

**O.M. IRWIN SCHOOL
2024-2025**



STUDENT HANDBOOK 2024-2025

Mr. Kohlman
PRINCIPAL

Mr. Geoffrey Horn
VICE-PRINCIPAL

999 George Street East
Swift Current, Saskatchewan
S9H 1Z3

Telephone: (306) 778-9270
Fax: (306) 773-8642

OUR MISSION

“Achieving Excellence”

OUR VISION



OUR VALUES

1. **We provide “Learning For All”.**
2. **We support and develop each holistic learner.**
3. **We build character and community.**
4. **We promote communication.**
5. **We are a safe and caring school.**
6. **We embrace diversity.**



O.M. IRWIN SCHOOL

The school was named after Dr. O.M. Irwin, a prominent citizen and physician in Swift Current. As a school board member, he was instrumental in establishing the first school library in Swift Current. Dr. Irwin served as Mayor of the City and was president of the Provincial College of Physicians and Surgeons. He was also Honorary President of the Swift Current City Teachers' Association.

O.M. Irwin School is designed to promote intellectual, emotional, physical and social growth according to the individual needs of each student.

The school moniker is the IRWIN ICE and is represented by a Polar Bear.



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O.M. IRWIN SCHOOL STAFF

Instructional Staff

Mr. A. Kohlman, Principal
Mr. G.Horn, Vice-Principal
Mr. L. Boyer
Ms. K. Burnett
Mrs. H. Cabrales
Mr. K. Darby
Mr. S. Dyck
Mr. B. Eltom
Mr. T. Froese
Miss B. Gillanders
Mr. C. Grainger
Ms. M. Gurski, Counsellor
Miss M. Jersak
Miss M. McCleary
Ms. K. McWillie
Mrs. M. Michaluk
Ms. C. Nisbet
Mrs. A. Potter
Mrs. J. Regier
Mrs. C. Robinson
Miss B. Robson
Mrs. K. Schwartz
Mrs. C.Thompson
Mrs. A. Tinant
Miss N.Weisbeck
Mrs. H. Wong

Support Staff

Mrs. H Painchaud (Office Manager)
Mrs. M. Hanson (Secretary)
Mrs. D. Bleackley (Library)
Mr. J. Saguisin (Noon Supervisor)
Mrs. H. Andreas
Mrs. H. Anouz
Mrs. B. Benito
Mrs. K. Blyth
Mrs. T. Chapman
Ms. M. Englebrecht
Mrs. C. Gardner
Mrs. C. Johnston
Mrs. C. Lee
Mrs. A. Popick
Mrs. L. Ramage
Mrs. B. Saufert
Ms. M. Williams
Mrs. C. Zanidean
Mrs. L. Johnson
Mrs. J. Engen

Facility Operators

Ms. S. Sprague
Ms. C. Campbell
Mr. L. Forde
Mr. A. Cocal



BELL SCHEDULE

O.M. IRWIN SCHOOL

Warning Bell K - 5	8:35
Warning Bell Grade 6 – 8	8:38
O'Canada / Announcements	8:43
Period 1	8:45 – 9:24
Period 2	9:24 – 10:03

Break/Recess **10:03 – 10:18**

Period 3	10:18 – 10:57
Period 4	10:57 – 11:35

Lunch **11:35 – 12:25**

Period 5	12:25 – 1:04
Period 6	1:04 – 1:43

Break/Recess **1:43 - 1:58**

Period 7	1:58 – 2:37
Period 8	2:37 – 3:15

Dismissal **3:15**



A. School Procedures

1. Attendance

Regular attendance is necessary for successful school progress. If a student misses school he/she is responsible for the materials covered in class. This means completing assignments and making sure he/she gets any missed notes, or handouts. Data shows that a student's learning is greatly impacted in a negative way when he/she misses a lot of school. Students may be assigned to noon Homework Club to assist them with completing work due to absences.

Whenever a student is absent from class, he/she must ensure his/her parent or guardian either brings a signed note or phones the school the same day to confirm the absence and the reason. The purpose of contacting the school is for the home and school to communicate that a student is safe and accounted for. Thank you for assisting in this process.

2. Student Drop-Off and Pick-Up Times

Parents/Guardians, if you need to drop off your child, or have him/her walk to school in the morning, try to have your child arrive at school after 8:10. Also, at the end of the school day, all students must be picked up from school by 3:30pm. After 3:30pm, students (unless they are involved in a school-approved activity) will not be supervised.

Student Drop-Off / Pick-Up: *If you drop off or pick up your child, please wait in the foyer or office. This is especially important at the end of the school day. Parents and guardians must wait in the foyer or outside prior to the 3:15pm bell to ensure that the end-of-day routines and plans can be followed.*

3. Lates

It is important that students arrive on time and be prepared to learn for each class. Each individual teacher may develop a personalized plan for dealing with late students. If a student is chronically late, parents may be contacted in order to develop a solution.



4. Leaving the School

If a student leaves the school during school hours, he or she must check out at the Main Office. Parents should notify the office via phone call or written note before the student needs to leave. When returning to school during the day, students must report to the office before going to class. Whenever possible, student appointments (medical, dental, etc.) should be made outside of regular school hours. Students are expected to indicate on the Sign-Out List (in the office) the time they leave, and upon returning, the time they get back.

5. Illness/Injury

In the event of sudden illness or injury, the student should notify his or her teacher, excuse oneself from class, and come down to the office. If the illness persists or is severe, **the school will notify parents**, and arrangements will be made for the student to go home. Students are not to make their own arrangements to leave.

6. Noon Hour/ Lunches/ Snacks

Parents can choose whether their children eat their lunch at school or go home for lunch. O.M. Irwin School is a closed campus. Therefore, parents/guardians will need to call the school or send a note to their child's teacher, if they are picking up their child at lunch.

The school will supervise students at noon. Students do not have access to microwaves at Irwin School.

Also, the staff at Irwin School strongly discourages the purchase and consumption of Energy Drinks due to the health risks associated with them. Students will not be permitted to bring energy drinks to school or consume energy drinks during the school day or during school-sanctioned activities. **Please be aware that O.M. Irwin is a nut sensitive school. Some students and staff have severe peanut/nut allergies, and we ask that parents not send peanut/tree nut/nut products in snacks and lunches.**

7. Locks and Lockers

All grade 5-8 students are assigned two lockers and are expected to use **TWO** school locks. One locker is for storage of books, coats, etc. The other is a tote locker in the locker room for storage of gym clothes, running shoes, etc. The same locks can be used for all four years while the student attends Irwin School. Lost



locks MUST be replaced at the cost of the student. Students are not to **share their combinations with fellow students. Lockers are the property of O.M. Irwin School and are being loaned to the student.** The School reserves the right to enter and search a student's locker when deemed necessary.

8. Personal Property

Items which distract, disturb others, or jeopardize student safety are not to be brought to school. If deemed necessary, a staff member may confiscate such items.

a) **Look after your belongings!** All items that belong to you should be clearly labeled. Students are responsible for the safekeeping of their belongings and valuables.

b) Lost and Found

-Articles that are found should be taken to the office and put in the lost and found.

-Please consult physical education teachers for articles lost in the locker room or gymnasium.

c) Bikes, roller blades, and skateboards

-Bikes should be locked and placed in the racks provided. They are not to be ridden on the school grounds. Rollerblades, skateboards, and longboards are not to be used on school property. These items should be securely stored from the time a student arrives at school to the time they depart. **The school assumes no responsibility for stolen or misplaced items.**

9. Emergency Management Plan

The Chinook School Division and O.M. Irwin School are committed to providing a safe learning environment for all students and staff members. In the event of an emergency, it is important to be prepared and able to respond in a responsible and thorough manner. In order to be prepared for an emergent situation at school, various practice drills will take place throughout the school year. Not all emergency responses will be practiced through the use of drills, however, it is important that certain drills are practiced each school year. Drills that are conducted throughout the year are:

- Fire Drills (6)
- Shelter-in-Place Drills (2)
- Lockdown Drills (2)
- Duck/Cover/Hold Drills (2)



10. Crosswalk

All students and parents/guardians are required to use the 10th and George Street Crosswalk if they are crossing George Street before or after school. Please do not cross George Street other than at the crosswalk.

11. Dress and Appearance

In order to maintain a healthy, safe, caring and respectful school, we ask that students refrain from wearing inappropriate clothing while at school. School is a formal environment, therefore it is expected that students and staff are dressed appropriately. All students should strive to present a neat and clean appearance. If in the opinion and professional discretion of a staff member a student is immodestly dressed or inappropriately dressed, he/she may be asked to put on his/her Phys. Ed clothes and/or parents may also be contacted to bring appropriate clothing to school. The student is expected to refrain from wearing the inappropriate clothing to school again.

Clothing with profane wording or is of a demeaning nature is prohibited. Clothing bearing a printed message will be judged improper if the message is obscene, derogatory in nature, subject to more than one interpretation, or promotes intoxicants or drugs. Hats/headgear are not to be worn in the classroom. However, students may wear their hat/headgear from the main entrance to their locker and vice versa.

12. Physical Education

a) Participation

Regular participation is required for a student's success in Physical Education. Requests to be absent from parts of the class, or limiting participation, must be supported by a note from parents or guardians. Students will be expected to participate in the parts of the class in which they are able. Long-term absences must be supported by a doctor's note explaining the reasons and the length of the absence.

b) Physical Activity Dress

Grade 5-8 students are asked to have the following items for Physical Education classes:

- O.M. Irwin t-shirt and gym shorts
- One pair of gym shoes
- Deodorant (for older students) in a metal or plastic container (no glass please)



One Irwin t-shirt and one pair of shorts can be purchased from the school as a package or items may be purchased separately. Frequent washing of gym clothing is suggested.

The **gymnasium** and **all sports equipment** are off limits to ALL students unless a staff member has granted them permission. Also, students are expected to wear gym shoes in the gymnasium during open gym time before school, at noon and at breaks.

13. School Grounds

The parking lot is reserved for staff and visitor parking. This area is out-of-bounds to students during regular school hours. Please do not use the bus layover for parking and/or dropping off students. The bus layover is intended for Chinook SD school buses.

14. Assemblies and Junior Concerts:

Our K-8 students will participate in a school assembly once a month to celebrate student learning and promote school culture.

We will also have special performances performed through our Junior Concert series. These performances will be an opportunity for our K to 8 students to come together. All junior concerts support our Arts Education program. Families are welcome to join us for our monthly assemblies and junior concerts.

15. ESSENTIAL MEDICATION ADMINISTRATION PROCESS

As per the **Chinook SD AP 316**, an essential medication is a physician-prescribed medication that must be scheduled during regular school hours and is necessary for the student's health or well-being. In the event where the school is required to administer essential medication to a student, parents are required to contact the school and fill out an "**Individual Care Plan – AP Form 316-1**). All medication should be kept in the office. If a student is bringing medication to school, parents are asked to please inform the office.

16. STUDENTS with LIFE THREATENING CONDITIONS

As per the **Chinook SD AP 317**, life-threatening conditions refer to pre-existing diagnosed medical conditions which have the potential to result in an acute life-threatening incident. This may include conditions such as anaphylaxis, asthma, diabetes, epilepsy (seizure disorders), or others as identified within the school community. It is the responsibility of the parents of children with life-threatening



conditions to identify their children to the Principal and to provide the following: 1. A list of triggers to the life-threatening condition; 2. A treatment protocol, signed by the child's physician; and 3. Immediate notification of any changes in the child's condition from previous years or since last reported. This information will be provided on the **Individual Care Plan Form AP 317** that parents must complete and provide to the school in a timely manner.

17. Chinook SD Early Dismissal Dates 2024/2025 School Year

The Chinook SD has planned early dismissal for students on specific dates for the 2024/2025 school year whereby schools will dismiss one hour earlier than their regular dismissal time. The early dismissal dates are: October 16th, November 27th, February 12th, April 30th, and June 4th. O.M. Irwin School will dismiss at 2:15 on those dates. The purpose of the early dismissals is to provide time for staff and administrators for professional development activities.

B. Coaching & Managing Student Behaviour

As per the **Chinook SD AP 350 – Student Conduct**- students are expected to attend school regularly and punctually, conform to the rules of the school, and observe standards as set out in the rules of the school with respect to the rights of other persons. Every student is accountable to the teacher for his/her conduct; to the Principal and members of the teaching staff at any time he or she is under supervision of the school, including time spent travelling to and from school and their place of residence; and to the driver of a school bus, and to any other person appointed by the division for the purposes of supervision during hours when students are in the personal charge of employees, or persons appointed by the Division.

1. Behavioural Expectations

Behavioural expectations at O.M. Irwin School are based on universal virtues of character:

- **RESPECT**
- **RESPONSIBILITY**
- **ENTHUSIASM**
- **CARING**
- **EXCELLENCE**

The school recognizes that people make mistakes. Making mistakes is part of learning and growing as individuals. Students who have difficulty meeting the



teacher's or the school's expectations for behaviour have opportunities to correct their mistakes or to "make things better". Sometimes, part of this process is accepting consequences assigned by the teacher for behaviour that is not appropriate. Teachers may use a variety of strategies, including restitution, in working with students. There may be times when students refuse to attempt to "make things better", or students refuse to cooperate with their teachers. This student behaviour can be highly inappropriate or even pose a risk to the safety and well-being of other students. **These behaviours define the school's "bottom line" for behaviours that cannot be tolerated or accepted.**

These behaviours include the following:

- Verbal or physical assault with intent to harm
- Swearing at staff
- Swearing at another student
- Fighting
- Bullying
- Refusal to comply with the request of a staff member
- Consistent documented disruptions to the learning environment
- Behaviour that is injurious to the moral tone and reputation of the school
- Use of drugs, alcohol, tobacco, e-cigarettes, and vapes/vaping
- Vandalism or theft
- Skipping school

The school believes that a student's individual circumstances or situation must be recognized when working with students to solve serious issues. We follow a philosophy of progressive discipline when dealing with student behaviour issues.

2. School Bus Regulations

As per Chinook SD AP 351, the Division requires that student conduct on school buses is consistent with that expected of the student in the classroom. The safety of all students and the driver is of utmost importance while on the school bus and, therefore, it is important that all students follow the school bus rules. Riding the bus is a privilege; therefore students are expected to follow the behaviour and safety guidelines set out by the bus company. If the student is failing to abide by the rules, the driver will discuss the expectations with the student in a supportive, positive way. If the behaviour continues or is of a serious nature, the driver will submit form 351-1 Student Conduct Form to the Principal following any concerning student behaviours on the bus.

- First time offence..... Warning about removal of bus privileges.
- Second offence..... 3 days removal of bus privileges.



- Third offence..... 1 week removal of bus privileges.
- Fourth offence..... 1 month removal of bus privileges.
- Fifth offence.....Indefinite removal of bus privileges

Gross misconduct at any time may also result in the removal of bus privileges.

3. USE OF TOBACCO AND SMOKE RELATED PRODUCTS

As per Chinook School Division, all tobacco and tobacco related products are prohibited on school premises.

Electronic products such as electronic cigarettes, cigars, and pipes as well as cartridges of nicotine solutions and related products are prohibited in all schools and on all division properties.

C. Student Services and Activities

1. School Counselling Services

Irwin School provides counselling services for individuals and groups of students. These services are designed to assist students to achieve academic goals and develop social skills. Other health supports such as the Addictions Counsellor and the Mental Health Counsellor provide supports at the school periodically.

2. Resource Centre/Library

There are no fines for overdue books or materials. Students are responsible for the materials they sign out. There will be charges for any lost materials or damaged materials not returned by year-end.

3. Telephones

There is a telephone located in the Main Office for student use. **This student phone should only be used before school, break time, lunch hour and after school.** All elementary students will need their classroom teacher's permission to use the student phone.

4. O.M. Irwin School Cell Phone Policy (or any device capable of messaging in any capacity)

Cell phones have become a means of communication for many students and families at O.M. Irwin School. In an effort to balance protecting the learning



environment, providing a safe environment for all students and respecting the student / parent sense of security, the following policy has been developed:

Cell phones must be in “OFF” mode and stored in the student’s locker.

FIRST OFFENCE – Cell phone is confiscated and returned at the end of the day. A parent will be contacted.

SECOND OFFENCE – Cell phone is confiscated and a Parent/Guardian will be asked to pick up the cell phone from the Main Office.

THIRD OFFENCE – An in school suspension will occur for defiance of school policy, and parent / guardian will be asked to pick up the cell phone.

FOURTH OFFENCE – Out of school suspension will occur for overt opposition to authority, and parent / guardian will be asked to pick up the cell phone.

Students are encouraged to use the student phones beside the office. Parents are encouraged to leave a message for their child by calling the school at (306)778-9270. Cell phones may not be used during the course of the school day. **Students may use their cell phones after school, as they are leaving the school premises.** Communication via Social media is expected to align with the school’s Behaviour Policy.

5. Extra-curricular Opportunities

All students are encouraged to join a program that interests them. Activities vary slightly from year to year depending on the interests of the students and staff. In past years, Irwin has offered the following noon and after school activities pending student interest and staff availability to supervise:

Kids in the Kitchen	Choral Club	Outdoor Education	Shop Club (Gr.8)
Basketball	Jazz Band	Volleyball	Badminton
Art Club	Track and Field	Drama Club	Cross Country
KKIDZ (Gr.1-5)	Grade 6-8 Dance	Ice Hut (Gr. 5-8)	Fitness Center (Gr. 8)
SLC	Chess Club	Dance Club	

6. O.M. Irwin School Band Program

Student registration numbers are necessary in the Spring. Timetables and staffing depend on potential numbers for Band and non-Band students. Students/parents must commit in Spring in registering for band for the upcoming



school year. **Grade 6, 7, and 8 students who start the year in Band are expected to remain in Band for the entire year.**

7. Awards Day/Night (Grade 6, 7 & 8)

The annual awards celebration will occur in June. In the spring, the school will send out more information regarding the awards celebration. The annual awards celebration will be reviewed by school staff this year.

8. Extra Curricular Athletic Teams

O.M. Irwin School participates in a city inter-school sports program for both boys and girls. Teams are involved in the sports of volleyball, basketball and badminton.

The playing field/court is an extension of the classroom where students develop their skills, encourage one another and celebrate the gifts and talents each player brings to the team. Each player has a role on the team and contributes in a unique way. Students who play on a sports team at O.M. Irwin School are students first, ambassadors of our school, and must be a student in 'good standing' to participate in games. A student in good standing includes elements such as modelling our school values, and demonstrating positive behavior towards students and staff during the school day. Students on in school or out of school suspensions are not allowed to participate in games and practices should the suspensions occur during the practices and games. During practices and games, the students must consistently exude values We Belong; We are Responsible; We are Respectful; We are Enthusiastic; and We Learn both on and off the court.

There are three levels of play available to meet the needs of students in skill level, expectation and time commitment: Senior, Intermediate and Junior.

Senior teams are for those interested in developing their skill at a higher level, interested in playing competitively, committed to the practice times, game times and out of town tournaments. There are try-outs and players are selected based on the above criteria. Equal playtime is not guaranteed at this level of play.

Intermediate teams are also on a tryout basis but are less competitive than senior teams. At this level of play, there is still a focus on skill development, equal play time, commitment to practice and games and possibly an in town tournament.

Junior teams are for those students who want to play the sport for exercise, fun, a sense of belonging and will develop some fundamental skills along the way.



Teams are created based on this criteria so that they are competing against league teams of similar composition and skill level. In a game, there is always a winner and a loser. Whether or not the team wins is not as important as how the game is played. Regardless of the level of play, the goals of each team should be working as a team, belonging to a group that represents O.M. Irwin School, winning graciously, losing gracefully, and building one another up in a positive, fun, competitive environment.

Students and parents will be expected to review and sign a code of conduct for students and parents at the start of each sport's season. Coaches will have parent meetings prior to the start of the season to review expectations for students, parents, and share important information for the team.

D. Communication Between Home and School

1. Communication Tools and Opportunities

- A school newsletter is emailed home each month.
- Parents are invited to contact the school when they have questions, concerns or comments.
- Staff can be contacted via Email by typing the staff member's first initial, and last name, followed by @chinooksd.ca ex) djones@chinooksd.ca
- Teachers will contact parents when necessary.
- Our internet address is <http://schools.chinooksd.ca/irwin/>
- You can find the following information on our homepage
 - Email/text messages through school approved social media sites.
 - Announcements are updated daily and read during the morning homeroom period and are available at the following Internet address <http://schools.chinooksd.ca/irwin/index.php?NewsTab=3>

E. Tell Them From Me Survey (TFM)

Irwin School will conduct the Tell Them From Me Survey (OurSchool Survey) for Grade 4 – 8 students. The data collected is anonymous and is used in order to help our school improve and support student learning. Student data is collected in the fall each school year.

F. Severe Weather Policy/Impact on Bussing

Chinook School Division will make the decision to cancel bus transportation for the day based on weather information provided by Environment Canada.



Transportation will be cancelled for the entire day when the morning temperature is -40 degrees Celsius or the wind chill is -45 degrees Celsius or below. Cancellations will be broadcast on local radio stations and should not be confused with school cancellation. All Chinook School Division city schools will remain open. Parents are asked to use their own discretion regarding their child's attendance that day.

Parents are requested to call the school at 306-778-9251 to report their child's absence

SEVERE WEATHER POLICY AND TRANSPORTATION

Chinook School Division and First Student Canada (transportation service provider in Swift Current) will make the decision to cancel bus transportation for the day based on weather information provided by Environment Canada. Transportation will be cancelled for the **entire day** when the morning temperature is -40 degrees Celsius or the wind chill is -45 degrees Celsius or below. Cancellations will be broadcast on local radio stations and should not be confused with school cancellation. All Chinook School Division city schools will remain open. Parents are asked to use their own discretion regarding their child's attendance that day.

RECESS

All students are expected to go outside for recess. If your child is sick and needs to stay inside, please get a note from your family doctor. On very wet or cold days (-25 Celsius with the windchill), all students will remain indoors for recess.

