

PLUMAS ELEMENTARY SCHOOL



STUDENT AND PARENT HANDBOOK

2018 - 2019

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, 19 km 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

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	Melissa Buhler
3-5	Bill Banyard
6-8	Dawn Langlois
Music	Melissa Buhler
Phys Ed.	Bill Banyard
Principal	Kathryn Hunt
Admin. Assistant/Librarian	-Brenda Smith
Indigenous Family Liason	- George Constant
Educational Assistant	- Shannon Yandeau
Educational Assistant	- Kylee 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 - Erwin Hiebert

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 - 3:35
Agenda Time-3:35 - 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.

SchoolMessenger: texts or emails will be sent via Schoolmessenger as an additional way of communicating between school and home. Text 'Y' to "978338" to opt-in. Please ask at the office if you are not receiving these messages so we can make sure we have the correct information.

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 October - May) and the lunch room has a microwave for student use to warm up their lunches, if necessary. Microwaves 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. If you are in contact with nuts or nut products please wash your hands with soap before entering our school.

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 7). This document 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. Notes should be made in the agenda regarding alternate arrangements, and signed by parent.

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 Kathryn Hunt, PES Principal, at 204-386-2250 or email khunt@pynecreeksd.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 Kathryn Hunt, PES Principal, at 204-386-2250 or email huntk@pynecreeksd.mb.ca.