



DUFFIELD SCHOOL 2024-2025

Our Vision

Our students possess the confidence, resilience, insight and skills required to thrive in and positively impact the world.

Our Mission

We assure supportive learning environments, meaningful experiences and healthy relationships that create opportunities to develop resilience, to gain diversity in perspectives and to achieve enduring success.



Parent Communication Information:

Website: <http://www.duffield.ca>

Email: duffield@psd.ca

Registration Information: <https://www.psd.ca/schools/registration>



WELCOME to DUFFIELD!

We are so excited to share our days teaching children to love learning by providing them with as many different learning experiences as we can, while recognizing diverse learning and innovative thinking. We want to provide learning opportunities for all of our students that will optimize their brain development, engagement and opportunities for the future. Strong literacy skills are the key to life success and our focus will be to build and grow reading and writing skills in all our learners. We also know that strong numeracy is essential for the world of work and as we are preparing our students to be successful adults, we know that we also need to focus on building strong understanding in numeracy. We also recognize the importance of positive mental health and our staff provide opportunities for our students to engage in learning while building positive self-esteem. Keeping the future in mind will help guide our decisions so that together with families and community we will develop healthy, resilient, and well-educated humans.

Principal of Duffield School: Cherie Lovsund **Cherie Lovsund**

Assistant Principal: Lynn Lang **Lynn Lang - Duffield AP**

DUFFIELD BELL TIMES 2024-2025

7:40-7:50	First Bell; Student and Bus Arrival; Supervision O Canada; Announcements
7:50-8:45	Block 1
8:45-9:30	Block 2
9:30-10:15	Block 3
10:15-10:30	RECESS
10:30-11:15	Block 4
11:15-12:00	Block 5
12:00-12:30	LUNCH RECESS
12:30-12:50	LUNCH
12:50-1:00	Duffield Reads
1:00-1:45	Block 6
1:45-2:30	Block 7
2:30-2:35	Class Dismissal and Bus Departures; Teacher supervision

DUFFIELD STAFF 2024-2025

Kindergarten	Amber Frick
Grade 1	Eniko Gyorgy
Grade 1/2	Jennifer Gelinis
Grade 2/3	Mei Satermo
Grade 3/4	Shayla Freund
Grade 4	Shawn Owen
Grade 5	Brittany Legault
Grade 5/6	Kerri Nesbitt
Grade 6/7	Jenaya Whalen
Grade 7	Jonathan Kehler
Grade 8/9 Math/Science	Jenna Stumbur
Grade 9 Language Arts/Social Studies	Colleen Shukalek
Grade 4-6 Intervention	Linnea Kulak
Grade 7-9 Intervention	Evy Matthews
Head Secretary	Sharon Shave
Secretary II	Bonnie Bruce
School Counsellor	Chantelle Owen
Head Custodian	Chris Laing
Custodian	Doug Stecyk
Support Staff	Rochelle Richards
Support Staff	Tanda McCall-Garrett
Support Staff	Darlene Giaouque
Support Staff	Mary Vanderputten
Support Staff	Rhonda Neron
Support Staff	Regeena Walton
Support Staff	Dolly Osterlund
Support Staff	Sarah Kempf
Support Staff	Julie Poole

OFFICE HOURS

Our office is open to the public from 7:30-3:00, Monday to Friday.

Duffield Student Code of Conduct

Our Student Code of Conduct can be found at the link below:

[Duffield Code of Conduct](#)

SUPERVISION

Supervision will begin with the arrival of buses in the morning (7:40 am) and will extend until after our dismissal bell (2:35 pm). At this time, our supervision will be finished for the day, as students should all be making their way home. A reminder that there is no supervision prior to 7:40 am so please ensure that drop off is not before this time.

CHECKING IN/OUT OF DUFFIELD

Students arriving late to school are asked to check in with the office before going to class. Students leaving the school during the day are required to check out at the office. Please let teachers and the front office know when a student is being picked up early or is coming late so that attendance can be properly documented and teachers can have students waiting in the office if they know what time they are being picked up. Our office staff is also happy to help with known early dismissals.

STUDENT ABSENCES/LATES

Should your child be absent from school, please call the school at **780-892-2644** or email us at: duffield@psd.ca indicating your child's name, teacher/grade, and the dates of the absence, the reason and the expected return date. Thank you for arranging for sick students to recover at home where they are more comfortable.



Regular school attendance is the key to school success. We monitor school attendance in accordance with the School Act. If your child's absence impacts school progress, the school will contact parents in order to work together and develop a plan for student success.

PARENTS AS PARTNERS

School councils are an important forum through which members of the school community can get involved. School council is a collective association of parents, teachers, principal, staff and community representative(s) whose purpose is to advise the principal regarding matters relating to the school. It is a means for parents and community members to work together with the school to support and enhance student learning. We look forward to seeing many faces at our monthly council meetings. Our first meeting for the 2024-2025 school year will be on Tuesday, September 24, 2024.

VOLUNTEERS AT SCHOOL

Parent and community volunteers are most welcome at the school. Usually volunteer help is solicited through school and classroom newsletters. Volunteers are requested to maintain strict confidentiality regarding individual student progress and records; discipline issues are to be referred to the teacher; concerns or suggestions should be directed to the teacher(s) involved or to the school administration. All volunteers are asked to sign in and out using the registration book in the General Office. Volunteers who will be logging more than 10 volunteer hours per year are required to complete a Criminal Record Check, annually. Please ask for the form at the office.



BUSING

The school bus is considered an extension of the classroom and therefore classroom conduct is to be observed at all times. Read and retain the 'School Bus Regulations' that each family receives from your bus driver at the beginning of the school year.

All buses arrive at and depart from the south side of the school. To ensure student safety, no other vehicles should use this area. If a student is picked up by the school bus in the morning, but will not be riding the bus after school please inform the driver. Students are to ride the bus to which they are assigned and students are expected to swipe their bus passes when they get onto the bus and when they leave the bus.



STUDENT LOCKERS

For students who are assigned a locker, locks will be provided and distributed through the School Office. We are not using student-purchased locks.

LOST AND FOUND

We will have a lost and found display in the main hallway of the school. Items unclaimed in classrooms, hallways, or the playground are displayed and checked by students. To assist the

school in identifying personal property, please label all articles. Periodically, the lost and found items will be laid out and displayed. We will also post regular photos on our Facebook page to show parents the items that are in our lost and found area.

OFF-SITE LEARNING/FIELD TRIPS

Throughout the year, learning may take place away from the school building, either in the community or in another location. These off-site activities can be valuable educational experiences that may provide opportunities to support and enhance school programs. Parents will be given prior information and the opportunity to make informed decisions about participation in any off-site activities. According to [Administrative Procedure 280 – Off-Site Activities](#), Section 12.3: *Written Permission May not be required, at the discretion of the Principal, for local off-site activities not requiring transportation, such as walking trips in the neighbourhood of the school, or to a series of curricular lessons at local sports, health, cultural, educational or municipal facilities that require brief transportation*; There will be a field trip permission form to be signed at the beginning of the year for these types of field trips. Trips that are longer, have a cost attached, or involve higher risk activities will have permission forms attached.

ADMINISTERING MEDICATION

PSD acknowledges that the primary responsibility for administration of medications rests with family and/or the appropriate medical personnel. Whenever possible, medication needs to be given at home. However, it may be appropriate in certain circumstances for school staff to assist parents in the administration of medication to students. In each of these cases, parents are required to have completed the appropriate paperwork

<https://www.psd.ca/board/administrative-procedures/4706> and [INDIVIDUAL CARE PLAN](#) which includes written instructions and signature of the parent and physician. Forms are also available through the school office. If you have any questions regarding the distribution of medication to students, please speak to your school principal. Non-prescription drugs are not to be brought to school.

INCLEMENT WEATHER



On days when weather conditions create a hazard to student safety, a decision will be made by the PSD Superintendent of Schools, in consultation with the Manager of Student Transportation, about whether buses will/will not run. Announcements will be placed on local radio and television stations, as well as on Parkland School Division social media platforms. Official notifications regarding suspension of bus services or closure of schools will be posted on our Parkland School Division Website: [Our Division | Parkland School Division](#).

“School buses are not running” means buses are not running for the entire day but the school will remain open to parents who wish to bring (and pick up) their child(ren) to school. The final decision to send a child to the bus stop or to school rests with parents, even though buses may be operational.

Please note: Except in very special circumstances, **PSD schools always remain open on school days.**

Suspension of School Bus Services Weather guidelines that support the decision to suspend bus services:

- Temperature, experienced with or without wind-chill, of -40°C or below
- Visibility of less than 1 kilometre
- Reports from bus drivers and/or counties and municipalities that rural roads are, or will soon be impassable
- Notification of severe weather through *Alberta Emergency Alert*

View School Bus Status Online Transportation Services maintains a real-time list of the status of all PSD school buses. To view the status of your child's school bus (e.g. Operating, Delayed, Not Running), visit [Bus Status | Parkland School Division](#).

For more information contact:

Transportation Services
4603-48 Street
Stony Plain, AB T7Z 2A8
Phone: 780-963-8452

Email: Transportation@psd.ca



REGISTRATION-UPDATING INFORMATION

Please refer to the Parent Portal online, in our Parkland School Division Website, to update or change any registration information. This will facilitate quick communication in the event of an emergency. These changes could include a home phone number, work numbers, cell phone changes, emergency contacts, medical information, addresses, etc.



EMERGENCY PROCEDURES

Parkland School Division's first priority is the safety, security, and well-being of our students and staff. While we hope our schools are never faced with an emergency situation, we are prepared to respond to an incident if one should occur.

We have taken steps to prepare our schools and school jurisdiction to deal effectively with emergency situations that may occur in or around a school during the school day. Our comprehensive Division Emergency Response Plan is complemented by individual plans tailored for each school. These plans are reviewed regularly.

In order for our Emergency Response Plan to be effective, we depend on the cooperation and assistance of many people, including the police and fire departments, as well as parents.

Your cooperation is vital to helping us protect the safety and welfare of all children and school employees. Please observe the procedures explained below.

In the event of an emergency:

Do not call the school or your child's cell phone!

We understand and respect your concern but it is essential that the phone systems be available for emergency communications. If you call the school you will tie up phone lines and systems required for communicating with emergency responders and may inhibit our ability to send or receive critical information.

By calling your child's cell phone, you could potentially put them in harm's way, depending on the nature of the crisis. Please do not call; we will ensure that you get the information you need by contacting you.

The quickest way to receive emergency information.

There are many ways for you to quickly and accurately receive emergency announcements and status reports without having to call your child's school.

- Visit the **Division website** - <http://www.psd.ca> for updated news.
- Call the Centre for Education at 780-963-4010
- Tune into a local radio or television station
- Access our Parkland School Division social media platforms including Twitter and Facebook.

What happens during a Lock-Down or Shelter-in-Place?

In the event of a lock-down or shelter-in-place, the school will be locked with NO arrivals or departures of anyone, including staff, students and parents. You will not be allowed to pick up your child until after an "all clear" is given and established student release procedures are in order. This procedure will be strictly adhered to under all circumstances. Please do not go to the school until instructed to do so.

What if the school is evacuated?

It may be necessary to keep the streets and parking lot clear for emergency vehicles.

If it is necessary to evacuate the school, students will gather at a primary assembly location, pre-determined by each school, to ensure their safety. Students will remain at the assembly location until they are returned to the school or released to their parent/guardian.

Depending on the severity of the situation, students may be transported to a secondary assembly location away from the school. You will be notified of this via the Division website and the media.

How do I reunite with or pick up my child during or after an emergency?

Should circumstances merit, the school may activate a student release procedure. This allows the school to do a controlled release of students to their parent/guardian. Should it be necessary to activate the student release procedure, instructions on where and when to pick up your child will be posted on the **Division website** <http://www.psd.ca>. Students will remain at either the primary or secondary assembly location until they return to the school or are released to their parent/guardian.

Instructions on where, how and when you are able to pick up your child will be posted on the front page of our website. Please also read the Procedures for Parent-Child Reunion.

Procedures for Parent-Child Reunion

To ensure your child's safety, and to assist staff in quickly reuniting you with your child, please observe the established procedures. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child's safety. You could be jeopardizing your child's or another child's safety by not adhering to these procedures.

1. Detailed release instructions will be posted at the secondary assembly location.
2. A designated Parent Waiting Area will be established as the secondary assembly location. Please wait in this area until your child is brought to you. This is for the safety of both you and your child.
3. No student will be released unless you or an individual designated to pick up your child arrives to pick up that student.
4. Every parent/guardian will be required to sign for the release of their child. This step is extremely important, as it is the school's only means of ensuring all students are accounted for at all times. Please do not take your child from the secondary assembly location without signing for their release. You will also be required to show valid identification during this process to ensure all students are safely released to their parents/guardians.
4. All students will be kept at the secondary assembly location until a parent/guardian can arrange to pick them up.

NOTE: It is imperative that the information on your child's **Emergency Information** is current. Each school refers to this information in the event of an emergency.

For more information, contact: The Centre for Education at 780-963-4010

[Parkland School Division Calendar 2024-2025](#)

