

PLUMAS ELEMENTARY SCHOOL



STUDENT AND PARENT HANDBOOK

2023 – 2024

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

E-Mail: pes@pcsdonline.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-1 Pam Staples
2-4 Shaylyn Johnson
5-8 Mark Dodds
Phys Ed. Carter Willis
Principal/Resource Alanna Madsen
Admin. Assistant/Librarian –Brenda Smith
Educational Assistant – Shannon Yandeu
Educational Assistant – Nicole Gabel
Educational Assistant – Natasha Zariwney
Educational Assistant – Valerie Johnson
Custodian – Allison Dayholos
Bus Driver – Michael Hogarth
Bus Driver – Glen Mauthe

Division Office:

Superintendent – Sandra Meilleur
Student Services Coordinator – Kim Young
Speech Language Clinician – Karen Sigurdson
Social Work Clinician – Kelsey Bereza
Transportation Coordinator – Trent George
Maintenance Coordinator – Erwin Hiebert

Daily Schedule:

8:30 – bus students arrive, the students participate in physical activity
8:40 – town/daycare students arrive
8:45 - students enter the school – breakfast is available
9:00 - classes begin
Period 1 9:00 - 9:50
Period 2 9:50 - 10:40
Nutrition Break 10:40 – 10:55
Recess 10:55 – 11:25
Period 3 11:25 - 12:15
Period 4 12:15 - 1:00
Lunch 1:00 - 1:20
Recess 1:20 - 1:55
Period 5 1:55 - 2:40
Period 6 2:40 - 3:25
Dismissal 3:25 - 3:30

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

On Days 2 & 4 of the school cycle, students in Grades 6 – 8 will leave at 8:25 am on the high school bus for WMCI. At WMCI, students receive instruction in Band, French, Visual Arts. Industrial Arts and Food courses (Grades 7 & 8 only) are offered on alternate years. A bus brings them back to Plumas Elementary.

Home - School Communication

Monthly newsletters and calendars are sent home and are available on the divisional and school website under our divisional or school heading. The teachers at school may use "Class Dojo" as a method of communication between the teacher/class and parents. The teachers will give parents log in information in September. Some teachers may use class agendas as their method of communication. The teachers will let parents know their preferred method of home - school communications. If there are any concerns or question please feel free to contact the school.

Absences

Parents or guardians must inform the school when a student is going to be absent from school. Methods may include: a phone call to the office (204-386-2250), a message to the home room teacher on class dojo, a signed note brought by a sibling, or an email (pes@pcsdonline.ca). Please inform the school ahead of time whenever possible. In the case of an unexpected illness, please inform the school as soon as possible. The safety of our students is a priority, **the school will phone home if an expected student does not come to 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 are entitled to vote.

Breakfast Program

Plumas Elementary offers a healthy breakfast to all students. Students wishing to take part in the daily breakfast program may eat in the morning at 8:45 – 9:00 am.

Lunch Program

Our school sells milk (this must be pre-ordered October - May) and the classrooms have 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 one 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. Students must have parent/guardian permission to leave the school to participate in these activities. When students are away on extra-curricular trips, they are to return to Plumas by authorized means of transportation unless they are picked up by their own parent or guardian.

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 (Grades 2 – 8) and clean, non-marking indoor shoes are also required. Students in Grades 6 – 8 may also need deodorant after a Phys. Ed class. 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

When a child that lives in a rural area registers for school, they are asked to fill out the "Student Transportation Registration Form" included in the registration package. When students travel for extracurricular trips they must also follow the guidelines for riding buses. Plumas Elementary School follows the Pine Creek School Division Policy 8.03 Pupil Ridership. Please see the full policy on the PCSD website. [PCSD Policy 8.03 Pupil Ridership](#)

This document contains information on student responsibilities and storm day procedures. Please see the section on Storm Day Procedures also.

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 may be subject to approval by the Transportation Supervisor. Notes should be made in the agenda or phoned in to the school office regarding alternate arrangements, and signed by parent.

Students Sign In and Sign Out

When students are going to be picked up by parents/guardians or designate at any time during the school day, guardians are asked to complete the Student Sign-Out form. When a student arrives at school later than normal arrival, they must be signed-in by their guardian. Students will not be allowed to leave with persons other than a parent or legal guardian unless the school receives authorization from a parent or guardian.

Visitors and Volunteers

We welcome all visitors and volunteers to our school but please report to the office. Visitors may be asked to 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 on the division website or 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.

Billets

Students who ride the bus are required to identify a town billet to be used in the event that busses are cancelled and the student's parents are unable to pick them up. All Grade Six, Seven and Eight students are also required to have a billet in Gladstone as they routinely travel to Gladstone for some classes.

Storm Day / School Closures

School closures can happen with stormy weather in Manitoba. All school closures or information about buses not running should be sent to the families by an SMS Text message and/or an email from our Schoolmessenger message system.

Plumas Elementary School follows the Pine Creek School Division Policy 1.07 Storm Day. Please see the full policy on the PCSD website. [PCSD Policy 1.07 Storm Day](#)

Accident Insurance

Student Accident Insurance is available to all students in Pine Creek School Division. There is a link on the PCSD website, a phone number at the top of the screen should connect you with the company for information. If you have any questions, or problems, please contact the office at the school and we will help you. Families should sign up for this insurance in September.

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. Plumas Elementary will be phoning parents if there is an unexcused absence.

Plumas Elementary School follows the Pine Creek School Division Policy 5.03 Student Presence and Engagement. Please see the full policy on the PCSD website. [PCSD Policy 5.03 Student Presence and Engagement](#)

“Pine Creek School Division understands that students who attend school regularly are more engaged in learning, have an opportunity to access school and community resources, feel a sense of belonging, and have greater success in achieving academic success. Children are legally required to attend school from age seven to age eighteen. Parents/guardians must take all reasonable measures to ensure their school age children attend school regularly.

School absenteeism is a serious impediment to a student’s educational performance and wellbeing. Absenteeism can have lasting negative impacts on student achievement, graduation rates, transition to post-secondary education, employment, and social inclusion, as well as the community at large.”

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

Technology and Acceptable Use for Students

Plumas Elementary follows the regulations set out by Pine Creek School Division Policy 5.08 Technology Acceptable Use of Students. Please see the full policy on the PCSD website. [PCSD Policy 5.08 Technology Acceptable Use for Students](#)

“It is an expectation that all Pine Creek School Division students utilizing divisional communication technology hardware, software and services will do so in a responsible, efficient and ethical manner, in accordance with the Mission, Policy and Procedures of the Pine Creek School Division. Access is to be considered a privilege rather than a right. An acceptable use agreement must be signed by all students 18 years of age or older, and by the parents of all students under the age of 18.”

“We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. However, to ensure parents/guardians are fully aware of their child's use of a personal device such as a laptop, cell phone or tablet computer at school, permission to connect the device to the school's technology services must be expressly provided.”

“Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline maybe imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.”

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

PES Accessibility & Accommodations for Events

If you need an accommodation to attend an event or meeting at Plumas Elementary School, please contact Alanna Madsen, PES Principal, at 204-386-2250 or email amadsen@pcsdonline.ca, 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 Alanna Madsen, PES Principal, at 204-386-2250 or email amadsen@pcsdonline.ca

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.

“Foundations to a safe and caring learning community are the rights of all members to:

- a) be safe
- b) be accepted and treated with dignity and respect
- c) learn and teach without interference

Membership in a community comes with responsibilities.

It is expected that all learning community members (students, staff members, parents and other adults on site) will accept responsibility for their behavior to foster a safe, caring and productive learning community.

It is the responsibility of all individuals to ensure that their behavior, individually and collectively, does not infringe upon the rights of others. Consideration for the safety of others is the responsibility of each member of the learning community.”

Plumas Elementary follows the regulations set out by Pine Creek School Division Policy 2.03 Code of conduct – Providing a Safe and Caring School. Please see the full policy on the PCSD website. [PCSD Policy 2.03 Code of Conduct](#)