



309 Taylor Ave • Box 100
Springside, SK • S0A 4A0
Ph. 306.792.2080
Fax 306.792.4542
<http://spr.gssd.ca>

SPRINGSIDE SCHOOL

SHINE BRIGHT!

2024/2025
School Handbook

Table of Contents

Principal’s Message	3
Good Spirit School Division.....	3
Important Adults at Our School	4
Daily Schedule	5

School Policies & Procedures

Illnesses & Absences	6
Leaving the School Grounds.....	6
Lunch & Snack.....	6
Classroom Rules.....	6
Hot Lunch Program.....	7
Lost & Found	7
Lockers	7
School Telephone.....	7
Bicycles	8
Bussing.....	8
Dress Code.....	8
Weather Policy.....	9
Fundraisers.....	9
Homework.....	9
Cell Phone & Personal Devices	9
School Activities.....	9
Report Cards	9
Student Conduct & Behavior.....	10

Welcome!

You will notice on the following page that there are a number of committed professionals who play a role in the academic success and well-being of your child. Each one of these people has a different role at Springside School, but together we strive to ensure each and every child is *Shining Bright!* Kindly see the last page of this handbook for a detailed explanation of what exactly it means to be a STAR.

Parents and community members are encouraged to be involved in the life of the school. A strong school is a foundation for and reflection of a strong community. Springside has a great school community, let's work together to make it even better! Be proud of your school and tell everyone who will listen about the good things that happen at Springside School.

The staff of Springside School consider our school to be similar to a learning family. Therefore, your input is very important and valued to us. If you have ideas or thoughts that you would like to share about our school, please contact me. I look forward to working with you and your children.

Sincerely,

Penny Castle
Principal

Good Spirit School Division has...

...a Vision that states ***"Learning Without Limits ... Achievement For All"***

... a Mission of ***"Building Strong Foundations to Create Bright Futures"***

...the Values of ***"Belonging, Responsibility, Respect, Learning and Nurturing,***

Perseverance and Diversity"



5B Schrader Drive
Yorkton, SK
S3N 3Z4
Ph.306.786.5500
info@gssd.ca

Springside Star Learning Team:

Teaching Staff:

Ms. Penny Castle	Principal
Mrs. Sarah Onslow	Student Support Teacher
Mrs. Paula Breitzkreuz	Grade Kindergarten
Mrs. Karlie Hnidey	Grade 1/2 Homeroom
Miss Trisha Waldbauer	Grade 3/4 Homeroom
Mr. Braden Oystriek	Grade 5 Homeroom
Mrs. Naume Gunda	Grade 6/7 Homeroom
Ms. Susan Hillier	Grade 8 Homeroom

Support Staff:

Mrs. Marcie Anderson	Admin. Assistant
Ms. Janelle Yanyu	Library Tech
Ms. Jacqui Friesen	Educational Assistant
Mrs. Linda Ramirez	Educational Assistant
Mrs. Amanda Goltz	Educational Assistant
Mrs. Charlene Izuka	Educational Assistant
Ms. Tamourae Kosedy	Educational Assistant
Ms. Tina Geisbreit	Custodian
Mrs. Melissa Mitchell	School Counselor
Mrs. Cindy Van Eeden	Student Support Consultant
Ms. Carolyn Psutka	Speech Pathologist
Ms. Yvonne Brits	Occupational Therapist
Ms. Deb Bulitz	Educational Technology Consultant
Mrs. Susan Robertson	Literacy Consultant
Mr. Bernie Breitzkreuz	Bus Driver
Mrs. Elme Oosthuysen	Bus Driver
Mr. Pieter Van Heerden	Bus Driver
Mr. Lotan Breitzkreuz	Bus Driver
Ms. Anne Stupak	Bus Driver
Mrs. Laura Lynn Fedyk	Bus Driver

Director of Education

Mr. Quintin Robertson

Superintendent of Schools

Ms. Amanda Kornaga

School Community Council

Rochelle Berrns	Chairperson
Jennifer Kriger	Vice Chairperson
Mandie Foster	Fundraising Chair/Treasurer
Lila Parsons	Secretary
Taren Nielson	Member
Danica Ruf	Member
Tanis Ferguson	Member
Chelsea Peters	Member
Abby Tollefson	Member
Angela Dickey	Member
Lauren Wunder	Member
Karlie Hnidey	Teacher Member
Penny Castle	Admin. Member
GSSD Trustee	Nicole Pohl

Daily Schedule

8:05	Supervision Begins
8:20	Bell Rings for indoors
8:25	Period One
9:10	Period Two
9:55	Morning Recess
10:10	Period Three
10:55	Period Four
11:40	Lunch
12:00	Bell Rings for Outdoors
12:20	Bell Rings for Indoors
12:25	Period Five
1:10	Period Six
1:55	Afternoon Recess
2:10	Period Seven
2:55	Homeroom/Bus Dismissal
2:57	Town Dismissal

We would ask that you adhere to the daily schedule when sending your child to school in the morning or back after lunch. Please note that school supervision does not start until 8:05 each morning. Also, if you need to make a phone call to the school, we would appreciate if you could make use of the break times. This ensures minimal disruptions occur to our student's instructional time.

School Policies & Procedures

Illnesses & Absences

If your child is away from school due to illness or for other reasons, please enter the absence in Edsby or contact the office.

To help all our students remain healthy, we ask that if a child is ill, they remain at home. However, if a child is recuperating from an illness and the parent deems it necessary that the child remain indoors at recess, please contact the school through your child's agenda.

Leaving the School Grounds

Students are required to remain at school during the school day unless they are accompanied by a teacher or when they have parental permission to leave the school grounds. As a courtesy to school staff, please make alternate arrangements known prior to the start of the school day.

Lunch & Snack

Please remember to send healthy snacks to school. A healthy body contributes to a healthy mind. Suggestions for snacks are crackers and cheese, fruit or vegetables, muffins, and granola bars. **Pop, chips, and candy** are not acceptable as they decrease attention spans and increase activity and noise level. We prefer that juice boxes be reserved for lunch time only. Water bottles are permitted during class time.

We are a 'Nut Aware' School. This means we carefully monitor our student's allergies and should one student enroll with such an allergy we will ask that students and staff refrain from bringing items with nut or nut products to school. We will notify you if this is the case.

Classroom Rules - Lunch

- Please listen to and show respect to the people around you. It is especially important to listen to the supervisor.
- Stay seated unless you have permission to be up. You should only be out of your seat to put garbage away or if you have asked permission to get a drink or use the washroom.
- The supervisor will dismiss students.
- There should be no lunch trading. If you do not finish your lunch, do not throw it away. Take it home so your parents do not send as much food the following day or realize what it is that you do not like.
- Keep your hands and feet to yourself. Do not touch other people's food or belongings.
- The noise level should be kept down. This means quiet conversation with your neighbor. No yelling across the room. Lunch time is supposed to be a quiet relaxing time for you to unwind from your morning work, and to let your food digest easily.
- Everyone is responsible for keeping the classroom clean.

Students that do not follow proper expectations in the classroom during lunch time will be given one verbal warning. Following this warning, the student will be asked to visit the Principal and suspension from eating lunch in the classroom may occur. Please talk to your children and remind them of their lunchroom responsibilities.

Hot Lunch Program

Hot lunch will occur throughout the year, monthly. They are provided by our School Community Council; the cost is to recover expenses. Look for monthly forms, and Edsby notifications to inform you of such days. Please be courteous and send back the order forms with payment when requested. Payment is preferred by cash or e-transfer to the SCC to spsdsc@gmail.com (please note this is payment directly to the SCC not to the school) Late orders are difficult to accommodate.

Lost and Found

Articles which have been misplaced or left behind are placed in the lost and found box. This box is located adjacent to the playground entrance. Students are encouraged to check the lost and found box when they lose personal belongings. Parents are also welcome to search the box for their children's missing belongings. The week before every major holiday we will display the lost and found box. Items unclaimed at this time will be donated.

Lockers

Students have access to a locker. They are the property of the school and may be opened by the principal should a reason exist.

School Office Guidelines

Office Hours

Office hours for Mrs. Anderson are from 8:20 –11:40 and 12:40 – 2:50 p.m. Please leave a message if she is not available as messages are checked daily. You may also contact Mrs. Anderson through Edsby or email at spr@gssd.ca.

Office Phone

Students are permitted to use the office or staffroom phone to make local calls with a staff member's permission. We ask that students to make arrangements prior to coming to school if they want to go to a friend's house during lunch after school. *Seeking permission for such types of arrangements from school is discouraged.*

Payments

Payment for school fees, activities, clubs etc. is available by cash, cheque (Springside School), or online through School Cash Online. The school does not provide e-transfer.

Bicycles

Students may, if they wish, ride a bicycle to and from school. We would ask that they:

- Follow safe cycling rules
- Walk bicycles at intersections
- Please do not cut across people's property
- Place bicycles in racks upon arrival at school
- Walk bicycles on to school grounds
- Refrain from handling other student's bicycles
- All students riding bicycles, skateboards, rollerblades, etc. should wear a HELMET.

Bussing

Students are expected to behave in a manner which would permit the safe, comfortable operation of the school bus on which they are traveling. School bus passengers should:

- Follow the instructions of their bus driver
- Sit in their assigned seat
- Avoid eating or drinking on the bus
- Keep all body parts and belongings inside the bus while riding
- Avoid creating disturbances which might distract the driver
- Always remain seated while the bus is in motion.

Dress Code

- Springside School is a public building that insists on respect from everyone who enters it. Therefore, any clothing or school accessories that contain offensive or suggestive words, slogans, or pictures are considered disrespectful. As well, any clothing that promotes alcohol, drugs, or tobacco products is inappropriate.
- Bare feet, short shorts, halter tops, tank tops with skinny straps or that expose the belly, are not allowed.
- Students are required to have both indoor and outdoor shoes; it is a courtesy that students remove their outside shoes in the entrance. Non-Scuffing shoes are necessary for indoor use. Students are required to always wear their indoor shoes. This is important in the event we need to evacuate the building.
- Parents must ensure that their children are appropriately dressed for the weather. All students are expected to be outside for recess. This is dually important for bus students, as there may be unexpected delays or mechanical problems which may be enhanced by inclement weather. Proper footwear is also required.
- *PLEASE NOTE: Bus drivers may refuse student access to the bus unless properly attired.*
- Hats are not to be worn in the gymnasium. Wearing hats is at the teacher's discretion in the classroom.
- Students in grades 5-8 must have gym attire to change into for phys. ed. classes. Sweatpants, shorts, t-shirt, shoes and some personal hygiene products i.e. deodorant, shampoo and towel.

Weather Policy

Student safety is always a concern at Springside School. A wind chill warmer than -30 will mean the students are expected to be outdoors for recess and lunch. Before school students will be kept indoors at a wind chill of -30. Students may also be expected to stay in during rainy/thunderous conditions.

Fundraisers

During the school year our School Community Council may approve and organize several fundraising projects. Some will be on a larger scale, while others are quite small. *All of the money raised will be put back into the school to benefit the students.* If you have any ideas, please forward them to any members of our SCC so we can add them to the list.

Homework

Students who make good use of their class time should be able to complete most of their assignments during school hours. Students are responsible for finding out and making up the work they have missed. We encourage parents to take an active role in their student's homework by showing their interest and guiding or assisting them when needed. Sometimes, the school is contacted from families who are going on a vacation and want homework for the trip. We will not issue this work and believe students who are fortunate to travel should spend their time learning about what that destination can offer. We will catch the student up on the important educational outcomes when he/she returns.

Chromebooks and a charging cord are required to be signed out with a lending agreement when needed for homework, pending approval by the teacher or principal.

Cell Phones and Personal Devices

Cell phones and personal devices may be used by Middle Years students at recess time. They are the responsibility of the student and should be kept safe. Cell phones are not permitted in the classroom or to be used during class time in any school location, unless for approved medical reasons.

In the event of non-compliance with cell phone and personal device policy, the procedure is as follows:

First Offence: A verbal warning is given by staff member and the student is to drop the device off at the office to pick up at the end of the day.

Second Offence: The student is to drop off the device at the office and a parent-guardian will be contacted to pick it up.

Third Offence: A parent/guardian meeting with administrator to determine reason for non-compliance and next steps.

Pictures and video of other students/staff is not allowed.

School Activities

Springside School offers a variety of extra-curricular activities. We encourage students to get involved and develop an interest in each area. The goal of elementary school extra-curricular is to introduce and develop students' skills and knowledge in a sport or activity, and to develop sportsmanship and healthy attitudes toward winning and losing. Positive, supportive, and respectful behaviour is expected from all involved. It doesn't take long for even one disrespectful player, coach, or parent/fan/friend to

bring down the whole team effort. Coaches of team sports will hold a mandatory informational meeting to communicate expectations and plans at the beginning of the year. Parental support of the coach is vital to the success of any program.

The cost is specific to the activity. We charge a fee to recover the cost of transportation, uniforms, entry fees and equipment for each activity. Students are expected to show dedication and commitment to their team by attending all practices. Consequences for lack of commitment will be determined by the coach. Parents are expected to provide transportation when required. Students in possession of a team jersey are responsible for returning the jersey in the same condition as it was received. Failure to do so will result in a \$50.00 replacement cost.

Report Cards

Outcome Based Report Cards are issued two times per year:

Term 1 – January

Term 2 - June

Student Conduct & Behavior

Our students have a responsibility to themselves, their fellow students, their caregivers and school staff members for their conduct. The image you project by your attitude and actions reflect on Springside School and our community.

Springside School Code in Action			
Location	Be Respectful	Be Responsible	Be Safe
Classroom Library Art Room	Use inside voices. Work cooperatively. Listen to others. Take turns talking. Be kind and helpful. Think before you speak. Respect others' efforts and contributions.	Try your best. Be on time. Be prepared. Follow the rules. Look after supplies. Use your WITS. Recycle in designated containers. Clean up your area.	Hands off. Listen to your teacher. Wear inside shoes. Keep your spaces clean and tidy. (desk, locker, classroom)
Halls, Stairs and Entrances	Use indoor voices. Be polite to others. Respect other people's things. Wait your turn.	Place boots or shoes neatly on shelves. Keep locker doors closed. Place backpacks neatly against the walls.	Walk. Keep your hands and feet to yourself. Clear hallways quickly. Always wear shoes. Stay to the right side. Look where you are going.
Recess	Talk nicely. Be friendly. Listen to others. Share and take turns. Include others.	Follow the rules. Play in the proper areas. Take care of equipment. Place garbage in garbage can. Use your WITS.	Play safely. Stay on school property. Follow the playground schedule. Keep your hands and feet to yourself. Wear appropriate clothing and footwear.
Lunch	Sit in a seat. Eat your own food. Use inside voice. Be kind and helpful.	Listen to supervisors. Bring healthy food. Clean up your area. Recycle.	Wash your hands. Eat your own food. Clean up your food mess. Stay calm and quiet. Stay in your classroom. Supervisor permission to leave school grounds.
Gym	Listen to the teacher or student that is speaking. Respond politely. Be kind to those around you. Share equipment. Practice sportsmanship.	Enter equipment room with adult permission. Take care of equipment. Hang and store personal belongings in change room.	Wear inside shoes. Keep your hands and feet to yourself. Enter and exit safely.

Assemblies and Presentations	Listen to the teacher or main speaker. Respond politely. Be kind to those around you. Raise your hand to speak. Sit properly.	Stay with your class. Ask appropriate questions. Be an active listener. Clap at the appropriate time.	Keep hands and feet to yourself. Listen to instructions. Enter and exit safely with class.
On devices	Work quietly. Respect equipment. Raise hand for help. View content appropriate to your class or assigned by teacher. Share equipment. No personal devices at breaks or noon hours	Push in chairs and keyboards. Log off. Keep area tidy. Print with teacher approval. Return school equipment when you are finished.	Use appropriate research cites with all technology. Do not record/video others on the bus or in school or post to social media. It is important to respect the privacy rights of other students.
Bus	Sit appropriately. Demonstrate polite behavior.	Follow the driver's rules and instructions. Be on time for the bus. Take all belongings with you.	Quietly wait in designated area. Sit in seat with hands and feet in your seat facing forward.

WITS – Walk away, Ignore, Talk it out, Seek out adult help

Playground Rules	
1. Play Structure and Slides	Down the slide only. Clear area quickly. One person per slide at a time. Feet first or on knees on the slide. Moving safely/walking on the play structure. Use play structure as intended (NO climbing on railings or roof).
2. Swings	Twisting and running through are not allowed. Do not jump off of swings. No upside down swinging. Stand clear of the swing area. Appropriate pushes on the swings.
3. Tire Swings	Maximum of 3 children on at a time. No standing up or jumping off. Hold on to the chains. Stand clear of swing area. Appropriate pushes on the tire swings.
4. Basket Ball Hoops	Used with appropriate equipment.
5. Do not throw sand, snow, rocks or other objects not meant to be thrown.	
6. Stay in the designated area	The ditch, road, parking lot, and yards and trees are not play areas. Ask permission to get something from these areas.
7. Sheds may be used for Antie Antie I Over or an activity approved by the supervisor. Students must remain within sight of the supervisor.	
8. Courtyard	Weather permitting, students may eat their lunch in the courtyard. Students must remain seated on benches. Garbage and recycling must go into the appropriate container.
9. Classroom Equipment	If you take it out, you take it back in. Report equipment stuck on the roof to the supervisor.
10. Keep Hands and Feet to yourself everywhere outside.	No Play fighting.

We have thought a lot about what it means to be a *Springside Star*. We have also thought a lot about the things we can do to help your child as they move through the grades, mature and grow at our school. We ask that everyone who is connected to our building ***Shine Bright!*** This means the children, parents and adults of our school will be asked to consider each of the following points on the star:

BE UNIQUE

- Understand that everyone is different
- Show tolerance for others
- Have strong character
- Be a role-model

BE PERFECTLY BALANCED

- Academics
- Extra-Curricular Activities
- Family
- Friends
- Personal beliefs



SHINE BRIGHT!

- Have a Growth Mindset!
- Be Responsible & Respectful

USE YOUR W.I.T.S.

- Walk away
- Ignore
- Talk it out
- Seek Help

REACH FOR THE STARS

- Set goals
- Dream
- Experience Success

Springside School's Expectation for Student Academic Effort

- Teachers will have reasonable expectations for schoolwork. Differentiation for student need will occur.
- Teacher's will ask themselves: "Is this assignment crucial to meeting a specific outcome?"
- Non-negotiables
 - The student and teacher should both know why the assignment is important
 - There will be feedback on the assignment. If the teacher isn't providing feedback on the assignment than it is not worth sending it home
- Our response to the intentional non-learners needs to be consistent. We do this through communicating clear steps in consequences to the parents and the student well in advance of the initiating the steps below.

