Student/Parent Handbook
2025-2026

Box 1928
Tisdale, Saskatchewan
S0E 1T0
Telephone: (306)873-4533
Fax: (306)873-5005
Email: http://tes nesd.ca
Web: tes.nesd.ca
See us on Facebook
Principal: Sandra Norum
Vice Principal: Carrie Spedding

Welcome to Tisdale Elementary School 2025-2026

This handbook was created with you in mind, to help you get to know what life at Tisdale Elementary School is all about. Our hope is that you will find it to be a helpful guide throughout the school year, giving you a clear picture of our routines, procedures, and expectations. While it provides an overview, it is only a snapshot of the many wonderful things that make TES special. If you ever have questions, please know that our staff are always happy to connect with you to ensure your child's individual needs are supported.

On behalf of the TES staff, we are excited to welcome you to another fun, engaging, and rewarding school year. We believe that when home and school work together, students thrive. We invite you to partner with us as we create meaningful learning experiences that help each child grow, discover, and succeed. Our staff is committed to offering a variety of opportunities that nurture learning, curiosity, and success for every student.

We are so glad to have you as part of our TES family. Together, we look forward to celebrating accomplishments, making memories, and discovering all the possibilities that lie ahead.

Mrs. Sandra Norum

Principal

TES Bell Times

First Bell	8:50 am
Morning Classes	9:00 am
Morning Recess	10:36 am
Inside from Recess	10:51 am
Lunch Bell	12:21 pm
Bell to go outside at lunch	12:41 pm
Bell to come inside	1:06 pm
Afternoon Recess	2:06 pm
Inside from Recess	2:21 pm
Final Dismissal	3:25 pm

PAWS To Remember Respect and Responsibility – Better Together

Mission: Together, as a community, we nurture a positive, safe, respectful and fun environment where everyone is important.

Vision: We have a school that:

Values effective communication
Is supportive
Provides opportunities
Is welcoming
Is pro-active
Promotes harmony
Has dedicated staff
Puts students first
Teaches the whole child
Is curriculum-focused

Values: We value:

Responsibility
Respect
Acceptance
Creativity and innovation
Independence
Risk-taking
Enthusiasm
Individuality
A positive attitude
Giving our best effort

2025-2026 Tisdale Elementary School Staff

STAFF MEMBER	POSITION
Norum, Sandra	Principal, Prep Coverage Teacher
Spedding, Carrie	Vice-Principal, Prep Coverage Teacher
Fahlman, Krystal	Pre K Teacher/ Prep Coverage Teacher
Sklapsky, Darla	Kindergarten Teacher (K01 & K02)
York, Danelle	Kindergarten Teacher (K03)
Reed, Kalen	Grade 1 Teacher (101)
Olson, Allyssa	Grade 1 Teacher (102)
Salisbury, Kimberly	Grade 1 Teacher (103)
Pilling, Lisa	Grade 2 Teacher (201)
Tiganov, Inga	Grade 2 Teacher (202)
Bailey Thiessen	Grade 2/3 Teacher (203/303)
Scheidt, Raquel	Grade 3 Teacher (301)
Heisler, Bryanne	Grade 3 Teacher (302)
Slade, Kimberley	Grade 4 Teacher (401)
Dzurka, Cassandra	Grade 4 Teacher (402)
MacDonald, Savannah	Grade 5 Teacher (501)
Mason, Jenny	Grade 5 Teacher (502)
Brinklow, Leeyan & Janke, Erin	Diversity Education Teachers
Rosvold, Lori	Classroom Complexity Teacher
Wutke, Connie	Educational Assistant
Mayerle, Julie	Educational Assistant
Teale, Chrysta	Educational Assistant
Graham, Katlyn	Educational Assistant
Lourens, Marielle	Educational Assistant
Trachsel, Brenda	Educational Assistant
Oksana Pylepenko	Educational Assistant
Cragg, Chantal	Librarian
Myrhem, Taleah	Outreach Worker
Casavant, Rachelle	Administrative Assistant
Clerigio, Leonardo & Curtis, Nigel	Custodians

NESD Calendar

Parents as Partners
A successful school experience requires a three-way effort: the child, the teacher and the parent. We especially need you to assist in the following ways:
Keep home information current. Please notify the school of any changes to phone numbers and addresses. It is important that the school has an up-to-date emergency contact person and other pertinent information as well.

Send your child to school prepared with proper supplies, balanced nutritional food items, well rested, and well energized so that he or she is in a positive frame of mind.

Assist in getting your child to school on time and let the school know of any planned absences. Please do not send your child to school if he or she is showing signs of serious illness. Be sure to let the school know about the absence as well.

Encourage a positive attitude about learning. Involve your child/children in a variety of reading, writing and math activities at home to practice the skills that are being learned at school.

Safe Arrival/Departure
TES wants to ensure the safe arrival of your child. If your child is going to be late or absent you can use Edsby to report the absence or call 306-873-4533 and either leave a message on the answering machine or speak to our administrative assistant. Be sure to clearly state your child's name, teacher and reason for the absence. Once classroom attendance has been taken, our automated calling system will contact parents regarding any *unexplained* absences. Thank you for helping us to keep your child safe.

Be sure that you have clearly communicated to your child/child's teacher (through daily planner) what the after-school plan is. If for some reason the plan has changed, please inform the school as soon as possible so we can ensure your child gets home safely. You should also notify your bus driver if your child will not be on the bus.

Parent Involvement/Engagement
There are several ways in which you can be an active parent at Tisdale Elementary School. First and foremost, be involved with your child's schoolwork. Throughout the year your child's classroom will be hosting a variety of engagement opportunities as will the school and we look forward to seeing you come out.

TES Community Book Exchange Library
In our front entrance way, we have a large bookshelf with a variety of books for all ages, including adults. We welcome families to come in and take books home to keep, promoting the joy of reading within your family. If you would like to exchange or donate other books, please feel free; but it is not mandatory. Please ensure that if you donate books, they are appropriate in language and content and in good condition.

Recess Guardians
This program involves our older grade five students during recess time and gives those students a chance to be active leaders and role models in their schools. Students who choose to participate in the program volunteer a few of their recesses each month. During this time, they go and play with the younger students at TES. Sometimes the Recess Guardians join games that are already in progress. Often they will find students who are unsure of what to play or do not have someone to play with and they will help start a game.

Buddy Benches are in each of the three playground areas and these students along with staff will monitor these benches to ensure that everyone has an opportunity to be a part of the many opportunities occurring or that they have someone to share time with.

Leadership Team

This group is comprised of Grade 5 students. They help to plan as well as participate in many special activities while working directly with the Outreach Worker. This is an optional opportunity for these students. Activities may include Anti Bullying Campaigns, supporting various events such as staff appreciation, environment projects, supporting younger students, etc.

Lost and Found

To eliminate the amount of lost and found items that are not claimed each year, we encourage families to clearly mark outdoor clothing such as coats, pants, hats, scarves and mitts, as well as all shoes. Drink bottles and school supplies should also be clearly marked. Be sure to stop by the school and look at the lost and found boxes for any missing items. When not claimed after an extensive period, the items are donated to local charities if they cannot be utilized within our extra clothing that is needed seasonally.

Student Agendas/Communication

Each student from K-3 are given one student agenda. This book allows home and school to better communicate. We encourage students, parents and teachers to include such info as after school plans, upcoming special events, and various reminders on a daily basis. *It is expected that this book will be sent back and forth each day.* If it is misplaced, it will be replaced with a duo tang as these books are expensive and difficult to replace. Please take a minute to look through some of the information in the agenda with your child.

Edsby is our primary platform for communication between teachers and families *for all grades*. We encourage you to use Edsby to keep your child's teacher informed of any updates or changes to plans. Both classroom teachers and the school will send regular updates to families through this platform. If you are having trouble accessing Edsby, please contact your child's teacher – we will be happy to assist you.

Drop Off and Pick Up Zones

Please ensure to observe all signage around the school, including those on the street, in front of the school, and in the parking lot. We continue to block off the crosswalk areas with pylons to allow our safety patrollers to safely cross our students. If vehicles park within the zone that is marked off with signs/pylons, you may be putting our students in harm's way. Please respect the speed zones, handicap parking and bus zones. At no time is the parking lot/bus loop to be used for visitor parking or student drop off or pick up during school hours. Please refrain from parking in the staff parking lot at all times. This ensures that no one is crossing through the bus line and that school and division staff are not able to access their assigned spots.

Bikes and scooters

- Racks are provided for bicycle storage. Students are encouraged to lock up their bicycles and to get them stamped by the R.C.M.P.
- TES School is **not** responsible for stolen bicycles. Unfortunately, there is very little that the staff can do if a bicycle is stolen. If this should happen, we advise contacting the R.C.M.P.

Skateboards/Scooters

Students are welcome to use blades, boards, or scooters to come to school. However, for the safety of all students and adults, they must not be used on the school grounds.

Toys/Computer Games

As it is common for things to be misplaced at an early age, we encourage our students not to bring toys to school. We understand that there may be occasions for Show and Tell when a student would like to highlight a special item; however, we encourage toys to be taken home that day. Ensure that items are labeled with your child's name, as other students may have the same item and confusion can occur. TES is not responsible for the loss of toys/ trading cards/computer games. Weapons such as Knives and toy guns are not allowed in school for any reason.

Specialized Services

Our school is fortunate to have an outreach worker that provides year-round support for students and families. She assists the school with promoting healthy lifestyle choices with our students as well as building authentic partnerships with school personnel, families, agencies, and other community members.

Within our school we also have our Diversity Education Teachers and a Class Complexity Teacher who work with students and collaboratively with all teachers to provide other needed supports.

Our school division has specialized services: a speech-language pathologist, occupational therapist, and an English as an Additional Language Consultant. These services are obtained through a referral process when the services are needed.

Student Accident Insurance

The Board of Education entered into an agreement with a company to obtain student accident insurance. The cost is covered by the school division. This insurance covers students under the following circumstances: (a) injury occurring in or on school buildings or premises by reason of attending classes on a regular school day; (b) injury occurring while in attendance at or participating in any school activity approved and supervised by proper school authority.

If for any reason your child has had a serious injury, or any injury to the head a form will go home, and the family should be contacted by the classroom teacher to explain the situation. There are times an injury may occur, and teachers or supervisors have not been notified by the student. If we are aware of a serious incident, you will be informed.

Tisdale Elementary School Library

The library at our school offers many varieties of print and non-print resources to students and staff. There is a large selection of picture books, reference resources, fiction, and nonfiction books available to everyone. Students can borrow books and magazines for a one week loan period. In addition to borrowing resources as part of literature enjoyment, students participate in many areas of study. Resource-based learning is a student-centered approach to learning. It enables students to use many kinds of resources and access activities to assist in understanding curriculum concepts. Throughout the school year, students participate in various units of study related to curriculum content.

A Library Clerk assists with the everyday activities and maintenance of the library. It is important that all items that are borrowed are cared for and returned in a timely manner as to allow many others the opportunity to borrow such materials. Students will be required to pay for any damaged or lost books.

Computer Use Policy

The North East School Division's *Acceptable Use Protocol (condensed version)*, which provides the guidelines for the use of technology (computers) and the internet, will be emailed to parents/guardians in the fall or after registering your child during the school year. The email will be from responses@nesd.ca with the subject stating Action needed-start/continue NESD technology account. You will be prompted to read the technology agreement and respond back. If not completed, students will lose access to technology. Any parents that do not have email can reach out to the school.

In brief, all students are expected to use Tisdale Elementary School computers in the manner they have been instructed by their teacher. Following teachers' directions will keep everything working properly (we hope) and enable everybody to benefit from the opportunities the computers offer us.

Lunch Policy

If students are staying for lunch, they are to eat their lunches in their classrooms and in their own desks from 12:21 – 12:41 p.m. Students are expected to follow basic lunchroom rules. If lunchtime rules are not followed, a warning will be given. If a second offense occurs, lunch privileges may be altered. On the third offense, parents will be contacted by the classroom teacher to discuss possible next steps. Students who normally eat lunch at school, but

who wish to leave the school during lunch, are required to have a phone call made or a note from their parent or guardian indicating they have permission to do so; otherwise, an adult must come to the classroom to notify the teacher and pick up his/her child.

School Attendance

It is important that you attend school regularly. If you know in advance that you will be absent from school, please let your child's classroom teacher know. If you are absent because of illness, please enter it in Edsby or contact the school. We will attempt to contact parents when unexplained absenteeism occurs.

Telephone

Students may use the phone if they are unwell or if there is an emergency. It is not used to make arrangements for recreational activities or to go to a friend's house after school. Permission to use the phone will be at the discretion of the teacher.

Student Personal Electronic Devices

To support student well-being and ensure a focused learning environment, the North East School Division limits the use of personal electronic devices (PEDs), including smartphones, tablets, smart watches, and other similar items, in schools. For students in Pre-K to Grade 8, PEDs may not be accessed during the school day. PEDs are discouraged from being brought to school; if they are, they must be stored according to the school's PED storage plan. Students bring devices at their own risk, and the school assumes no responsibility for loss, theft, or damage. Misuse of PEDs may result in disciplinary action, including warnings, confiscation, and increased restrictions for repeat offenses. Exceptions are made for diagnosed medical conditions or identified learning needs as outlined in student support plans. We also encourage students to leave music players and other electronic devices at home, as they are not permitted during school time or recess unless approved by a teacher.

Safety

- Students coming to school on bicycles should ride slowly on school grounds and proceed directly to the bike racks – (East side of the playground directly outside the grade 1-2 wing.) All students should wear a helmet and practice safe riding habits and ensure they walk their bikes across the crosswalk areas when arriving and departing from the school.
- During the school day, riding bicycles, scooters, skateboards or using rollerblades is forbidden.
- Bullying in all its forms (physical, verbal or intimidation) is discouraged.
- Body contact games on the playground is discouraged, as well as rough play in non-contact games.
- Students are not allowed to play on the bus road or parking lot.
- Bus line-ups should be orderly, and students should be prepared to board the bus when it arrives.
- Students leaving the school grounds at noon must have had the plan communicated to the classroom teacher.
- Our school has developed various safety protocols around fire safety, tornado safety and emergency situations. Regular drills will be provided throughout the year, and teaching of each procedure will also occur on a regular basis. If there has been a real incident, communication from the school will occur. Drills will not always be announced prior to them happening.

Before/During and After School Extra-curricular opportunities

Students should not be dismissed unless a parent/guardian has arrived for pick up or after school plans have been confirmed. Expectations are the same as during school time.

If a trip is being conducted that involves transportation in a private vehicle, then a NESD Driver's Authorizations Form must be completed and accompanied by the appropriate insurance information. No student will be allowed to be transported in a private vehicle unless the appropriate authorization has been completed prior to the trip.

Hallway and school grounds cleanliness

Please assist us in keeping our school clean by using the garbage and recycling containers both inside and out. Please ensure that wet footwear is removed at the entranceways.

Bus Expectations

Same as school expectations and consequences will be the same. Refer to the school matrix. If an incident has occurred, the bus driver is to directly contact the family after the incident. A report will be completed and submitted to the principal and in turn will be submitted to the division. Consequences will be given that are directly related to the severity of the incident or the frequency of the concerns. This may also include the removal of bus services for a period of time. As safety is the utmost importance we take this very seriously.

Dress and Appearance

Students are expected to have an appearance that is reasonable, modest, decent and respectable. They are encouraged to dress in clothing suitable for an elementary school, the weather, and the educational program. Outdoor clothing should not be worn in the classroom. Students must have inside footwear. Runners with non-marking soles are required to be worn throughout the school. No bare feet will be permitted.

Medication (prescription/ over the counter drugs)

Parents or guardians are encouraged to administer medications at home before school and during school hours if necessary. If this is not possible, you are required to complete a Medication Permission Form *(available at the office/online at NESD homepage)* and provide it to the school before any medications can be administered by employees of the Board.

Non-prescription medications (e.g. Advil) **will not** be administered by school staff.

Focus on Nutrition/Peanut Free School

We encourage families to send healthy food items in reusable containers. Ensure all foods are peanut free as we have numerous children and staff members who have allergies.

Healthy universal snack will be provided to all students from pre – k to grade 5 throughout the year, as an educational piece to help promote healthy eating habits. Dates of the universal snack will be posted. We do provide an option for students who require breakfast, lunch or snack options if for any reason they have not had an opportunity to eat at home or have forgotten something at home.

Pre-K and kindergarten are provided with a healthy snack each day.

Inclement Weather

All schools in the NESD will remain open during adverse weather. All students should be prepared to dress for extreme weather conditions. It is important that children wear appropriate outside apparel such as safe shoes to safely play on equipment.

Wind chill	Action
-25	**Risk of frostbite. Dress warmly, stay out of the wind**
Less than -27	**Students stay outside, stay out of the wind, and dress warmly**
-27 to -34	**Students go out for a breath of fresh air (a few minutes only)**
-35 or more	**Students must stay inside**

Environment Canada and the Weather Network websites will be utilized to determine wind chill.

Behavior Expectations

TES staff have developed a Positive Behaviour Matrix that outlines expectations for all students and visitors in various areas of the school. Each classroom teacher reviews these expectations regularly, and they are revisited throughout the year. The matrix is prominently displayed in the main hallway, just to the right of the main entrance, and additional posters are placed throughout the school to support re-teaching when needed. A copy of the matrix is also available on our school website.

Our motto is **"PAWS to remember R & R – Respect and Responsibility."** Respect for fellow students, staff, substitute staff, and all visitors is expected at all times. Teachers are required to document any behavioral incidents using the division's computer tracking system. This ensures clear communication with our Response to Intervention (RTI) team, allowing us to provide support for students who may be experiencing difficulties. Additionally, if concerns about a student's behavior arise, the homeroom teacher is expected to communicate directly with the family. If parents have any concerns about their child's behavior, they are encouraged to contact the classroom teacher as the first point of communication.

Visitors

Our doors are locked throughout the day. We ask that all visitors utilize the doorbell at the front entrance to speak to our staff and to let them know of their purpose for the visit. All visitors, including families, are asked to stop by the main office (first left when entering main entrance) before proceeding to classrooms. This will ensure we can direct you to the right location as well as eliminating as many interruptions to classroom instruction as possible. It is also a safety measure to know who is in our building at all times in case of emergencies.

We look forward to working with both our students and their families this year. We encourage you to contact us if you have any questions or concerns. Thank you for your continued support of our school.

Home and School Communications

There are numerous ways to stay informed in regard to your child's progress and happenings at TES.

- Telephone: 873-4533
- Edsby is our school's main communication tool between home and school. Parents can use Edsby to send and receive messages, report student attendance when their child is away, and stay informed about important school updates. It also provides access to your child's gradebook, learning story, classroom newsletter, and school calendars, allowing families to stay connected to both classroom learning and school-wide events. We encourage all parents to check Edsby regularly to support strong communication and student success. If parents need assistance with Edsby, please reach out to the school for support.
- TES Website: Information regarding latest news, upcoming events, bus cancellations, bell times, school supply lists, calendars, and general school information. The TES website can be accessed at http://tes.nesd.ca
- Morning Announcements: Each morning at 9:00am, administration announces important information students should be aware of for the day, as well as birthdays, special visitors to the school, and a morning riddle/joke.
- Follow TES on Facebook