



# OAKVILLE SCHOOL STUDENT/FAMILY HANDBOOK

Oakville School

2024-25

[ovs@plpsd.net](mailto:ovs@plpsd.net)

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August 2024

Welcome to Oakville School!

I would like to welcome everyone back to our school community this year and wish you all the best in your upcoming school year. We are a small school that does big things and we are glad that you are with us.

This year I want us all to continue to work hard at our learning and show our Panther Pride by taking pride in our learning, taking pride in how we take responsibility for our choices, and taking pride in how we treat each other with kindness and respect.

I encourage everyone to get involved in our school when and where you can. Committees, teams, special groups and other school and in-class initiatives that may be offered throughout the year are very important to participate in because they help round out your school year and create many lasting memories and a much more fun school experience.

I expect that we will continue to make good choices and learn from our mistakes with supports from our PBIS program.

This handbook will give some important information that you will need to know to help you have a great year. Please take the time to review it. It may be subject to change as the year goes on.

Please do not hesitate to contact us at 204-267-2733 for anything that you may need.

All of us at OVS are excited and looking forward to having you with us this year!

Go Panthers Go!!

Mark Sokolowski  
Principal, Oakville School

## 2024-25 STAFF

Mark Sokolowski	<b>Principal</b>
Monika Metzloff	Kindergarten; Gr. 1 Social Studies; Gr. 1-4 Music;
Tricia Sawchuk	<b>Assistant Principal</b> ; Grade 1; Gr. 2 Science;
Coralee. Thiessen	Grade 2; Reading Recovery
Alicia Hill	Grade 3
Ashley Tully	Grade 4
Scott Pynn	Grade 5
Shauna Smoliak	Grade 6 ELA, Social Studies, Science (Gr 6 Home room); Gr 7 ELA
Kelsey Brooks	Grade 7 Science (Gr 7 home room); 7&8 health; 7&8 Fine Arts; Gr 2 health
Olivia Miller	Grade 6&7 math; 7 social studies (Gr 7 Home room)
Ashtyn Hodges	Grade 8; 6,7&8 French
Cam Scott	K-8 Physical Education
Natalie Harrison	Guidance
Paula Mellen	Resource, ELI
Karen Moar	Foods @YQS
Sherri Larson	Graphic Design @YQS
Rhonda Hannah	Textiles @LVS
Ben McGowan	Metals @ LVS
Steven Preun	Band @ OVS
Ed Goertzen	Guitar @ OVS
Rita Zacharias	Administrative Assistant
Hali Butler	Librarian
Angelo DaSilva	Day Custodian
Ryan Lawrence	Evening Custodian
Cecile Comte	Educational Assistant
Robyn Dillabough	Educational Assistant
Josh Sankar	Educational Assistant
Charles Schellenberg	Educational Assistant
Darlene Tessier	Educational Assistant
Dayna Yurkiw	Occupational Therapist
Kelsey Aberdeen	Psychologist
Alana Jack	Speech/Language Pathologist



## OVS Daily Timetable

**8:30-8:50 am:** buses arrive. All students move to their assigned areas upon arrival

**8:50 am:** bell, students enter

**9:00 am:** opening exercises/1<sup>st</sup> period

**9:37 am:** 2nd Period

**10:15 – 10:30 am:** morning recess

**10:30 am:** 3rd period

**11:08 am:** 4th period

**11:45 am -12:10 pm** Lunch Recess  
(K-3 eating) (4-8 outside)

**12:15 – 12:40 pm** Lunch Recess  
(4-8 eating) (K-3 outside)

**12:40 –12:45 pm:** attendance/homeroom

**12:45 pm:** 5th period

**1:23 pm:** 6th period

**2:00 – 2:15 pm:** afternoon recess

**2:15 pm:** 7th period

**2:53 pm:** 8th period

**3:30 pm:** dismissal

## **OAKVILLE SCHOOL BELIEF STATEMENT**

We are proud of our school because:

- We show respect to our peers, adults, school, and ourselves.
- We take pride in our school, our daily accomplishments, and our schoolwork.
- We attend our classes prepared and ready to work.
- We help each other in class and on the playground.
- We use our manners by saying “Please and “Thank you.”

### **GOALS OF OAKVILLE SCHOOL**

These goals are endorsed by the Board of Trustees as being relevant for students of all ages. The staff and the students of Oakville School will work toward the following:

1. To improve student learning with literacy instruction and assessment strategies for all K-8 students.
2. To increase teacher capacity with numeracy instructional and assessment strategies for K-8, students in both French Immersion and English programs.
3. To increase academic success for Indigenous students.
4. To plan and support for the successful engagement and attendance for students from K-8.
5. To support the mandatory implementation of technology as an instructional tool and a record keeping platform for monitoring student learning and reporting progress.

### **CREATING A SAFE AND CARING SCHOOL AND COMMUNITY**

Four principles guide all of our actions and interactions. They provide a foundation for relationship building.

The guiding principles are:

- Everyone is unique and has a contribution to make.
- Everyone has strengths which must be nurtured and supported.
- Everyone has the right to be respected and the responsibility to respect others. • Service to others performed with caring and love makes a difference.

As a staff we are focused on increasing protective factors so that children can grow and develop into caring and contributing citizens in their communities.

These protective factors are:

- School success
- Increased academic achievement
- A sense of self
- Safe, secure, and nurturing environment
- A healthful lifestyle
- Positive Family and school relationships
- Respectful and caring relationships and connection to caring adults

## **STUDENT ASSESSMENT**

1. Oakville School believes that assessment should be used **AS, FOR** and **OF LEARNING**.
2. Reports will be issued three times during the school year, one per term.
3. Student-led conferences interviews will be held twice per year.

## **LEARNING**

Learning happens the most when students are actively involved, enjoy and “own” what they are learning. Learning does not start and end at school – it is a lifelong journey. Learning needs to be safe (physical, social and emotional). Learning is a community effort involving school, family and community. All children learn in different ways – there is not one “right” to learn something – there are many.

## **TEACHING**

Teaching should be at the students’ level and includes differentiating and adaptations as needed. Teaching should be a shared process. Teaching starts and nurtures learning. Teaching needs to be safe (physical, social and emotional). Teaching involves skill, flexibility and passion.

## **STUDENT ABSENTEEISM**

Students learn best when they attend school on a regular basis. We do understand that there may be times where students cannot be at school for a variety of reasons. Families are encouraged to try to have their children attend school daily and to contact the school and your child’s teacher(s) if they will be away.



## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)**

- PBIS is a divisional approach that we use to improve and support school safety and promote positive, respectful and expected behaviour.
- At its heart, PBIS calls on schools to teach students about behavioural expectations and directly teach social emotional skills just as they would teach any other subject.
- The following are the goals that are taught and reinforced each day.

### **AT OVS, WE PRIDE OURSELVES ON:**

#### **Being respectful:**

- Listen to adults the first time
- Use school appropriate language/tone
- Use an indoor voice

#### **Being responsible:**

- Actively participate in school activities and lessons
- Build positive relationships
- Walk on the right side of the hallways
- Choose kindness

#### **Being safe:**

- Keep hands and feet to self
- Wear indoor shoes at all times
- Hoods down/hats off inside the school



# PBIS

- Positive
- Behaviour
- Interventions & Supports



## Be Respectful

- Choose kindness
- Listen to adults the first time.
- Use school appropriate language/tones.

## Be Responsible

- Actively participate in school activities and lessons
- Build positive relationships between your teachers and peers.

## Be Safe

- Follow all safety expectations in and out of the school (hallways, playground, bus, community)



# Oakville School



## What is PBIS?

### Positive Behaviour Interventions & Supports

PBIS is an approach we at OVS use to improve school safety and promote positive behavior.

At its heart, PBIS calls on PLPSD schools to teach kids about our expectations and teach behavioural and social skills just as they would teach any other subject.

Contact us  
204.267.2733

# Panther Paws

Panther Paw Tickets are given to students who are demonstrating behaviours that are respectful, responsible and safe. Tickets can be given to any student from any staff for their moments of pride. The K-3 students hand in their tickets for an opportunity to win the classroom draw. 4-8 students collect their tickets to save up and redeem their tickets from the OVS Panther Paw Prize menu.

# How can Families Help?

- Having ongoing conversations with your child to show that you support the school in our PBIS behaviour expectations.
- Review the Panther Paws with your child, and encourage them to follow similar expectations in your home.
- Ensure a positive routine, a good night's sleep, and breakfast. Prepare lunch and snacks for school.
- Attend school regularly and arrive on time.
- Maintain positive home and school communication with your teacher.

# Donations Accepted

We are always open for accepting donations towards our prize box from families and the community.

## Examples of items could be:

- small toys
- art and craft supplies
- activity or colouring books
- frisbees
- sidewalk chalk
- small games(ex: playing cards)



## **STUDENT CONDUCT/DISCIPLINE POLICY**

At Oakville School, maintaining the dignity of each person, in all situations, is crucial in supporting expected behavior. Effective discipline comes from the belief that teaching individuals to take responsibility for their behavior is more motivating in creating behavioral changes.

At Oakville School we use the Positive Behavior Intervention Support System (PBIS). We believe that everyone makes mistakes, but the way we learn from these mistakes allows for positive change and personal growth. By implementing logical and consistent expectations and consequences, and by providing individuals with opportunities to correct their mistakes, people will learn about their behavior, their choices, and their impact on others while still maintaining their dignity.

### **Bullying:**

Unfortunately, bullying can be a reality in any setting, including schools. At Oakville School we understand the pain that bullying can cause and work hard to eliminate it. To determine if a bullying situation is present, the staff at Oakville School carefully considers the following factors.

- **PATTERNED:** When a person is the target, over time, of repeated negative actions.
- **POWER IMBALANCE:** When one person has more power in a relationship, the person being victimized feels that he/she can't defend him or herself.
- **PAINFUL:** When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry.

Bullying can also involve bystanders and passive participants. Many times, these individuals unknowingly giving the bully a sense of power and importance. Students are expected to report cases of bullying to an adult immediately.

### **Bullying may include:**

- **Physical Aggression** – pushing, grabbing, hitting, pinching, spitting, tripping, etc.
- **Social Alienation** – gossiping, embarrassing others, ethnic slurs, excluding from group, etc.
- **Verbal Aggression** – mocking, put downs, swearing at others, etc.
- **Intimidation** – threatening others.
- **Sexual Harassment** – remarks, gestures, or actions of a sexual nature.

## **CLASSROOM AND OFFICE REFERRALS**

Procedure:

1. For Minor/classroom infractions, it is the responsibility of the “adult in charge” (teacher, administrator, educational assistant, librarian, volunteer, etc.) to intervene and assign supports and consequences that teach and reinforce expected behavior. If it is not the homeroom teacher who initially intervenes, the classroom referral form will be forwarded to the student's homeroom teacher. Parent(s) may be notified.
2. For Bottom Line Infractions, an administrator will be involved in the process. Parent(s) may be notified.
3. Positive behaviors will be recognized and celebrated in a variety of ways throughout the year.

### **Examples of Minor Behavior**

1. Name calling – includes put-downs, teasing, etc.
2. Ignoring the bell
3. Mild inappropriate language

4. Leaving school property during recess/noon hour without permission
5. Neglecting to show appropriate hallway/assembly behavior
6. Forgetting to use good manners
7. Forgetting to follow classroom/school rules
8. Cell phones being brought to school
9. Littering on school property
10. Inappropriate physical contact/public displays of affection
11. Continually forgetting to bring appropriate materials to class
12. Violation of the 'Internet Use Policy'
13. Inappropriate use of electronics

### **Possible Minor Behavior Consequences May Include:**

1. Verbal reminder/conversation
2. Student is given a time-out
3. Place student in a "No-Play" zone outside to observe appropriate behaviours (shadowing)
4. Recess or noon hour consequence
5. Confiscation of property for a predetermined period of time
6. Child phones home
7. Parent(s) notified via phone call, text, or email
8. Classroom referral
9. Other actions at discretion of Administrator/teachers

### **Examples of Serious Behaviors**

1. Fighting
2. Weapons
3. Vulgar language
4. Drugs/alcohol/smoking/vaping/smokeless tobacco
5. Bullying- mental, physical, emotional
6. Anything that compromises safety of others and/or self
7. Disrespectful behavior/language
8. Vandalism
9. Theft/extortion
10. Violation of Division Policy
11. Threats/intimidation
12. Skipping out of School
13. Inappropriate physical contact/public displays of affection
14. Cheating / Plagiarism
15. Violation of the 'Internet Use Policy'
16. Repeatedly using electronics inappropriately and/or repeated cell phone possession infractions
17. Repeated defiance

### **Possible Serious Behavior Consequences May Include:**

1. Administration involvement & support/office referral
2. Parents informed via phone call or letter
3. Restitution opportunities (working on letters, picture, or assignment related to the incident) set by school administration
4. Loss of privileges
5. In-school suspension
6. Out-of-school suspension
7. Child phones home
8. Police involvement if needed

## **DIVISION POLICIES**

Policies may be obtained at the Portage la Prairie School Division website  
([www.plpsd.mb.ca/division/policies.html](http://www.plpsd.mb.ca/division/policies.html))

### **CELL PHONES/ELECTRONIC DEVICES**

**Personal electronic devices are not allowed in all Portage la Prairie School Division.**

This policy has been instituted to ensure that learning is free from unnecessary distractions. If a parent/caregiver wishes to contact their child during the school day, please contact the office (267-2733). Students will only be interrupted during class time for urgent matters. Otherwise, messages will be shared during natural breaks during the school day. Student needing to contact home can do so at the office during natural breaks during the day. For urgent matters students may be permitted to come to the office during class to request a message be sent to their parent/caregiver at the discretion of the teacher.

School staff may confiscate a personal electronic device (ie. Cell phone, handheld gaming device etc\_ from students if they are brought to school. Repeated unauthorized use may lead to further action as determined by the school.

The school will not be liable for any lost, stolen or damaged student electronic equipment brought to school.

Consequences for bringing cell phones/electronic devices to school:

- Reminder may be given to have the device put away for the remainder of the day.
- Device may be confiscated and held in the office until the end of the day.
- Repeated occurrences: device may be confiscated and held in the office. Parents may be required to pick up the device from the school.

## **PORTAGE LA PRAIRIE SCHOOL DIVISION CODE OF CONDUCT**

This code of conduct is intended to provide a guideline and reference for parents or guardians, staff and students in determining acceptable behavior in our education environment.

### **STUDENTS**

#### ***Have the right to expect that...***

- all staff will treat them with courtesy, consistency, and fairness
- clear, relevant lessons will be presented, along with explanations for the evaluation procedures to be used
- they will be able to work in a school climate which is safe, pleasant, orderly, respectful and conducive to learning;
- school personnel will be accessible to students for help concerning learning activities and personal and career decisions in a manner and a time that suits the situation
- teachers will prepare for class and mark and return assignments within a reasonable time
- school administrators will monitor programs and instruction in the school
- they will have the opportunity to participate in activities
- teachers will abide by the terms of their Professional Code of Conduct

#### ***Will be responsible for...***

- attending school and classes regularly and on time
- being prepared for all classes by bringing required materials and completing assignments
- making arrangements for any work missed due to absence
- developing respect for self, others, and property
- making the most of education opportunities through active participation
- taking pride in their work, their appearance, and their accomplishments
- resolving conflicts and difficulties in a mutually acceptable manner
- obeying and observing the law and all school rules of conduct
- taking pride in their school and community

### **SCHOOL STAFF**

#### ***Have the right to expect that...***

- parents/guardians/students will treat them with respect
  - students will attend classes regularly and on time, with assignments completed and with appropriate materials
  - Students' behavior will promote a positive learning environment
  - school administrators will provide leadership and support
- 
- students, parents, and colleagues will provide support and cooperation in

- the performance of their duties
- students will observe all school rules of conduct

***Will be responsible for...***

- planning, teaching, and supervising assigned courses
- establishing and maintaining a learning environment which is pleasant, orderly, respectful and conducive to students' learning
- evaluating student achievement and explaining assessment procedures to be used
  - communicating information about student progress, attendance, behavior, and special needs students, parents and administration
- arranging suitable out-of-class time for assisting students
- providing an environment that will promote self-esteem
- treating students fairly and consistently
- respecting the rights of all individuals
- maintaining open communication
- striving to provide an optimum quality of education
- ongoing personal and professional development

**PARENTS/GUARDIANS**

***Have the right to expect that...***

- teachers will provide effective instruction for students and will display enthusiasm for teaching and learning
- school staff will respect others and property
- students will be able to participate in activities
- reasonable precautions will be taken to ensure the safety of students to and from school, and while in school
- administrators will exhibit leadership and support for students and staff
- administrators will actively supervise programs and instruction in the school
- teachers will teach the required Manitoba Education Early Childhood and Learning curriculum as well as provide the assigned programs and services using appropriate teaching practices and methods
- the school will provide clear, relevant learning activities, along with explanations for the evaluation procedures to be used

***Will be responsible for...***

- treating school staff with courtesy and respect
- instilling in their child:
  - the desire to work to the best of their ability
  - An understanding of the importance of education
  - Respect for the rights of fellow students and staff
  - Respect for property and resources
  - Recognition of the authority of the school staff to ensure a safe non-threatening environment
  - contacting the school when there are areas of affirmation and concern
  - When possible, attending school events and meetings to give support to the

- school and their child's behavior
- Their child's regular attendance in classes, and informing the school when their child is absent

### **NUT SAFE**

Oakville school is a nut safe school. Please refrain from sending any products that contain nuts, may contain nuts, have been in contact with nuts or may have been in contact with nuts. Baking sent to school for a whole class treat must be purchased from a store with the ingredients clearly labelled. Families can send baking from home if it is for their child only. Please check with your child's teacher before sending a whole class treat to school. Families whose child is in a specific classroom with a food anaphylactic allergy will receive a specific email from the principal with information to help keep everyone safe.

### **WEAPONS – POSSESSION**

A "weapon" is any instrument designed or used to injure or intimidate another person. This includes items generally understood to be weapons as well as replicas of weapons. Any other item, if used to injure, threaten, or intimidate, is also a weapon.

Weapons are not allowed:

- in the school
- on school grounds
- on the way to and from school
- at any school-related activity

The Division will not readily accept excuses or explanations for being in possession of a weapon or potential weapon. Excuses such as "I forgot I had it" or "It's not mine" will not be accepted.

The Division and school reserve the right to confiscate any item that could be used as a weapon.

### **DISCIPLINARY ACTION FOR WEAPONS OFFENCES**

Violation of this policy may result in the following disciplinary actions for students in Grades 5 – 12

- a) An immediate five day out-of-school suspension may be imposed, and
- b) A referral to the Superintendent's Department may be submitted for review and possible extension of the suspension of up to 20 days, and

- c) A referral to the School Board may be submitted for review and possible extension of the suspension and/or expulsion from school.

For students in Grades K – 4, violation of this policy may result in the following action:

- a) An investigation and assessment will be carried out by the principal and/or a school team to determine the details and level of danger presented.
- b) Parents shall be notified as soon as possible, and a meeting arranged.
- c) Following the above steps, a report is to be filed with the Superintendent's Department, including the details of the incident, copies of all documentation, and the actions taken.
- d) Violation of this policy by K – 4 students may result in suspension depending on the circumstances.

### **POLICY ON SMOKING AND VAPING**

Smoking/vaping is not allowed on school property or on the way to or from school.

### **POLICY ON DRUGS AND ALCOHOL**

All forms of alcoholic beverages, controlled substances and unauthorized drugs are prohibited in school buildings and on school property. Students are not permitted to sell or represent they are selling, dispense or represent they are dispensing, possess, use, abuse or be under the influence of alcohol or controlled substance on school property or at school sponsored events off campus. Parents of a student involved in alcohol and drug abuse shall be contacted immediately by the School Principal. The school authorities may contact the police. Any student in violation of this policy may be suspended or expelled from school and/or referred to an outside agency for counseling assistance.

### **ZERO TOLERANCE**

“Zero Tolerance: in the Portage la Prairie School Division is deemed to mean that all inappropriate behaviors by students will have a consequence. The consequences shall be appropriate for the student's age, the seriousness of the incident, behavioral record, and disability, where applicable. Depending upon the circumstances, consequences may vary. These may include a meeting with the teacher or principal to discuss the matter all the way through to expulsion by the Board.

## **RECESSES**

We have three recess breaks throughout the day. Each recess is 15 minutes except for the lunch recess which is approximately 25 minutes. We have staggered lunch recess breaks at OVS. All K-8 students are expected to go outside for all three recesses, so families are reminded to ensure warm winter clothing is provided over the winter months. It is school division policy that if the temperature or wind chill is -27 degrees Celsius or colder, then the students remain indoors for recess breaks.

## **STUDENT FEES**

K-6 \$30 student fee per student

7-8 \$30 student fee per student

\$40 band/guitar/art fee

\$30 Applied Arts fees (grade 7&8 Textiles, Graphic design, Metal Works, and Foods).

Total grade 7-8 student fee per student: \$100

## **SCHOOL PICTURES**

School pictures are taken annually. All students have class and individual pictures taken. However, you are under no obligation to purchase them. Imperial will be taking pictures on *October 7* and the retake date to be determined in the fall. Dates are subject to change.

## **NEWSLETTERS**

Newsletters are sent home during the first week of every month. News flashes and special editions can be sent home at any time. Look for your OVS newsletter each month. Newsletters can be accessed through social media, email, our website, [ovs.plpsd.mb.ca](http://ovs.plpsd.mb.ca) or by paper copy upon request.

## **CLOTHING AND PERSONAL ITEMS**

Students are asked to wear clothing that is neat, clean, appropriate, and respectful to themselves and to others. Clothing that advertises alcohol/illegal substances, puts people down, is offensive or has inappropriate images or language are not allowed at Oakville School or at functions sponsored by the school. Hats, bandanas, or other head gear are not to be worn in school.

### **Division Student Dress Code**

The Portage la Prairie School Division believes the best learning and behaving takes place in a safe, caring, and respectful environment. It is, therefore, the position of the Division that students shall be expected to dress appropriately for the occasion. The



dress and appearance of students shall be the responsibility of the parents and students, unless:

- there is a reasonable expectation that a health or safety hazard will be presented by the student's dress or appearance.
  - there is a reasonable expectation that damage to school property will result from the student's dress.
  - there is a reasonable expectation that the student's dress or appearance will interfere with the normal educational process at the school.
1. Students are also expected to dress in a manner that does not pose a health or safety hazard (i.e. warm outerwear for bus travel in winter, suitable attire for physical education and vocational classes, footwear always).
  2. Students who are dressed in clothing viewed unacceptable by the school administration will be asked to change or cover that clothing. This includes clothing that is deemed to target other people or groups, offensive/vulgar in nature, racist/sexist in nature and or otherwise hurtful.

The above expectations shall be dealt with at the discretion of the principal on an individual basis.

### **RULES ON BIKES, SKATEBOARDS, ROLLERBLADES, SCOOTERS, RIP STICKS, HOVERBOARDS ETC.**

The school is not liable for any lost, stolen, or damaged student equipment brought to school. Students must walk bikes when on the sidewalks, and tarmac beside or in front of the school. Bike racks are to be used and students should lock their bikes. Students not following the rules of biking will leave their bikes at home or may have their bike impounded until a parent/ guardian picks the bike up. Skateboards/rollerblades/rip sticks etc. must be carried on school property and then placed in lockers.

### **SCHOOL PATROLS**

We hope to have our school patrol team in operation by the middle of September.

### **NOON HOUR & RECESS (K-8)**

1. All students are to go outside during all three recesses; exceptions will be made during cold & inclement weather (-27 Celsius or inclement weather).

## **LUNCH**

**Lunch expectations** are listed below:

- Students will eat their lunch at their own Desk and remain seated until the bell.
  - Students will ask for permission to go to the washroom.
  - Students will use acceptable voice volume.
  - students will not share their lunch items with others.
  - Students will take home lunch items that were not eaten, they are not to be tossed in the garbage.
  - Students will dispose of garbage and recyclables at the bell.
- Students will wash up before and after lunch.

1. IF POSSIBLE, we would ask that town students please have their lunch at home as this will help with supervision.
2. Students in grades 6-8 are permitted to sign-out over the lunch hour. The parent/guardian must give the school permission to allow their child to leave the building over the lunch hour. Students with such permission will sign out at the office, alert the supervising staff, and then sign back into the office when they return.
3. A microwave is currently available for students in grades 6-8.

## **USE OF GYM**

Students must not be in the gym without being accompanied by a staff member. There are no exceptions to this rule.

## **MORNING ARRIVAL AT SCHOOL**

Staff supervision begins at 8:30 daily. This time also coincides with the arrival of our first bus. The bell to enter the school is at 8:50. Students will wait at their door entry area (see below) until that time. Please do not send your children to school before 8:30.

## **LEAVING THE SCHOOL GROUNDS**

Bus students are **not** allowed to leave the school grounds at noon, recess, or any other time of the day, unless they have a note signed by the parent or guardian. The note must include the date and the student's name and be dropped off at the office. The student must be signed out at the office before they are permitted to leave. Students will only be released to an adult who is indicated on the pick-up list. It is the parent's responsibility to keep the school updated on who is given permission to pick up you're their children from school.

## **DISMISSAL**

All students are dismissed at 3:30pm.

## **STUDENTS ENTRANCE / EXIT**

To ensure a safe and orderly traffic flow the following exits are to be used for each grade level.

- Kindergarten, Grade 1, 2 Northeast exit.
- Grade 3 - Front main door
- Grade 4, 5 - Northwest exit.
- Grade 7, 8 - Southwest exit.
- Grade 6 – Southwest exit.

## **EXTRA-CURRICULAR ACTIVITIES**

- The staff is committed to supporting activities that are educational, fun and of value to the school and its students. We urge you to take part in as many activities as you can handle. Joining these opportunities offered at OVS will help your experience at OVS be more enjoyable. Student insurance is recommended for all students and may be required for inter-school athletics and ski trips (see below).
- Intra-scholastic sports that may be offered include cross-country running, volleyball, basketball, curling, badminton, and track and field. Fielding teams may depend on interest levels and availability of coaches.
- Students may be required to pay a fee to help supplement the cost of these activities.

## **SCHOOL RELATED ACTIVITIES**

For school related activities such as field trips and sports trips, the same behavior expectations exist for our students. Inappropriate behavior may receive the same response as if it had happened during school hours.

## **ACCIDENTS, INJURY AND ILLNESS**

Parents may be notified at home or work if a child is injured or takes ill at school. No medication will be given to children at school unless parents have made some special arrangements. Emergency contact must be always available, and we ask that you make sure your emergency number is updated when it changes.

## **LOCKERS**

Lockers are provided for all K-8 students. Lockers are the property of the school and may be checked from time to time.

Please do not send locks for students in grades K-3. Locks for grades 4-8 is optional at the discretion of the parent and student. Combination locks only please. Combination locks can be purchased from the school for \$7.00. Students may not change lockers without permission from the home room teacher. No padlocks please.

## **STUDENT ACCIDENT INSURANCE**

All students are insured by the school division under the Universal Student Accident Insurance Program. A description of the coverage will be sent home with each student. Parents may also purchase a separate plan that ensures more comprehensive coverage. Reliable Life is the student accident plan endorsed by the Portage School Division. The school sends home the application form. You decide if and what insurance you want, fill out the proper information, make out a cheque to the Reliable Life Insurance Company and send the information and cheque directly to the company in the attached business envelope.

## **SCHOOL BUS CONDUCT GUIDELINES**

For the safety of all those riding the school bus, the following rules have been approved by the Board of Trustees of the Portage la Prairie School Division.

1. Classroom standards of student conduct shall be always expected.
2. Each student shall be seated immediately upon entering the bus in the place assigned by the driver. This place shall remain his seat until further notice by the driver.
3. No students shall stand or move from place to place during the trip.
4. Absolutely no smoking, eating, or drinking shall be allowed on the bus. Students are to hurry to the bus prepared with all homework assignments, book bags, etc.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. Students must make every effort to board their bus for the return trip home as quickly as possible.
8. Any student not intending to ride on the bus either in the morning or evening must notify the driver, preferably the night before.
9. No school bus shall be used to carry any animal, firearm, explosive, flammable liquid, or anything of a dangerous or objectionable nature, or any article likely to endanger the safety of the passengers.

10. Unless ahead of schedule, the school bus driver may not wait for any individual at the point of pick up.
11. Students who act inappropriately on the bus may have this privilege suspended for a period.

### **OAKVILLE PARENT ADVISORY COUNCIL**

Oakville Parent Council works in partnership with Oakville School in providing parents and community with information regarding the school and education. Please look for information on the Oakville Parent Council in newsletters regarding grade representatives, meetings, and other events.

### **SCHOOL LIBRARY**

Oakville has a beautiful and well stocked library full of resources for learning and for pleasure reading and enjoyment. Please use our resources respectfully and with care so others may use them as well. Everyone is expected to use an appropriate voice volume. Students will be held responsible for lost or damaged library books.

### **CLEANLINESS AND PANTHER PRIDE**

Cleanliness is a very important aspect of any school. Students can help in keeping the school clean by:

- keeping desks (and lockers) organized and tidy
- being responsible for the care of their books
- using a second pair of runners for the gym and for the school on days of bad weather
- using the mud scrapers provided at each entrance and removing footwear when inside on days of bad weather
- ensuring that their garbage goes into the garbage can.

### **DAMAGE TO SCHOOL PROPERTY**

1. Students will be held responsible for damage to school property resulting from willfulness or neglect. The school will be asking the student and/or the parent to make restitution.
2. You should take pride in that Oakville School has an excellent record in this area.

### **CARE OF SCHOOL TECHNOLOGY AND MATERIALS**

Students are expected to use the resources and equipment that we have at OVS in a respectful and appropriate manner to help their learning. Anyone causing unnecessary damage to school materials may be charged the full cost of replacement.

## **EMERGENCY DRILLS**

Oakville School holds 16 emergency drills throughout the year. They include 10 fire drills, 1 evacuation drill to the community centre, 4 intruder lockdown drills & 1 weather lockdown.



**Portage la Prairie School Division  
2024-2025 CALENDAR**

**2024**

<b>September 2 (Monday)</b>	<b>LABOUR DAY - SCHOOLS CLOSED</b>
September 3 (Tuesday)	School Based PD
September 4 (Wednesday)	School Based Admin AM – No Classes/ <b>School Meet and Greet</b>
September 5 (Thursday)	First Day for Students
September 11 (Wednesday)	Principals Council
September 20 (Friday)	Strong Beginnings (K-8)
September 23 (Monday)	Strong Beginnings (K-8)
September 25 (Wednesday)	Administrators' Council
<b>September 30 (Monday)</b>	<b>NATIONAL DAY OF TRUTH AND RECONCILIATION- SCHOOLS CLOSED</b>

<b>October 14 (Monday)</b>	<b>THANKSGIVING - SCHOOLS CLOSED</b>
October 16(Wednesday)	Principals' Council
October 23(Wednesday)	Administrators' Council
October 25 (Friday)	MTS PD Day - <b>No Classes</b>

November 7 (Thursday)	Remembrance Day Service at Schools
November 8 (Friday)	K-8 School Based Professional Development/9-12 Administrative Day <b>NO CLASSES</b>

<b>November 11 (Monday)</b>	<b>REMEMBRANCE DAY - SCHOOLS CLOSED</b>
November 13 (Wednesday)	Principals' Council
November 20 (Wednesday)	Administrators' Council
November 22 (Friday)	K-12 Student Led Conferencing - <b>NO CLASSES</b>

December 6 (Friday)	K- 8 Administrative Day/9-12 School Based PD – <b>NO CLASSES</b>
December 11 (Wednesday)	Administrators' Council (Combined)
December 20 (Friday)	Last Day Fall Term
<b>December 23 - January 3</b>	<b>WINTER BREAK - SCHOOLS CLOSED</b>

**2025**

January 6 (Monday)	First day of Spring Term
January 15 (Wednesday)	Principals' Council
January 17 (Friday)	K-12 Divisional Professional PD Day - <b>NO CLASSES</b>
January 22 (Wednesday)	Administrators' Council
January 27 – January 31	High School Exam Week

February 4 (Monday)	Second Semester begins at High School
February 10-14	Kindergarten Registration Week
<b>February 17 (Monday)</b>	<b>LOUIS RIEL DAY - SCHOOLS CLOSED</b>
February 19 (Wednesday)	Principals' Council
February 26 (Wednesday)	Administrators' Council
February 28 (Friday)	K- 12 Professional Development - <b>NO CLASSES</b>

March 12 (Wednesday)	Principals' Council
March 14 (Friday)	K to 12 Student Led Conferencing - <b>NO CLASSES</b>
March 19 (Wednesday)	Administrators' Council
<b>March 31– April 4</b>	<b>SPRING BREAK - SCHOOLS CLOSED</b>

April 11 (Friday)	K-12 Administrative Day – <b>No Classes</b>
April 14 – April 18	Education Week
April 16 (Wednesday)	Principals' Council
<b>April 18 (Friday)</b>	<b>GOOD FRIDAY – SCHOOLS CLOSED</b>
April 23 (Wednesday)	Administrators' Council

May 14 (Wednesday)	Principals' Council
<b>May 19 (Monday)</b>	<b>VICTORIA DAY - SCHOOLS CLOSED</b>
May 21(Wednesday)	Administrators' Council

June 11 (Wednesday)	Administrators' Council (Combined)
June 25 (Wednesday)	PCI Graduation Ceremonies
June 27 (Friday)	Last Day for Students AM/ <b>Administration PM -NO CLASSES PM</b>

**Report Cards K to 8**

December 18, 2024  
April 23, 2025  
June 27, 2025

**Report Cards High School**

November 20, 2024  
February 21, 2025  
April 23, 2025  
June 27, 2025