

Tab 1

White Fox School Handbook

2025 - 2026



2025 - 2026 Staff

Teaching Staff

Jamie Grandfield
Meghan LeCuyer
Sydney Newhouse
Samantha McBain
Amy Scheidl
Jackie Wandler
Melissa McFarlane

Educational Associates

Melissa French
Carla Price
Tara McKinnon
Danielle Tatlow

Administrative Assistant

Shannon Steeg

Caretaker

Irene Moar

Principal

Melissa McFarlane

Superintendent

Randy Kerr

Bell Times

8:25	Supervision Begins
8:40 - 10:19	Instructional Time
10:19 - 10:34	Recess
10:34 - 12:13	Instructional Time
12:13 - 1:03	Lunch / Recess
1:03 - 2:09	Instructional Time
2:09 - 2:24	Recess
2:24 - 3:30	Instructional Time
3:30	Dismissal

School Information

401 Rustad Ave.
Box 250
White Fox, SK
S0J 3B0
(306)276-2140

Home and School Partnership

School Visitors

We love having parents and caregivers involved in our school community—you are always welcome in our building!

To help keep everyone safe, our front door will be locked after the bell each morning. If you arrive after that time, just ring the doorbell located at the main entrance, and we'll be happy to let you in.

Attendance

Your child's safety and well-being are very important to us. If your child is going to be absent, please let us know by either:

- **Calling the school at 306-276-2140 after 8:00 a.m., or**
- **Entering the absence on the Edsby app**

If we don't hear from you, our system will automatically call the contact number we have on file to check in.

We value regular and on-time attendance because it helps your child feel connected, keeps learning on track, and ensures everyone is safe. If frequent absences or late arrivals become a concern, we'll reach out to work together and find a plan that supports your child's success.

Communication

We believe open and respectful communication is key to supporting your child's learning and well-being.

Teachers will use a variety of different methods to regularly communicate with families: phone calls, Edsby tools, emails, etc. If you have questions, need clarification on anything, or want to share something about your child's experience, please feel free to reach out to your child's teacher by sending an Edsby message or calling the office. While teachers' first priority is to be with students during class time, they will respond to you as soon as possible.

If you have a concern, we ask that you follow this simple process to help us work together effectively:

1st - Contact your child's teacher (or the supervising teacher if it's about discipline).

Most questions and concerns can be resolved at this level. If, after contacting the teacher, the issue remains unresolved,

2nd - Contact the principal, Ms. Melissa McFarlane.

At this level, other staff may be involved as needed to support the situation, but if more needs to be done after this step,

3rd - Contact the Superintendent, Mr. Randy Kerr.

Sharing Learning and Progress

At White Fox School, we believe that communication between home and school is essential to student success. We use **Edsby** as a tool to keep families informed and involved in their child's learning.

There are four reporting periods during the school year. Report cards can be found by clicking on "View Report Cards" on the left side of your child's Edsby profile. These report cards focus on each subject area and include letter indicators for each outcome:

- **EU – Enriched Understanding** (showing deeper understanding of grade level outcomes)
- **FM – Fully Meeting** (achieving grade level expectations)
- **MM – Mostly Meeting** (mostly meeting grade level expectations)
- **NY – Not Yet Meeting** (more time is needed to achieve grade level expectations)

In addition to report cards, teachers use Edsby in other ways to share learning and celebrate growth. This might include:

- The **Gradebook**, where you may see marks, teacher comments, or student reflections
- The **Classroom Group**, where you will see what's happening in the classroom
- The **Learning Story**, where you'll find photos, videos, or observations that highlight your child's learning journey

Teachers may use one or all of these tools depending on the learning being shared. We encourage you to check Edsby regularly and celebrate your child's progress together!

Transportation

Arrival and Dismissal

Teacher supervision begins at **8:25 a.m.**, and students - both bus riders and those who live in town - can play on the playground until the bell rings at **8:40 a.m.** At the end of the day, the dismissal bell rings at **3:30 p.m.** Town students are expected to leave promptly at this time, while bus students will be supervised as they load their buses and head home.

School Bus

Many of our students ride the bus to and from school each day. Students are expected to cooperate with the bus driver to ensure a safe and efficient bus ride. This includes being on time, making respectful and responsible choices, cleaning up after themselves, remaining seated in their assigned seat and dressing appropriately in winter months. Students who have difficulty following these expectations may receive a verbal warning, parent notification or seating change. In the event that students continue to struggle with respectful behaviour on the bus, school administration may become involved and loss of bus riding privileges or other consequences may result.

Bus Cancellations and School Opening

White Fox School is open every school day; **school will never be cancelled**. However, in cases of severe weather - when the temperature is below -40 with windchill - bus routes will be cancelled for safety reasons. If your child's bus route is cancelled, the announcement will be made on radio stations CJVR and CJNE, as well as posted online on the White Fox School homepage and NESD.ca. Bus drivers will also notify parents and guardians directly. If the temperature or road conditions improve through the day, cancelled buses may run in the afternoon. If a driver decides not to make the afternoon run, parents will be contacted directly.

Private Vehicle Transportation for School Activities

Sometimes, teachers may ask parents to drive students for field trips or extracurricular activities. To ensure everyone's safety, drivers must have a package insurance policy with at least \$2 million liability coverage, a current criminal record check, and a completed driver authorization form on file at the school. Parents will need to provide a copy of their valid driver's license and insurance documents before transporting students.

Student Transportation to School

Students who bring their own transportation - such as bikes, scooters, or skateboards - are asked to park these items appropriately in the designated area upon arrival and collect them at the end of the day. We recommend locking these personal items, as the school is not responsible for loss, theft, or damage.

Non-instructional Time

Recess

Years of research shows that regular movement and fresh air are essential for student well-being and learning at every age. All students from Kindergarten to Grade 9 will be going outside for recess each day, and supervisors will be on duty to ensure everyone stays safe and supported. Recess is a valuable time for students to recharge, get active, and enjoy our beautiful schoolyard with friends. We ask families to help by making sure children come to school dressed appropriately for the weather, as conditions can change quickly throughout the year. Should the temperature be -30 or colder (with or without windchill according to the Weather Network), students will stay inside for recess. After many days of indoor recess, supervisors may take students outside for a breath of fresh air.

Lunch (12:13 - 1:03)

We want lunch to be a safe, calm, and enjoyable part of each student's day. We provide supervised lunch for students who ride the bus or for town students who need to stay at school during the noon hour. Students who stay at school for lunch are expected to eat in their classroom at their desk or table, clean up after themselves when finished, and remain in their classroom until dismissed by supervisors. Staying at school for lunch is a privilege, and we appreciate everyone's efforts to keep it safe and positive.

To ensure student safety at lunch time, we ask that parents let us know if their child is leaving the school grounds at lunch time. Students in Grade 6 to 9 may have a blanketed permission form signed by a parent or guardian, giving them permission to leave at lunch throughout the school year. Without permission, students will remain on school property. If problems arise while students are off school grounds, this privilege may be reconsidered.

Allergies

Some students in our school community have severe, life-threatening allergies. Even a small amount of an allergen - such as peanuts or tree nuts - can cause a dangerous reaction called anaphylaxis, which requires immediate medical attention. Please contact the school if your child has allergies to create a plan.

School Expectations

Technology

At White Fox School, each classroom is equipped with the technology students need to support their learning every day. Because of this, students are strongly discouraged from bringing personal devices like cell phones, tablets, or gaming devices to school, as they won't be needed during instructional time. All students will agree to the [NESD's Technology Acceptable Use Agreement](#).

If students do bring personal devices, they will be collected and stored in the classroom. Students may access their devices during the lunch break but are expected to ensure respectful and responsible use.

Please remember, the school is not responsible for lost, stolen, or damaged personal devices. To reach your child during the school day, please contact the school office directly, and we will gladly assist you.

Dress Code

We believe that comfortable, respectful, and appropriate clothing helps create a positive learning environment where everyone can feel confident and focused. We ask families and students to use good judgment when choosing school clothes. Clothing should be age-appropriate, free of offensive language or images, and not promote alcohol, drugs, or inappropriate messages.

Please remember to dress for the weather, as students go outside for recess daily. A change of clothes in backpacks during springtime can be helpful. If clothing ever presents a challenge, we will work with families to find a solution that supports your child's success and comfort.

Footwear

To help keep our school clean, students are asked to bring a pair of non-scuff indoor shoes to wear during the school day and for gym class. When the weather gets wet, everyone removes outdoor shoes at the entrance and changes into their indoor shoes. This simple practice helps protect our school and shows respect for our shared space.

Drugs and Alcohol

The North East School Division (NESD) believes that educational programs focusing on healthy lifestyles should be taught to students in order to discourage the use of alcohol, cannabis and other drugs. Every effort will be made to establish school environments that are alcohol/cannabis/drug free. Co-operation with families and community agencies will be sought when students are experiencing problems related to alcohol, cannabis and other drugs. All visitors to White Fox School are expected to adhere to this policy as well.

Expected Behaviours — I show respect by being kind, being safe, being responsible.

At White Fox School, we believe that creating a safe, respectful, and productive environment is a shared responsibility. Every member of our school community - students, staff, and families - is expected to contribute to a positive school culture where everyone feels valued and supported. To help guide our actions and decisions, we follow a clearly defined **Matrix of Expected Behaviours** (see next page), which outlines what it means to be respectful, responsible, and safe in all areas of school life. By consistently modeling these expectations and holding one another accountable with kindness and care, we can live, learn, and work together in a way that helps every student thrive.

Progressive Discipline Plan

At White Fox School, we are committed to creating a safe, respectful, and nurturing environment - physically, emotionally, and spiritually - for all students and staff. Aligned with North East School Division's policy ([AP409](#)), our discipline approach is rooted in restorative justice, progressive discipline, and natural justice.

We believe that discipline is a key part of the teaching and learning process. It is not about punishment, but about guiding students toward positive behavior and helping them become accountable, respectful members of the school community. We expect staff, students, and families to work together in support of this goal.

Our Progressive Discipline Plan acknowledges that students will make different choices and that behaviors fall along a continuum. Staff respond to each situation in a way that matches the nature and severity of the behavior, always striving to uphold the dignity of the student and the safety of others.

We use Restorative Practices to help students understand the impact of their actions, repair relationships and harm when needed, reflect on better choices for the future, and determine logical, fair consequences.

	RESPECT FOR SELF	RESPECT FOR OTHERS	RESPECT FOR LEARNING	RESPECT FOR ENVIRONMENT
ALL SETTINGS	<ul style="list-style-type: none"> -Do what is expected and right in different settings -Be trustworthy -Make the right choice -Dress appropriately for school setting -Participate and support school activities 	<ul style="list-style-type: none"> -Keep your hands and feet to yourself -Be considerate -Use good manners and appropriate language -Treat others as you would want to be treated -Respect others allergies 	<ul style="list-style-type: none"> -Arrive on time -Be positive -Use electronic devices in the appropriate way at appropriate times -Be prepared and ready for learning 	<ul style="list-style-type: none"> -Respect property of others -Show pride in your school and community -Be positive and welcoming to guests and community members
LIBRARY AND COMPUTER LAB	<ul style="list-style-type: none"> -Use a quiet voice -Follow procedures for use -Wait your turn -Leave things in proper place 	<ul style="list-style-type: none"> -Wait your turn -Leave things in their proper place -Speak in a normal voice and only to the people at your table -Keep it clean 	<ul style="list-style-type: none"> -Use appropriate websites -Follow procedures for use of equipment -Eat and drink elsewhere -Put things back where they belong 	<ul style="list-style-type: none"> -Keep area tidy -Treat books and equipment with respect -Push in chairs when done -Conserve paper
HALLWAYS AND ENTRANCES	<ul style="list-style-type: none"> -Use appropriate language/voice -Be orderly- walking -Hands and feet to yourself -Boots and shoes on shelf 	<ul style="list-style-type: none"> -Use appropriate voice -Keep hallway free for people to walk -Be respectful of others tolerance for fragrances 	<ul style="list-style-type: none"> -Quiet voices in the hallway -Respect displays and posters on walls 	<ul style="list-style-type: none"> -Please walk -Respect the work of others on the bulletin boards -Keep lockers locked and clean -Pick up garbage if you see it -Recycle -Keep entrances clear
CLASSROOM	<ul style="list-style-type: none"> -Be prepared with books and materials -Be on time -Listen respectfully to others -Be an engaged learner 	<ul style="list-style-type: none"> -Wait for your turn to speak -Listen respectfully to others ideas -Work cooperatively when appropriate 	<ul style="list-style-type: none"> -Be prepared to learn -Be a good listener -Be in time -Hand work in on time -Appreciate your learning opportunities -Try your best -Ask for help when needed 	<ul style="list-style-type: none"> -Keep desks, walls or school materials free from graffiti -Put garbage in garbage cans -Use materials and resources responsibly -Take care of assigned textbooks and materials
BREAKS/ PLAYGROUND	<ul style="list-style-type: none"> -Help others, be kind -Appreciate differences -Act in a way that benefits others 	<ul style="list-style-type: none"> -Stay in designated areas -Share equipment -Try to include others while being friendly 	<ul style="list-style-type: none"> -Use washroom -Make healthy drink and food choices -Stay hydrated 	<ul style="list-style-type: none"> -Put garbage in trash cans -Recycle -Keep school/ community clean
GYM	<ul style="list-style-type: none"> -Strive to accomplish personal goals -Display sportsmanship -Participate and support others -Dress appropriately for phys.ed activities 	<ul style="list-style-type: none"> -Encourage others to do their best -Follow the rules -Share equipment -Be safe 	<ul style="list-style-type: none"> -Participate in outcome-related activities -Give your best effort 	<ul style="list-style-type: none"> -Keep equipment room tidy -Wear proper clothing -Food and drinks do not belong in the gym
BATHROOMS	<ul style="list-style-type: none"> -Use trash cans -Keep clean -Keep free from vandalism -Respect the privacy of others 	<ul style="list-style-type: none"> -Respect the privacy of others -Be respectful of others sensitivities to fragrances 	<ul style="list-style-type: none"> -Use trash cans, keep clean -Use at recess and noon hour 	<ul style="list-style-type: none"> -Use trash cans, keep clean -Keep free from graffiti -Turn off faucets -Flush toilets
BUS	<ul style="list-style-type: none"> -Be on time -Sit properly -Wear appropriate clothing for the weather -Follow bus driver's rules 	<ul style="list-style-type: none"> -Keep your hands and feet to yourself -Be considerate -Use good manners and appropriate language -Treat others as you would want to be treated 	<ul style="list-style-type: none"> -Be respectful 	<ul style="list-style-type: none"> -Pick up after yourself -Be safe by staying in designated areas during loading and unloading