**
- c. The business end of the Dairy will be handled by the Grade 6 students who will be responsible for daily sales, ordering & scheduling. Supervisors from grade six will oversee daily milk sales and the sale of “Dairy Cards”. The profits, derived from the sale of drinks, will be returned to the students in various forms such as: ‘special days’ contests, visiting speakers, recess cart items, etc. Another important part of the Davison Dairy is to provide the grade 6 students with hands-on experience running a business and participating in activities such as setting up a sales schedule, ordering stock, receiving, stocking of coolers and running contests.

9. Expectations

- a. Each classroom has an Expectation Plan posted that all 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.
- b. Bullying behavior will not be tolerated and we will put an end to it 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:
 - a. bullying is an act that is ongoing, and deliberate.
 - b. sometimes it is difficult to distinguish if a school problem is bullying or a conflict between two or more students. If you have any questions talk to your child’s teacher as they can usually paint a clear picture of the whole scenario.
- c. Hands-Off Policy – At Davison School the main priority is to foster a safe and caring environment to facilitate learning. To ensure a safe and caring environment a **hands-off/no-contact** policy is in place.

Hands-on/Contact includes but is not limited to:

- | | | |
|----------------|---------------------------|-----------------------|
| -pushing | - punching/hitting | - tackling/head locks |
| -body-checking | - rough housing/horseplay | - kicking |

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.

Many supports are implemented by the school to foster self-control such as:

- whole class lessons with the school counsellor on self-control and conflict resolution strategies
- bucket-filling and team building activities
- collaborative planning of recess teams
- playground zoning
- behavior contracts
- positive rewards for making good choices
- extra-curricular clubs that promote making good choices, sportsmanship, and respect
- presentations by RCMP school liaison
- FRIENDS program

Students who are unable to exercise self-discipline and choose to make the school or playground unsafe by not following the hands-off/no-contact policy will face consequences.

Consequences for this behavior will be at the discretion of the teacher or principal and include the following:

- loss of recess for a determined period of time
- loss of extra-curricular activities for a determined period of time
- in-school suspension/out-of-school suspension for a determined period of time

The bottom line is 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.

10. Dismissal Procedures

- City Students*- at 3:20 p.m. the bus bell rings for all city and walking school bus students. The city bus students must gather their items and head outside to line up be checked off by the supervising teacher. A supervisor will load the bus. The walking school bus students also head outside to meet the supervisor by the fence by the parking lot.
Farm Bus Students – the farm bus students should start to get ready at the 3:20 p.m. bell and then head outside to meet the bus supervisor by the front doors of the school.
- City Students* – the 3:25 p.m. bell is also known as the ‘get ready bell.’ Teachers will have students gather their items and wait patiently in the classroom. City students are not dismissed at 3:30 p.m., but shortly after. As soon as all the busses have gone, the office will announce “city students may now be dismissed” and at that time all city students may leave.

- c. *Parking*- parents parking on the west side of the street are asked to exit their vehicle and cross the street to pick up and drop off their children. Please do not motion for your child to run across the street independently as we have had many “close calls.” Parents are also asked to be aware of the bus zones and to please not park in them. Sometimes it appears as though all the busses have come and gone, which often is not the case. Parking is available behind the bus zone and behind the school.
- d. In order for students to ride the City Bus a form must be filled in and delivered to the office. This form is sent into the Good Spirit School Division and a bus pass will be issued for the student (to scan when getting on and off the bus). The bus supervisor will introduce a new student to the bus driver and make him aware of the student’s bus stop number.

11. Family Packs

- a. Each student at Davison School is a member of a Dog Family Pack based on the four directions of the medicine wheel – yellow (Golden Retrievers), red (St. Bernards), white (Huskies) and black (Black Labs) with staff members as leaders of their packs.
- b. Students and staff participate in various events throughout the school year to earn “pack points”.
- c. Each student who enrolls at Davison School is put into a pack and given a t-shirt that depicts their dog pack and the colour of their pack.
- d. Students remain in the same pack until they exit Davison School.

13. Medication

All students are asked to report any medication or medical concerns to both their teacher and the office as relevant medical forms need to be completed. 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 staff room and substitute teachers are made aware of necessary information. ***Davison is not designated a peanut free school; however, we do ask that students please refrain from bringing peanut products to school in their lunch, or for snack.***

14. 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 sidewalk in front of the school. We encourage students to lock their bikes.

15. School Communication

- a. Most school information is available on our school website www.dav.gssd.ca.
- b. School communication will mostly be done through Edsby. Invites to parents who have not signed up for Edsby will be sent from the office. If you have more than one child in our school, invitations will be sent for each child. Follow the links in the email (for each child) to set up this tool that will allow you to communicate with the school and your child's/children's teacher(s).
- c. Good Spirit School Division initiatives and calendars can be found online at www.gssd.ca
- d. Agendas will continue to be used in classrooms.

16. Dress Code

- a. Students may not wear clothes that portray alcohol, drugs, profanity, or sexual innuendos.
- b. Student may not wear any type of hat or head covering such as baseball hats, bandanas, or hoods in the school unless it is part of a special event.
- c. Students' abdominal and back area must be covered.
- d. Undergarments must not show.
- e. Shorts and skirts must be no shorter than mid-thigh in length.
- f. Shoes with wheels are not permitted in the school.

17. Tuesday Team Spirit

Every Tuesday, students and staff are encouraged to wear their Davison school t-shirts, pack shirts or clothing from their favourite team. Students are also encouraged to wear their Davison school clothing during extra-curricular events.

18. Criminal Record Checks and Vulnerable Sector Checks

If you are wanting to volunteer in the school for any reason (i.e. field trip chaperone or working with children in the classroom/school) you must complete a Criminal Record Check and Vulnerable Sector Check. You must contact the school for a letter to take to the RCMP indicating that you are getting this check to be a volunteer at Davison School. The completed Criminal Record Check and Vulnerable Sector Check must be handed in to the school before any volunteer activity can take place.

19. Values

At Davison School we promote the values of the Good Spirit School Division. Each of the following posters are on the wall in each classroom and are taught and referred to by staff throughout the year. Value awards will be given out each month at an assembly and student pictures will be displayed in our "Hall of Fame."

We Are Responsible

Each of us is responsible for our actions. To get the best education possible we have to be accountable for our actions.

We Belong

A sense of belonging is a team effort. Our classroom is a safe learning environment where we connect and learn from one another, regardless of who we are or where we come from.

We Learn

We are a classroom where we learn from each other. We are all learners and teachers; all of our daily interactions are going to develop special life experiences.

We Persevere

We challenge ourselves to try even when it's really hard.

We are Diverse

We acknowledge that every individual brings unique experiences, strengths and ideas to each classroom and work environment.

