



STUDENT HANDBOOK 2024 / 2025

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. Ryan Wakefield

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!

Printed on recyclable paper





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	10:55 am
K —Gr. 5 Lunch Break	10:55—11:52 AM
Afternoon Classes Begin	11:52 AM
Recess	1:12—1:27 pm
Afternoon Dismissal	2:30 pm
Supervision Ends	2:40 pm

Library Schedule:



Read to succeed!

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!

Technology Access:

All of the technology in our school was “refreshed” in the Summer of 2023—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 school offers wireless access to the Internet. Use of technologies and digital citizenship is a shared responsibility between students, parents/guardians, educators, schools, districts, and governments. Given the dynamic nature of digital technology, all groups should work together to reduce the risks posed by Internet usage and to promote positive digital citizenship practices and healthy technology usage.

Kindergarten—Gr. 5 Classroom Timetable					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:55 am					
8:55-9:35 am					
9:35—10:15 am					
10:15-10:55 am					
10:55 am	Announcements	Announcements	Announcements	Announcements	Announcements
10:55 –1 1:52	Lunch	Lunch	Lunch	Lunch	Lunch
11:52-12:32 pm					
12:32-1:12 pm					
1:12-1:27 pm	Recess	Recess	Recess	Recess	Recess
1:27- 2:07 pm					
2:07—2:20 pm					
2:30 pm	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

What should students do if....



...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 Learning Updates (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 located in 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 needed.

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

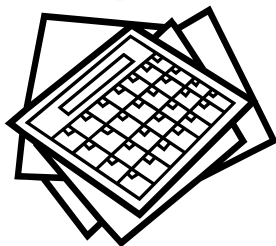
There is a phone at the office available for student use to help you contact your family in an emergency. You must have your teacher's permission (a phone pass) to use this phone. Office staff will assume that you are using the phone for an important reason. The phone must not be used for "social calls"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

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





**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.

Dates to Remember for 2024-2025

August 26—28	Teacher Professional Development Days
September 3	School Opens– Gr. 1-5 Early Dismissal (11:00AM)
September 30	National Day of Truth and Reconciliation Schools Closed
October 3 & 4	<i>Tentative Parent-Teacher Conferences 12:30 Dismissal</i>
October 11	Administrative Implementation Day Schools closed
October 14	Thanksgiving– Schools Closed
October 25	Professional Development Day- No Classes
November 11	Remembrance Day– Schools Closed
December 13	Fall Term Learning Update
December 19	<i>Tentative School Winter Concert</i>
December 23, 2024 - January 3, 2025 Winter Break	
January 6	School Re-Opens
January 30-31	<i>Tentative Celebration of Learning – 12:30 Dismissal</i>
February 14	Professional Development Day– Schools Closed
February 17	BC Family Day– Schools Closed
March 12	Winter Term Learning Update
March 17 – March 28, 2025 Spring Break	
March 31	School Re-Opens
April 18	Good Friday— Schools Closed
April 21	Easter Monday—Schools Closed
May 19	Victoria Day– Schools Closed
June 20	Spring Term Learning Update (tentative)
June 26	Last day of classes– 2:30 Dismissal
June 27	Administrative Day for Staff– No Classes
June 27, 2025	Summer Break begins for Students

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

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 including 'lace-up' running shoes with non-marking soles. Please label all items for easy return if lost.

RESPONSIBLE STUDENT USE OF PERSONAL TECHNOLOGY DEVICES, SCHOOL TECHNOLOGY, AND DISTRICT NETWORKS

Student use of personal digital devices (any device used to communicate and/or access the internet), school technology, and district networks at school is for educational purposes.

Students must abide by South Rutland Elementary's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.

Students will:

- Secure, power off and store personal digital devices during instructional (i.e. class time) and non-instructional time (i.e. breaks/lunch) at school unless instructed by the Principal or school staff;
- Use personal digital devices during instructional time for instructional purposes and digital literacy skills as instructed by the Principal or school staff;
- Ensure personal digital devices are not used in areas where privacy is expected, such as restrooms and change rooms;
- Be permitted to use personal digital devices to support accessibility, accommodations, medical and health needs;
- Always take precautions to ensure online safety, privacy, and security;
- Treat others with respect and kindness when using digital devices and district network services;



Always use digital devices and district network services responsibly and with academic integrity. Schools will ensure that all students have equitable and developmentally appropriate access to technology to meet curricular requirements. Students are not required to have their own personal digital device or cellphone at school.

The use of personal digital devices, school technology, and district networks is a privilege. Staff may revoke a student's access to devices because of inappropriate student conduct. Violations of the school code of conduct could result in appropriate restorative processes or disciplinary actions including suspension and police intervention.



Laser pointers are not to be brought to school.

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
- * 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, learning lab, gym 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.

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 2024-2025 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"—and our "Cultural Celebration Pot Luck Feast" a school-wide multicultural event. Watch for information about these days in our newsletter!

School-Wide Expectations

Setting —>	Hallways & Classrooms	School Yard	Washrooms & Change Rooms	Eating Time
★ Stay Safe	✓ Keep Right ✓ Face forward ✓ Walk at all times	✓ Off your "wheels" on the school yard ✓ Use your skateboard, scooter, bike or rollerblades in the Wheel Zone only at lunch break ✓ Use playground & equipment with care ✓ Don't climb fences or goal posts or sit on gates ✓ Hands off others	✓ Flush ✓ Wash your hands ✓ No food in the washroom ✓ Use washrooms properly—these are NOT play spaces! ✓ Avoid crowding or bumping those near you	✓ Stay seated while you are eating ✓ Wash your hands before and after eating ✓ Avoid bringing "high risk" foods if a student in your class has severe allergies
★ Take Responsibility	✓ Walk in a line if you are in a group ✓ Hands at your sides ✓ Avoid touching others ✓ Use the hallway for travel, NOT play	✓ Return equipment that is borrowed ✓ Play fairly—take turns, follow game rules ✓ Break only what you make (leaf/snow forts) ✓ Check with staff if leaving school grounds ✓ Sticks, rocks, sand & snow stay on the ground	✓ Do not touch lights ✓ Use washrooms/ change rooms appropriately (quiet voice, care for your clothing, leave others' belongings alone) ✓ Tell staff about washroom emergencies	✓ Bring healthy foods to eat at snack and lunch times ✓ Eat at your own desk ✓ Use an "inside" voice and good manners ✓ Avoid bringing candy and gum to school
★ Act Respectfully	✓ Hands off lockers, displays and posters ✓ Voice at "level zero" ✓ Keep floors clean	✓ Keep our yard 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)	✓ Give others privacy ✓ Use 2 pumps of soap & 2 pumps of paper towel to wash/dry hands ✓ Keep floors clean ✓ No vandalism (eg. graffiti or breakage)	✓ throw away trash when finished eating ✓ Recycle drink containers ✓ Follow directions from Student Supervisors



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, **T**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.

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. 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.

