

Marshall School Mission Statement

Together we will reach our potential.

Marshall School Vision Statement

We believe every student deserves to feel safe, valued, and connected, and that strong, trusting relationships are the foundation for learning. Through high expectations, meaningful support, engaging opportunities, and a caring school community, we empower every student to grow, succeed, and reach their potential.

Marshall School Staff 2026-2027

Lisa Henry - Principal

Shana Colley -Vice Principal

Jennifer Rutherford - Kindergarten

Sandi Giesbrecht - Grade 1

Elysha Wakefield- Grade 2/3

Courtnee Volk - Grade 4/5

Robyn Dudar - Grade 6/7

Lisa Henry- Grade 8/9

Shana Colley – SSST

Cathy Phillips – Complexity Teacher

Lorraine Anderson - Administrative Assistant

Tricia Newport – Library Technician

Anne McAlinden - Wellness Coordinator/ Educational Assistant

Justine Chickeness - Educational Assistant

2026-2027 School Calendar

Admin/ Classroom Day	Tuesday, August 25
Teacher Convention	Wednesday, August 26
School Based PD	Thursday, August 27
Staff Meeting	Friday, August 28
School Based PD	Monday, August 31
School Based PD	Tuesday, September 1
Students First Day	Wednesday, September 2
Kindergarten First Day	Thursday, September 3
Labour Day (no school)	Monday, September 7
PD Wednesday (65 min)	Wednesday, September 23
Reconciliation Day	Wednesday, September 30
Thanksgiving Day (no school)	Monday, October 12
PD Wednesday (65min)	Wednesday, October 28
No School	Sat, Nov 7 – Sun, Nov 15
PD Wednesday (65 min)	Wednesday, November 25
Christmas Break	Friday, Dec 19 - Sunday, Jan 3
Semester Turn Around/EA's PD	Friday, January 29
Winter Break (no school)	Mon, Feb 13 -Sun, Feb 21
Easter Break	Fri. March 26 – Sun, April 4
PD Wednesday (65 min)	Wednesday, April 28
Victoria Day (no school)	Monday, May 24
Final Exam Schedule (Grade 6-9)	Monday - Thursday, June 23-28
Admin Day	Monday, June 29
Admin Day	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

Behaviour and Restorative Practices

At Marshall School, we are committed to creating an emotionally and physically safe, caring, and inclusive environment where every student feels respected and that they belong. Staff, students, families, and the school community share responsibility for building positive relationships and maintaining an environment where everyone can learn and succeed.

Our approach to behaviour is grounded in **restorative practice**. When challenges or conflict occur, our goal is not simply to assign consequences, but to help students understand what happened, recognize who has been affected, take responsibility for their actions, repair harm where possible, and make a plan to move forward successfully.

Classroom teachers establish clear expectations, routines, and supports. When concerns are ongoing, significant, or impact the safety and well-being of others, school administration will become involved.

General School Expectations

Students are expected to:

- Treat themselves, others, and property with respect.
- Take responsibility for their choices and actions.
- Be honest and work to repair harm when mistakes are made.
- Come to school on time, prepared, and ready to learn.

- Contribute positively to a safe and welcoming school community.
- Work in partnership with staff and families to learn, grow, and reach their potential.

Minor Behaviour Concerns

Minor concerns are behaviours that may interfere with learning, relationships, or the school environment but do not pose a significant safety concern.

Minor concerns will generally be addressed by the staff member involved using restorative conversations, problem-solving, reteaching expectations, reflection, and opportunities to repair harm.

When minor concerns become repeated or ongoing despite intervention and support, additional strategies and administrative involvement may be required.

Major Behaviour Concerns

Major concerns include behaviours that significantly impact the physical or emotional safety, dignity, privacy, or well-being of students or staff.

Major concerns will involve school administration. Responses will consider the individual student, the circumstances, the impact of the behaviour, and the safety and needs of everyone involved.

Whenever appropriate, restorative processes will be used to help students **reflect, take responsibility, repair harm, rebuild relationships, and successfully return to the school community**. Restorative practice does not remove accountability or consequences; rather, it ensures that our response focuses on learning, responsibility, relationships, and preventing future harm.

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 is 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. 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 handicapped parking area, use only with a permit.
- If students are delivered late, they must report to the office before going to their classrooms.

Visitors

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.

K-5 students are encouraged to stay at school during the lunch hour. They may only leave if they are going to their own home.

6-9 students must complete a permission form stating whether they will remain at the school during lunch or if they are allowed to leave the school ground.

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. A snack shack card or cash are required to order items. Snack Shack cards can be purchased through School Cash or by cash.

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.

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 water filling stations located in the school, so students are encouraged to fill their water bottles at school. 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:

- Work with individual or small groups
- Becoming part of the School Community Council (SCC)
- Driving students to activities
- 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. All volunteers that work with students need a current criminal record check. This can be attained at your local detachment free of charge. Please see Mrs. Henry for the proper forms.

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 or EDSBY. 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 or on the teacher's desk in 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 each day and returned to the student at the end of each 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 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 it 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. 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 can 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 if buses cannot return students to their home. If you require assistance in finding a billet, please contact the school and we will assist you.

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 to see 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.