

Marshall School Core Beliefs

A feeling of safety and belonging at school is a priority.

Belonging

Student success is dependent on building trusting relationships and meeting the needs of students. All students can reach their potential if given time, support, and an understanding that each child is unique.

Mastery/Independence

All staff teach to high standards with support from colleagues, administration, and the division.

All staff are professionals and articulate what they do and why they do it.

As a staff we appreciate the dynamic nature of the profession. We are committed to providing innovative teaching strategies and learning opportunities for our students.

Generosity

We believe all learning begins with engagement and connection in the school community.

Marshall School Mission Statement

Together we will reach our potential.

Marshall School Vision Statement

At Marshall School, we provide a safe and caring environment that fosters academic, moral, physical, and social development in our students by providing an environment of mutual respect, acceptance, and trust.

We have high standards of learning that enable all students to achieve their potential. Our goal is to provide opportunities for every student to acquire core skills and knowledge, develop a positive self-concept, become socially responsible, and experience success in learning.

Marshall School is committed to positive relations and effective communication with families and the community. Working together, we recognize that we all have the best interests of students in mind.

Marshall School Staff 2023-2024

Lisa Henry - Principal
Shana Colley -Vice Principal
Lorraine Anderson - Administrative Assistant

Jennifer Rutherford - Kindergarten
Sandi Giesbrecht - Grade 1
Cathy Phillips- Grade 2/3
Courtnee Volk - Grade 4/5
Robyn Dudar - Grade 6/7
Tanis Miller- Grade 8/9
Shana Colley - SSST

Tricia Newport – Library Technician
Anne McAlinden - Wellness Coordinator/ Educational Assistant
Lindsay Huxtable - Educational Assistant
Justine Chickeness - Educational Assistant
Brandi McNay - Educational Assistant
Tanya Knutson- Custodian

2025-2026 Calendar

Labour Day (no school)	Monday, September 1
Students First Day	Tuesday, September 2
Reconciliation Day	Tuesday, September 30
Thanksgiving Day (no school)	Monday, October 13
No School	Sat, Nov 8 – Sun, Nov 16
Christmas Break - Last Day of Classes	Friday, December 19
Christmas Break - School Reopens	Monday, January 5
No School	Friday, January 30
Family Day (no school)	Monday, February 16
Winter Break (no school)	Monday – Sunday, Feb 16-22
Easter Break - Last Day of Classes	Thursday, April 2
Easter Break	Friday – Sunday, April 3-12
I CAN Games	Wednesday, June 3
Final Exam Schedule (Grade 6-9)	Monday - Thursday, June 22-25
Last Day of Classes	Thursday, June 25
Final Report Card	Tuesday, June 30

School Hours

Main office hours are 8:00 am to 4:00 pm. Our Administrative Assistant is available during these hours to answer phone calls and accept deliveries.

Timetable

Marshall School operates on a 6-day cycle. School days are designated Day 1 – Day 6 and do not follow the calendar days of the week. Kindergarten comes to school on Days 2, 4, 6. PAA is provided to students from grades 7-9 in Lashburn as we do not have the required spaces for these classes. Students are asked to bring a bag lunch on those days (no microwaves) as they eat their lunch on the bus. They attend these classes on the following days:

Grade 7: Days 1

Grade 8: Day 3

Grade 9: Day 5

8:45	First Bell
8:55-9:35	Period 1
9:35 – 10:15	Period 2
10:15 – 10:25	Recess/ Break
10:25 – 11:05	Period 3
11:05 -11:45	Period 4
11:45 – 12:25	Lunch
12:25 – 1:05	Period 5
1:05 – 1:45	Period 6
1:45 – 1:55	Recess / Break
1:55 – 2:35	Period 7
2:35 – 3:10	Period 8

Behavior

At Marshall School, we are committed to providing an emotionally and physically safe, supportive environment through partnerships among staff, students, and parents. We strive to achieve a learning environment where students, staff and parents are respected, and students make responsible choices for their behavior. The intent of Marshall School Behavior Policy is to set up guidelines as to what is and is not acceptable school behavior, to promote consistency in our discipline procedures and to establish consequences for inappropriate behavior. Each

classroom has procedures and policies in place. If they have not been adhered to then the administration will be involved.

General School Expectations

- Show respect for yourself, others, and property.
- Accept responsibility for your actions and take necessary steps to correct inappropriate behavior.
- Be honest.
- Come to school on time and be ready to learn.
- Work in partnership with the school to achieve your goals and strive to do your best.

Minor Incidents and Consequences

- Disruptive behavior in the classroom
- Running in the hallway
- Misuse of school equipment
- Not removing footwear at the door
- Not going home directly after school
- Littering
- Playground disagreements
- Rough housing
- Inappropriate clothing
- Minor cell phone infractions (in possession of cell phone other than during recess breaks for Grades 6-9. K-5 students are not allowed to have cell phones at school at any time).
- Other minor incidents

When these incidents are dealt with, the emphasis is on problem solving and helping students make better decisions in the future. If the above minor incidents become repetitive or chronic, they will be treated as a major incident.

Major Incidents and Consequences

Major incidents endanger the physical and mental safety of students and staff. Examples include:

- Direct observation/defiance toward school staff
- Repetitive/chronic minor incidents
- Physical aggression towards a student/adult
- Theft
- Leaving school grounds without permission
- Harassment and/or bullying (bullying is a series of repeated intentionally cruel incidents, involving the same children, in the same victim and bullying roles)
- Possession and/or use of weapons
- Vandalism
- Use of alcohol, tobacco products or vapes
- Use of PED's (cell phones, etc) to record or violate one's privacy (never allowed in bathroom or change rooms)

* Incidents that are considered "major" will involve school administration

Attendance

Students must be in regular attendance and on time for all classes. It may be necessary for students to be absent from school in cases of illness, family matters or various events. If your child will be absent, please phone the school or use Edsby to report the absence. On that rare occasion that your child must leave the school during regular school hours, please notify the school with a phone call or written note. Students are asked to sign in with the office if they are entering or leaving the school.

Prompt, regular attendance is expected of all students. Classroom teachers are required to submit attendance records to the office before classes begin at 8:55 am and again at 12:25. Students who arrive late in the morning or after lunch must come to the office to sign in before going to their classroom to ensure accurate attendance records.

Parents and guardians are expected to observe the following guidelines when dropping off their children before school or picking them up after school.

- Bus zones should be observed. Please do not drop off or pick up students in the bus zone. (This includes both sides of the street when the buses have their stop signs out)
- If you are parking across the street when dropping off or picking up your child, please remind your child to use the designated cross walks caution when crossing the road.
- Please observe our handicap parking area, use only with a permit.
- If students are delivered late, they must report to the office before going to their classrooms.

Visitors

For the safety of our staff and students, please stop at the office for assistance.

Our families are always welcome at school. We ask that you stop by the office so that we may assist you in locating the student or teacher you wish to contact.

Lunch Routines

Many students are unable to go home for lunch for various reasons. A 40-minute supervised noon break is provided and begins with 20 minutes to eat lunch in their homeroom followed by 20 minutes of recess.

We expect that all students eating lunch at school to be on their best behavior. Microwaves are available for students to use at lunch hour to heat their lunches with the help of a supervisor.

Our school operates a "Snack Shack". It is open Tuesday – Friday except on Hot Lunch Days. It offers healthy snacks. Please see the Snack Shack list on Edsby. The current fruits and vegetables will be advertised weekly. A snack shack card is required to order items. It can be purchased through School Cash or by cash paid to the snack shack.

We also offer a weekly Hot Lunch that must be preordered in a timely manner. Late orders will not be accepted. This will be available through School Cash or by cash paid to your homeroom teacher. You must hand in the paper copy even when you pay online.

Students are expected to go out for recess. Therefore, it is important that students dress for the weather. Students should wear appropriate footwear for weather conditions. During inclement weather, (below -30 C, extreme wind chill, heavy rain) students will be permitted to remain indoors.

Students who stay for lunch are not allowed to leave the school grounds during lunch hour. If the child does not live in town, to be permitted to leave the school grounds, a student must present his/her classroom teacher with a written note or email from his/her parent indicating they have permission to leave.

Breakfast Program

At Marshall School we believe that a healthy breakfast is the best way to start the day. Breakfast is offered to all students every school day. This program comes at no cost to students. Students from grades 2-9 will pick up their breakfast at the snack shack and kindergarten and grade 1 will be served their breakfast in their classroom. This happens from 8:45 – 8:55. Students arriving late will not be served breakfast.

Water

Water bottles are encouraged in the school. We have a reverse osmosis system in the school, so students are encouraged to fill their water bottles at our water fountains and water filling stations. Water is the only drink permitted during class time. All other drinks should be saved for lunch. Students are encouraged at least once a week to take their water bottle home and clean it. Teachers will indicate where they want bottles stored in the classroom and the routine for using them.

Volunteering at Marshall School

One of our goals at Marshall School is student engagement. Part of that goal is to get parent/caregiver engagement in our school and in the education of our students. We know that having our families involved in our school community is an important factor in developing confidence and increasing achievement for our students.

We would like to invite you to become involved in our school and classroom activities during the school year. Here are some ways that we would appreciate volunteers at Marshall School:

- Individual reading with students
- Practicing math facts
- Cooking/baking with small group of students
- Pick up food for hot lunches in Lloydminster or Lashburn
- Fundraising
- Help with bulletin boards/ hallway decorating
- Gardening with small groups of students
- Supervision on field trips
- Becoming part of the School Community Council (SCC)
- Noon hour Cribbage Club on Fridays
- Coaching Sports Teams (need certification for Grade 6-9, see Mrs. Henry)
- Volunteering to run clubs (approved by Mrs. Henry/Mrs. Colley)

Please contact your child's homeroom teacher or Mrs. Henry at the main office if you are interested in volunteering.

Communication

During class time it can be disruptive to student learning to interrupt lessons and activities. We ask that families please plan to call your child's teachers or other staff members before 8:40 am, during the lunch hour (11:45-12:25) or after 3:10 pm.

If you have access to the internet, you may also contact staff through their school division email address. All addresses follow the format firstname.lastname@nwsd.ca. School inquiries can also be sent to our administrative assistant lorraine.anderson@nwsd.ca

Our school division website can be found at www.nwsd.ca. You can find a link to our school website from the division home page, or you can go to <http://www.edline.net/pages/marshallschool>. We share pictures and update school information from our Marshall School Facebook Page. Edsby will also display school information.

Your child may receive text messages during their recess breaks. Receiving texts during instructional time is not allowed as it is disruptive to everyone. If a message is urgent, please call the school.

Technology at School

The appropriate use of the Internet by students and staff can be a valuable way to support learning experiences. However, the Northwest School Division views access to these services as a privilege. Persons using electronic information systems in the school setting shall comply with the Ministry of Education's Information Security and Acceptable Use Policy. Key parts of this policy include:

- Keep all passwords, personal address and phone number confidential
- Use the network in such a way that it will not disrupt the use of the network by other users.
- Treat others' data with respect. Do not attempt to modify the data of another user.
- Network accounts are to be used only by the authorized owner of the account for authorized purposes.
- Seeking, transmitting, or receiving obscene materials is prohibited.
- Use your electronic mail with care, it is not necessarily private.
- Use only language that is appropriate in a classroom setting.

All devices (computers, cellphones, etc) that are using the school network are monitored by our school monitoring system. Any inappropriate use will be reported to the principal. Also, many websites deemed inappropriate are not accessible on our network.

Marshall School Cell Phone Policy

As you may be aware, all schools in the province of Saskatchewan must adhere to a Personal Electronics Device Policy. Below you will find important information regarding Marshall School's expectations regarding Personal Electronic Devices (includes but not limited to cell phones, smartphones, tablets, smart watches, Bluetooth devices or headphones linked to an electronic device and portable video game systems).

These expectations have been created using Northwest School Divisions Administrative Procedure 145 and discussions with staff members and the SCC.

1. In grades K-5 personal technology must be stored, at the student's risk, in their unlocked locker. We suggest that all personal technology be left at home, as it is not to be used during the school day.
2. In grades 6-9, personal technology shall be stored in cell phone pocket on silent mode during instructional time in all classes within Marshall School. This may look different in each class. The classroom teacher will explain his/her expectations for storing the device out of view.
3. Students in grade 6-9 will be able to use devices during breaks and lunch.
4. Students will not be able to use these devices in bathrooms or changing rooms.

5. Exemptions approved by the principal may be made when the device is required for specific medical conditions or for documented accommodations related to additional needs. Supporting documentation MUST accompany the medical or educational exemption.
6. Marshall School IS NOT responsible for students' personal electronic devices that are lost, damaged or stolen.
7. Field trips are considered instructional time, all above rules apply.

Students who are uncompliant with the Personal Electronic Device policy threaten the safe and successful learning environment for all. Therefore, the following steps will be the procedure should a student not meet the above laid out expectations:

1. Student will be told to give the device to the classroom teacher until the end of the period.
2. The teacher will confiscate the device and bring it to the school principal where it will be held until the end of the school day.
3. The principal will confiscate the device for the duration of three days. The device will be handed in at the beginning of the day and returned to the student at the end of the day.
4. Should infractions continue, escalating consequences will occur including but not limited to an in-school suspension, out of school suspension, or meetings with superintendents.

Any breach of this policy will result in a consequence from the classroom/homeroom and/or administration. The resulting consequence will adhere to our minor/major incident standards. If a PED is used inappropriately on school property, the device may be confiscated by the teacher and/or administration. If there is suspicion of inappropriate use or pictures/videos been taken that breach another person's privacy, access to the phone by teacher/administration must be granted before the device is returned. If there is evidence of illegal activity this evidence may be reported to RCMP.

Telephone

The administration phones are installed for school business purposes. To avoid disruptions to classes, parents are asked to call their children only when absolutely necessary. Students who receive phone calls during class will not be removed and only a message will be taken for the student. We do have a student phone that can be used for emergencies only. This phone may be denied to students if they are continually using inappropriately.

Student Possessions

Parents, please make sure that your child's supplies, equipment and clothing are clearly labelled, especially running shoes and boots. This will help reduce the number of lost and found items. Students who bring valuable items to school do so at their own risk. The school will not be responsible for any of those items that are damaged or that disappear.

Dress and Appearance

As the school is a formal environment, students must be neatly dressed and well groomed. Teachers' discretion will be used with revealing clothing, especially when in the gym. Unsuitable clothing also includes items that display explicit language, violence, racism, drugs/alcohol, inappropriate signs and symbols, or sexual in nature. Hats, headgear, bandannas or sweatshirt hoods are not to be worn inside the school, unless approved by the individual's teacher. If in the opinion of a staff member, a person is immodestly dressed, he/she will be asked to change, cover up or sent home to change.

**** This dress code applies to all school functions****

Bus Driver – Student Communications

Communication with your bus driver is very important and is also an act of courtesy. If you know that your child will not be on the bus, either in the morning or after school, please let their bus driver know. Only students that are registered on the bus route are able to ride the school bus. Students wanting to ride the bus for sleepovers, birthday parties etc will be denied access to the bus.

The bus is an extension of the school and respect for the driver; rules and appropriate behavior are expected. Any misbehavior or violation of the rules will be dealt with by the school and appropriate measures will be taken.

Bus Student Billets

Town billets are required for all bus students in the event that buses cannot return students to their home. If you require assistance in finding a billet, please contact the school and we will assist you.

Permission to go Downtown

Rural students who are required to go downtown will need a permission note from parents or guardians. This note is to be presented to the supervising teacher in the morning of the day the student is to go downtown. Students in grades 6-9 may get notes that will cover permission to go downtown for the entire year. Any changes to downtown privileges has to be communicated

in writing to the office prior to the lunch hour. This privilege may be revoked if students abuse the privilege or are required at the school for special events or in-school suspensions.

Tobacco & Vaping Products

Marshall School is a tobacco/vape -free environment for its students, staff and visitors. Violation of this rule will result in immediate suspension (minimum 1 day). All school property (including the school yard) is a tobacco/vape free zone. This applies to students, staff, parents and community members. Violation of this rule will result in the individual being removed from the property.

Substance Abuse

Marshall School is a drug free environment. The possession, consumption, or trafficking of any illegal substance (drugs or alcohol) and possession of drug paraphernalia will result in severe and immediate consequences. Any student who is under the influence of an illegal substance and is attending school or a school sponsored event (this also includes events at other schools or settings where they are representing Marshall School) will receive similar consequences. The minimum consequences for such behavior will be all/or any combination of the following:

- Parents will be immediately notified.
- Police will be immediately notified, and the student detained until the police release the individual into their parents or guardian's care.
- A minimum of a 3 day out of school suspension and a possible suspension from all extra-curricular activities for a minimum of 1 academic term (e.g. September – February or February – Year End)
- Other consequences may also be imposed pursuant to Northwest School Division Policy

Photocopying

Photocopying for a student's personal use is not allowed.

Lost and Found

A "Lost and Found" area is located by the gym. This should be checked regularly for any lost items. Valuable items such as rings, watches, and calculators are to be turned into the office if found. Students should check at the office if they should happen to lose such an item. It is, also, important that students be sure that their name is placed on all their personal items. All valuable items should be kept in a locker, or not brought to school. The lost and found will be displayed for parents during parent-teacher interviews, assemblies or other school activities.

Items will be displayed on Facebook periodically. If the items are not claimed, they will be sent to goodwill.