

Erickson Elementary School

Mission Statement

Supporting and encouraging learning in a safe, respectful environment.

Mrs. K. Slashinsky

Principal

Box 340

Erickson, Manitoba R0J 0P0

62 Main Street

Telephone: 636-2266

Teaching and Support Staff

Mrs. B. Chapman

Miss D. Gaywish

Mrs. S. Hall

Mr. F. Sokoloski

Mrs. G. Whaley

Ms. N. McLenehan

Mrs. K. Shindruk

Mrs. K. Braschuk

Ms. D. McKay

Mr. Michael Lamb

Mrs. K. Frey

Mrs. S. Sheeska

Mr. M. Hall

Mrs. C. Parrott

Mrs. C. Sullivan

Ms. R. Huntinghawk

Mrs. B. Sprott

Miss M. Gaywish

Ms. C. Huntinghawk

This agenda belongs to: _____

STUDENT HANDBOOK 2006 – 2007

Principal's Message

A welcome is extended to all families of Erickson Elementary School. As in any school year, there are changes occurring, this year from staffing, programming and, as usual, our ever changing students. The saying is out there that "A change is as good as a rest." Our school is well rested for the upcoming school year.

As in past year, take the time to read the agenda, as it mentions relevant information for the 2006 - 2007 school year, such as Policies, Protocol, a revised Code of Conduct, and general school information.

We look forward to a year with positive interaction between the school and home – making our school a great place to "bee".

Please feel encouraged to stop by if you have questions or comments you would like to discuss. The 2006 - 2007 school year will be another exciting year.

Yours in Education,
Mrs. K. Slashinsky

TELEPHONE DIRECTORY

Erickson Elementary School.....636-2266
Erickson High School..... 636-2605
R.R.S.D. Office..... 867-2754 ext. 221

GENERAL SCHOOL INFORMATION

CLASS SCHEDULE

Period 1 8:55-9:30
Period 2 9:30-10:05
Period 3 10:20-11:05
Period 4 11:05-11:50
Lunch..... 11:50-12:35
Period 5 12:35-1:15
Period 6 1:15-1:50
Period 7 2:05-2:40
Period 8 2:40-3:15
Dismissal 3:20

PROGRAMS

Music

A well established Music Program is offered. All students in Grades K - 6 are taught general music. Besides music classes, students in Grades 1 - 3 attend a Primary Choir Practice once a cycle. Students in Grades 4 - 6 can volunteer to take part in an Intermediate Choir, Esprit, once a cycle. Two approaches are incorporated in developing the students' musicality in the music program. The Kodaly Approach, which emphasizes the students ability to read music using hand signals, and the Orff Approach, which uses speech, singing, movement, improvisation and the playing of instruments to encourage creativity and develop music skills in the areas of rhythm, melody and harmony.

Intramurals

Students in Grades 4-6 take part in various sport activities, which is over and above the regular P.E. Program. Various skills are developed and sportsmanship exhibited during this time.

Rolling River School Division 2006-2007 School Calendar

Tuesday, September 5..... Admin. Day
Wednesday, September 6. First day of Classes
Friday, September 29..... Divisional In-service
Monday, October 9..... Thanksgiving Day
Friday, November 17..... Elementary Admin. Day
Thursday, November 23..... P.T.I.
Friday, November 24 SAG/LIFT
Friday, December 22..... Last day of Classes
Monday, January 8..... Classes Resume
Friday, February 2..... Elementary In-service
Friday, February 23..... Divisional In-service
Friday, March 16..... P.T.I.
Friday, March 23..... Last day of Classes
Monday, April 2.....Classes Resume
Friday, April 6 Good Friday
Friday, April 20..... Elementary In-service
Monday, May 21..... Victoria Day
Thursday, June 28. Last Day of Classes
Friday, June 29. Administration Day

Student Code of Conduct

Every student should have the opportunity to pursue his or her learning in a safe and friendly environment. At the same time, students should be experiencing academic growth, taking more responsibility in learning and behaviour and developing a respect for themselves and others in their community. These ends can only be met through cooperation of students, parents, and staff. So that all stakeholders are aware of the expectations placed upon them, we have developed the following code of conduct.

CODE OF CONDUCT

Parents can expect teachers to:

- *Treat all students with fairness and equality.
- *Provide a safe and friendly environment.
- *Treat all students and parents with respect and courtesy.
- *Be approachable, open-minded and easy to talk to.
- *Provide regular feedback on student progress.
- *Be using current curricula and teaching strategies.

Parents should:

- *Encourage student to attend on a regular basis.
- *Encourage safe practices while traveling to and from school.
- *Provide an atmosphere for learning which requires nutritious lunches, sufficient rest, appropriate clothing.
- *Take an active interest in student's education.
- *Teach respect and respect for others.
- *Support extra curricular activities.

Teacher can expect parents to:

- *Support homework and extra curricular activities.
- *Provide adequate lunches, rest, clothing and supplies.
- *Communicate with staff any concerns that may affect student learning.
- *Be respectful in dealing with staff and students.

Teachers should:

- *Be a positive role model.
- *Provide open communication.
- *Show respect for students and parents.
- *Provide students with the knowledge of acceptable and unacceptable behaviour.
- *Provide appropriate programming and strategies to meet individual needs.
- *Provide a safe and positive learning environment.

Students can expect teachers to:

- *Create an environment which allows students to take risks in their learning.
- *Respect them.
- *Accommodate student-learning styles.
- *Provide a wide range of learning experiences and materials.
- *Be positive role model.
- *Provide for the well being of each child.

Students should:

- *Respect themselves and others around them.
- *Take an active role in their learning.
- *Follow the code of conduct at school and to and from the school.
- *Attend classes on a regular basis.

Safe Schools Charter

The following are not acceptable and will not be tolerated on school sites, as outlined in the Safe Schools Charter:

- i) Bullying, in any form - orally, in writing or otherwise
- ii) Discrimination
- iii) Using, possessing or being under the influence of alcohol or illicit drugs
- iv) Gang involvement
- v) Possessing a weapon
- vi) Accessing, uploading, downloading or distributing material via electronic mail and the Internet which the School and School Division has determined to be objectionable

EXPECTATIONS FOR ALL

The 3 Rs

Respect for self

- Use good manners and appropriate language
- Be honest-admit to mistakes and learn from them

Respect for Others

- Be a good listener, be polite and respect the space of others
- Think before you act - consider the feelings of others as well as your own

Responsibility

- Be helpful, show kindness, be prepared, stay focused on your work, and do your best
- Consider the safety of yourself and others

We, The Staff of Erickson Elementary School, Believe:

- That our school atmosphere will encourage growth of self-esteem, self-respect and respect for others.
- That curriculum-based programs will be used consistently throughout all grades.
- That a variety of teaching techniques be used to best meet the needs of individual learning styles. (i.e. Activity-based learning, cooperative learning, individual and specialized programming, flexible timetables).
- That there should be close communication amongst the staff members and grade-to-grade student interaction.
- That discipline should be fair and consistent throughout the school.
- That children learn better when home, school and community work together.

DISCIPLINE PROCEDURES

At Erickson Elementary School, students are expected to treat one another with respect and follow the Code of Conduct, ensuring students and staff are learning and working in a safe environment. The initial attempt will be made by the supervising or classroom teacher to rectify a situation. For the safety of individual students, or the student body as a whole, students may be suspended. A suspension from school means the student will remain at home and not be allowed to attend school for the duration of the suspension. In this situation

students will be required to complete the assignments they missed through the suspension. Students and Parents need to be aware of the consequences of certain behaviours as set out by Erickson elementary School and Rolling River School Division. Behaviours are categorized under levels, based on severity. Possible consequences are listed.

Level 1

Rough housing
Swearing
Teasing
Equipment abuse
Lying
Harassment

Level 2

Fighting
Disrespect
Bullying/Threatening
Danger to self/others
Stealing

Level 3

Smoking
Drugs/alcohol
Vandalism
Runaways

All levels and responses will be reported to parent via home journals, and/or letters, phone calls. After the third incident at Level 1, the consequences for Level 2 will be enforced.

Response Level 1 can include:

Time-out
Student/Teacher conference
Student/Teacher/Parent conference
Virtue conference
Loss of privileges

Response Level 2 can include:

Student/teacher conference
Student/teacher/principal conference
Student/teacher/principal/parent conf. (plan for re-entry)
Loss of privileges
Removal from class – goes home
Suspension

Response Level 3 can include:

Involvement of School Division Personnel/ Police
Out of school suspension
Expulsion

****Students' behaviour while traveling to and from school will be dealt with in the same manner as described above.**

R.R.S.D. and E.E.S. General School Policy

The following information will help students and parents understand some of the established rules, routines and expectations which will be enforced at all times. Policies are an essential part of any school and are meant to create a safe and respectful environment for students.

1. Any loss of texts, library books or workbooks will result in replacement charge. Scribbling on walls, floors, or desks will not be condoned. Damages will be assessed according to the school board policy which states students who wilfully damage school property will be assessed 100% of the cost of the repair or replacement.
2. A form entitled "Parents Request to Give Medication to a Pupil is required to be signed by a parent/guardian every time medication is dispensed at school. This form can be picked up at the Office. Board Policy states that such authorization is mandatory.
3. Staff members will be on supervision in the school and on the playground prior to classes in the morning (8:30 a.m.), during the morning and afternoon recesses and at noon hour. It is expected the town students should not come to school before 8:40 a.m. or make prior arrangements. Staff supervision will also be provided for all extracurricular school sponsored activities.
4. Students spend their free time outdoors before classes in the morning, recesses and at noon hour. Exceptions are made during inclement weather when students will be allowed to remain indoors with their teacher's permission. Consequently, everyone coming to school should be suitably dressed to accommodate seasonal changes in weather.
5. In order to maintain a clean school, students will be required to remove their street footwear in the entrance vestibules before entering the school. Running shoes or track shoes must be worn in the gym for all activities.
6. An out-of-town student may leave the school ground at noon (12:05-12:30 p.m.) only upon written permission from the parents/guardians and the consent of the classroom teacher or principal.
7. A pupil absent from school is expected to bring a note explaining the reason for the absence. This note must be signed by a parent or guardian and presented to the classroom teacher the following day. Generally, if a student is absent and we are not aware of the reason a phone call will be made to the home. If

parents/guardians are planning to take their child out of school for the day, or if the child is ill, please call the school before 9:00 a.m.

8. No snowballs will be allowed on the playground or en route to or from school.

9. Rolling River School Division is a "SMOKE FREE" space. Smoking is not permitted at any time on division property.

10. Swearing and foul language will not be tolerated. Any form of pornographic literature is strictly banned from the school premises.

11. Students are asked to wear appropriate clothing at all times. The R.R.S.D. does not allow for offensive slogan shirts or other inappropriate clothing. Wearing hats/caps in the school is not permitted.

12. Extra Curricular Transportation: It is the intention that where possible, School Division Bus and Driver be used for extra curricular trips (field trips, athletics, etc.). Students are expected to go and return on the bus. At times it is necessary to use private vehicles driven by responsible adults. Students are expected to go and return in the same car. Circumstances may mean changes to above. If changes are necessary, please send a signed note or phone call explaining any changes prior to trip. Students returning home with parents, and not by bus or car, require a personal contact between the parents and the supervising teacher. i.e. Students will not be left waiting for a ride or allowed to ride with other than a parent unless a note was provided.

13. If your child is not to go home on the bus, please send a note with your child in the morning or phone the school sometime during the day - preferably before 3:00 p.m. If note or phone call is not received, the child will be sent home as usual.

14. At school dismissal (3:20 pm) the out-of-town students are to board their buses immediately upon dismissal. Town students are to go straight home and report their arrival to their parents, before involving in activities away from home.

POLICY ON ADMINISTERING MEDICATION

Administering Prescription Drugs to Students:

The School Board recognized that in rare circumstances children may require medication during the school day to enable them to attend school. The only medication to be given will be that as prescribed by a medical doctor and under the following conditions:

a) A signed authorization from the attending physician giving the school authority to administer the medication.

b) A signed authorization from the parents permitting the school to give the medication.

*The form for the above is available at the school and must be completed before any medication will be administered,

c) The medicine container should carry the official label from the druggist stating the child's name, the name of the drug, the dosage to be administered, and if possible the time of day it is to be given. Please send only the required dosage. (Your pharmacy can help if this a problem.)

d) The medication will be kept in a safe place and administered by or under the supervision of the principal or his designate.

Administering Non-prescription Drugs to Students:

As a rule Non Prescription drugs will not be administered to students. However, at times we have done so at the discretion of the principal or a homeroom teacher. Any parents who would like to have the school administer such drugs as Tylenol, must provide a note to that effect. We will dispense the medicine and this will allow us to monitor the use.

RRSD Guidelines for Resolving Complaints Regarding Teachers & Administration

From time to time, concerns arise regarding teachers and school Administrators. Most of the situations will be addressed satisfactorily through informal discussion between the person(s) with the concern and the teacher or school administrator. The following guidelines are a suggested process for unresolved concerns or more serious matters, which would be characterized as a complaint. Everyone has an interest that a fair and expeditious process is in place to deal with complaints about teachers or school administrators. The purpose of this process is to find a satisfactory resolution to the complaint(s) raised. The process outlined below recognizes that when a complaint reaches the Board of Trustees, it takes

on a significance that requires more formality. An individual or group raising a concern or complaint needs to be advised on the appropriate process.

a) School Level

- Whenever possible, the complaint should be dealt with at the school level.
- It is important for the complainant to meet first with the person against whom the complaint is made. The exception to this is where legislation prescribes otherwise (e.g. Child and Family Services Act). If the meeting with the person against whom the complaint is made does not result in satisfactory resolution, the parties would meet with the immediate supervisor in an attempt to resolve the issue.
- Where a concern or complaint is directed to a division administrator or trustee, it is important that the complainant be directed first to the school to allow for a meeting between the person against whom the complaint is made and, if necessary, with the school principal. The division administrator or trustee should take no action before the concerns/complaints have been addressed at the school level.
- The school board will share its policies or procedures dealing with complaints with its employees, school advisory committees and other individuals or groups as appropriate.

b) Division Level

- When complaints are made directly to the school board about teachers or school administrators, they must be recorded in writing and must be signed by the person(s) lodging the complaint, with a copy of the individual named.
- The individual named shall be given an opportunity for explanation and written response.
- The individual named shall always have the right to have a representative of his/her choosing present.
- The immediate supervisor will be notified of the written complaint.

NOON HOUR SUPERVISION POLICY

Responsibilities of Support Staff

- Must have a two-way radio
- Circulate throughout lunchrooms and playground
- Deal with minor incidents at your own discretion
- Refer any breaches of Code of Conduct to the teachers on call via two-way radio
- Refer any accidents to on call teacher and help with the accident report

Responsibilities of Teachers on Call

- Must have a two-way radio
- Respond and deal with discipline issues, please use discretion
- Write up incident (if necessary)
- Record incident in logbook.
- Communicate with classroom teacher and/or administration
- Deal with accidents (fill out accident forms)

Responsibilities of Homeroom Teacher

- Deal with discipline issues reported by EA/On call teacher
- Use discretion in dealing with discipline and follow Code of Conduct
- Communicate with parents and administration as needed

Responsibilities of School Administration

- Set up duty schedule
- Communicate with all staff and parents
- Deal with discipline issues reported to the office

SCHOOL BUS CANCELLATIONS

Rolling River School Division Administration monitors winter weather conditions and makes decisions to run or cancel school bus service on a daily basis when required. This process includes the analysis of local forecasts, wind chill values, road conditions and information available from area contact persons. The School Division has adopted a wind chill value of -47 degrees Celsius as a reference point that corresponds closely with the former 2300 watts. Although serious consideration is given to the cancellation of buses at this temperature, actual outside temperature is also considered prior to declaring a cancellation.

When the Division deems that weather conditions are not favourable for school bus transportation, school buses will be cancelled and communicated to parents and students as follows:

1. Division wide cancellation of bus service will be announced on local radio stations by 7:30 a.m. Parents will not personally be contacted in the event of a Division wide shut down.
2. If bus service is cancelled in specific areas but not for all routes in the Division, Bus Drivers will contact each parent to advise them of the cancellation for their specific route.
3. Buses cancelled in the morning due to weather conditions will not operate in the afternoon.

Parents are encouraged to ensure their children are properly dressed for winter travel conditions. Rolling River School Division will respect a Parent's decision to keep their children off the bus on days that they feel weather or road conditions are in question.

For more information contact Daryl Tesarowski, Transportation Supervisor at 867-2754 ext. 235.