

OAKVILLE SCHOOL

www.plpsd.mb.ca/oakville

Student Handbook



2019 - 2020

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Dear Students/Parents:

This handbook is to familiarize you with Oakville School's procedures for an orderly and successful school program. Oakville School policies reflect those established by the Board of Trustees of the Portage la Prairie School Division. Please take time to read this handbook.

If you have any questions throughout the year please feel free to call the school at 267-2733/2404.

Sincerely,

Mr. Todd Boychuk, Principal,
Oakville School

STAFF

Mr. T. Boychuk	Principal
Mr. G. Burnett	Assistant Principal ; Basic French Gr. 4-8; Guidance; Gr. 3 Health
Ms. M. Metzloff	Kindergarten; Gr. 1 Social Studies; Gr. 1-4 Music
Mrs. T. Sawchuk	Grade 1; Reading Recovery
Miss C. Thiessen	Grade 2
Mrs. A. Hill	Grade 3
Mrs. A. Tully	Grade 4; Gr. 1 Science
Mrs. K. Brooks	Grade 5; Gr. 7 Science
Mrs. S. Smoliak	Grade 5/6; Gr. 7 Social Studies
Mrs. N. Harrison	Gr. 7 & 8 Health; Gr. 5-8 Fine Arts; Guidance
Mrs. S. Kutcher	Gr. 7 & 8 ELA
Mr. S. Pynn	Gr. 7 & 8 Math; Gr.8 Science
Mr. C. Scott	K-8 Phys. Ed.; Gr. 1 & 2 Health; Gr. 8 Social Studies
Mrs. P. Mellen	Resource, ELI
Mrs. R. Irwin	Gr. 7 & 8 Home Ec. (at LVS)
Mr. B. McGowan	Gr. 7 & 8 Industrial Arts (at LVS)
Mrs. D. Mekkes	Administrative Assistant
Mrs. B. Reimche	Librarian; Speech/Lang. Assistant
Mr. C. Reimche	Day Custodian
Mr. J. Hay	Evening Custodian
Mrs. C. Comte	Educational Assistant
Mrs. S. Fox	Educational Assistant
Mrs. K. Irving	Educational Assistant
Mrs. L. Lelievre	Psychologist
Ms. A. Jack	Speech/Language Pathologist



OAKVILLE SCHOOL BELIEF STATEMENT

We're proud of our School because we Believe.....

- We show respect to our peers, adults, school and ourselves.
- We take pride in our school, our daily accomplishments and our school work.
- We attend our classes prepared and ready to work.
- We help each other in class and on the playground.
- We use our manners by saying "Please and "Thank you."

INSTRUCTIONAL GOALS OF OAKVILLE SCHOOL

These goals are endorsed by the Board of Trustees as being relevant for students of all ages. The staff and the students of Oakville School will work toward the following:

1. To develop skills in communication (reading, writing, speaking, listening) and problem solving (mathematics, science) to the maximum of each student's potential.
2. To develop a student's ability to think, reason and use information constructively and creatively.
3. To help a student gain feeling of worth by developing their confidence, self-respect and feeling of pride in their own accomplishments.
4. To develop an attitude of respect and cooperation toward people with whom we work and live and toward people of a different race, creed and culture.
5. To arouse student's curiosity and encourage them to explore and experiment now and in the future.
6. To assist the student in gaining knowledge and facts about the world in which they live.
7. To develop in students those moral attitudes and values considered by our society as being consistent with good character.
8. To develop physical fitness and physical skills and to introduce a variety of recreational and leisure time activities.
9. To prepare a student for a job.
10. To develop in students an appreciation of and respect for our democratic system.

STUDENT ABSENTEEISM

All students' absenteeism must be covered by an explanation from the parent or guardian. Written explanations, including date, directed to the teacher are preferred. Phone calls to the office are also acceptable in place of a note.

STUDENT CONDUCT/DISCIPLINE POLICY

At Oakville School, maintaining the dignity of each person, in all situations, is crucial in managing behaviour. Effective discipline comes from the belief that teaching individuals to take responsibility for their behaviour is more motivating in creating behavioural changes than teaching individuals to be obedient in order to avoid punishment.

At Oakville School we believe in the Restitution model of discipline. We believe that everyone makes mistakes, but the way we fix these mistakes allows for learning and personal growth. By implementing logical and consistent consequences, and by providing individuals with opportunities to fix their mistakes, they will learn about their behaviour, their choices, and their impact on others while still maintaining their dignity. This will allow students to return to the group as a stronger member with an increased understanding of empathy.

OUR MISSION: to ensure quality teaching and learning within a safe and caring environment.

OUR GOAL: to continue to build a culture within our school community, where students, staff and parents encourage, value and support one another, feel safe; and where abuse, bullying, and discrimination are unacceptable.

OUR PLAN: to value **Respect, Responsibility, Restitution** (Three R's)

- We will demonstrate **RESPECT** by: treating others as we would like to be treated ourselves, listening carefully to any person who is speaking, and caring for personal and school property.
- We will demonstrate **RESPONSIBILITY** by: making wise choices, doing our best work, completing our assignments, taking care of our property, accepting that everyone makes mistakes and speaking up to help stop bullying.
- We demonstrate **RESTITUTION** by: accepting that all people make mistakes, that everyone should have the opportunity to fix their mistakes and that students should grow stronger from the learning experience of making a mistake.

Bullying:

Unfortunately, bullying can be a reality in any setting, including schools. At Oakville School we understand the pain that bullying can cause and work hard to eliminate it. In order to determine if a bullying situation is present, the staff at Oakville School carefully considers the following factors.

- **PATTERNED:** When a person is the target, over time, of repeated negative actions.
- **POWER IMBALANCE:** When one person has more power in a relationship, so the person being victimized feels that he/she can't defend him or herself.
- **PAINFUL:** When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry.

Bullying can also involve bystanders and passive participants. Many times these individuals are unknowingly giving the bully a sense of power and importance. Students are expected to report cases of bullying to an adult immediately.

Bullying may include:

- **Physical Aggression** – pushing, grabbing, hitting, pinching, spitting, tripping, etc.
- **Social Alienation** – gossiping, embarrassing others, ethnic slurs, excluding from group, etc.
- **Verbal Aggression** – mocking, put downs, swearing at others, etc.
- **Intimidation** – threatening others.
- **Sexual Harassment** – remarks, gestures, or actions of a sexual nature.

It is important to note that bullying can only occur with the consent of the victim... **BE BRAVE AND SPEAK OUT!**

Discipline Referrals

Procedure:

1. Bottom Line Infractions will be recorded.
2. For Minor infractions, it is the responsibility of the "adult in charge" (teacher, administrator, educational assistant, librarian, volunteer, etc.) to intervene and assign consequences that may be warranted from the list of consequences for minor consequences. If it is not the homeroom teacher who initially intervenes, the behaviour form will be forwarded to the student's homeroom teacher. Parent(s) may be notified.
3. For Bottom Line Infractions, an administrator will be involved in the process. Parent(s) may be notified.
4. Positive behaviors will be recognized and celebrated in a variety of ways.

Definition of Terms:

Infraction – any inappropriate behaviour that does not follow the guidelines of the classroom or school community.

Bottom Line Infraction- any inappropriate behavior that jeopardizes the mental, physical and/or emotional safety of others.

Consequence – a fair and logical action that addresses the inappropriate behaviours.

Restitution – a student-generated action which provides an opportunity to demonstrate acceptable caring behavior and ‘fix the mistake’.

Minor Infractions

1. Name calling – includes put-downs, teasing, etc.
2. Ignoring the bell
3. Accumulation of 3 late assignments
4. Leaving school property during recess/noon hour without permission
5. Neglecting to tidy up after themselves
6. Neglecting to show appropriate hallway/assembly behaviour
7. Forgetting to use good manners
8. Forgetting to follow classroom/school rules
9. Bringing personal items to school without permission
10. Littering on school property
11. Inappropriate physical contact/public displays of affection
12. Continually forgetting to bring appropriate books to class
13. Violation of the ‘Internet Use Policy’
14. Late for, or skipping Study Hall
15. Inappropriate use of electronics

Possible Minor Infraction Consequences

1. Verbal reminder/conversation
2. Student is given a time-out
3. Place student in a “No-Play” zone outside to observe appropriate behaviours (shadowing)
4. Recess or noon hour detention
5. Confiscation of property for a predetermined period of time
6. Child phones home
7. Parent(s) notified via phone call or letter
8. Other actions at discretion of Administrator/teachers

Restitution

1. Note of apology
2. Written reflection about incident
3. Teaching opportunity (e.g. student prepared a lesson for younger grade)
4. Project work

5. Other activities generated by the student(s) involved in consultation with administration and teachers.

Bottom Line Infractions

1. Fighting
2. Bullying- mental, physical, emotional
3. Anything that compromises safety of others and/or self
4. Disrespectful behaviour/language
5. Accumulation of 4 Minors in a 30 day period
6. Vandalism
7. Theft/extortion
8. Violation of Division Policy
9. Threats/intimidation
10. Skipping out of School
11. Inappropriate physical contact/public displays of affection
12. Cheating / Plagiarism
13. Violation of the ‘Internet Use Policy’
14. Repeatedly using electronics inappropriately
15. Defiance

Possible Bottom Line Infraction Consequences

1. Sent to see administration
2. Parents informed via phone call or letter
3. Detentions (working on letters, picture, or assignment related to the incident) set by Administrator
4. Loss of privileges
5. In-school suspension
6. Out-of-school suspension
7. Child phones home
8. Documentation in cum file
9. Police involvement if needed
10. Other actions at discretion of Administrator

Study Hall

Study is a quiet, supervised space for students in Grades 5-8 to voluntarily complete school work or read. Study Hall will be open during lunch hours from Monday to Friday every week.

DIVISION POLICIES

Policies may be obtained at the Portage la Prairie School Division website (www.plpsd.mb.ca/division/policies.html)

CELL PHONE/ELECTRONIC COMMUNICATION DEVICES

The Portage la Prairie School Division recognized that the use of cellular phones, personal digital assistants (PDAs) pagers and other electronic communication devices is continuing to grow and expand.

Furthermore the Division recognizes the value of such electronic communication devices to students, families, and schools. All electronic communication devices must be kept out of sight and turned off during school programs/presentations, and in the classroom, except when used with the prior permission of the teacher/school for the purposes directed by the teacher/school. Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. At K-8 schools, student use of cell phones and other electronic communication devices is not permitted in the school and on school property unless directed by the teacher/school. This applies to recesses, locker breaks, class changes and lunch hour. It is expected that communication during the school day will occur through the school office or as directed by school policy. The use of electronic communication devices to invade personal privacy or contribute to behavior that is injurious to another will be addressed through the Divisional Code of Conduct. Students who use electronic communication devices to access, upload, download, or distribute material that the school has determined objectionable will be subject to the provisions of the Divisional Code of Conduct. Students who use an electronic communication device to send or receive personal messages, data or information that would contribute to or constitute cheating will be subject to consequences as determined by the school.

School officials, including classroom teacher, may confiscate electronic communications devices from students if they are used for unauthorized purposes or at unauthorized times. Repeated unauthorized use may lead to further action as determined by the school.

PROFANITY

Any degree of profane or vulgar language will not be tolerated while you are at school or participating in school related activities.

SUNFLOWER SEEDS

For sanitary reasons as well as cleanliness students are not allowed to have sunflower seeds at the school.

WEAPONS – POSSESSION

A “weapon” is any instrument designed or used to injure or intimidate another person. This includes items generally understood to be weapons as well as replicas of weapons. Any other item, if used to injure, threaten or intimidate, is also a weapon.

Weapons are not allowed:

- in the school
- on school grounds
- on the way to and from school
- at any school-related activity

The Division will not readily accept excuses or explanations for being in possession of a weapon or potential weapon. Excuses such as “I forgot I had it” or “It’s not mine” will not be accepted.

The Division reserves the right to confiscate any knife or other item that could be used a weapon.

Disciplinary Action

Violation of this policy will result in the following disciplinary actions for students in Grades 5 – 12

- a) an immediate five day out-of-school suspension, and
- b) Referral to the Superintendent’s Department for review and possible extension of the suspension of up to 20 days, and
- c) Referral to the School Board for review and possible extension of the suspension and/or expulsion from school.

For students in Grades K – 4, violation of this policy will result in the following action:

- a) An investigation and assessment will be carried out by the Principal and/or a school team in an effort to

- determine the details and level of danger presented;
- b) Parents shall be notified as soon as possible and a meeting arranged;
- c) Following the above steps, a report is to be filed with the Superintendent's Department, including the details of the incident, copies of all documentation, and the actions taken.
- d) Violation of this policy by K – 4 students may result in suspension or expulsion, dependent on the circumstances.

ZERO TOLERANCE

"Zero Tolerance: in the Portage la Prairie School Division is deemed to mean that all inappropriate behaviours by students will have a consequence. The consequences shall be appropriate for the student's age, the seriousness of the incident, behavioural record, and disability, where applicable. Depending upon the circumstances, consequences may vary. These may include a meeting with the Teacher or Principal to discuss the matter all the way through to expulsion by the Board.

CLOTHING

Division Student Dress Code

It is the expectation of the Portage la Prairie School Division that students shall be dressed appropriately for school and all school related activities.

1. Students are to dress in a manner that would indicate that they have pride in themselves and in their school:
 - No halter tops, tube tops, spaghetti straps, revealing clothing, muscle shirts
 - No underwear showing (tops or bottoms)
 - Skirts, skorts, and shorts must be mid- thigh or longer
 - Midriff is to be covered
 - No gang paraphernalia or gang-related insignia
 - No clothing with objectionable material including references to drugs, alcohol, profanity, violence, gangs, degrading others or oneself or any other unwholesome ideas

- No headwear (i.e. hats, ball caps, hoodies, or bandanas)
 - No outdoor clothing in the classroom
 - No heavy chains
2. Students are also expected to dress in a manner that does not pose a health or safety hazard (i.e. warm outerwear for bus travel in winter, suitable attire for physical education and vocational classes, footwear at all times).
 3. Students who are dressed in clothing viewed unacceptable by school administration will be asked to change or cover that clothing.

The above expectations shall be dealt with at the discretion of the principal on an individual basis.

LOCKERS

1. All lockers are to be kept as clean and tidy as possible. **DO NOT LEAVE ARTICLES ON TOP OF THE LOCKERS.** The school reserves the right to inspect lockers assigned to students.
2. The school strongly recommends that students use a lock for their locker. Combination locks can be purchased from the school for \$5.00.

NOON HOUR & RECESS (K-4)

1. All students are to go outside during recesses and noon hour; exceptions will be made during cold & inclement weather.
2. Students with colds, illness, etc. will be allowed to spend noon or recesses in the library, reading and/or doing homework. Parents are requested to send a note to the school requesting their child stay in during these times.
3. Any students in Grades K – 5 will keep all electronic devices in their lockers during the school day.

CAUTION TICKET POLICY (K-3)

The Caution Ticket Program is to address misbehaviors in the classroom and on the playground. With this program, a student may receive a Caution Ticket for the following

situations: pushing, hitting, kicking, roughhousing, disrespectful behavior, breaking a school rule. Three Caution Tickets will result in the loss of a recess for that child and a conversation with his/her teacher. Parents will be notified if the problem is on-going.

NOON HOUR AND RECESS (6, 7 & 8)

All Grade 6, 7 and 8 students will be expected to go outside for recess breaks unless otherwise informed by the Middle Years Recess Supervisor.

LUNCH

1. Eating lunch in the classroom from 11:45 am to 12:05 PM is a privilege.

Students who do not follow the lunch guidelines will have this privilege removed for a specified period of time.

Lunch Expectations are listed below.

- Students will eat their lunch at their own Desk and remain seated until the bell.
- Students will ask for permission to go to the washroom.
- Students will use acceptable voice volume.
- students will not share their lunch items with others.
- Students will take home lunch items that were not eaten, they are not to be tossed in the garbage.
- Students will dispose of garbage and recyclables at the bell.

2. IF POSSIBLE, we would ask that town students please have their lunch at home as this will help with supervision.

USE OF GYM

Students must not be in the gym without being accompanied by a teacher. There are no exceptions to this rule. Grade 7 and 8 students may be permitted to use the gym at recess and lunch hour if supervised by a teacher.

MORNING ARRIVAL AT SCHOOL

Doors do not open until 8:30 a.m. to ensure student safety, parents of town students are asked to please ensure that their children do not arrive before this time. Teacher supervision begins at 8:30 daily. This time also coincides with the arrival of our first bus.

LEAVING THE SCHOOL GROUNDS

Bus students are **not** allowed to leave the school grounds at noon, recess or any other

time of the day, unless they have a note signed by the parent or guardian. The note must include the date and the student's name and be dropped of at the office. **The student must then sign out at the office.**

DISMISSAL

1. All K – 8 students are dismissed at 3:35pm.
2. Board your bus as quickly as possible. We are all waiting for you.
3. Students walking to the rink for skating, hockey or curling must wait for the buses to leave.

STUDENTS ENTRANCE / EXIT

In an attempt to ensure a safe and orderly traffic flow the following exits are to be used for each grade level.

- Kindergarten, Grade 1, 2 Northeast exit;
- Grade 3 - Front door
- Grade 4, 5 - Northwest exit;
- Grade 7, 8 - Southwest exit;
- Grade 6 - Front door

EXTRA-CURRICULAR ACTIVITIES

1. The staff is committed to supporting activities that are educational, fun and of value to the school and its students. We urge you to take part in as many activities as you can handle. Join the activities and school will be more fun. Blue Cross is required for inter-school athletics and ski trips.
2. Students may be required to pay a fee for field /bus trips.

SCHOOL RELATED ACTIVITIES

For activities such as dances, field trips and sports trips, the same behavior expectations exist for our students. Inappropriate behaviour will receive the same action as if it had happened during school hours.

STUDENT ASSESSMENT

1. Staff at Oakville School believes that assessment should be used **AS, FOR and OF LEARNING.** Student self-assessment is encouraged.
2. Completion and quality of daily assignments and projects are

- considered in addition to teacher-made tests.
3. Reports will be issued three times: December, March & June.
- Three Way Conferencing/Parent-Teacher Interviews will be held twice per year.

SCHOOL DANCES

1. No alcohol or non-medical drugs allowed.
 2. When a student leaves the dance, he/she is not allowed to return.
 3. Jr. High are entitled to 2 dances per year- (1 after school dances from 7:00 to 9:00 p.m.); (1 Farewell/Prom dance from 7:00 – 9:00 p.m.)
 4. There must be a visible space between students that are engaged in a dance.
 5. No one is to be sitting on one another's laps or resting legs or heads over one another's laps.
 6. Students are not to lie across chairs/benches or lie down on the floor.
 7. Dress Code is in effect at all times!
5. No windows or doors will be opened or closed except by permission of the bus driver.
 6. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
 7. Students must make every effort to board their bus for the return trip home as quickly as possible.
 8. Any student not intending to ride on the bus either morning or evening must notify the driver, preferably the night before.
 9. No school bus shall be used to carry any animal, firearm, explosive, flammable liquid, or anything of a dangerous or objectionable nature, or any article likely to endanger the safety of the passengers.
 10. Unless ahead of schedule, the school bus driver is not required to wait for any individual at the point of pick up. The driver may, however, wait up to 2 minutes if time permits. He will not leave behind any student he can see unless that student is habitually tardy.
 11. Students who act inappropriately on the bus may have this privilege suspended for a period of time.

Note: Failure to comply with the above will result in parent/guardian being contacted to pick up their son/daughter.

SCHOOL BUS CONDUCT GUIDELINES

For the safety of all those riding the school bus, the following rules have been approved by the Board of Trustees of the Portage la Prairie School Division.

1. Classroom standard of student conduct shall be expected at all times.
2. Each student shall be seated immediately upon entering the bus in the place assigned by the driver. This place shall remain his seat until further notice by the driver.
3. No students shall stand or move from place to place during the trip.
4. Absolutely no smoking, eating, or drinking shall be allowed on the bus. Students are to hurry to the bus prepared with all homework assignments, book bags, etc.

OAKVILLE PARENT COUNCIL

Oakville Parent Council works in partnership with Oakville School in providing parents and community with information regarding the school and education. It has also been involved in other functions such as Trivia-Night fundraising and staff appreciation day. Please look for information on the Oakville Parent Council in newsletters regarding grade representatives, meetings, and other events.

SCHOOL LIBRARY

1. Students wishing to use the library at recess or noon hour will be permitted. Absolute quiet is expected at all times.
2. Students will be held responsible for lost or damaged library books.

CLEANLINESS

Cleanliness is a very important aspect of any school. Students can help in keeping the school clean by:

- keeping desks (and lockers) organized and tidy
- being responsible for the care of their books
- using a second pair of runners for the gym and for the school on days of bad weather
- using the mud scrapers provided at each entrance and removing footwear when inside on days of bad weather
- ensuring that their garbage goes into the garbage can

DAMAGE TO SCHOOL PROPERTY

1. Students will be held responsible for damage to school property resulting from willfulness or neglect. The school will be asking the student and/or the parent to make restitution.
2. You should take pride that Oakville School has an excellent record in this area.

CARE OF TEXTBOOKS

Textbooks usually cost in the range of \$50.00 - \$75.00 to replace. Be as careful with them as possible. Anyone causing unnecessary damage to a text or loss of a book will be charged the full cost of replacement.

EMERGENCY DRILLS

Oakville School holds 10 emergency drills throughout the year. They include fire drills, evacuation drill to the Oakville Hall, lockdown drill & tornado drill. For details on each, please inquire at the school office.

Student Leadership Team

The Student Leadership Team will consist of approximately 8 to 12 members. These members will be selected in the following manner: 4 students elected by the Middle Years students (Grades 5-8), 4 students who serve as Grade 7 and 8 Peer Connectors (as voted on by classmates), 4- 6 students

selected by the professional staff who have displayed a willingness to take on added responsibilities, leadership tasks, organizational and fundraising activities. It will be the goal of the Leadership Team to provide fun, safe and engaging activities for all students in the school. Examples may include: school-wide barbecues, intra-mural activities, charitable activities, etc. The Leadership Team will be expected to meet once per cycle (in class time) with Mrs. Brooks and Mr. Burnett to plan, organize and carry out duties. Team members will be expected to make up any missed assignments on their own time.

NOTE: The staff at Oakville School believes that students who go 'above and beyond' deserve recognition for their efforts. In this spirit, students will be regularly recognized at monthly school assemblies. Parents are reminded to respect the professional judgment of staff as it pertains to award presentations.

ORGANIZATION OF SCHOOL DAY

8:30	School Doors Open
8:55	First Bell
9:00	Second Bell
9:00 - 9:03	Opening Exercises
9:03 - 9:40	First Period
9:40-10:17	Second Period
10:17-10:32	Morning Recess
10:32-11:09	Third Period
11:09- 11:46	Fourth Period
11:46-12:46	Noon Recess
12:46- 1:23	Fifth Period
1:23- 2:00	Sixth Period
2:00- 2:15	Afternoon Recess
2:15- 2:52	Seventh Period
2:52- 3:29	Eighth Period
3:29- 3:34	Homeroom
3:35	Dismissal

