



Ratushniak Elementary School

2024 - 2024

Student Handbook

“Working Today for Tomorrow’s Dreams”



**RATUSHNIAK ELEMENTARY SCHOOL
2023 - 2024**

Box 368
220 3rd Ave. East
Maidstone, Saskatchewan
S0M 1M0

Telephone: (306) 893-2634

Email: re.school@nwsd.ca

Web Page: <http://www.nwsd.ca/school/ratushniak>

Like us on Facebook – Ratushniak Elementary

Mr. Brennan Becotte
Principal

Ms. Trish Markevich
Vice Principal

Table of Contents

Mission & Vision	4
Principal's Message	5
School Year Calendar	6
School Hours	7
School Staff	7
NWSD Staff	8
Division Board Representative	8
Anti-Bullying	9
Attendance	9
Bicycles	10
Bus Driver Communication	10
Bus-Student Billets	10
Communication Protocol	11
Discipline	12-16
Evaluation/Report cards	16
Field Trips	17
Footwear	17
Health Services	18
Illnesses	18
Lunch Hour	18
Medication	19
Parent Volunteers	19
Recess	20
School Calendars/Newsletters	20
School Hours/Arrival Time	21
Student Drop Off & Pick Up	21
Student Fees	22
Student Possessions	22

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.

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.**

Student Awards

A school awards program is held at the end of June each year. Students in grades four to six are recognized for academic excellence by achieving Honor awards. Grade Six students are eligible for the Allan Craig Social Studies Award.

Telephone Use	22
Absentee Checks	23
Computers	23
Extra-Curricular Activities	23
Kindergarten	24
Learning Assistance Centre	25
Milk Program	25
Hot Lunch Program	25
Physical Education	26
Safety Patrol	26
Student Awards	26
Library	27
Use of Personal Electronic Devices	28

RATUSHNIAK ELEMENTARY SCHOOL

"Working Today for Tomorrow's Dreams"

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.

Learning Assistance Centre

Ratushniak Elementary School has the services of a full time Student Support Services Teacher. Our school also has the services of a part time Speech and Language teacher, Educational Psychologist and Occupational Therapist. The SSST teacher usually works with children who have reading, spelling, math or comprehension difficulties. The SSST 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: \$6.75, \$13.50, or \$27.50. Milk cards can be purchased through our School Cash Online system. Milk prices may fluctuate to reflect distributor pricing.

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 typically every Tuesday. All hot lunch orders for the upcoming month's menu will be on school cash online to order.

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 1,3,5 and KB's attend on Days 2, 4, 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 of \$15.00.

Ratushniak Elementary School 2023 - 2024 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.

Schedule of Teaching Days
2023 - 2024 School Year

September	5	School Begins
October	9 23	Thanksgiving PD Day – No Classes
November	13 TBD	Day off in Lieu of Remembrance Day Parent/Teacher/Student Interviews
December	22 25-Jan 5	Last day of classes Christmas Break
January	8 31	Classes Resume Turnaround Day – No school
February	19-23	Family Day/Winter Break
March	TBD 29-Apr 5	Parent/Teacher/Student Interviews Good Friday/Easter Break
April	8	Classes resume
May	20 27	Victoria Day PD Day – No Classes
June	26 26 27 28	Last Day of Classes Report Cards go out to students Admin Day Admin Day

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, enter their absence on Edsby or, otherwise phone the school after 8:00 in the morning. Every phone call that we receive is one less that the school secretary will have to make. Any absents that are recorded by classroom teachers will receive a phone call from the school in regards to the child’s absence.

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

Extra-Curricular Activities

Extra-curricular activities consist of school team competition in various sporting activities. School teachers act as coaches for these teams. The competitions usually take place after school in the form of games or mini-tournaments.

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. Activities such as but not limited to: (a) payment for field trip bussing & fuel expenses (b) bringing guest performers into the school (c) purchasing concert & music materials, (d) paying for Track & Field supplies. Students will be asked to pay an approx.. additional \$5.00 per trip within division boundaries and approx.. \$10.00 outside of division trips. **Student fees for 2023-2024 are: K- \$35.00, Gr. 1-3 - \$30.00, and Gr. 4-6 - \$40.00. Student fees are to be paid with School Cash Online by Dec 1.**

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 (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 Hours of Operation

8:55	School Begins
10:20 - 10:35	Recess
12:00 – 12:35	Noon Hour
1:55 - 2:10	Recess
3:05/3:10	Dismissal

2023-2024 Ratushniak Elementary School Staff

Mr. B. Becotte	Principal
Ms. T. Markevich	Vice-Principal/Student Services
Mrs. B. Ross	Pre-Kindergarten
Mrs. R. Cardiff	Kindergarten
Mrs. C. Sperling	Grade 1
Miss C. Guttormson	Grade 1
Mrs. K. Kraft & Mrs. R. Rhinehart	Grade 2
Mrs. T. Maertz & Mrs. K. Becotte	Grade 3
Ms. C. Jacquest	Grade 3/4
Miss E. Kaltenborn/Mrs. B. Ross	Grade 4
Mrs. S. Boggust/Mrs. D. Henri	Grade 5
Mr. J. Cottrill	Grade 5/6
Mrs. M. Bellin/Mrs. D. Hentri	Grade 6
Mrs. A. Johner	Administrative Assistant
Mrs. C. Parkinson	Wellness Coordinator
Mrs. L. Wiltermuth	Librarian
Mrs. M. Paton, Mrs. K. Stonehouse,	Educational Aides
Mrs. T. Tuplin	School Custodian

Northwest School Division Office Staff

Director of Education
Supt. Curriculum & Instruction

Duane Hauk
Aaron Oakes
Darrell Newton
Davin Hildebrand
Terry Craig

Superintendent of Human Res.
Superintendent of Schools

Supt. Student Services
Secretary Treasurer

Jennifer Williamson
Charlie McCloud

Learning & Assessment Consultant
Supervisor of Transportation
Supervisor of Facilities

Matthew Grupp
Amanda Gerow
Bob Tough

Division Board Representative

John Anderson

School Hours/Arrival Times

Students are asked to come to school no earlier than **8:45 a.m.** Students that come to school earlier than **8:45** 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 enter their appropriate entrance and proceed their homeroom.

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 8:30-9:00 a.m. and from 2:45-3:15 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.

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 POLICIES**BULLYING IS DEFINED AS:**

- When a person is the target, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels that they can't defend him/herself.
- When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry.

Bullying can be physical aggression, verbal aggression, cyber (internet or cell phone), exclusion or social alienation.

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

9

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 cannot return students to their home. If you require assistance in finding a billet please contact the school and we will assist you.

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 division form has been completed by a family doctor and returned to the school. The form must indicate all details in regards to the administration of the medication.

Parent Volunteers

Please contact the school or your child's teacher if you are interested in volunteering in the school.

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

If your child is experiencing any of these symptoms: Fever or chills, cough, headache, aches & pains, sore throat, runny nose, loss of taste or smell, shortness of breath or difficulty breathing, they are not allowed to come to school. If a student presents any of these symptoms at the school, a parent will be contacted and must pick up. These students will not be permitted to ride the bus home and will have to be picked up instead

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 encouraged to complete a concern referral form. The form is available from the principal or online at: <http://www.nwsd.ca>

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.

First Report Card – November 2023
Interviews – TBD
Second Report Card – March 2024
Interviews: TBD
Third/Final Report: June 26, 2024

12

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.

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:

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 boot rooms.
- refraining from eating on the playground.
- 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 may 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 certificate 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 1-3 days.
- Make recommendations to the Board of Education for a suspension of more than 3 days.

Use of Personal Electronic Devices

Northwest School Division policy and procedures manual (AP 142) states that PEDs are not to be used in settings such as washrooms, and private counselling rooms where there is a potential to violate a person's reasonable expectation of privacy.

Students who bring PEDs to the school are expected to comply with all parts of Administrative Procedure 350 – Student Conduct.

The Principal or designate may authorize the specific use of a PED during the school day.

In the event of an emergency such as a lockdown or evacuation, the Principal will develop and inform the school community of the acceptable use of PEDs in that emergency situation.

PEDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. The Division assumes no responsibility for the safety, security, loss, repair or replacement of PEDs.