

Minitonas Early Years School

Student Handbook



2011 - 2012



"Striving for Excellence"

Minitonas Early Years School's Mission Statement:

To educate, inspire, and respect each other.

Our Vision:

We are a community that has a caring, respectful atmosphere, motivating and inspiring all students to achieve and exceed their goals.

Guiding Principles:

- Be Kind
- Be Safe
- Be a Good Worker

Our expectations for each student are as follows:

Respect other students and their property.

Each person is responsible for his/her own behaviour.

Staff and students are responsible for contributing to a safe learning environment.

Play fair and by the rules.

Ensure that you come to school on time.

Cooperate with classmates and staff.

Try your best at all times.

IMPORTANT DATES

- September 6th - Administration Day – **No School**
- September 7th - Welcome – First Day of Classes
- September 21st - Early Dismissal – 2:20 p.m.
- September 30th - Family Picnic/Parent Info Session
- October 10th - Thanksgiving-**No School**
- October 21st - SAG/LIFT – **No School**
- November 2nd - Early Dismissal – 2:20 p.m.
- November 11th - Remembrance Day – **No School**
- December 1st - Parent/Teacher Evening conferences
- December 2nd - Parent/Teacher conferences – **No School**
- December 20th - Christmas Concert – 1:30 p.m.
- Dec. 22 – Jan. 9th - Christmas Break
- January 9th, 2012 - Welcome Back
- January 30th - Professional Development – **No School**
- January 31st - Professional Development – **No School**
- February 20th - Louis Riel Day – **No School**
- March 15th - Parent Teacher Conferences – (evening)
- March 16th - Parent Teacher Conferences – a.m. – **No School**
- March 26th – March 30 - Spring Break
- April 2nd - Welcome Back
- April 6th - Good Friday – **No School**
- April 18th - Early Dismissal – 2:20 p.m.
- May 21st - Victoria Day – **No School**
- June 27th - Last Day of Classes (Grade 4 Farewell)
- June 28th - Administration Day – **No School**
- June 29th - Administration Day – **No School**

SCHOOL STAFF

School Administrator: Miles Jones

Teaching Staff:

Kindergarten	-	Heather Marcus (Dana Ter Horst-on leave)
Grade 1	-	Carla Kurtz
Grade 2	-	Lisa Eisner
Grade 3	-	Cory Grandfield
Grade 4	-	Kerri Mullin/Andrea Edwards
Music	-	Judy Melnechuk (50%) (Rachel Eisner on leave)
Resource	-	Lois Delaurier (50%)

Educational Assistants:

Sheila Sikora	Ryan Peden
Cheryl Noble	Deanna Haggerty
Connie Wood	Dee Ann Clarkson
Kim Leslie	Uriah Waldner
Shirley Rose	Marian Varey
Colinda Emerson	

Librarian: Kim Leslie

Secretary: Joanne Hart

Custodian: Walter Sikora

Bus Drivers:

- #1 - Danny Jersak
- #14 - Cynthia Svojanowski
- #16 - Ellen Dzikowski
- #17 - Carolyn Baldwin
- #18 - Jason Shaw
- #19 - Lynda Leslie
- #22 - Cam Woodley

Daily Time Schedule:

9:00 - 9:05	Opening Exercises - O Canada
9:05 – 9:55	Period 1
9:55 – 10:10	A.M. Wellness Break
10:10 - 11:00	Period 2
11:00 – 11:50	Period 3
11:50 – 12:55	Noon Break
1:00 – 1:50	Period 4
1:50 – 2:10	P.M. Wellness Break
2:10 – 3:00	Period 5
3:00 – 3:50	Period 6
3:50 – 4:00	Home Readiness
4:00	Dismissal

School Cycle

Minitonas Early Years School operates on a six day cycle, with a six period day. Three classes are in the morning and three classes are in the afternoon. All students receive a monthly calendar indicating the days of the six day cycle. Kindergarten classes are held every day.

Announcements:

Announcements are made at the beginning and at the end of each school day. Notices should be submitted to the secretary or principal so that they can be announced at these times.

Smoke Free School:

Minitonas Early Years School is a “Smoke Free Space” meaning smoking is not permitted on school property.

Student Conduct:

Students are expected to observe a high standard of conduct at school and at all school functions. Proper student behaviour and good citizenship are necessary to have a good learning environment.

Students are expected to treat each other with respect and show appropriate conduct towards each other at all times. Everyone has the right to be free of physical and mental abuse. This means that one should be free from being called names, teased, put down, shoved or hit, or sexually harassed.

All students are expected to follow general classroom rules such as being punctual and prepared, being well mannered and cooperative, and putting forth a good effort in one's daily work.

All students are expected to show respect to all adults in the school community. This includes our teachers and support staff – secretary, custodian, bus drivers, educational assistants and noon hour supervisors.

Property:

Students are expected to take pride in their school and will not write on or damage school property. If a student damages school property willfully, he/she will be required to cover the cost of repairs. Students should view the school as a “home away from home” and treat it with the same care and respect.

Students are expected to take pride in their own property and look after their possessions.

Students are expected to respect the property of other students.

Language:

Students are expected to use acceptable language during the school day and in all school related activities. Foul language (swearing) and abusive gestures are unacceptable ways of expression.

Safe Environment:

Minitonas Early Years School is a child – centered school that strives to give every student the opportunity to learn in a positive, caring and safe environment. Through the cooperative efforts of students, staff, and parents, it is our hope that students will grow and develop academically and socially and demonstrate respect for themselves, others and the environment.

The following behaviours are unacceptable: (Code of Conduct)

- a) Bullying, or abusing physically, sexually, or psychologically – orally, in writing or otherwise – any person
- b) Using, possessing or being under the influence of alcohol or illicit drugs in school.
- c) Gang involvement
- d) Possessing a weapon which may be used to intimidate or injure other individuals.

Telephone Use:

Students must obtain permission from their teacher before using the telephone. Telephone messages from parents will be delivered to students but only in extreme conditions will students be pulled out of class to talk on the telephone.

Fire Drills:

Fire drills are held throughout the school year. The objective is to leave the school quickly in an orderly fashion. Teachers will provide students with specific details for these drill procedures. All students, staff, support staff and visitors must exit the school during a fire drill.

Attendance:

Parents are expected to phone the school if their child will be absent from school.

In circumstances where the student will be absent for several days, the school should be notified and arrangements made to keep up with school work.

The school shall inform the parents if the child's attendance is unsatisfactory.

Noon Hour Policy:

Students who are transported by bus are not allowed to leave the school grounds at noon unless special arrangements have been made by the parent. This may be a note to the classroom teacher or a telephone call to the school. Town students who bring lunch to school must stay at school during noon.

Students Leaving School:

If a student must be taken from school during the school day, parents should inform the classroom teacher or the principal.

Noon Hour Supervision:

Noon hour supervision is done by educational assistants. We also have a designated teacher-on-call who does a walkabout of the school yard and makes contact with the Noon Hour Supervisors.

We expect students to respect and listen to the noon hour supervisors. If repeated problems occur, parents will be notified.

Library:

We have a school librarian to help students and staff. Our librarian is scheduled for the library during each afternoon. Signing out of library books is done by our school librarian.

Computer Lab:

Our school has a well equipped computer lab to enable students to acquire keyboarding and technology skills. Students are permitted to go on the internet. Computer lab privileges will be taken away if student go to objectionable sites on the internet. Food and drinks are not permitted in the computer lab.

Intramural Program:

Students in Grades 3 & 4 may take part in the noon hour intramural program which concentrates on sports such as soccer, floor hockey, badminton and softball. Emphasis is on sportsmanship, exercise and fun.

School Bus Regulations:

The S.V.S.D. School Bus Regulations apply to all students who are transported by bus.

Students who came to school by bus are expected to go home by bus unless alternative arrangements have been made by the parents. Both the bus driver and school should be notified.

During cold weather, students should dress in a way which will allow them to remain warm while outdoors. In addition, students must wear their ski pants on the bus unless we receive a written note or telephone call from the parents/guardians.

Arrival Times:

School doors open at 8:30 a.m. for our students. Please do not send your children to school before 8:30 as they will be required to wait outside until the school doors are opened.

Early Dismissal:

Throughout the year we will have three Early Dismissals. Students are sent home 1 hour 40 minutes earlier than usual. Parents should make the necessary arrangements for the early arrival of their children during Early Dismissals. The time is used by staff for planning and professional development.

School Cancellations:

Throughout the year, there may be times when schools will be called off due to inclement weather or some emergency. Closure announcements will be made over radio stations CKDM (Dauphin 730 AM), CJGX (Yorkton 940 AM & Fox 95.3 FM), and CJ 104.5 FM (Swan River).

Visitors to the School:

All visitors are expected to report to the office upon arrival at the school.

Recesses:

Students are expected to go outside during recess unless they have a note signed by the parent indicating that he/she should stay indoors due to health reasons. During inclement weather, students will not be sent outdoors. It is important that students are dressed appropriately at all times.

Valuables:

Students are cautioned to leave valuables at home. We can not take responsibility for valuables that are brought to school. Portable radios, CD players, MP3 players, ipods, etc. should **NOT** be brought to school.

School Skating:

As part of our Physical Education program students are given the opportunity to go skating.

The Provincial Safety Guidelines for Physical Education state that all students participating in ice skating **must** wear C.S.A. approved hockey helmets. Therefore students not having proper helmets will not be permitted to skate.

Milk Program:

We are very fortunate to have a school milk program. Order forms are sent home near the end of each month. Students may order 2% white or chocolate milk. The program begins in October of each school year.

Medications:

Prescription drugs... school staff will not be dispensers unless parents have the proper forms completed and it is necessary for the safety of the child.

Non-prescription drugs... will be provided under the following guidelines:

- parent authorization either in writing or by telephone
- dispensing will be done through authorized office personnel

Information Session:

Each September, Minitonas Early Years School holds an Information session for parents. This gives parents an opportunity to meet their children's/child's teacher as well as learn more about the program of studies for the year. It also gives parents new to the community or school an opportunity to meet the staff and become more familiar with the school.

Volunteers:

Volunteers are welcome at our school. Please make the necessary arrangements with your child's classroom teacher indicating your willingness to help out in the class. We feel fortunate to have an excellent support group of parents who help out in the classrooms as well as during special occasions.

Parent Advisory Council:

Minitonas Early Years School has an active Parent Council. Meetings are usually held on the first Monday of each month beginning at 7:30.

NUTRITION POLICY

Our school's Nutrition Policy is a guideline to assist in making healthy choices when packing snacks and lunches. It is not to criticize or evaluate food that is brought to school.

- We encourage healthy snacks and lunches that include all four food groups. The morning snack in particular should be sugar free and nutritious. Eg: cheese, fruit, yogurt, raw vegetables
- We encourage that pop or other high sugar drinks not be brought for lunch.
- We encourage a balance between healthy snacks and sweet treats at special classroom parties. Eg: Valentine's Day
- We will continue to support the Parent Advisory Council Milk Program and Breakfast of Learning Program to ensure nutritious items are provided to our learning community.