



Ratushniak Elementary School

2011 - 2012

Student Handbook

"Working Today for Tomorrow's Dreams"



Our Vision: One Student at a Time
Our Mission: Laying the Foundation for Success

RATUSHNIAK ELEMENTARY SCHOOL
2011 - 2012

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Mr. Shawn Larson
Principal

Mr. Dale Martin
Vice Principal

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RATUSHNIAK ELEMENTARY SCHOOL

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Mission Statement

Our mission at Ratushniak Elementary School is to provide an atmosphere that will kindle each student's desire to be a resourceful, lifelong learner and responsible community member.

Vision Statement

The members of our school community will share the responsibility for maintaining an atmosphere of safety and respect for one's self and others, in order to encourage and challenge students to achieve high standards of learning and citizenship.

**Ratushniak Elementary School
2011 - 2012 Parent Handbook**

Principal's Message

This handbook is an important tool used to communicate with parents and guardians about the general operations of the school. It includes the policies, regulations and services offered at Ratushniak Elementary School. Please take a few minutes and read through them. If you have any questions please feel free to contact me at the school.

Students at Ratushniak Elementary School are encouraged to strive for excellence in academics and in character. The staff of Ratushniak Elementary School aim to provide your child with a rich learning experience which encourages them to achieve their best.

As parents, you have an essential role in the educational development of your child. I strongly encourage you to communicate with your child's teacher. Close cooperation and trust between the home and school is essential to promote the best interests of your child.

I am looking forward to working with you to provide the best educational opportunities for your child. Together, we can help ensure a successful school year for your child.

Sincerely,
Shawn Larson
Principal

Schedule of Teaching Days
2011 - 2012 School Year

August	31	School Begins
September	5	Labour Day
October	3	PLC (No Classes)
	10	Thanksgiving Day
November	10	Day In Lieu of P/T Int.
	11	Remembrance Day
	18	Report Cards Go Out
December	21	Last day of classes
January	5	Classes Resume
	30	Semester Break/Inservice
	31	PLC (No Classes)
February	20-24	Winter Break
March	16	Day in Lieu of P/T Int.
	19	PLC (No Classes)
April	6	Good Friday
	9 – 13	Spring Break
May	21	Victoria Day
June	27	Last Day of Classes
	28	Admin. Day
	29	Report Cards

School Hours of Operation

8:53	Warning Bell
9:00	Instruction Begins
10:25 - 10:40	Recess
12:10 - 12:55	Noon Hour
12:50	Warning Bell
12:55	Instruction Begins
2:15 - 2:30	Recess
3:15	Dismissal

2011 - 2012 Ratushniak Elementary School Staff

Mr. S. Larson	Principal/Kindergarten
Mrs. R. Speirs	Kindergarten
Miss D. Biggart	Grade 1
Mrs. C. Sperling	E.R.I.Music,Health,Social
Mrs. K. Kraft/Mrs.K. Becotte	Grade 1
Mrs. A. Best	Grade 2
Mr. D. Martin	Grade 2/3 /VP
Mrs. T. Maertz	Grade 3
Mrs. G. Kalmakoff	Grade 4
Ms. J. McPherson	Grade 4
Mrs. C. Tindall	Grade 5
Mrs. M. Elder	Grade 5
Mrs. E. Anderson	Grade 6
Mrs. L. Quinn-Rogers	Special Education
Mrs. J. Gallon	Admin. Assistant
Mrs. L. Wiltermuth	Librarian
Mrs. C. Stapleton/Mrs. M. Paton	Educational Aides
Mrs. S. Singular/Mrs.K.Stonehouse	
Mrs. Chelsey Parkinson	Wellness Coordinator
Mrs. T. Tuplin	School Custodian

Northwest School Division Office Staff

Director of Education	Duane Hauk
Supt. Curriculum & Instruction	Aaron Oakes
Superintendent of Human Res.	Darrell Newton
Superintendent of Schools	Cory Rideout
	Terry Craig
Supt. Student Services	Carolyn Forsey
Secretary Treasurer	Greg Gerwing
Asst. Secretary Treasurer	Deb Vereschagin
	Janel Etcheverry
Resource-Based Learning Consultant	Lynda Erlandson
Coordinator of Student Services	Kay Montgomery
Technology Coordinator	Kim Chiverton
Special Ed Consultant	Mary Fraser
Supervisor of Transportation	Rick McKeil
Supervisor of Facilities	Bob Tough

Division Board Representative

John Anderson

SCHOOL POLICIES
Anti-Bullying Policy

For the purpose of this policy the definition used in the Committee For Children's Steps For Respect Bullying Prevention Program will be applied. *"Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening or leaving someone out on purpose."* Bullying can be physical, verbal or social.

All incidents of bullying that are reported to the classroom teacher or supervisor will be passed on to the Principal. The Principal will keep a record of reports and the action taken.

Bullying, intimidation, threats and harassment will not be tolerated. Any student found to have engaged in such conduct will be subject to disciplinary action up to and including expulsion from the schools of the Division.(Policy I 1016)

Attendance

Regular and punctual attendance is a high expectation we place on all students. Regular attendance is necessary if the student hopes to achieve the best results in his/her schoolwork. If your child is absent from school or is going to be late, please notify the school by phoning the office.

Bicycles and Bicycle Safety

If your child rides a bicycle to school, please remind him/her to:

- 1) Obey all traffic rules
- 2) Encourage the child to wear a helmet
- 3) For the safety of all students bicycles are not to be ridden on the school grounds.
- 4) All bicycles must be placed in the bicycle racks located on the North side of the school. The bicycle racks are an off limit area to all students during the day.

Bus Driver-Student Communication

Communication with your bus driver is very important and is also an act of courtesy. If you know that your child will not be on the bus, either in the morning or after school, please let their bus driver know. Prior to inviting other children to visit your house it would be courteous to check with the driver.

Bus-Student Billets

Town billets are required for all bus students in the event that buses can not return students to their home. If you require assistance in finding a billet please contact the school and we will assist you.

Communication Protocol

If and when a parent has a concern about what may be or may not be happening in the classroom or within the school setting, we **strongly encourage** the following communication protocol:

Stage 1: Talk to the involved teacher. In the vast majority of situations, concerns can be addressed and dealt with at this level to the satisfaction of all involved parties.

Stage 2: If after this meeting some concerns still exist, parents are encouraged to discuss these concerns with the school principal. Parents are also asked to discuss any school administrative concerns directly with the principal.

Stage 3: If a parental concern is not addressed sufficiently at the school administration level, parents are invited to discuss their concerns directly with the Director of Education.

We at Ratushniak Elementary School see parental concerns as something positive rather than something that is negative and to be avoided.

Addressing parental concerns in an open and professional manner will allow our school to better meet the needs of our entire school community.

Discipline Policy

At Ratushniak Elementary School we feel it is important to provide an emotionally and physically safe environment for all students and staff. At our school students are treated with respect, honesty and dignity. We believe that students will develop positive behavior in an atmosphere where everyone is valued and appreciated.

Expectations For Learning

- all students have the right and responsibility to learn.
- A student does not have the right to interfere with the learning of other students.

Expectations For Behavior

- All students are responsible to all staff members.
- Students will treat other students, staff, parents, and guests with respect.
- Students will use appropriate language in our school and on the school grounds.
- Students will show respect for personal and school property.
- Students will contribute to creating a productive and supportive learning environment.

Students will respect school rules and guidelines by:

- walking quietly in the hallways.
- staying in designated areas.
- using designated exits/entrances.
- removing outside shoes in the bootrooms.
- refraining from bringing and eating candy, gum, and sunflower seeds.
- not playing roughly, play-fighting, pushing or shoving.
- not throwing stones, snowballs, sand, etc.
- behaving appropriately at lunch time.

Consequences of Misbehavior

All students are responsible for their own behavior. Students who choose to violate school rules and guidelines will be subject to the following:

Minor Offences:

- Students will receive an immediate time out.
- The supervising teacher will record the offense and assign a detention for the following noon hour. At detention the supervising teacher will discuss with the student what they did that was wrong, why it was wrong, and what they should have done instead. The students will write this on a "Think Sheet", and finish with writing lines.
- Students who do not show up for their detention will receive an additional detention.
- Following a student's third minor offence, they

will meet with the principal, who will also contact the student's parents. The consequences of another offence will be discussed with the student and parents.

- Students who have committed four or more minor offences in one reporting period will receive an after school detention.
- A record of each student's offences will be sent home each term with their report card. A letter will be included for students who have not committed an offence during this period. A copy will be filed in each student's cumulative file.
- At the beginning of each discipline reporting period, a new record will be started for each student, and they will return to 0 offences.

Minor Offences:

Language, Action, Dress:

- Belittling, Teasing, Mimicking, putdowns
- Profanity
- Inappropriate Dress(lang., symbol, etc.)
- Ignoring Bells
- Other

Lunchroom, Hallway, Washroom:

- Loud Voices
- Running
- Loitering
- Avoid exit/Entrance
- Entering without permission
- Tossing Things(Lunchroom)
- Out of seat(Lunchroom)
- Loud Voices(Lunchroom)
- Other

Property:

- Outside Footwear inside school
- Littering
- Defacing
- Scuffing Floor
- Taking Others Property
- Other

Interactions, Physical Safety:

- Rough Games
- Play Fighting
- Pushing, Shoving
- Kicking, Tripping
- Throwing Sand, Stones, Snow, etc.
- Out of Designated Playground Area
- Other

Major Offences:

- Students will meet with the principal who will contact their parents and may:
 - assign a noon detention.
 - assign an after school detention.
 - remove school privileges.
 - assign an in-school suspension of 1 to 3 days.
 - assign an out-of-school suspension of 1 to 3 days.
 - make recommendations to the Board of Education for a suspension of more than 3 days.

Major Offences:

Language, Action Dress:

- Profanity
- Obscene Gesture
- Defiance to Authority
- Blatant Disrespect
- Threats of Bodily Harm
- Smoking
- Other

Property:

- Stealing
- Vandalism
- Other

Interaction, Physical Safety:

Fighting

- Rough Play (intent to injure)
- Throwing Objects(intent to injure)
- Leaving Grounds without permission
- Bringing/Using Objects to threaten
- Other

Evaluation/Report Cards

Evaluation is an integral and very important part of the learning process. Evaluation of student work is an on-going process at Ratushniak Elementary School. The day to day performance of our students is one of the main criteria used in evaluating the progress of our students. Pupil progress will be formally reported three times this school year:

First Report Card - November 18th
Interviews – November 23rd and 24th
Second Report Card – March 9th
Interviews – March 13th and 14th
Third Report - June 29th

The above may be supplemented by informal communication between the home and school in the form of phone calls, notes to parents, samples of work, or additional requests for interviews.

Field Trips

Field trips are an integral part of the education programs at Ratushniak Elementary School. They provide children with unique experiences within the context of the curriculum being taught. Together children discover new insights into a learning situation with their classmates. Prior to each field trip parents will be notified of the field trip, its purpose and means of transportation. If a parent is not in agreement with a specific field trip they need only to notify the teacher, by phone or in writing, to withdraw their child from the trip.

Footwear

Suitable footwear needs to be worn relative to weather conditions. All students are expected to remove their outdoor shoes at the entrances. Another pair of shoes needs to be worn indoors.

These shoes can also be worn in the school gym. This policy is put into place to ensure our school is kept clean for our students. This also

teaches our students a respect for our environment and a support for our custodial staff. Please ensure that the indoor shoes have a non-marking sole.

Health Services

First-aid is administered to any child experiencing an injury at school. If the injury is a minor scratch or bump, first-aid is administered and contact with home is at the discretion of the school. If the injury or illness is such that we think the parents should be made aware, the student's parents are notified by phone. When necessary the child will be taken to the medical clinic by one of our staff, if a parent is not available.

Illnesses

Normally children who are too ill to go outside for recess are encouraged to remain at home. This is particularly true in the case of severe colds. Children who come to school with severe colds or high fever are unable to function well in class and often provide a source of infection for other children.

Lunch Hour

Children are welcome to bring their lunch to school if parents are working or not at home during the lunch hour, or they are a bus student.

Lunch Rules:

- a) Students are required to eat their lunch in their own classrooms.
- b) Students that ride the bus and/or regularly stay for lunch are not allowed to leave the school grounds. If the child needs to go downtown or elsewhere he/she must present their homeroom teacher with a note signed by a parent.
- c) Students that stay for lunch are required to behave in a reasonable manner. Excessive rowdiness, throwing food, not listening to supervisors, etc. will not be tolerated. Students that continue to break the above rules after they have been warned will be suspended from having lunch at school for a period of time. It would then be up to the parents to find an alternate place for their child to eat for that period of time.

Medication

The administration of medicine is the responsibility of the student's parent or guardian. In special circumstances when a student must take medication during school hours school staff may assist with medication only after a written request has been made to the Board for its authorization.

Parent Volunteers

Parent volunteers play a key role in supporting school wide initiatives at Ratushniak Elementary School. They are involved in supporting the classroom, the library and all school wide events.

Support is greatly appreciated in all areas. We encourage parents, grandparents, and community members to offer their services as volunteers. Please let us know if you are interested in helping us. You may call your child's teacher or call the office at 893-2634.

Recess

Recess is important to children in that it provides a break from regular school routine, a chance to get some fresh air, and an opportunity to run off excess energy. We do not send the children outside if conditions are not appropriate for an enjoyable recess break. We hope that you cooperate with our discretion.

School Calendars & Newsletters

School calendars and newsletters are generally sent home with the oldest child in the family at the beginning of each month. The calendar outlines our school activities for the month. Additional classroom newsletters may be sent home during the course of the month. Please check with your child so that you get this information. If a child loses theirs another copy can be picked up at the school office.

School Hours/Arrival Times

Students are asked to come to school no earlier than **8:40 a.m.** Students that come to school earlier than **8:40** will not be supervised. Exceptions to the rule are those students who, at the request of a teacher, are participating in school activities. When students arrive at school they are to put their belongings in the appropriate entrance and proceed to the playground. During inclement weather, students will be allowed to enter the school earlier.

Student Drop Off & Pick Up

Parents are requested to observe the following guidelines when dropping off or picking up their children from school:

- a) The bus driveway and parking lot is restricted to buses only from 8:30-8:55 a.m. and from 3:00-3:30 p.m.
- b) Parent drop-off or pick-up of students during these times should be across the street from the south-west entrance of the school.
- c) Please **do not** park behind the staff vehicles as this obscures the vision for the safety patrol operators.
- d) Remind your child that he/she must observe the school safety patrol and school rules about jay-walking.

Student Fees

Ratushniak Elementary School charges student fees to cover the expenses incurred throughout the school year for which we do not receive Division funding. The main activities funded include: (a) payment for buses for field trips (b) bringing guest performers into the school (c) purchasing concert & music materials, (d) paying for Track & Field supplies. Student fees for 2010-2011 are:

K- \$12.00, Gr. 1-3 - \$25.00, and Gr. 4-6 - \$30.00

Student Possessions

Parents, please make sure that your child's supplies, equipment and clothing are **clearly labeled** (especially running shoes, boots and backpacks). This will help to cut down the number of lost and found items. Students that bring valuable personal items to school (walkmans, video games, etc) do so at their own risk and are therefore advised to keep such items at home.

Telephone Use

The school telephone is available as a service and is only to be used by students for necessary communication with parents. It is not intended to be used for arranging playing partners for after school. Students must have teacher approval to use the phone. Without these guidelines we have our phones tied up at the end of the day. Please help teach your child responsibility in this area.

SCHOOL PROGRAMS

Absentee Checks

In order to ensure that students have arrived at school after leaving home in the morning and at noon, we will be calling to check on all town students if they have not arrived shortly after 9:00 or 1:00 and we have not been informed of their whereabouts. If you are aware in advance that your child will be absent please let their classroom teacher know, or otherwise phone the school after 8:15 in the morning. Every phone call that we receive is one less that the school secretary will have to make.

Computers

All students, K to Grade 6, are scheduled in the lab a minimum of 2 periods weekly. Depending on the grade level, students may work on keyboarding, word processing or on any one of a number of programs available for students' use. Some programs available are useful for curriculum enrichment, other programs for skill reinforcement, or developing problem solving skills

Interschool Activities

The interschool program consists of school team competition in flag football, basketball, floor hockey, volleyball, and track and field. School teachers act as coaches for these teams. The competitions usually take place after school in the form of games or mini-tournaments.

Intramurals

Along with the regular Physical Education classes, the school offers an intramural program for students in grade 3 to 6. Intramurals consists of competitions between 4 house teams at the grade 3 and 4, and grade 5 and 6 levels. Activities consist of a range of sporting events at noon hour. The program is geared to promote student participation, interaction and spirit at school.

Kindergarten

In order for a child to be accepted into a Kindergarten program at Ratushniak Elementary School or into any school in the Northwest School Division, the child must turn 5 years old on or before December 31st of that year. No exceptions are made.

- Students will attend on their designated day. This year KA's attend on Days 1,3,4,6 and KB's attend on Days 2,3,5,6

- Social and emotional growth is fostered through an informal learning situation. With teacher guidance the children have opportunities to work alone and with others, to make hands and mind work together, finish what they start, to respect others, to practice good work habits and to find satisfaction in achievement. A Kindergarten fee of \$20.00 is charged to help pay for academic and baking supplies. This is in addition to the student fee.

Learning Assistance Centre

Ratushniak Elementary School has the services of a full time Special Education Resource Teacher. We also have the services of a part time speech and language teacher and a part time educational psychologist. The SER teacher usually works with children who have reading, spelling, math or comprehension difficulties. The SER teacher may also assist the classroom teacher in providing services to children with particular needs. The speech-language pathologist works with children who are language delayed and/or have speech articulation problems.

Milk Program

Students that stay for lunch may purchase chocolate milk or white milk for lunch. Students may purchase one of the following milk punch cards. 5 for \$5.00, 11 for \$10.00, or 23 for \$20.00.

Hot Lunch Program

Thanks to our Wellness Coordinator and the help of many volunteers we are able to offer a lunch program to the children of our school twice a month. One of the lunches is a salad bar option while the other is a hot option. All monies raised is put towards the betterment of our school and playground.

Physical Education

Each classroom receives four-forty minute physical education classes per week. The program includes all phases of the required Provincial Curriculum. Teachers also make use of the skating and curling rinks. Students are expected to wear proper **non-marking** gym runners. Students medically unfit for phys. ed. must bring a note from their parents. **Those with sick notes to stay indoors will be excused from physical education.**

Safety Patrol

Ratushniak Elementary School has a School Safety Patrol that operates daily at 12:10 p.m. and 3:15 p.m. at the west entrance of the school near the bus parking lot. The patrol is operated by a number of responsible grade six students. All students, parents, and neighbourhood traffic are expected to obey the patrollers' signals.

Student Awards

A school awards program is held on the last day of school in June each year. Students in grades four to six are recognized for academic excellence by achieving the Honour Roll with an average of 80% or higher. The interhouse award is presented to the top interhouse team of the year. Grade Six students are eligible for the Allan Craig Social Studies Award as well as the R.C.M.P. All Around Student Award.

Library Books

With the exception of Kindergarten, classes visit the school library twice in a 6 day cycle. Students are encouraged to sign out books or magazines and are instructed to check the "Date Due" card in the back of the books for the dates they are to return these materials. Overdue lists are compiled at the end of each month to aid students in returning books before they have been missing for too long.

After a book has shown to be missing on a second overdue list a note is sent to parents informing them of the missing item. If no feedback is forthcoming a telephone call is placed. If the book is still missing a collection notice is sent home again followed by a telephone call. Replacement values of books are not charged, instead a caution fee has been implemented. The rates are as follows: paperbacks - \$5.00, hardcovers - \$12.00, reference - \$15.00, dictionaries & encyclopedias - \$25.00. New hardcover and reference books may be subjected to an increased rate.