

# Reynolds Central School



**Reynolds Central School  
Box 2829 Melfort, SK S0E 1A0**

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## RCS Staff 2023-2024

Principal	Miss Day	Diversity Education	Mrs. Taylor
Vice Principal	Mrs. Kezema	Diversity Education	Mrs. Burianyk-Noey
Admin. Assistant	Ms Gruszecki	Diversity Education	Mrs. McNab
Pre-Kindergarten	Mrs. McNab	Library Technician	Ms. Wittig
Kindergarten	Mrs. Hadwen	Educational Associate	Mrs. Green
Grade 1	Mrs. Dickie	Educational Associate	Mrs. Gutierrez
Grades 1/2	Miss Armstrong	Educational Associate	Mrs. Kumar
Grade 2	Mrs. Campbell	Educational Associate	Mrs. Laroza
Grades 2/3	Mrs. Hoffman	Educational Associate	Mrs. Puttick
Grades 3	Mrs. Calow	Educational Associate	Ms. Haugerud
Grades 4	Mrs. Batiuk	Educational Associate	Mrs. Naranja
Grade 4	Mrs. Burianyk-Noey/Mrs. Kezema	Educational Associate	Mrs. Hanson-Quasso
Grades 5	Mrs. Froehlich	Educational Associate	Mrs. Smith
Grades 5/6	Mr. Gendall	Educational Associate	Mrs. Puipunic
Grade 6	Mrs. Hoenmans	Custodian	Mr. Mendoza
Physical Education	Mrs. Hufnagel	Custodian	Mrs. Elimanco
Outreach Worker	Mrs. Lang		

## School Times

<b>8:45-8:55 am</b>	<b>Busses drop off students and outside recess</b>
<b>8:55 am</b>	<b>Warning Bell Rings</b>
<b>9:00 am</b>	<b>Morning Classes Begin</b>
<b>10:33-10:48 am</b>	<b>Morning Recess- Grade 2, Grades <math>\frac{2}{3}</math>, Grade3, Grade 4</b>
<b>10:48-11:03 am</b>	<b>Morning Recess- Grade 4, Grade 5, Grades <math>\frac{5}{6}</math>, Grade 6</b>
<b>12:21- 1:06 pm</b>	<b>Lunch Break</b>
<b>1:06 pm</b>	<b>Afternoon Classes Begin</b>
<b>1:53-2:08 pm</b>	<b>Afternoon Recess- Grade 2, Grades <math>\frac{2}{3}</math>, Grade3, Grade 4</b>
<b>2:08-2:23 pm</b>	<b>Afternoon Recess- Grade 4, Grade 5, Grades <math>\frac{5}{6}</math>, Grade 6</b>
<b>3:25 pm</b>	<b>End of Day</b>

### Mission

**Our mission is to empower students to reach their full potential and to foster lifelong learning in a safe environment.**

### Vision

**Our vision is to strive for excellence in a positive and safe environment**

### Values

**E**mpowering life-long learners

**ma**Ximizing self-esteem

**C**aring for each other

**E**nriching physical and recreational activities

**ce**Lebrating cultural diversity

**L**aunching creativity

**E**nhancing friendships through teamwork

**N**urturing community connections

**C**o-operative partnerships

**r**Espect for all

### Reynolds School Peanut/Nut/Egg Alert

**With the implementation of our “Peanut/Nut/Egg Alert” school policy, we ask you to send food to school that is peanut/nut free snacks to school that have eggs in the form of egg salad sandwiches or hard boiled eggs. This would include snacks, regular lunches, and special occasion treats. If you have any questions regarding our “Peanut/Nut/Egg Alert” environment, please contact the Principal or Vice Principal.**

### Positive Behaviour Interventions and Support (PBIS)

#### Guiding Principles

- **At Reynolds School our entire discipline process is designed to be an instrument of success and inclusion**
- **We are clear about behavioural expectations and what success looks like.**
- **We are fair, reasonable, and consistent with responses and/or consequences. (Fair is NOT always equal)**
- **We pre-correct for anticipated behaviours and/or rule violations.**
- **We respect**
- **the uniqueness of each student, each incident, and each set of circumstances.**



## Reynolds Central School Behaviour Matrix

	Respect for Self	Respect for Others	Act Safely	Be Responsible
<b>Reynolds Way</b>	<b>At Reynolds School we dress, speak, and act appropriately. We are prepared for learning and give our best effort. We are considerate and have manners. We care about our school by keeping it clean and by recycling. Most of all, we are respectful of ourselves and of others.</b>			
Bus	Stay Seated while the bus is moving Stay in your seat	Stay Seated Keep your hands and feet to yourself Use indoor voice Use appropriate language Be on time	Arms/head inside Keep belongings by your feet	Follow the drivers rules Follow safety drill Put garbage away Let driver know if you're not on the bus Respect for bus property
Hallway	Stay with your class Move quickly and quietly so not to disturb others' learning Remove hats during assemblies and O Canada Keep hands by your side	Look after own belongings	Walk to the right Keep locker area clean Wear inside shoes	Pick up garbage Take care of school property
Boot Room	Put shoes on your own classroom's rack	Move out quickly and quietly Move in one at a time	Keep hands to yourself Keep entrance way clear	Help others if needed
Assembly	Enter and leave in an orderly fashion Arrive on time	Sit so others' can see Keep your hands to yourself Use the washroom and get a drink before the assembly	Keep the aisles	Active listening Participate
Washroom	Wash hands with soap	Respect others' privacy Use the washroom during scheduled transitions Flush toilets	Use the washroom appropriately	Keep washroom clean Pick up litter
Classroom	Be an active learner Give my best effort Dress, speak and act appropriately Take risks in learning Be Prepared	Be an active listener Be on Time Keep hands and feet to myself Respond respectfully Follow directions Use appropriate language Encourage others to do their best	Inside shoes will be worn at all times	Bring necessary materials Respect others' efforts and contributions Listen carefully Ask questions Participate Be on task Respect school property Recycle and keep classroom containers clean Clean up after yourself
Classroom Lunch Room	Eat in a seat Stay seated during lunch period	Eat only your lunch	follow dismissal routine	Visit Quietly with your neighbour Clean up after yourself Electronic devices should be kept in locker
Collaborative Work Spaces	Work quietly Respect other students' learning Remember many groups can share the same workspace.	Clean up	Photocopier workroom is for adults only Gymnasium requires adult supervision if used	Access appropriate sites Respect equipment Keep area tidy Refer to poster to how area should be left.
Digital Tools	Access proper sites	Use equipment properly	Safeguard your personal account Be a good digital citizen	Ensure that your laptop/iPad is returned to the correct spot in the correct cart and plugged in. No Food or drink around digital tools Carry devices with two hands Walk when transporting devices Keep devices off the floor. Laptops should be used on a flat work surface.
Library	Work quietly	Follow library expectations. Use the shelf sticks, return the books to the return bin		Respect the furniture Care for books Clean up after yourself Return books on time
Playground	Dress for the weather. Respect equipment and space. Play Safe and Fair.	Demonstrate good sportsmanship Listen and respond to Bells. Use appropriate language Respect personal space. Include others in games	when the bell rings, line up with your class Use the correct door Please swing safely	Be Positive with classmates Be polite and kind Be aware and help others Use equipment appropriately Pick up litter Place litter in garbage cans Change shoes when entering school. Return equipment to bin. Students are responsible for their personal objects Use electronic devices at appropriate times.



# REYNOLDS SCHOOL

*"Empowering the whole child while supporting a love of learning."*

## School-Wide Discipline Plan

### LEVEL 1

Here are some examples of choices that may show a lack of Respect for Self, for Others, for School, for property, or for Community:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Assembly Behaviour</li> <li>• Damaging School Property</li> <li>• Disrespect toward other students</li> <li>• Playground Issues</li> <li>• Pushing</li> <li>• Hallway Behaviour</li> </ul> | <ul style="list-style-type: none"> <li>• Misuse of electronic devices</li> <li>• Non-compliance- refusing to follow directions</li> <li>• Wandering Halls during class time</li> <li>• Incomplete homework/assignments</li> <li>• Invasion of Personal Space</li> <li>• Inappropriate language</li> </ul> |
|---|---|

**Infrequent Error:** Students are reminded of the expected behaviour and why the expectation exists. Replacement behaviours are identified with the help of a teacher. Level 1 behaviours will be tracked to determine if the behaviour is chronic.

**Chronic errors (3 or more):** defined as regular, repeated, and frequent behaviours over a short period of time.

Appropriate consequences would include: letter and/or phone call home, input from outreach worker, school counsellor, RTI referral, administration, action plan developed, parent meeting. Principal with the help of the classroom teacher will keep track of the OurStudent Chronic entries to determine appropriate consequences.

### LEVEL 2

Here are some examples of choices that may show a lack of Respect for Self, for Others, for School, for property, or for Community:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Abuse of school equipment</li> <li>• Bullying others</li> <li>• Defacing school property</li> <li>• Inappropriate internet sites</li> <li>• Inappropriate representation of school (field trips, etc.)</li> <li>• Inappropriate print material</li> <li>• Teasing/Derogatory Remarks/Gossip/Put-Downs</li> </ul> | <ul style="list-style-type: none"> <li>• Lying</li> <li>• Opposition to Authority</li> <li>• Refusal to follow school rules</li> <li>• Rough Play/Rough-Housing</li> <li>• Rude Behaviour toward others</li> <li>• Social alienation</li> </ul> |
|---|---|

**Chronic errors (3 or more):** defined as regular, repeated, and frequent behaviours over a short period of time.

Appropriate consequences would include: letter and/or phone call home, input from outreach worker, school counsellor, RTI referral, administration, action plan developed, parent meeting. Principal with the help of the classroom teacher will keep track of the OurStudent Level 2 entries to determine appropriate consequences.

### LEVEL 3

- Level 3 behaviours will result in an immediate referral to the school administration
- Administration contacts parents directly.

Appropriate consequences would include: input from outreach worker, school counsellor, RTI referral, administration, action plan developed, parent meeting. Principal will keep track of the OurStudent Level 3 entries to determine whether behaviour is chronic and will require other appropriate consequences.

Here are some examples of choices that may show a lack of Respect for Self, for Others, for School, for property, or for Community:

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|--|--|
| <ul style="list-style-type: none"> <li>• Defiance</li> <li>• Fighting/Physical Aggression</li> <li>• Intimidation/threats</li> <li>• Intentional swearing directed at another person</li> <li>• Racial and other derogatory remarks</li> </ul> | <ul style="list-style-type: none"> <li>• Gross Misconduct</li> <li>• Repeated bullying/intimidation</li> <li>• Safety Concern (Dangerous)</li> <li>• Weapons</li> <li>• Theft/Vandalism</li> </ul> |
|--|--|

### Anti-Bullying Policy

Reynolds school recognizes violence as any word, look, sign, or act that hurts a person's body, feelings or property. We also recognize bullying as a type of violence that occurs when someone uses their power unfairly and repeatedly to hurt someone else. This includes physical and cyber bullying. To make our school violence free and safe from bullying, we pledge:

- Not to tolerate bullying of any kind;
- To intervene in incidents of bullying and strictly enforce rules and consequences against bullying;
- To empower students to report bullying behaviour and to treat one another with respect.

### School Bus Communication Protocol

*School staff, bus drivers, and parents are responsible to ensure that all bus students get safely to and from school and home.* Please advise the school and the bus driver if your child will not be on the bus at any point during the day (before or after school).

### Crosswalks

We have two crosswalks in place to keep students safe. Two crossing guards will be in place at each of our crosswalks and supervised by a teacher before school (8:45-9:00 am) and after school (3:25 pm). Students volunteer in grades 5 and 6 to be crossing guards. Students who wish to be a crossing guard and who ride the bus are expected to complete their crossing guard job when they arrive in the morning. After school the bus drivers will wait for them.

### Students Staying in at Recess

Because we do not have the capacity to supervise students in the office or in the classrooms during recesses, your child will be expected to go outside even if he/she has a signed note to stay in.

### Supervision

For safety purposes, early school arrival is discouraged. Our staff begins student supervision at 8:45 am. At the end of the school day, staff supervise the playground and bus area until 3:40 pm.

### Recess Weather Policy

Students are expected to be outside at all break times, weather permitting. Windchill equivalent guidelines are as follows:

- Down to -25°C students stay outside
- -26°C to -30°C students go outside , but may come into the entry ways to warm up.
- -31°C to -34°C students have a shortened recess. (Going out for approximately 5 minutes).
- -35°C and colder- An announcement will be made and students must stay inside.

Please check our Reynolds School website under the school tab to check for bus cancellations. We use the Weather Network to determine the Windchill Factor.

### Learning Resource Center

Each fall our school organizes a Book Fair. The proceeds go directly into purchasing materials for the Learning Resource Centre. Library and educational resources are to be carefully handled and returned on time. In the event of a lost or damaged book, the school will contact you and arrangements will be made to remedy the situation.

### Eating Utensils at Lunch time

Please remember to send the necessary utensils for your child's lunch. The cost of providing plastic cutlery is expensive and difficult to order. Your help in cutting down the amount of plastic we are using, is very appreciated.

### Appropriate Dress

At Reynold's School we expect students to dress appropriately. This includes refraining from wearing hats or caps and clothing with inappropriate sayings, drug references, tobacco, or alcohol logos.

Students require TWO pairs of footwear, one for indoors and one for outdoors. Indoor shoes must be non-marking to keep our school floors clean. Students are required to have runners to participate in Phys. Ed. in the gymnasium. Students who do not have runners will be able to borrow a pair from the school.

### School Pictures

Reynolds School students have pictures taken in early fall. When the picture proofs arrive at the school there are instructions included that provide options for ordering. Lifetouch is our school photographer and they encourage preschool children also to participate. We also provide a spring picture package option using Lifetouch photography.

### SCC Involvement

A group of parent volunteers help out planning many activities to promote parent involvement and engagement throughout the year. They also plan and organize hot lunches throughout the year that help raise money for playground improvement. Anyone interested in helping out with the SCC, please contact the office and we will get you in contact with the SCC president.

### Communication

Communication is encouraged at Reynolds School. Students are expected to maintain regular attendance. When it is necessary for students to be absent, please enter your child's planned absence on the Edsby app before 8:55 am. If this is not done, the automated calling system will phone parents/guardians. If you are having difficulty accessing Edsby, please phone the office. Please communicate with your child's classroom teacher/office through a phone call or a signed note if your child is planning to leave the school grounds for any reason during the school day. A verbal message to the teacher through your child CANNOT be considered permission for the student leaving the school.

Students are encouraged to stay home if they have symptoms of illness. Parents/guardians enter the child's illness as a planned absence in Edsby.

### Student Communication

Students create a Learning Story on Edsby that documents their learning in different subject areas. Parents are encouraged to view the Learning Story and like or respond to your child's postings.

### Newsletters

Newsletters are written to communicate the activities of Reynolds Central School to families and students. Newsletters are distributed in Edsby every second Friay. All information, including newsletters can be found on our school website ([reynolds.nesd.ca](http://reynolds.nesd.ca)) or the River of News in Edsby.

You can also follow us on X (previously Twitter) @reynolds.ca

If you require a paper copy of the newsletter, please contact the school office.

### Edsby Report Cards

Because students are documenting their learning through their Learning Story in Edsby and teachers are regularly updating their Edsby Gradebooks in each of the subject areas, formal report cards are becoming less necessary. Parents can view current student grades in each subject area on Edsby by selecting the "Classes" tab. Parents/guardians are encouraged to contact their child's teachers at any time to discuss student progress.

### Student Led Conferences (SLCs)

The aim of SLCs is to encourage students, parents and teachers to engage in open and honest dialogue regarding achievement. SLCs are child-centered, where students, teachers, and parents become partners in education. Student Led Conferences are held in October and March.

### Volunteers

In September, volunteer sign-up information is sent home. We can then create a list of volunteers who are willing to support our school in a variety of areas. Volunteers are a huge part of making our school successful! Please note: According to NESD policy N. 412(d) Volunteers involved in any activities involving direct, unsupervised contact with students are required to submit a police criminal records check. Parents who are directly responsible for students in a small group situation will need to meet the requirements.

### **Medication**

The expectation is that students who require medication will have arrangements in place for home-based administration of the medication. If there are valid reasons for medication to be administered at the school, the Principal and classroom teacher must be contacted.

#### **Reynolds Rangers Leadership Team**

Grades 5 and 6 volunteer to be involved in our Reynolds Rangers Leadership program. Reynolds Rangers empower youth at recess with active play. Rangers are divided into groups and are assigned the duty of leading and supervising games with students in grades K, 1 and 2 during the last recess of the day.

### **House League**

Reynolds Central School has an active House League System which enhances feelings of a school community and that of friendly competition. Each student from Grades 3 to 6 belongs to one of the four houses (Cobras, Pythons, Rattlers, and Vipers).

In the fall, elections are held for President, Vice-President, Secretary, and Vice Secretary. These students help to organize and run activities throughout the year. The House League activities are of an academic, cultural, and athletic nature. Each student is given the opportunity to participate and be part of his or her House League team.