

GENERAL INFORMATION

ADMINISTRATORS' MESSAGE

Prairie Valley School Division is committed to providing Pilot Butte with a great facility, teachers, support staff and resources to provide high quality educational experiences to our students. An effective school is characterized by a staff committed to quality teaching, providing opportunities for all students to learn in a safe and caring environment. Ensuring each student is successful and gains valuable academic and social experiences will ensure a bright and successful future for each student. With the belief that all students can learn, Pilot Butte School is committed to improving the learning outcomes for all students and ensuring that school is a positive, welcoming place for all.

Corey Terry
Principal

Tom MacCallum
Vice-Principal

PILOT BUTTE MISSION STATEMENT

The school's vision is to provide the opportunity for students to learn and develop their ACADEMIC, SOCIAL, EMOTIONAL and PHYSICAL SKILLS through effective teaching and programming. In pursuing SUCCESS the staff will endeavor to foster a learning environment that promotes and supports the academic and co-curricular programs for students attending Pilot Butte School.

Prairie Valley School Division

Mission: To Inspire and Empower One Another.

Our Vision: Leadership in Learning and Life.

Guiding Principles:

***Visioning** – We value a realization of learning potential. We strive to establish clear direction and high expectations through our visioning and strategic planning processes.

***Celebration** – We value the celebration of achievement.

***Communication** – We value open and transparent communication. We strive to share information with others, effectively express our ideas, and actively understand the ideas of others.

***Diversity** – We value diversity and the rich array of participants within our school division, and the unique contributions each can make.

***Respect** – We value a culture of mutual respect, understanding, and cooperation. We strive to create safe, positive nurturing environments.

***Integrity** – We value integrity and ethical behaviour. We expect professionalism characterized by honesty, respect, commitment, and dedication.

***Learning** – We value a holistic learning community. We strive to provide meaningful, creative, and innovative learning opportunities for all.

***Leadership** – We value cooperative and collaborative relationship. We are committed to responsible leadership.

Goals to Achieve the Vision/Mission:

* Service Delivery – To determine and define the PVSD service delivery model.

*Board Governance – To establish a board governance model.

*Common Culture – To build relationships.

* Local Accountability – To establish school community councils.

*Financing – To establish board direction and advocacy for financing.

* First Nations Partnerships – To develop working relationships and governance arrangements with First Nations.

PILOT BUTTE SCHOOL COMMUNITY COUNCIL

The Pilot Butte School Community Council is the community connection and voice into the school. The council represents the community on school decisions and provides service including fundraising and volunteers for school activities. Meetings are held to discuss school and council business.

PILOT BUTTE SCHOOL HISTORY

Pilot Butte School District No. 207 was established in the North-West Territories in 1891. The first school was located south of the village on the present access road. The teacher was Andrew Martin, who later became a medical doctor. Children by the names of Betteridge, Zinkhan, Knappel and Weisbrodt attended that school. Some of these family names are still found on recent registers.

In 1913, Pilot Butte School was relocated to the present school site in the village. A two storey, two classroom school was erected, using the red bricks manufactured at a Pilot Butte plant. Thirty-seven students were enrolled from grades one to ten. This building also served as a community centre.

The brick structure was replaced by a two classroom stucco school in 1956. The population of the village increased rapidly and in 1958 the basement was turned into a classroom. A rural school was moved to the north end of the school yard for extra space. In January of 1960, a two classroom cement block building, capable of future expansion, was opened at the southwest corner of the school yard.

In 1964, Pilot Butte became part of the newly formed Regina School Unit No. 21. Expansion of the two room cement block structure began at once. Four classrooms were added to the north in 1964 and four more in 1974. A large addition built to the east in 1977 included a library and small gymnasium.

An expansion and renovation in 1988 has resulted in a modern school with eighteen classrooms, several specialized areas, a large gymnasium, and an elaborate playground.

STUDENT LEADERSHIP COUNCIL

Pilot Butte School is committed to providing leadership opportunities for all students as part of our SLC. We have leadership teams which provide training and experience for students in the areas of leadership, communication and teamwork.

Each leadership team consists of an executive that is selected by the specific team and the teacher advisors. The chairperson of each team sits on the Student Leadership Council (SLC). This council is the umbrella group for student leadership and has an executive that acts on behalf of all the students.

Some examples of leadership teams are: SADD, Spirit, Library, Athletic, Aesthetic and Student Mentorship (SMP). Students may be active and support more than one team but can only be on one team's executive.

GUIDELINES FOR STUDENTS

CODE OF CONDUCT

Pilot Butte School encourages the cooperation of students, staff, parents and the community in their attempts to promote appropriate student behaviour and conduct. Parents and students are encouraged to recognize their responsibility in developing student self-discipline.

Pilot Butte School's behaviour and conduct policy is based on the following basic fundamental values and beliefs:

1. **Respect for all people.**
2. **Honesty.**
3. **Respect for property.**
4. **Self-Discipline.**
5. **Safety**

These values of life are the basis for the decisions made to help students develop self-discipline. Discipline issues will be addressed as individualized learning opportunities.

Individual student's needs will be assessed; strategies used to discipline individuals will be done fairly. Students will have the opportunity to learn to accept responsibility for their own actions; as well as accepting consequences for their actions.

CARING SCHOOL

Building A Caring School program believes all humans are an equally valuable members of society and that we all are connected.

Our Building A Caring School Program includes:

- Instruction of what bullying is.
- Proactive intervention for the victims.
- Proactive intervention for the bullies. Creating a shift in power away from bullies to the caring majority of Pilot Butte School.
- Moral Intelligence.
- Character Education.

EXTRACURRICULAR EXPECTATIONS

It is an honour and a privilege to represent Pilot Butte School. Students must be dedicated, committed and conduct themselves at all times in a manner that brings admiration and respect to them and to Pilot Butte School.

In order to participate in all school extracurricular activities students must meet to the following requirements:

1. Maintain a satisfactory standing in all subject areas.
2. Attend school regularly.
3. Attend school for the full day to be eligible for extracurricular activities that afternoon. The reason for being absent must be acceptable to the administration for participation to occur.
4. May not be absent after an event for recuperation, except in the case of an injury.
5. Must attend practices and meetings to be eligible for participation.
6. School behaviour must be acceptable.
7. Suspension from class automatically carries with it suspension of extracurricular activities.

ACCIDENTS

All accidents should be reported to the office. Office personnel will act to ensure student comfort and safety by assessing the situation and, if needed performing first aid. Parents/guardians will be notified as soon as possible.

Accident insurance is available. Applications are available at the beginning of each school year.

ATTENDANCE

We strive to provide the utmost care for your children and part of this responsibility is knowing when your child **will not** be at school. We ask parents to inform the school by a note in the agenda or by telephone of any absences or lates. We have a telephone answering service available for you to call to report absences or lates. If a student is absent and you have not contacted the school, the school secretary will be contacting the parent to ensure the student is safe.

When a student is late to school, it is most important they report to the office upon arrival. This ensures accurate records are kept, and stops unnecessary tracking of students.

When a student is habitually late, the school implements the following process: first, a verbal warning is given; second, a report is sent home to the parents; and third, a meeting will be held to develop an attendance plan for the student.

Regular attendance and punctuality are valued assets in our working world. Positive habits are developed through practice. It is the school's responsibility to ensure that our students are given the opportunity to practice these lifelong skills.

If we work together, all students will be safe at all times.

AWARDS

Our school has an extensive awards program that includes awards for academic, athletic, aesthetic and general proficiency. For more information about our awards contact the school.

BELL SCHEDULE

Start time	End time	Activity
8:50	8:55	Entry
8:55	9:47	O Canada and Period 1
9:47	10:38	Period 2
10:38	10:53	Recess
10:53	11:45	Period 3
11:45	12:35	Lunch
12:30	12:35	Entry
12:35	1:27	Period 4
1:27	2:18	Period 5
2:18	2:33	Recess
2:33	3:25	Period 6
3:25		Dismissal

BIKES/ROLLER BLADES/ SCOOTERS/SKATEBOARDS

Students who ride bicycles/roller blades/scooters/skateboards to school are asked to follow safe riding practices:

- walk their equipment on school property.
- use a good lock securing their bike to the rack during the day.
- roller blades are not to be worn in the school.
- the bike rack areas are out of bounds during recesses.
- no "joy riding" near buses or in traffic during the school day.

Pilot Butte and District Lions have provided many students at our school with helmets over the last few years. We want to encourage ALL students to be safe and use their helmets.

CARE OF SCHOOL PROPERTY

A clean school makes for a healthy and pleasant place to work. Let us apply the same standards to our school as we do to our home. Do not tramp mud, snow, or slush into the school. Use the garbage cans in and outside the school. Do not write on desks, lockers, etc. Individuals or the groups responsible will pay for all repairs or replacements to school property that result from carelessness or malicious damage.

Students are responsible for the care of their own property. All personal textbooks, notebooks, and gym equipment should be clearly marked with the owner's name. Large amounts of money or valuables, such as jewelry, electronic equipment, etc., should not be brought to school as the school carries no insurance on student property and cannot guarantee secure lockers.

Any student responsible for willful damage of equipment or property will be held financially

responsible. Pilot Butte students are to respect the property and rights of people who live in our neighbourhood and consideration should be given to our neighbours with respect to littering and property damage.

CLUBS, INTEREST AND SPORTS GROUPS

All students are encouraged to participate in some aspect of the school's co-curricular and extra curricular program. We believe this an excellent way for students to develop personal interests, skills, self-confidence, self-esteem and lifelong friendships with other students and staff. To get involved, simply listen to the daily announcements or approach the staff member in charge.

CONTACTING A STUDENT

Classes will not be interrupted to pass on messages from one student to another or from parents to students. Please contact the office and messages will be forwarded to the students at an appropriate time.

DRESS CODE

A dress code signifies that Pilot Butte School is a special place. We insist on a reasonable standard of appropriate dress that marks our school as a place of dignity and high standards.

Simplicity and good taste are the guidelines! Clothes should be clean and neat. Shirts displaying inappropriate or offensive language, pictures, or advertising beer/alcohol/drugs are not suitable. Shorts/Skirts must be a responsible length. Shoes must be worn. Hats, caps and coats will not be worn during class time and hoodies will be worn down.

Note: Any dress or grooming that hinders the learning process and is disruptive will not be accepted by the school.

ELECTRONIC EQUIPMENT

Electronic devices (cell phones, two-way radio systems, digital cameras, iPods, MP3 players, electronic games, etc.) if brought to school, are to be stored in lockers and not used during the school day, unless approved by our Student Support Services team.

EVALUATION POLICY

Ministry of Education Regulations

Testing and promotion from Kindergarten to Grade 8 shall be under the jurisdiction of the administrators of the school and under the general supervision of the Director of Education

In determining final marks, the results of the year's work will be taken into consideration. The year's work will include a variety of assessments such as assignments, term tests and final tests.

Pilot Butte School will follow the evaluation guidelines as set out by Saskatchewan Learning:

- The three reporting periods with the student's work continuously evaluated.

- Parents will be contacted regularly as to their son's/daughter's progress during the school year. Teachers will make every effort to communicate with their students as to their progress, but at times parents will be notified by:

- Student Progress Letters
- Student Interim Progress Reports may be requested by parents at any time
- Telephone calls
- Meetings (including interviews)

FOOD AND DRINK

Food and beverages are not allowed in classes, except on special occasions. Slurpees/energy drinks are not allowed in the school.

Pilot Butte School has a morning snack program and students are encouraged to bring healthy snacks for that time.

GYMNASIUM

Physical Education classes at Pilot Butte School are part of the regular curriculum. Students must participate unless a doctor's certificate or parent note is provided.

Pilot Butte has a gymnasium available for students and due to the heavy demands put on it by classes, intramurals and inter school sports, as well as community activities, it is necessary to schedule the space available. We all have a responsibility to look after the gym and its equipment.

Our expectations for gymnasium users are:

* Students must wear appropriate gym clothing for all classes and intramural sports. To protect the gym floor, street shoes may not be worn at any time.

* Unsupervised activities will not be permitted in the gym at any time.

* Spectators at activities must observe gym regulations and exercise good conduct.

HARASSMENT POLICY

STATEMENT OF POLICY

Pilot Butte School is committed to providing a safe and caring environment for all students, staff, volunteers, visitors and anyone participating or attending Board sponsored activities. All have a right to work and learn in a safe environment and a right to be treated with dignity, respect, and fairness. A safe environment produces a climate conducive to both learning and working. A safe environment is free from hostile, intimidating, or offensive conduct by anyone.

The school will not tolerate harassment of any sort, by any student, or adult towards a student, staff, volunteer or visitor. All allegations of inappropriate conduct brought forward will be addressed.

ILLNESS AT SCHOOL

Students who become ill at school should contact their teacher and the secretary. A parent/guardian will be phoned. **Students will not leave until**

parental/guardian permission has been given. In the event of serious illness or injury, the student will not be moved. Parents and medical assistance will be notified immediately.

INTERNET POLICY

It is an expectation that Pilot Butte School computer resources are to be used in a reasonable, ethical, moral and legal manner in accordance with the mission statements, values, understandings and beliefs of Pilot Butte School.

Pilot Butte School considers all connections to remote locations on the Internet as "Electronic Field Trips." Therefore, the rules that apply to student conduct on regular field trips also apply to these Electronic Field Trips.

Students who fail to follow the above guidelines will be dealt with under the existing rules and regulations of the school. Students may have their computer, e-mail or Internet privileges suspended or terminated depending on the severity of the misuse.

Random checks of files and/or e-mail may occur to determine whether the Internet is being used in a manner consistent with this policy. Before information is published on the Internet, school administration and teacher must approve it. All decisions will be made by the subject and homeroom teachers in consultation with the school administration.

For more information on the Acceptable Use Policy, please contact the school.

INTRAMURALS

Intramurals are held at noon hour for grades 4 to 8. Some activities included are: volleyball, floor-hockey, indoor soccer, and basketball. Please check the daily notices for details.

LOCKS AND LOCKERS

Each student is responsible for ensuring that his/her locker is kept in good condition. Lockers must be kept locked and combinations kept confidential. The school cannot guarantee secure lockers and carries no insurance on student property.

Lockers remain the property of the school and are subject to inspection, without notice, by school authorities for reasons of health, safety and security.

Students must purchase a school lock for their locker.

SHOES

Students may keep outdoor shoes in their lockers or classrooms provided lockers are kept tidy and materials are not being damaged by wet footwear.

NOON HOUR REGULATIONS

Lunch period is from 11:45 am to 12:35 p.m. Students must eat lunches in assigned lunch areas. From 12:10 to 12:35 students are to be in **designated areas** for students activities. During

inclement weather designated areas may be inside, otherwise all students are expected to be outside from 12:10 to the 12:30 bell. Students are not to loiter/eat/drink in hallways during the noon break.

For the safety and supervision of our students Pilot Butte School is a closed campus. Bus students and town students, choosing to stay at school for noon hour activities will not be allowed to leave the school grounds. Students needing to leave the school grounds during the noon hour must supply written permission to the office, from their parent/guardian, detailing the reason for leaving the school.

RECESSES

All students get two 15-minute recesses a day. These recesses are designed to allow students free time. Supervised recesses are outside, weather permitting. Students are expected to follow school rules during recesses!

MEDICATION

If there is a need for medication to be given to your child during school hours, please arrange to complete a consent form at the office. All student medications are stored in a secure location. Medication should never be kept in your child's desk, jacket or lunch kit.

Pilot Butte School administration of medications is as follows:

1. A written authorization by the parent/guardian is required before prescribed medication can be given during the school day.
2. The medicine bottle must carry the official label from the druggist stating the child's name, physician's name, the name of the medication, the dosage to be administered and if possible, the time of day it is to be given.
3. It is the responsibility of the parent or guardian to see that the medication is delivered safely to the school office.
4. The principal or designate will give all medication.

NEWSLETTER

The newsletter/calendar is sent home with the youngest member of each family in our school or e-mailed at the end of the month.

NUT MANAGED SCHOOL

Pilot Butte School is a "NUT MANAGED" school. We have several students with severe nut allergies and keeping our school free of nut products is our ultimate goal. Please do not pack lunches or snacks containing nuts or nut products.

PHOTO PERMISSION

Each year many school activities involve students being photographed or videotaped. Parental consent is required before photos can be released for media purposes (websites, newsletters, etc.). Consent will be obtained from the parent once during

your child's school career. If you wish to change consent please contact the school.

SCHOOL CLOSURES

On mornings when the weather is in doubt, we recommend you tune in to a local radio station for school closure information.

Weather Policy: Students will not be dismissed early during severe weather conditions as parents may not be home for an unscheduled dismissal time. It is safer to keep the children at school during a storm.

Buses will not run when temperatures reach -40C (with or without a wind chill factor) or at the bus driver's discretion. **In the event bus students cannot be transported home it is important an in-town billet be assigned on your child's registration form.**

SMOKING AND SUBSTANCE ABUSE

Please be advised that Pilot Butte School will enforce a **zero tolerance** policy regarding the possession, use or trafficking of tobacco, alcohol, drugs and any other abusive substances at school or school related activities. **Zero tolerance** refers to users and those people associated with smoking and/or substance abuse. Students will be suspended and may be required to take a drug assessment.

All Prairie Valley School activities are smoke free events. This includes all school sponsored activities away from our premises.

STUDENT LOST AND FOUND

There is a lost and found located in the school. Students may claim items by checking at the office and providing a description of the article. Names in books, clothing, and equipment will assure owners get their lost items back.

STUDENT SERVICES

The Student Services is the liaison between the home and school. Student Services offers a variety of programs to meet the academic, social/emotional or behavioural needs of students. The Student Services will provide support for students in areas of academic planning or social and emotional concern.

SCHOOL CONNECTS

Families will receive weekly telephone messages from the school about upcoming activities.

TELEPHONE

Each classroom has a telephone for student and staff use. Students must have permission from a teacher before using the classroom phone. If a student has an emergency they can also use the office phone.

We ask that the use of phones be limited to important matters. Making arrangements to play with friends after school should be done at home.

TEXTBOOKS

Textbooks are issued once each year. All students will be held accountable for the condition of their textbooks. Lost or damaged books (including graffiti) will result in replacement fees being charged.

VISITORS/VOLUNTEERS

All volunteers and visitors, who will be in the building for an extended time, are required to report to the office to receive an identification badge and sign in.

IMPORTANT DATES

September

08 Registration and classes begin

October

02 Non Student Day

12 Thanksgiving Day

November

11 Remembrance Day

27 Parent-Teacher Interviews

December

22 Last day of classes, 2:30 dismissal

January

06 Classes resume

February

01 Non Student Day

15 Family Day

16, 17 Winter Break

18, 19 Non-Student Days

March

12 School Break

April

01 Parent-Teacher Interviews

02 Good Friday

05-09 Easter Vacation

30 Non Student Day

May

14 School Break

24 Victoria Day

June

29 Last day of classes

Report Cards

2:30 dismissal

30 Non-Student Day