

# PLUMAS ELEMENTARY SCHOOL



## STUDENT AND PARENT HANDBOOK

2017 – 2018

## **Plumas Elementary School**

### **“Good Things Come in Small Packages”**

**Location:** Our school is located in the village of Plumas, which is situated on Highway 260, 19km north of Highway 16.

**Address:** 117 Richmond Avenue North, P.O. Box 40 Plumas, Manitoba R0J 1P0

**Who We Are:** We are a K-8 school. Our small school size provides our students with unique learning opportunities in multi age classroom settings. Our school is built on a strong sense of community and hands on learning.

**School Phone Number:** 204-386-2250

**Fax Number:** 204-386-2137

**E-Mail:** [pes@pinecreeksd.mb.ca](mailto:pes@pinecreeksd.mb.ca)

**Mission Statement:** At Plumas Elementary School we strive to provide the students with the tools to become lifelong learners and responsible global citizens.

#### **School Priorities:**

- 1. Writing-** The students will become effective writers by engaging actively in all stages of the writing process (planning, drafting, revising, editing, and publishing).
- 2. Numeracy-** The students will confidently and effectively use mathematics to meet the everyday demands of life. The areas of focus are mental math and problem solving.
- 3. Community and School Well-Being** – to foster inter-generational community partnerships between students and older adults.

**School Staff:**

K-2	Robert McCaig
3-5	Bill Banyard
6-8	Dawn Langlois
French & Music	Melissa Buhler
Phys Ed.	Zane Sawyer
Principal	Robert McCaig
Admin. Assistant/Librarian	-Brenda Smith
Indigenous Family Liason	- George Constant
Educational Assistant	- Shannon Yandeau
Custodian	- Allison Dayholos
Bus Driver	- Darcy Dick
Bus Driver	- Glen Mauthe

**Division Office:**

Superintendent - Bruce Lyons  
Student Services Coordinator - Lesley Nichol  
Speech Language Clinician - Karen Sigurdson  
Social Work Clinician - Teresa Wright  
Transportation Coordinator - Don Hickey  
Maintenance Coordinator - Rick Tritthart

**Daily Schedule:**

8:30 - bus students arrive and the students participate in a walking club  
8:50 students enter the school  
9:00 classes begin  
Period 1 9:00 - 9:40  
Period 2 9:40 - 10:20  
Recess 10:20 - 10:35  
Period 3 10:35 - 11:15  
Period 4 11:15 - 12:00  
Lunch 12:00 - 12:20  
Noon Break 12:20 - 1:00  
Period 5 1:00 - 1:35  
Period 6 1:35 - 2:10  
Recess 2:10 - 2:25  
Period 7 2:25 - 3:00  
Period 8 3:00 - 3:30  
Agenda Time-3:30 - 3:40  
Dismissal 3:40

Our school runs on a 6 day cycle. Please check school newsletters or the divisional website for school closures and the appropriate day of the cycle.

**Home - School Communication:** Monthly newsletters are sent home and are available on the divisional website under our school heading. Each child receives a school agenda at the start of the year and parents are encouraged to use this for home - school communications. If there are any concerns or question please feel free to contact the school.

**Parental Concerns:** If there are concerns regarding what is happening in a specific classroom the following steps should be followed:

1. Parents meet directly with the teacher expressing their concerns giving the teacher the opportunity to respond and address the concerns;
2. If the concerns persist the parents should make an appointment to meet with administration for further discussion.

**Use of Electronic Devices and Cell Phones:** Except with specific permission, the use of electronic devices and cell phones during school hours is prohibited. Lost or stolen electronics are not the responsibility of the staff or the school.

**Parent Advisory Council:** Plumas Elementary School has an active PAC that acts as a support group to help improve the quality of our school. All parents/guardians of the students who attend our school are members of PAC. Regular meetings are held and everyone that attends is entitled to vote.

**Lunch Program:** Our school sells milk daily (must be pre-ordered) and the lunch room has a microwave for student use to warm up their lunches, if necessary. They are to be used for warming food ONLY, so please do not send food that needs to be cooked. In order for everyone to warm up and eat their lunch in the time provided, each student is allowed 1 minute of microwave time.

**Nut Safe:** Our school is a nut safe zone. We ask that all parents respect this when sending food to school. We want to ensure that our school is a safe environment for all students.

**Student Participation in Extra-Curricular Activities:** Participation in extra-curricular athletics and other activities such as class field trips are a privilege. Students are expected to maintain a positive attitude, demonstrate good citizenship and do their best academically to participate in these activities.

**School Dress:** Students are required to dress appropriately for all school activities. Out of respect the students are asked to refrain from wearing hats in the school. A change of clothes for P.E. class and clean indoor shoes are also required. It is also important that the students dress for the weather especially in the winter as they can be outside for prolonged periods.

**Bus Information:** Please take time to read over the Parent & Student Information Guide provided by the Pine Creek School Division (sent home Sept 12). This documents contains information on student responsibilities and storm day procedures.

**Change of Student Routine:** If alternate transportation arrangements are required parents must make the arrangements with the appropriate bus driver prior to the end of the school day and then notify the school. If the alternate arrangements exceed a period of three school days, the request can be subject to approval by the Transportation Supervisor.

**Visitors and Volunteers:** We welcome all visitors and volunteers to our school but please report to the office and sign "in" the Visitor Binder upon arrival and "out" upon leaving. Volunteers need to fill in a Criminal Record and Child Abuse Registry Declaration form before helping out.

**Community Use of School Facilities:** Community groups are welcome to use the school after regular school hours and on weekends. A school division employee must be on site during use. Groups wishing to use the building need to fill out a "Community Use of School Facilities" form and meet the requirements outlined there. This form is available at the school office.

**Emergency Procedures:** PES has an Emergency Response Plan which is routinely updated and reviewed by all staff members. Fire, tornado, and lock down drills are practiced throughout the year. In case of an evacuation situation the students and staff proceed to the Plumas United Church.

**Accident Insurance:** Reliable Life Insurance forms are sent home each September with the students. Those parents wishing to take out this insurance are to fill out the form and directly return it to Reliable Life. This can also be done on line. It is recommended that all students participating in extra-curricular activities have some type of insurance.

**Pine Creek School Division K-8 Attendance Policy:** Students are expected to be in school at all times unless excused by their parent or guardian. When parents or guardians do excuse attendance, they are to notify the school by phone call or in writing.

Where in the opinion of the Principal, the attendance pattern of a student is having a negative impact on his or her education, the student and parent or guardian are to be invited to a meeting. At this meeting interventions may be imposed for continued attendance. These might include:

1. Requirement that a medical certificate be submitted in order to excuse absences.
2. Involvement of the Divisional Student and Family Counselor
3. Involvement of Outside Agencies

**Reporting:** Formal written reports are sent home 3 times during the school year. There are also 2 scheduled parent/student/teacher conferences per year but please feel free to contact the teachers at any time during the school year to discuss your child's progress.

**Code of Conduct:** Plumas Elementary School and the Pine Creek School Division strive to provide a safe and caring learning environment that fosters and maintains respectful and responsible behaviors.

PES Code of Conduct rules:

1. I care for myself
2. I care for others
3. I care for my school
4. I make good decisions
5. I am here to learn

The Pine Creek School Division Code of Conduct Policy applies to all students and staff (attached).

### **PES Accessibility & Accommodations for Events**

If you need an accommodation to attend an event or meeting at Plumas Elementary School, please contact Robert McCaig, PES Principal, at 204-386-2250 or email [rmccaig@pinecreeksd.mb.ca](mailto:rmccaig@pinecreeksd.mb.ca). All accommodation requests should be made no less than two weeks before the event. We will attempt to fulfill requests made after this date but cannot guarantee they will be met.

### **Having difficulty viewing PES documents?**

Documents are available in alternative formats upon request by contacting Robert McCaig, PES Principal, at 204-386-2250 or email [rmccaig@pinecreeksd.mb.ca](mailto:rmccaig@pinecreeksd.mb.ca).

# PLUMAS ELEMENTARY SCHOOL

## Pine Creek School Division

Mr. Robert McCaig, Principal  
Mrs. Brenda Smith, Admin. Assistant

Box 40 Plumas, MB R0J 1P0  
Email: [pes@pinecreeksd.mb.ca](mailto:pes@pinecreeksd.mb.ca)

Dear Parents/Guardians:

The safety of our children is a top priority for everyone. The tragedies that have occurred where students commit violent acts against other students and educators in Canada and in the United States have caused government officials, educators, parents, students and other community members to assess how we make our schools and communities safe for our children and students.

Pine Creek School Division has received training on assessing threat-making behavior. The training has helped our professionals to recognize signs of threat-making behaviors, assess them, and put in place interventions to support and reduce the level of risk. Pine Creek School Division has developed a plan to respond to situations in which students may be demonstrating behaviors that pose a risk to themselves or others. We wish to advise parents that we have adopted a protocol which requires schools to undertake a threat assessment in all cases of students making threats to harm others. These threats may be physical, verbal or written, or they may be gestures or messages posted on the Internet. The purpose of the Pine Creek School Division Violence Threat Risk Assessment Protocol is to determine how best to support students considered at risk so that their behavior does not become hurtful or destructive to themselves or others. Parents of a student suspected of making a threat will be contacted once the data necessary to confirm a threat or violent incident has occurred and the level of violence potential has been determined.

The Pine Creek School Division Violence Threat Risk Assessment Policy (EBCC) is available online at [www.pinecreeksd.mb.ca](http://www.pinecreeksd.mb.ca).

Parents can play an active role in keeping our schools safe by advising the school of any information communicated to them from their children concerning threatening behaviors that their children may have been subjected to, in or out of school, in person or online.

This letter is intended to provide you with notice that all Pine Creek schools will respond to all threats in a professional manner that provides for safe, healthy, and caring learning environments. Any threats or threat making behaviors will be taken seriously and assessed accordingly.

Yours sincerely,

Robert McCaig - Principal  
Plumas Elementary School