

PJ Gillen Routines and Procedures  
2024-25

# **PJ Gillen Elementary School**

**Esterhazy, Saskatchewan  
Treaty 4 Territory**

## **Pandas Handbook**

**2024-2025**

*Principal: Mrs. K. Shields  
Vice Principal: Mrs. W. Lippai*



***Excellence! Every Child...Every Day!***

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Welcome to PJ Gillen Elementary School where we strive for **“Excellence! Every Child...Every Day!”**

Please read our staff list below to get acquainted with our outstanding staff of teacher, support staff, and division staff.

Principal	Mrs. Kelsey Shields
Vice Principal	Mrs. Wanita Lippai
Kindergarten	Ms. Lindsay Stuart
Grade 1A	Ms. Ashlyn Helmeczi
Grade 1B	Mrs. Madison Shivak-Langford
Grade 2A	Ms. Grace Bartel
Grade 2B	Mrs. Carol Nagy/Ms. Estelle Dunster
Grade 2C	Ms. Todyn Martinook
Grade 3	Mrs. Amber Bewcyk
Grade 3/4	Ms. Elaine Zalischuk
Grade 4	Mrs. Andrea Bogard
Grade 5A	Ms. Megan Hegedus
Grade 5B	Mr. Torrin Chorney
SST	Mrs. Jane Walter
Itinerant Teacher	Mr. Andrew Metz (AM)
Admin. Assistant	Mrs. Megan Boutin/Ms. Debra Hintz
Library Technician	Mrs. Suz McFadden
Educational Assistants	Mrs. Tracy Romanchook
	Ms. Amanda Dancsok
	Mrs. Michelle Struthers
	Mr. Brett Vandermey
	Ms. Kamrynn Profit
	Mr. Ben Schramm
Caretaker	Mrs. Kristen Lowe
School Counselor	Mrs. Tennille Tomolak
Speech Pathologist	Mrs. Yvonne Brits
Occupational Therapist	Mrs. Kim Unterschute
Psychometrist	Mrs. Valerie Ruf
Student Services Coordinator	Ms. Kimberly Lake
Bus Drivers	Ms. Joan Sikora
	Mrs. Brittany Schaefer
	Ms. Cindy Gibson
	Mr. Rick Stephens
	Ms. Johanna Ward
Superintendent of Schools	Mr. Shaune Beatty
Director of Education	Mr. Quintin Robertson

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**PJ Gillen School Handbook**

PJ Gillen school is a very busy and exciting school. We are a Kindergarten through Grade 5 school with approximately 250 students. There is always a magnitude of activities occurring during school hours! We are proud to offer a variety of activities for our students to participate in. These activities combined with data that proves our academic success demonstrate PJ Gillen goes above and beyond for our students. This handbook is intended to be a guide for our families to help you understand the happenings of our school. The routines and procedures outlined in this handbook are subject to change but do provide a basic framework for the culture of PJ Gillen School. We feel that if families understand our procedures, then we are better able to work together and continue to excel in all areas of education.

**Good Spirit School Division Strategic Plan**

Vision: *"Learning Without Limits...Achievement For All"*

Mission: *"Building Strong Foundations to Create Bright Futures"*

Values: *"Belonging, Responsibility, Respect, Learning and Nurturing"*

Motto: *"Students Come First"*

**PJ Gillen's Motto**

*"Excellence! Every Child...Every Day!"*

**PJ Gillen Values**

**PAWS:** *Positive Attitude, Act Responsibly, We Respect, Safe*

**PJ Gillen's Reading Beliefs**

*Together We Grow Readers.*

*There is a Reader in All of Us.*

*Happy Classrooms Build Strong Readers.*

*Read Early...Read Often...Reach Success!*

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**1. Attendance**

**a. Policy**

- i. Students are expected to attend each day on time.
- ii. If your child is going to be absent or late, we ask that you notify the school on or before the day of occurrence. This can be done through Edsby or contacting the office via phone (306-745-2171).
- iii. Automated phone calls will be made for students who have non-excused absence.
- iv. Students who are late must report to the office to check in.
- v. Students with chronic absenteeism will be monitored following [Administrative Procedure 340, Attendance of Students.](#)

**b. Guidelines**

Attendance is a crucial part of being successful at PJ Gillen school. Most of what students learn daily comes from the conversations, teacher guidance, hands on learning, and collaboration with others. Catching up on homework only helps students to catch up on *some* of what was learned.

If your child is not feeling well we ask that you do not send them to school. If students fall ill throughout the school day your child's classroom teacher or the office will contact you.

**2. Entering the School**

- a. Students may arrive to school between 8:40am and 8:55am. **No supervision is provided prior to 8:40am.**
- b. **Students enter the building as they arrive in the morning, going directly to their classroom. There will not be outside recess before 8:55am.**
  - i. Kindergarten, Grade 2A, Grade 2B, Grade 2C students use the main office doors.
  - ii. Grade 1A and Grade 1B students use the north door.
  - iii. Grade 3 and Grade 3/4 students use the south door.
  - iv. Grade 4A, Grade 5A, and Grade 5B students use the doors near the gym.
- c. All outdoor shoes are to be placed on the boot racks assigned to your class.
- d. Hats are to be removed upon entering the school unless it is a school spirit day.

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**PJ Gillen School Hours**

Warning Bell: 8:50am

School Start: 8:55am

First Recess: 10:30-10:43

Lunch: 12:00pm-12:30pm; 12:30pm-1:00pm

Second Recess: 2:15-2:27

Dismissal: 3:30pm

**3. Dismissal Procedures**

- a. All students will be dismissed at the 3:30 bell, with the exception of Kindergarten who are dismissed at 3:25.
- b. Once students are dismissed they will head outside while supervising teachers help students board the correct bus, locate their parents/guardians, or cross the crosswalks safely.
- c. We appreciate your timeliness in picking up your children at 3:30pm.
- d. We encourage all parents to wait outside during dismissal times. Our entryways can get very congested with students and staff therefore we try to keep these areas clear.
- e. Parents parking on the south side of the street are asked to exit their vehicles and cross the street to pick up and drop off their children. Please do not motion for your child to run across the street. Parents are also asked to be aware of the bus zone and please not park in them. Parking is available behind the bus zone and on the south side of the school. Please avoid parking in the staff parking lot.

**4. Locked Door Policy**

- a. All entrance doors are locked at 8:55am except for the main doors.
- b. Supervising teachers and custodial staff will ensure the doors are locked for the remainder of the day.

**5. Morning Announcements**

Each morning, we recognize we are on Treaty 4 Territory, rise for O'Canada, recite our Panda Pledge, and participate in a Mindful Moment at 8:55am, followed by announcements. Announcements include information such as upcoming dates, events, reminders, celebrations, and birthdays.

**6. Recess**

- a. There are two recesses each day.
- b. All students are expected to go outside for recess so please dress appropriately.
- c. Students will stay indoors when the temperature is below -29 degrees Celsius or if it's raining heavily or storming.

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- d. There are at least two teachers on supervision at each playground daily. Supervisors will wear bright colored vests so students can easily locate an adult.

## 7. Noon Hour

- a. Noon supervision is provided daily for those students needing to eat lunch at school.
- b. Town students are encouraged to go home for lunch.
- c. All students eat their lunch in their homeroom classrooms.
- d. Student lunch will be staggered from 12:00-12:30 or 12:30-1:00.
  - i. Kindergarten, Grade 1, Grade 5: 12:00-12:30 (eat lunch); 12:30-1:00 (outside)
  - ii. Grade 2, Grade 3, Grade 4: 12:00-12:30 (outside); 12:30-1:00 (eat lunch)
- e. There are at least two supervisors on supervision during each noon, on both the K-2 side and 3-5 side. Supervisors oversee students as they eat, as well as outside during play time. Supervisors will wear bright colored vests so students can easily locate an adult.

## 8. Visitor and Parent Check-In

- a. To ensure the safety and security of all students and staff, **all parents, guardians, and visitors are required to check in at the office upon arrival** at the school.
- b. Visitor Expectations:
  - i. **Check-In Required:** All visitors must report directly to the main office upon entering the building, regardless of the reason for the visit.
  - ii. **Visitor Identification:** Visitors will be asked to sign in.
  - iii. **Supervised Access:** Office staff will notify the appropriate staff member or escort visitors to their destination if necessary.
  - iv. **Student Pick-Up:** Parents or guardians picking up a student during the school day must do so through the office. Students will not be released directly from classrooms.
- c. To minimize disruptions to learning:
  - i. Visits to classrooms or learning spaces during instructional time must be pre-arranged with the teacher or administration.
  - ii. Drop-ins without prior communication are not permitted.

We appreciate your cooperation in keeping our school community safe, respectful, and focused on learning.

## 9. Parent Appointments

For the safety and well-being of all students and staff, we kindly ask that parents make appointments with the staff member prior to visiting or meeting with teachers or administrators. This helps ensure that we can give our full attention during meetings and maintain a smooth operation of the school day.

## **10. Medical Needs**

All students/parents are asked to report any medical needs to both the student's homeroom teacher and to the office. Once notified, a member of the Student Support team will work with the parent to create or update a medical response plan. Medical response plans will be shared with staff.

## **11. Medication**

All students/parents are asked to report any medication needing to be administered at school, to the student's homeroom teacher, and to the office. If medication needs to be administered at school then GSSD's [Administrative Procedure 316, Medication Permission Form 316-1](#) will be followed. All relevant medical forms will be completed each academic year. If medication is to be kept at school, all staff will be made aware of what to do with it and how to use it. Medication is kept in an assigned location and when applicable, indicated on the medical response plan.

## **12. Library Books**

Students are responsible for the care of any library books or technology they borrow from the library. A replacement fee at cost will be charged for any technology that are lost or damaged.

## **13. Nut Aware School**

PJ Gillen is a nut aware school. We ask that all students refrain from bringing nut products to school in their lunch, or for snack.

## **14. Gender and Sexual Diversity**

PJ Gillen is an open, caring, and accepting school where we strive for our students to feel safe and welcome. We are committed to creating an inclusive and safe learning environment for our students and our staff. We follow GSSD's [Administrative Procedure 319](#).

## **15. Bike Safety**

Students riding bikes to school must park them on the front grass 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 east and south sidewalks of the school.

## **16. School Lock Down Procedures**

PJ Gillen School will follow the lock down procedures that are outlined in GSSD's [Administrative Procedure 165, Safe Schools](#). Lock down drills will be practiced twice during the year. Additionally, staff members will ensure school-based procedures are also followed.

## 17. Fire Drills

Students will practice Fire Drills at least 6 times throughout the school year, according to [Administrative Procedure 311, Fire Safety](#). Teachers will review exit routes and routine with students throughout the school year.

## 18. Pediculosis (Head Lice)

The school recognizes the concern represented by the transmission of pediculosis. PJ Gillen follows [Administrative Procedure 318, Pediculosis \(Head Lice\)](#). If, and when, reports of head lice are presented to the office a notification via Edsby will be sent out to the entire school population alerting parents/guardians to be aware. Extra care will be taken to protect the individual from undue invasion of privacy. This awareness letter is not to panic anyone but to simply make the school community aware.

If your child has head lice, please keep your child home from school and ensure your child undergoes a course of treatment. Contact the office immediately so the school can take actions to ensure we respond appropriately.

## 19. Report Cards

Report cards will be provided two times throughout the year: February 7 and June 26.

**Report cards will be provided digitally through Edsby.** If you require a paper copy of your child's report card, please reach out to your child's homeroom teacher.

Good Spirit School Division reports with outcomes-based assessment. In outcome-based assessment, the outcomes in each subject area are assessed using a 4 Point Achievement Scale. A decision based on a triangulation of evidence (assessment rubrics, products, observations, and conversations, etc.) is used to determine the level of proficiency the student is displaying.

Edsby Gradebook will be updated weekly. Parents will have real-time access to student progress. Parents are strongly encouraged to check Edsby on a regular basis to stay up to date with their child's progress.

**UNDERSTANDING  
OUTCOME BASED REPORTING**

Good Spirit  
SCHOOL DIVISION

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**The 4-Point Academic Achievement Scale**  
Outcome based reporting is utilized in Grade K-9 where all  
Saskatchewan curricula has been renewed to outcomes and indicators.

<b>4</b>	<b>EXEMPLARY</b> Evidence indicates <b>in-depth</b> understanding, demonstration or application of the outcome.
<b>3</b>	<b>MEETING</b> Evidence indicates <b>understanding</b> , demonstration or application of the outcome.
<b>2</b>	<b>APPROACHING</b> Evidence indicates <b>progression</b> towards understanding, demonstration or application of the outcome.
<b>1</b>	<b>BEGINNING</b> Evidence indicates <b>initial</b> understanding, demonstration or application of the outcome.
<b>IE NA IG</b>	<b>OTHER SCALE TERMS</b> <b>Insufficient Evidence (IE):</b> The student has not yet demonstrated enough evidence for reporting purpose. <b>Not Applicable (NA):</b> The student was not taught or assessed on this strand, unit or outcome this term. <b>Individualized Goals (IG):</b> The student demonstrates understanding of outcomes that are adjusted in number and complexity as discussed with parents/guardian prior to this report.



## 20. Student/Parent/Teacher Conferences

PJ Gillen distributes two report cards according to GSSD guidelines.

Student/Parent/Teacher Conferences are held twice throughout the year. During each of these months, interviews will be held over a two-day period from 3:45pm to 7:00pm. Each student is provided one 15-minute block.

Student Conferences 1: November 19, 2024; November 21, 2024

Student Conferences 2: March 4, 2025; March 6, 2025

## 21. Behavior

- a. Student discipline will follow [Administrative Procedure 351](#).
- b. PJ Gillen has implemented PBIS (Positive Behavior Interventions and Supports). PBIS is a proactive approach to establish behavior supports and school culture to create an environment for academic, emotional, and social success.

**PAWS**

Positive Attitude

Act Responsibly

We Respect

Safe



- c. Students are expected to represent our PBIS values – PAWS.
- d. Each classroom has a behavior plan 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.
- e. Bullying behavior will not be tolerated and every effort to end the behavior will be put forth 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:
  - i. Bullying is an act that is ongoing and deliberate.
  - ii. Sometimes it is difficult to distinguish if a school problem is bullying or a conflict between two or more students. If you have questions please talk to your child's teacher.
- f. The main priority at PJ Gillen is to foster a safe and caring environment to facilitate learning. 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

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consideration and respect for oneself, other people, property and the environment. Students are expected to maintain self-discipline while at school.

*Supports implemented by the school to foster self-control:*

- whole class lessons with the school counselor on self-control and conflict resolution strategies
- small groups targeting selected behaviors
- bucket filling activities
- playground zoning
- behavior contracts
- positive rewards for making good choices
- extra curricular clubs that promote good choices, sportsmanship and respect
- presentations by community members and groups
- Positive Behavior Intervention Strategies (PBIS)

Students who are unable to exercise self-discipline and choose to make the school or playground unsafe by not following expectations will face consequences. **Consequences for this behavior will be at the discretion of the teacher or principal/vice principal.**

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.

- g. Communication with parents regarding student behavior will be made via Edsby or phone call by either the classroom teacher or administrator. Regular communication will ensure parents are informed of concerns and progress in addressing behavioral issues.

## **22. Canteen**

Pizza Days will be held every Wednesday. Students will be able to purchase pizza during their assigned lunch times.

## **23. Microwaves**

Microwaves are not available for use due to the lack of supervision available.

## **24. Technology**

PJ Gillen respects the value of technology. However, technology use at school must be used for educational purposes. Please recognize that some of our students have GSSD assigned technology as part of their educational plan. PJ Gillen will follow [Administrative Procedure 358](#).

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- a. Student cell phones, if brought to school, must remain in the student's locker for the school day.
- b. The school is NOT responsible for any lost/stolen/damaged technology brought to school.

## **25. Scholastic Book Orders**

- a. Students will be provided monthly Scholastic Book Orders either through Edsby or a paper copy. Orders can be placed online or sent back to the classroom teacher. Please use our **School Code RC216843** for every order placed online as our school receives a percentage of sales to use towards Library books and teacher resources. For orders that are \$40 or more, you qualify for free shipping to your home. If less than \$40, your order will be shipped to the school for free.
- b. Scholastic book fairs are also held twice a year as a school fundraiser.

## **26. School Communication**

- a. The primary form of school communication will be through Edsby. Both the school and your child's teacher will use this platform. If you have not registered for the site, please contact the office.
- b. School information is also available on our school website: <https://pjpgssd.ca/>
- c. PJ Gillen has a Facebook page where current events and reminders are posted.
- d. Good Spirit School Division initiatives and calendars can be found online at [www.gssd.ca](http://www.gssd.ca).

## **27. School Supplies**

School supplies will be ordered through the school by each individual teacher. A school supply fee of \$50 (\$52.50 with processing fees) for Kindergarten-Grade 5. Fees will be collected from each student in April/May for the following school year. New students to the school will be expected to pay the supply fee during registration. All fees are due by September 30 of the new school year.

## **28. Social Emotional Learning/Assemblies**

From September to June, our school will host character building assemblies where our students will join House Teams to discuss, learn about, and participate in various activities that focus on areas of social-emotional learning.

This years areas of focus include: open-mindedness, cooperation, kindness, forgiveness, respect, empathy, confidence, resilience, leadership, and responsibility.

Special assemblies may be held as a school community in the school gym when public speakers, entertainment, or whole school activities will take place.

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Dates will be shared via Edsby school calendar.

