

Oak River School Handbook

2011-2012

WELCOME to the 2011-2012 school year. At Oak River School, we strive to facilitate meaningful learning experiences for our students in the areas of academic, physical, emotional, and social growth. Parents are an important part of this team that works together in order to best meet the needs of each child in our school.

To assist us in providing each student with the opportunity to reach his or her potential in a safe and supportive environment, we need our students and their parents to be aware of our school guidelines and programs.

Please read this handbook with your child to become aware of its contents. Together, abiding by these guidelines and procedures, we are building towards a successful and rewarding school year for every child.

OAK RIVER SCHOOL
"A place to grow together"

Mission Statement

Our goal at Oak River School is to encourage every student to reach his or her potential within a supportive environment.

LERNING BELIEFS

- *Learning is best achieved when the needs of the child are considered and addressed in a safe, positive environment.
- *Learning involves students actively participating in a variety of challenging experiences, including play.
- *Together, students, staff, families, and community members contribute to the growth of the whole child.
- *Learning is a lifelong process built on meaningful experiences.

PHILOSOPHY

Oak River School is committed to the development of the whole child. Our goal is to provide a framework in which each child, with the support of their parents and their educators, develops a desire to do his or her best.

We strive to recognize and accommodate individual student needs and differences, to establish our programs to foster the development of healthy attitudes and ideals, and to provide a variety of educational experiences that address the child's academic, physical, emotional, and social well being. In this way we endeavor to prepare students to become responsible, considerate, contributing citizens of our community.

We believe that a child's success depends on the involvement and support of all stakeholders - parents, students, school staff, and community. We, at Oak River School, are committed and dedicated to fostering this partnership.

Oak River School Student Code of Conduct

Oak River School endeavors to promote and maintain a safe, positive learning environment for all students, staff, and community. Each child's education is a shared responsibility of the student, the parent, and the school. Such a collaborative partnership can help motivate, support, and encourage the student. Students and staff at Oak River School are expected to demonstrate respect for the educational process through display of appropriate language, attitude, and physical behavior.

Respect for the educational process includes demonstrating respect for:

1. **Each other** – Demonstrations of mean and/or dangerous behavior such as bullying (including cyber-bullying) or any acts of physical, sexual, or psychological abuse, discrimination, use or possession of alcohol or illicit drugs, gang involvement, and possession of weapons will not be tolerated.
2. **Personal belongings** – personal clothing and school supplies are to be valued and the appropriate care shown.
3. **Other people's property** – taking or borrowing without permission is unacceptable.
4. **School property** – STUDENTS ARE LIABLE FOR DAMAGES to school property and are urged to take pride in their school. Unacceptable abuse of property will be dealt with in a corrective manner directly related to the action.
5. **Our communities** – The residents of our communities are generous in their support of the school. Students are ambassadors of Oak River School and each is expected to show courtesy and respect at all times.
6. **Information Technology** – Staff and students must adhere to school and divisional policies respecting appropriate use of electronic mail, the Internet, and the computer network. Any acts of cyber-bullying are unacceptable and will not be tolerated. Use of cell phones, digital cameras, and all other personal communication devices are allowed as governed by divisional policy. Inappropriate use of any device will result in consequences as listed below.

Non-compliance of any part of the code of conduct will result in one of the following consequences. (#1-6 correspond with the above statements)

Consequences

#1, 5 & 6 Students will be required to make an apology, restitution or corrective action or possibly an in or out of school suspension.

#2, 3 & 4 Students will be held responsible for replacement or the cost of replacement of damaged or misused property.

6 Loss of privileges related to technology will be a result of not following the policy. Inappropriate use of any personal communication device may result in confiscation of such device and further action may be taken depending on the level of inappropriate use.

Staff and students must behave in a respectful manner and comply with the code of conduct. It is the responsibility of staff, students, and parents to know and to follow the general rules and regulations of the school and the school division including this school code of conduct. By honoring the rights of staff and students, this shall allow for learning to take place in a cooperative environment that is free from interruption, intimidation, and harassment.

Should persons wish to appeal a disciplinary action they should meet with the teacher and principal to discuss the concern and if a satisfactory conclusion is not reached then they may appeal in the form of a signed letter to the superintendent of the school division and forward a copy to the school. If required an appeal may be made in the form of a signed letter to the school board, with a copy to the person it regards.

ROLLING RIVER SCHOOL DIVISION
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MINNEDOSA, MANITOBA
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TELEPHONE: 204-867-2754
FAX: 204-867-2037
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Superintendent – Reg Klassen
Assistant Superintendent – Marg Janssen
Transportation Supervisor – Daryl Tesarowski

OAK RIVER SCHOOL STAFF
2010-2011
TELEPHONE: 204-566-2167
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Principal/Gr. K - 4	Kathleen Klemetski kklemetski@rrsd.mb.ca	761-7111
Gr. 5 - 8	Tia Willis twillis@rrsd.mb.ca	867-0447
Secretary/Librarian/EA	Jacque Gage jgage@rrsd.mb.ca	566-2306
EA		
Custodian	Darron Armstrong darmstrong@rrsd.mb.ca	566-2398

Bus Drivers:

Ray Haggarty	566-2188
Brent Haggarty	566-2408

General Topics (alphabetical order)

Attendance

All students are expected to attend school regularly. Please contact the school **between 8:30 and 9:00 a.m.** if your child will be absent for any reason (except school activities). Parents of absent children will receive a phone call verifying the absence if no notice has been received by the school. No child is allowed off the school grounds at any time during school hours without appropriate permission. **Town students should arrive at school no earlier than 8:40 a.m.**

Bicycles

Those riding bicycles to and from school do so at their own risk. We encourage the use of bike helmets for your child's safety. Bicycles should be placed and left in the bike stand when at school. The school assumes **NO RESPONSIBILITY** for any bicycles that are lost, stolen, or damaged. When crossing the highway students need to walk with their bicycles.

Birthday Parties

Parents are asked to arrange their child's birthday party outside the school. We'd ask that **invitations are not handed out at school** and that if you are having children ride a different bus or go home with other parents that the school and bus drivers are notified. This will avoid unnecessary confusion at the end of the day.

Bookmobile

The Parkland Library offers public library services to students of Oak River School by way of a '*Bookmobile*' – a library on wheels. The *Bookmobile* visits the school approximately once a month. The date of the next visit will be published in school newsletters. It is the **responsibility of the student** to choose appropriate materials and return materials by the next *Bookmobile* visit to the school. Students/parents are responsible for any charges assessed for lost books. Bookmobile drop boxes are located in the office.

Change of Circumstances

The student registration form that is completed in September should be updated as changes in family circumstance occur (i.e.: work number, baby sitting arrangements, emergency contact, etc.). A phone call to the secretary is all that is necessary to change information.

Communication

A **NEWSLETTER** is sent home the first week of each month. The purpose is to share pertinent information including upcoming events, inservices, news from the classrooms, etc. Please ask your child for it. If you do not receive your newsletter,

please call the office.

ORDER FORMS FOR SPECIAL LUNCH DAYS are distributed prior to the event and must be returned promptly in order to place the school order.

FIELD TRIP PERMISSION FORMS distributed prior to the event must be signed and returned in order that the child may attend.

Daily Schedule

Daily school operation times:

8:50	First bell
8:55	Classes begin
10:15-10:20	Snack time
10:20-10:35	Morning recess
12:00 – 12:20	Lunch
12:20-12:50	Noon recess
12:50	Classes resume
2:30-2:45	Afternoon recess
3:30	Afternoon dismissal bell
3:35	Buses leave, Town students are dismissed

NOTE: All students are expected to take their recess breaks outside, unless there is inclement weather (severe wind chill, rain, extreme cold. etc.), in which case the principal/teacher has the authority to declare an indoor recess. Please assist your child in dressing appropriately. Environment Canada guidelines will be followed in cold weather. Students at times may be allowed to play in the gym during noon recess only.

Dismissal

Bus students will be dismissed at 3:30 PM and town students will be dismissed as soon as the buses leave. If you are picking up your child prior to the buses leaving, we ask that you **park at the south end of the parking lot** behind the area where the buses are being loaded. Remember that passing a bus with its stop sign out is an offence and may result in a fine. This applies in the morning and the afternoon during student drop off and pick up as well as on the highway.

Emergency

In the event of an emergency involving any child we will do our utmost to contact the parent(s)/guardian(s) at home or at work. An **accident report** will be completed by the supervising teacher. In the event of a whole school evacuation, staff and students will proceed to the rink where parents can contact/pick up their child. As a part of emergency planning we will be conducting fire and lockdown drills during the school year.

If your child is to leave the school for any reason during school hours, prior notification is required. Please contact the school office.

Field Trips

The frequency and type of field trip varies from grade to grade. Field trips are organized by the teachers and are designed to be a learning experience. Parents are notified in advance of the event. We cannot permit a student's participation **without** signed parental consent. Children may lose the privilege of participating if behaviour poses a risk to themselves or others.

Grievance Procedure

According to School Division policy, if a student or parent of a student feels he/she has been unfairly treated, there is a sequence of steps that must be followed:

1. Student/parent should discuss and try to resolve the concern with the member of staff against whom the complaint is made.
2. If this fails to resolve the problem, the student/parent should consult the school principal.
3. Only after failure of steps one and two should the division superintendent be notified. Any complaints must be recorded in writing, signed by the complainant, with a copy given to the individual named.

Library

Each student receives lending privileges for a maximum of TWO BOOKS at one time. Loan periods are as follows:

3 school days - non-fiction & periodicals

2 weeks – fiction

*General reference materials (encyclopedias, dictionaries, etc.) are not to be removed from the library without the librarian's permission.

Names of those with overdue books will be posted on the overdue board inside the library. It is library policy that lost and damaged books be paid for by the student – the cost being determined by the school.

Lost and found

All found clothing articles are placed in a box in the foyer. Children are asked to check this box when searching for lost items. Parents are urged to check the box when in the school. Labeled items are a great help. Oak River School is NOT RESPONSIBLE for personal items lost. Unclaimed items will be donated to charity.

Lunch

Students are to eat lunch from 12:00 to 12:20 at which time all students are required to go outside until 12:50 (exception is inclement weather).

Microwave ovens are available for **reheating** food **only**. Any food to be microwaved should be **thawed, precooked and placed in an appropriate container**. Students in Grades 4-8 are allowed to use the microwaves in the lunchroom. A staff member will microwave food for students in Grades K-4. All students are required to clean up their eating area following lunch.

Milk program - ORS offers a prepaid milk program from September through June. Milk order forms are sent home monthly for parents to fill out and return to the school with payment. Students purchasing milk or juice are eligible to win prizes donated by Manitoba Milk Producers.

Prices are: White or chocolate milk or Juice \$0.75

Canteen – The Student Council operates a canteen, which is made available to students at the start of every lunch hour. Healthy options are only available at the canteen (bottled water, fruit, vegetables, granola and fruit bars). Prices may vary.

Nutrition combos are offered through the canteen at a cost of \$1.00 and they are available on a prepaid basis similar to our milk program.

Medication

We realize children take medications from time to time. Medication refers to both prescribed and over-the-counter (brand names such as Tylenol, etc.) types. We **require** a form to be completed by parents before medication can be administered, so please contact the school office regarding your child's medication if it is to be administered during school hours. All medications must be brought to the school by parents and must carry the official label from the druggist stating the child's name, the name of the drug, the dosage to be administered and the time of day it is to be given. As well, parents must pick up the medication when it is completed.

Noon Hour Activities

All students are welcome to join noon hour activities that are arranged throughout the year with emphasis on participation and fun. Students that sign up do have a responsibility to fulfill the commitment and expectations of doing so in the spirit of their participation. Information regarding noon-hour activities will be posted on the bulletin board and reviewed at assemblies.

Nutrition

ORS has a **nutrition policy** in place for the 10/11 school year. Our vision statement is as follows: ORS believes good nutrition is necessary for growth, development and learning. Our school will be responsible for fostering and supporting healthy eating practices by providing nutrition education for all grades and offering nutritious food options.

Physical Education

All students at Oak River School participate in our Physical Education program, which emphasizes participation, effort, and fair play. Students must have suitable clothing and footwear (white soled preferred.) Students in Grades 5-8 are **required** to change before and after class.

Progress Reports / Parent-Teacher Conferences

Conferences are held in November, March, and a final report is completed in June. Assessment and evaluation is ongoing in the classroom and parents are strongly encouraged to monitor their child's progress at home. Any questions or concerns that arise should be addressed to the classroom teacher and/or the principal. **Please make note of the dates already set out for Parent/Teacher conferences. These days are set aside in advance for both parties to have the time needed to make arrangements for this date. Please ensure that you are making every effort to attend on this set day. Rescheduling of days should only be required in emergency situations. If you require a specific time for this day, please contact the school ahead of time and the schedule will be made accordingly. The teachers do their best to accommodate hectic schedules. Communication is a vital support to the meaningful learning and growth of your child.**

Reports are sent home prior to conferences in November and March. The report may be brought to the conference to discuss any questions, comments, or concerns. Reports are to be signed and returned at the conference. June reports will be sent out the last day of school. If your child is leaving school prior to the last day, please let us know.

Resource

Resource support to students, staff, and parents is supplied to our school by Mrs. Cheryl Beaumont.

School Closure

Area radio stations (CKX, CKDM, CKLQ, CJRB, KX96) will be notified in the event of a school closure. Also, an automated phone message will be made to your contact number stating the closure.

School Insurance

The Board of Trustees of the Rolling River School Division provides a Universal Student Accident Insurance Program covering all students registered in the Rolling River School Division. Please note that this coverage **compliments but does not replace** the voluntary student accident insurance that is offered in the fall of each year.

School insurance is offered at the beginning of each year. This is an optional program for your convenience. Once enrolled you may communicate directly with the insurance company. We would appreciate being informed if you carry this coverage. Please call the school if you have questions or do not receive a form. There is an enrollment deadline.

School Supplies

Supply lists for the upcoming year are enclosed in each student's report envelope in June. Please send supply fee during the first week of school.

Textbooks are supplied to the students as needed. A replacement fee will be assessed if a textbook is lost or severely damaged, based upon the condition of the text when handed out.

Screening

Vision and Hearing screening are conducted in the fall term each year. Students new to the school or those referred by the teacher may also participate. Parents are contacted if a concern arises from the results of the screening regarding their child.

Student Dress

Students attending schools in the Rolling River School Division are expected to be neatly dressed and appropriately groomed. A student's grooming and dress should be complimentary to a positive, wholesome learning environment. Slogan shirts or any clothing that is obscene, suggestive, or vulgar in nature shall not be allowed. The school administration shall have the authority to decide the appropriateness of a student's dress and to take the necessary corrective action.

Students are required to have a change of **footwear** i.e. shoes/boots that are appropriate for the weather conditions and inside shoes to wear in the school and gym.

Telephone Use

Telephone use by a student requires permission from the teacher. It is the responsibility of the student to remember gym clothes, homework, after-school arrangements, etc. Students will not be allowed to phone parents during the day to make "play dates" with their friends. This type of event needs to be arranged outside of school time. Parents are welcome to contact the school at any time. Messages may be left for students and teachers and they will return your call during a break.

Parents needing to contact a student at school are asked to do so at the following times:

Morning recess 10:15 – 10:35

Noon break 12:00 – 12:50

Afternoon recess 2:30 – 2:45

Transportation

The transportation supervisor of RRSD #39 is Daryl Tesarowski.

Students who are waiting for or traveling by bus are subject to the Oak River School Code of Conduct and the ridership rules of RRSD #39. 1. Stay in your seat. 2. Don't be noisy. 3. Behave yourself. 4. No hot beverages. Respect and courtesy for the driver and fellow passengers is mandatory. Parents will be notified by phone and a written record will be made of any bus misconduct. Only students with riding privileges may ride the bus. **Parents are responsible for contacting the bus**

driver if they wish to have their child accompany a friend on the bus.

Extra-curricular travel and field trips are often provided by parents in private vehicles rather than by bus. We as a school are required to submit a list of students in each vehicle so it is important that car arrangements are made in advance and that they are only changed by the teacher in charge.

Volunteers

Parents or other community members are welcome to volunteer. The variety of support and talent assists us greatly in providing greater opportunities for our students. Please phone the school and leave your name with our principal if you have any time that you would like to share with our students and staff. A criminal records check and child abuse registry needs to be completed before volunteering with the school. Contact the school for more information.