



STUDENT HANDBOOK 2020/2021

South Rutland Elementary School
200 Mallach Road,
Kelowna, B.C. V1X 2W5

School Phone: 250-870-5113

School Fax: 250-870-5060

Web Site: <http://www.sre.sd23.bc.ca>

Principal: Mr. Mark Watson

Secretary: Mrs. Leah Sigler

Mission Statement

At South Rutland Elementary, we are dedicated to the ideal that all children can learn. We offer a safe and healthy learning environment. We will:

- engage our students and inspire excellence;
- support their intellectual, social, emotional and physical development;
- develop their creativity;
- nurture their self-esteem and resiliency;
- and promote responsible citizenship.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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School Schedules



Be on time!

Bell Schedule:

Supervision Begins	8:15 am
Morning Entry Bell	8:28 am
Morning Classes Begin	8:30 am
Late Bell	8:35 am
Morning Classes End	11:00 am
K—Gr. 6 Lunch Break	11:00—11:55 am (Play first, Eat @ 11:30 am)
Afternoon Warning Bell	11:50 am
Afternoon Classes Begin	11:55 am
Recess	1:05—1:20 pm
Afternoon Dismissal	2:30 pm
Supervision Ends	2:45 pm



Read to succeed!

Library Schedule:

A Library is the “hub” of a school. We have some exciting plans for our “Library Learning Commons” to increase access and expand programs and resources. South Rutland Elementary School’s Library supports all areas of the school curriculum offering students and their families access to more than 15,000 items! Together, our teacher-librarian and a library assistant keep the Library open from Monday—Friday. Library schedules will be published early in the fall. Students and their families are encouraged to make use of our library services.



Get connected!

Computer Access:

All of the technology in our school was “refreshed” in the Summer/Fall of 2018—thanks to a generous donation from our PAC in 2010, we were the first school in the Central Okanagan School District to install SMARTBoards in all classrooms, our Library and Staff Room. We also have individual computer workstations in Learning Assistance Room, Kindergarten classrooms and Computer Lab. Our school offers wireless access to the Internet. With the latest refresh in 2018 we also added document cameras, ipads, chromebooks, and two mobile student laptop carts.

Kindergarten—Gr. 5 Classroom Timetable					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:10 am					
9:10-9:50 am					
9:50—10:30 am					
10:30-11:00 am					
10:58 am	Announcements	Announcements	Announcements	Announcements	Announcements
11:00 -11:55	Lunch	Lunch	Lunch	Lunch	Lunch
11:55-12:25 pm					
12:25-1:05 pm					
1:05-1:20 pm	Recess	Recess	Recess	Recess	Recess
1:20-2:00 pm					
2:00-2:30 pm					
2:30 pm	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

What should students do if....



FOR MORE COMPLETE INFORMATION—LOOK IN YOUR 'FAMILY CALENDAR & HANDBOOK'



...you are absent?

Parents are asked to use the Safe Arrival App to document student absences. Unexplained absences will be checked by office staff if no notification is received. Information for how to sign up for the Safe Arrivals App will be available at the SRE office.

While your teacher will help you to catch up on missed learning, it is your responsibility to do your part to complete these assignments! Your family's help might be needed with this. Absences are recorded on report cards.

...you are late?

Parents are asked to use the Safe Arrival App to document student late arrival at school. When you get to school, please check in at the office and get a late slip before you go to your classroom. If you bring a note, please give it to your teacher. "Lates" are recorded on your report card. Arriving late at school should be avoided as much as possible.

...you become sick at school?

You should tell your teacher if you feel sick during class time. If you are seriously ill, you will be asked to report to the school office. You may also be asked to call your parents (or the secretary will call for you) and make arrangements for you to go home. Staff must speak to your parents if you are leaving the school early. If we are unable to reach your family, you may be asked to stay/rest in the Medical Room.

...you are injured at school?

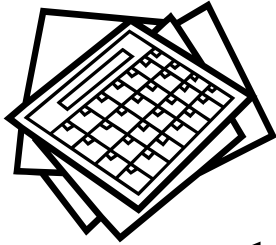
You should tell the nearest staff member right away. First aid will be given if needed (eg. ice pack, bandaid). If you are hurt outside, you may need to go inside to the Medical Room next to the school office. Parents or emergency contacts will be notified if you are badly hurt (eg. head injuries are considered serious). It is VERY IMPORTANT that the school knows the correct home phone number, parents'/guardians' work phone numbers & an emergency contact's phone number so we can call if there is a big problem.

...you need to use the phone at school?

There is a phone at the office available for student use to help you contact your family in an emergency. You must have your teacher's permission (a phone pass) to use this phone. Office staff will assume that you are using the phone for an important reason. The phone must not be used for "social calls" like making last minute arrangements to visit/play at a friend's house.

...your plans for pick-up change?

There may be times that different arrangements are made for a family friend or relative to pick you up from school. Your family must let the school know, either by phone or note, when a change is needed. We will not knowingly allow you to leave with someone unless we know the name of that person and the school has been informed. All visitors are asked to check in at the office when they arrive at school.



Mark these dates on your home calendar and in your agenda!

The Rocket Fuel newsletter sends reminders about special school events, classroom activities, school spirit days, cultural performances, concerts & assemblies. It's emailed to those who join the SRE Subscriber List & can be viewed online. For those who prefer a paper copy, newsletter "couriers" are identified for those families. Parents may wish to call the office to make these delivery arrangements.

Dates to Remember for 2020-2021

September 1- 3	Teacher Professional Development Days
September 8	School Opens– Gr. 1-5 Early Dismissal (11:00AM)
October 7 & 8 Dismissal	Parent-Teacher Conferences– 12:30
October 9	Administrative Implementation Day
October 12	Thanksgiving– Schools Closed
October 23	Professional Development Day- No Classes
November 11	Remembrance Day– Schools Closed
December 11	Fall Term Report Cards
December 17	School Winter Concert
December 19, 2020-January 3, 2021	Winter Break
January 4	School Re-Opens
January 28-29	Celebration of Learning– 12:30 Dismissal
February 12	Professional Development Day- No Classes
February 15	BC Family Day– Schools Closed
March 10	Winter Term Report Cards
March 13-March 28, 2021	Spring Break
March 29	School Re-Opens
April 2	Good Friday Schools closed
April 5	Easter Monday Schools closed
May 24	Victoria Day– Schools Closed
June 25	Spring Term Report Cards
June 29 (tentative)	Waterslides Day Trip to Vernon for K-Gr. 5 Last day of classes– 2:30 Dismissal
June 30	Administrative Day for Staff
June 30, 2021	Summer Break begins

****Students do not attend classes on Professional Development, Training or Administrative Days.****

Report Cards

**Students receive three report cards during the school year on:
December 17, March 10 & June 25.**

Do your best during all work and play times!

DRESS CODE



South Rutland Elementary with the South Rutland Parent Advisory Council request that students come to school wearing clothing that is clean & suitable for school. The way we dress can communicate the respect we show to others and to the school as a place for working and learning. The purpose of the South Rutland Elementary dress code is to clarify what clothing or temporary tattoos are reasonable for students and staff to provide a positive school climate. Students are asked to avoid dress styles which promote, imitate or celebrate violence, intimidation, racism, sexism, hatred towards others, gang association, sex or alcohol/drug use. Clothing or temporary tattoos featuring violent or offensive pictures or words (eg. blood, weapons) or promoting alcohol or drug use &/or disrespect, are inappropriate for a positive elementary school learning environment. 'Beach wear' is never appropriate for class or gym time. Hats should be removed when indoors. Appropriate clothing is also needed for gym classes in Grades 4 & 5: 'lace-up' running shoes with non-marking soles (students also need a t-shirt, appropriate shorts/sweat pants. Please bring your gym strip in a bag—label all items for easy return if lost).

CELL PHONE/MP3 PLAYER/CAMERA/GAMING DEVICES



When accessing electronic communication systems and social media, students are expected to:

- demonstrate appropriate digital citizenship, both during and outside of school hours.
- practice safe online behaviour and report any inappropriate communication or distribution of harmful material to an adult immediately.
- respect the privacy of others including but not limited to the sharing of photos, videos and personal information.



Due to privacy issues, the only students permitted to take pictures at school are those students who are taking pictures for an approved purpose (eg for an assignment for a teacher). Permission must be given by both the staff member(s) and/or student(s) being photographed. Students who take pictures with their cellular phones/personal cameras without permission are in violation of the Freedom of Information and Protection of Privacy Act, and may have these items confiscated and the pictures deleted. Please ensure that personal use of electronic communication systems does not interfere with or distract others from teaching and learning. Teachers have professional autonomy in their classrooms to permit or deny the use of personal electronic devices at all times.



The school will not be held responsible for any misplaced, lost or stolen items that are brought to school. Students should not be using their cell phones to call home from school when they are ill. For safety reasons, a staff member must speak to a parent/guardian if a student needs to go home due to illness.

Laser pointers are not to be brought to school.

Our school offers a safe and healthy learning environment to our students/staff—we encourage students to avoid “hanging out” using electronic devices at play times.

These devices are never appropriate for use in washrooms/changerooms.

Choose active living — stay safe — be a positive contributor and role model!

Cold Weather Guidelines

It is critical that students arrive at school each day prepared for cold weather during our winter months. Parents should check the local forecast for up-to-date weather information. Students must be dressed appropriately so that they remain safe and comfortable during the following times:

- * Outside playtime before and after school
- * Lunchtime playtime o Recess
- * Fire Drills (at all temperatures)
- * Bus breakdowns
- * Unscheduled and scheduled outside breaks and learning experiences



We do not have a school or district policy for cold weather procedures. However, the following guidelines are in place at South Rutland Elementary. **BELOW FREEZING (-1 Celsius to -15)** Students are expected to go outside. Parents should ensure that their child brings the following items needed to stay warm and comfortable when outside:

- * Warm coat
- * Gloves/Mittens
- * Head/Ear covering o Boots
- * Waterproof snow pants



Students will be expected to go outside for the duration of the forty minute play time providing the wind is calm and the students will be able to stay dry. The Environment Canada website (<http://www.weatheroffice.gc.ca>) will be used to check weather conditions. The same clothing items as noted above should be worn. If the wind starts to pick up and students start to show signs of significant discomfort, the bell will ring early to allow students to come inside to their classroom, computer lab, or library for the remainder of the outside play time. As teachers have a duty free lunch, noon hour supervisors will be responsible for formal supervision.

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TEMPERATURE REACHES -16 Celsius

If the temperature reaches minus 16 Celsius, and the grounds are dry and the wind is calm, students will go outside for 15 minutes. After 15 minutes, the bell will ring to allow students to come inside to their classroom, computer lab, or library for the remainder of the outside play time.

TEMPERATURE REACHES -20 Celsius (with windy conditions)

If the temperature reaches minus 20 Celsius, and the wind is blowing at more than 20 km/h, students will stay inside during lunch and recess.



South Rutland Elementary School

Code of Conduct

The Code of Conduct document will be reviewed and updated again during the 2020-2021 school year.

RIGHTS & RESPONSIBILITIES

The purpose of a school's Code of Conduct is to outline guidelines for appropriate student behaviour. This helps to ensure a safe, happy and orderly learning environment.

South Rutland's "Three Rs"—Respect Yourself, Respect Others & Property and Respect the Environment—have been in place for many years. We expect all members of our school community to take personal responsibility for their behaviour.

The Code of Conduct must be followed:

- in all areas inside our school building
- in all areas of our school yard;
- when on-line;
- in the school neighbourhood on the way to and from school;
- during play times (before, during & after school);
- during school-organized events;
- when participating in school field trips;
- at anytime when school staff and their property is targeted.

Each responsible student personally contributes to the well-being and success of everyone at South Rutland Elementary—they help to make the time spent at school a positive experience for all involved.

A copy of the Code of Conduct is provided to all families in the student agenda & is available on our website.

Students have the RIGHT to expect:

- ☑ Fair & respectful treatment at school;
- ☑ Opportunities to learn at school;
- ☑ That personal property is safe from theft or harm.

Students have the RESPONSIBILITY to:

- ☑ Do their best at all times;
- ☑ Encourage others to make positive choices;
- ☑ Treat others and property with respect;
- ☑ Behave well.

=====

Staff have the RIGHT to expect:

- ☑ Respect, courtesy & consistent effort from students;
- ☑ Support from parents/guardians as it relates to their children's learning at school;
- ☑ That school and personal property is safe from theft or damage.

Staff have the RESPONSIBILITY to:

- ☑ Treat students and their families with fairness and respect;
- ☑ Provide the best possible learning situation for students;
- ☑ Be positive role models for students.

We invite parents/guardians to support the above rights & responsibilities to ensure that your children remain safe at school and experience school success.

CELEBRATING DIVERSITY

South Rutland Elementary School promotes the values expressed in the BC Human Rights Code and School District 23 (Central Okanagan)—we celebrate the cultural diversity in our school community to respect the rights of ALL individuals. The School District upholds the values of honesty, empathy, respect, responsibility and fairness on a daily basis. Discrimination because of race, colour, ancestry, religion, family status, physical or mental disability and/or gender is unacceptable. The school will treat incidents of discrimination (written or verbal) very seriously.



At South Rutland Elementary School we take the time to celebrate our cultural diversity every day and organize special activities such as "Harmony Day"—a school-wide multicultural event. This special day is usually scheduled in late February. Watch for information about Harmony Day in our newsletter!



School-Wide Expectations				
Setting →	Hallways & Classrooms	School Yard	Washrooms & Change Rooms	Eating Time
★ Stay Safe	<ul style="list-style-type: none"> ✓ Keep Right ✓ Face forward ✓ Walk slowly 	<ul style="list-style-type: none"> ✓ Park your wheels ✓ Use your skateboard, scooter, bike or rollerblades only in the Wheel Zone at lunch break ✓ Use playground & equipment with care ✓ Avoid climbing fences and sitting on gates ✓ Hands off 	<ul style="list-style-type: none"> ✓ Rush ✓ Wash your hands ✓ Avoid bringing food into the washroom ✓ Use washrooms properly—NOT a play space! ✓ Avoid snowballs or throwing those near others 	<ul style="list-style-type: none"> ✓ Stay seated while you are eating ✓ Wash your hands before and after eating ✓ Avoid sitting if a student in your class has severe allergies
★ Take Responsibility	<ul style="list-style-type: none"> ✓ Walk in a line if you are in a group ✓ Hold handrails ✓ Use hallway for travel, NOT play 	<ul style="list-style-type: none"> ✓ Return equipment that is borrowed ✓ Play fairly—take turns ✓ Follow directions (eg. snow forts) ✓ Check with staff if leaving snow on the ground 	<ul style="list-style-type: none"> ✓ Do not use washrooms/change rooms appropriately (quiet voice, no running water) ✓ Tell staff about washroom emergencies 	<ul style="list-style-type: none"> ✓ Bring healthy food to eat at school ✓ Eat at your own desk ✓ Use an "inside" voice and good manners ✓ Avoid bringing candy and gum to school
★ Act Respectfully	<ul style="list-style-type: none"> ✓ Hold posters ✓ Play and posters voice at "level zero" ✓ Keep floors clean 	<ul style="list-style-type: none"> ✓ Litter free—use garbage cans ✓ Respect neighbours' property ✓ Care for school trees (no climbing) ✓ Follow directions from supervising staff ✓ No vandalism (eg. graffiti or breakage) 	<ul style="list-style-type: none"> ✓ Give others privacy ✓ Use 2 pumps of soap & 2 pumps of paper towel to wash/dry ✓ Keep floors clean ✓ No vandalism (eg. graffiti or breakage) 	<ul style="list-style-type: none"> ✓ throw away trash when finished eating ✓ Recycle drink containers ✓ Follow directions from Student Supervisors
★ Ready to learn	<ul style="list-style-type: none"> ✓ Go directly to where you are expected to be 	<ul style="list-style-type: none"> ✓ Come inside when entrance bells ring 	<ul style="list-style-type: none"> ✓ Use 2 minutes at the washroom & return to class quickly/quietly 	<ul style="list-style-type: none"> ✓ Clean off your desk/trash when the warning bell rings

This info is easily viewed on our school website! <http://www.sre-sd23.bc.ca>



Our school's **Code of Conduct** and **School-Wide Expectations** are reviewed often and revised as needed. The above behaviour matrix was updated to reflect the new S.T.A.R. behaviour themes identified by our students (**S**tay Safe, **I**ake Responsibility, **A**ct Respectfully and be **R**eady to Learn).

The **Code of Conduct** outlines the standards for behaviour for everyone attending our school. Early in the school year (and from time to time during the year), school-wide expectations are reviewed with all students—at school assemblies, during daily announcements and in students' classrooms. Students can earn 'STAR Bucks' for their efforts!

While everyone in our school community behaves in a positive and responsible way most of the time, **Code of Conduct** violations will sometimes happen. Students are encouraged to take responsibility (ownership) for their poor choices/mistakes. Students who misbehave are usually involved in discussions to sort out problems and determine consequences/restitution (eg. warning, apology, "time out", school service, missing play time, mediation, behaviour worksheet/note sent home to parents, suspension). Parents are informed if minor behaviour concerns are ongoing or incidents are serious. In responding to Code of Conduct violations, every effort will be made to connect the consequence to the violation. Consequences will escalate if misbehaviour continues and as students get older. Special considerations may apply to students with exceptional (special) needs.

When there are repeated incidents of minor or major misbehaviours or if serious violations occur, parents/guardians will be contacted by note/letter, phone or email.