



Rutland Elementary School
Central Okanagan Public Schools

FAMILY HANDBOOK

"Where The Race To Excellence Has No Finish Line."

620 Webster Road
Kelowna, BC, V1X 4V5

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Web: www.rle.sd23.bc.ca

Principal: Mr. Gord Kirsch
Vice-Principal: Mrs. Jamie McEvoy

Rutland Elementary School

2021 – 2022 Calendar

Days in session: 189
 Number of days of instruction:
 182 Number of non-instructional
 days: 7

Summer Pro D Day for Teachers

August 30- September 1

Schools Open

September 7

Parent-Teacher Conferences

September 30 - 12:30 pm dismissal

Parent-Teacher Conferences

October 1 - 12:30 pm dismissal

Administrative Implementation Day

October 8 – students do not attend

Thanksgiving Day (Schools Closed)

October 11

Teacher Professional Development Day

October 22 – students do not

attendRemembrance Day (Schools Closed)

November 11

Last Day of School before Winter Vacation

December 17

Winter Vacation (Schools Closed)

December 20 – January 3

Schools Reopen after Winter Vacation

January 4

Parent-Teacher Conferences

February 3 - 12:30 pm dismissal

Parent-Teacher Conferences

February 4 - 12:30 pm dismissal

Staff Professional Development Day

February 18 – Students do not attend

Family Day

February 21 – Schools Closed

Last Day of School before Spring Vacation

March 18

Spring Vacation (Schools Closed)

March 21 – April 1

School Reopens after Spring Vacation

April 4

Good Friday (Schools Closed)

April 15

Easter Monday (Schools Closed)

April 18

Victoria Day (Schools Closed)

May 23

Last Day of School for Students

June 29 - Regular Dismissal

Administrative Day

June 30 – Students do not attend

Schools Close

June 30

Bell Schedule

Classes in Session

8:30 am (8:25 warning bell)

Lunch

11:08 am

Classes in Session

12:03 pm

Recess

1:31-1:46 pm

Dismissal

2:30 pm

The Central Okanagan Public Schools Goal Statement:

Each student (K-12) will provide evidence of being a *learner, thinker, innovator, collaborator* and *contributor*.

<i>The Attributes</i>	<i>What it means at RLE</i>
A Learner is a person who is engaged, resilient and seeks to understand through: • <i>Literacy, Numeracy, and Subject competencies</i> • <i>Information, Media and Technology Literacy</i> • <i>Self-Direction, Work Ethic and Accountability</i> • <i>Healthy Lifestyle</i> • <i>Financial Literacy</i>	A Learner... • Is enthusiastic about learning and accomplished across the curriculum • Can transfer and apply learning to real-life situations • Shows higher-level thinking skills • Is self-motivated, independent, organized and persistent
A Thinker is a person who analyzes, makes connections, inferences, asks questions, and transfers knowledge through: • <i>Critical Thinking and Problem Solving</i> • <i>Open Mindedness and Reflection</i> • <i>Flexibility and Adaptability</i>	A Thinker... • Asks questions • Can solve problems with a variety of different strategies • Considers multiple points of view • Is self-reflective and seeks feedback for improvement
An Innovator is a person who sees possibilities and generates original ideas with value through: • <i>Curiosity and Imagination</i> • <i>Creativity, Design, and Performance</i> • <i>Initiative and Entrepreneurship</i>	An Innovator... • Is imaginative, creative and curious • Willing to take thoughtful risks with their learning • Explores new and unique solutions to problems • Is resourceful and inquiry focussed
A Collaborator is a person who excels at working with others to create new understanding through: • <i>Appreciating Diversity</i> • <i>Effective Communication</i> • <i>Interdependence</i> • <i>Relationship Building</i>	A Collaborator... • Is inclusive and accepting of others and their ideas • Communicates clearly and respectfully • Works well as a part of a team and supports all members in a group
A Contributor is a person who participates in the local and global community through: • <i>Finding, Following, and Sharing Passions</i> • <i>Respect, Empathy, and Kindness</i> • <i>Integrity and Ethical Behaviour</i> • <i>Civic and Environmental Responsibility</i> • <i>Embracing Diverse Cultures and Lifestyles</i>	A Contributor... • Is kind, respectful, empathetic and compassionate • Sets a positive example for others • Willingly volunteers to make the school community a better place; shows responsible citizenship • Shows initiative and actively participates in classroom and school activities

RUTLAND ELEMENTARY STAFF

Mr. Doug Stacey	Grade 5	Room 204
Ms. Shelia Stringer	Grade 5	Room 206
Ms. Jillian Semsch	Grade 4/5	Room 209
Ms. Callie Pasitney	Grade 3/4	Portable A
Mr. Rob Parker	Grade 4	Portable B
Ms. Tracy Kuzik	Grade 3/4	Room 207
Mrs. Stefani Oakes	Grade 3	Room 205
Miss Kate Knox	Grade 2	Room 262
Ms. Hilde Dietzel	Grade 2	Room 260
Ms. Deb Cowell	Grade 2/3	Room 255
Mrs. Amanda Wilkison	Grade 3	Room 258
Ms. Marlisa Vecchio	Grade 1	Room 257
Ms. Pam Dickson	Grade 1	Room 162
Mrs. Desiree Reimann	Grade 1/2	Room 259
Ms. Carrie McDonnell	Kindergarten/1	Room 160
Mrs. Jennifer Huntley	Kindergarten	Room 159
Ms. Taylor MacDonald	Kindergarten	Room 158
Mrs. Leanne Vargo	Kindergarten	Room 157
Mr. Gord Kirsch	Principal	Office
Mrs. Jamie McEvoy	Vice Principal	Office
Paige Waller	Administrative Assistant	Office
Ms. Lisa Lundquist	Teacher Librarian/Prep	Library
Mrs. Shauna Lyon	Library Assistant	Library
Ms. Krista Schilter	Arts Education Prep	MPR
Mrs. Coral G	School Counselor	Room 253D
Ms. Susan Whitehead	Resource Teacher	Room 107D
Ms. Laurie Sinclair	Learning Assistant	Room 253E
Mrs. Lindsay Skelton	Speech Therapist	Room 107E
Ms. Halle Rippel	ELL Teacher	Room 107
Ms. Jackie Garbitt	Indigenous Advocate	Room 253B
Mrs. Cindy Schafer	Education Assistant	
Ms. Debbie Manly	Education Assistant	
Mrs. Denise Johnson	Education Assistant	
Mrs. Juanita Robertson	Education Assistant	
Mrs. Cassie Hacking	Education Assistant	
Mrs. Tanya Haidar	Education Assistant	
Mr. Owen Shearer	Day Custodian	
Mr. Landon Hopkins	Evening Custodian	
Mr. Kelly Sali	Head Custodian	

Staff can be contacted by calling the office at 250-870-5126, but we strongly encourage parents to use our Staff Directory on our website, located in the 'Contact Us' tab.



Rutland Elementary

Student Code of Conduct

At Rutland Elementary School, we recognize that each child and situation is unique and we will always strive to ensure that our school is a *safe, caring and orderly environment* in which to learn and work. Rutland Elementary School promotes the values expressed in the BC Human Rights Code, respecting the rights of all individuals in accordance with the law – prohibiting discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender or sexual orientation. Behaviour or communication that discriminates based on any of the prohibited grounds listed will be treated seriously by our school. The code of conduct at Rutland Elementary School is based on the following balance of rights and responsibilities.

Rights	Responsibilities
Students have the right to learn.	Students have the responsibility to actively participate and be responsible learners. Some examples include: • <i>always trying their best</i> • <i>being on time and ready to work</i> • <i>staying focussed and not distracting others</i> • <i>completing assignments and using a planner</i>
Students have the right to be respected.	Students have the responsibility to respect others (not to bully, tease, pick on, or harass others). Some examples include: • <i>being polite and waiting your turn</i> • <i>using kind words</i> • <i>using good listening skills</i> • <i>being honest and telling the truth</i>
Students have the right to be safe.	Students have the responsibility to behave in a safe manner and to protect the safety of others. Some examples include: • <i>walking calmly; no running in the hallways</i> • <i>staying in the designated areas</i> • <i>playing games safely</i> • <i>reporting dangerous situations to staff</i>
Students have the right to privacy and security of personal space.	Students have the responsibility to respect the property and privacy of others (students, staff and community). Some examples include: • <i>not touching other people's property without permission</i> • <i>respecting personal boundaries</i> • <i>asking before photographing/recording someone</i>
Students have the right to use student equipment and property.	Students have the responsibility to use the equipment and property according to all applicable rules and with care and respect. Some examples include: • <i>cleaning up after yourself</i> • <i>asking before borrowing</i> • <i>returning materials promptly and neatly</i>

Misuse of Technology

The purpose of using network services and digital technologies while in educational settings is to engage in responsible educational activities. Therefore, the use of personal technology devices, school technologies, and district network services requires students to abide by the school's Code of Conduct and procedures, as well as Central Okanagan Public Schools Policy 486: Student Use of Network Services and Digital Technologies.



Some examples of responsible use with district and personal devices include the following:

- **Act responsibly** when accessing technology and district networks, including the Internet in their school.
- Use technology equipment and property according to all applicable rules and with **care and respect**.
- Engage in **appropriate use** as directed by school staff.
- Respect the **safety and privacy of self and others** and do not provide personal contact information about themselves or other students.
- Treat others with **respect and kindness** when using digital devices and network services.
- Respect **resource limits** of the network services and do not engage in activities that jeopardize the integrity, security or performance of the network.
- Understand the importance of **privacy and security** and take all reasonable precautions when accessing network services and digital technologies.

The use of Personal Technology Devices, School Technology, and District Networks is a privilege and usage may be revoked at any time for inappropriate conduct. Schools will not be held responsible for any misplaced, lost, stolen, or broken items brought to school by students. Use of network services and digital technologies which violate the terms outlined in policy and/or the School's Code of Conduct may result in serious consequences including definite or indefinite suspensions and/or police intervention.

Inappropriate Behaviours:

Inappropriate behaviour can consist of, but is not limited to:

- *rudeness, swearing*
- *fighting (or play fighting)*
- *lack of respect for others including teasing*
- *throwing objects (rocks, sticks, pine cones, snowballs etc.)*
- *defiant behaviour, insolence*
- *running in the halls*
- *public displays of affection in a romantic or sexual nature*
- *unauthorized leaving of the school grounds*
- *littering*

Forms of unacceptable conduct cited above are only some examples and not an all-inclusive list.

Consequences:

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age, and maturity; and will be restorative rather than punitive in nature.

Inappropriate behaviour typically has the following consequences:

- *review of the expectations and a timeout*

- *review of the expectations, written assignment and/or loss of privileges*
- *restorative acts to give back to the school community*
- *parents are notified*
- *meeting with parents*
- *short-term (in school or at home) suspension up to 5 days*
- *long-term suspension (over 5 days) or referral to district program*
- *consultation with police and/or fire department*
- *expulsion*

Students are expected to abide by the school code of conduct when travelling to and from the school. Accordingly, students may be disciplined for violations which occur off of school property and outside of instructional hours if such violations adversely affect students or the operation of any school.

Major Infractions:

Students involved in major infractions (i.e. smoking, fighting, drugs, alcohol, vandalism, overt or repeated defiance) will be dealt with by the administration. Parents will be contacted and informed of the disciplinary procedures. A suspension may occur as a result of a major violation. The RCMP will be contacted if the incident is against the law and an indefinite suspension may result. Such incidents will be dealt with in accordance with School Board Policy and Regulations on Discipline. In a report of something illegal or dangerous, the school reserves the right to search a student, locker, vehicle and belongings.

Safe and Caring School Environments:

Are free from acts of:

- *bullying, cyber-bullying, harassment and marginalization*
- *threat and intimidation*
- *violence in any form*
- *abuse in any form*
- *discrimination in any form including race, colour, gender, religious beliefs, sexual orientation, ancestry or national origin*
- *retribution against a person who has reported incidents*

Do not tolerate the presence of:

- *theft and vandalism*
- *intoxicating or banned substances*
- *weapons or replica (toy) weapons and explosives*
- *intruders or trespassers - All visitors to the school must first report to the office*



Notification

As circumstances warrant, administrators have a responsibility to advise other parties following a behaviour incident:

- *parent of a student exhibiting major behaviours*
- *parent of a student on the receiving end*
- *District staff including Directors, Safe Schools Team Members and Superintendent of Schools*
- *Ministerial agencies and/or School Liaison Officers (Police)*

Rutland Elementary School's Code of Conduct has been structured to align with and adhere to the standards outlined in:

- *The School Act 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007*
- *BC Human Rights Code, (SD 23 Policy 450 and Regulation No. 450 - Discrimination Toward and by Students)*
- *SD 23 Policy 455 and Regulation 455 - Discipline*
- *SD 23 Policy 486 - Student Use of Electronic and Social Media Communication*
- *BC Ministry of Education: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at <http://www.bced.gov.bc.ca/sco/>*

The Nuts and Bolts about RLE

Parent Advisory Council

The Parent Advisory Council (PAC) is the officially recognized voice of the parents at the school level. Every parents or guardian of a child at Rutland Elementary is a member of our PAC. Please contact our executive if you wish to make us aware of something requiring parental input or attention. The RLE PAC meets on a monthly basis to consider school issues of concern to parents, to organize parent education and to plan ways of supporting school programs. Our vision is to build community ties and enrich the educational experiences of our children. Meetings are conducted according to the constitution and by-laws of PAC, and the executive is elected by parents annually. The school principal or his/her representative attends the PAC meetings to facilitate consultation between the school and PAC. PAC meetings are held once a month at 6:30pm in the Rutland Elementary Library (dates to be determined). Refreshments and child minding are always provided. The executive for the current year is as follows:

President: Currently Unfilled

Vice-President: Jen Elder

Secretary: Currently Unfilled

Treasurer: Jason Elder

Hot Lunch Coordinator: Currently Unfilled

Student Support Services

Learning Assistance:

The Learning Assistance Teacher (L.A.T.) assists classroom teachers in planning and implementing programs for students with specific needs within the regular classroom. The L.A.T. assists teachers with detailed assessment of students and communicates the necessary information to teachers, parents, administrators and to the student, if appropriate.

Counsellor:

Every elementary school in Central Okanagan Public Schools are presently provided a staff counsellor on a part-time basis. The counsellor supports students who are experiencing emotional, social or behavioural problems at school or at home which affect their learning and personal well-being. The counsellor is available for consultation with staff, administration and parents who wish to discuss concerns about students so that strategies for improvement can be implemented.

The following services are also available to students at Rutland:

- Speech and Language Assistance
- School Psychologist
- Occupational Therapist and Physical Therapist
- Resource Teacher
- Hospital/Homebound Services
- Indigenous Advocacy
- Literacy Intervention

Please contact the school for further information on any of these programs.

School Based Team

A School Based Team (SBT) is a group of school based personnel who work collaboratively with parents to best support their children in developing their academic and social/emotional skill set and by suggesting, providing, and implementing variety supports and strategies.

Who is on the team?

The SBT includes the following members:

- Principal and/or Vice Principal
- Learning Assistance Teacher (SBT chair)
- Classroom Teacher

Often the SBT can also include:

- School Counselor
- Speech Language Pathologist

On a case by case basis the SBT can include:

- Resource Teacher
- Indigenous Advocate
- Outside community support (pediatrician/therapist etc.)
- District Student Support Services staff

At the SBT meeting, we will discuss what is working well for your child, highlight areas of continued growth, review any background history and brainstorm ideas of possible supports to be put into action.

Please connect with Ms. Sinclair (LAT and SBT Chair), if you have any questions.

laurie.sinclair@sd23.bc.ca

250-878-0236

School Community Learning Plan

In collaboration with staff, school administration, and the community, our school continually strives to improve. Our improvement model is based on an inquiry process, and involves fluid transition through an interconnected framework which incorporates these elements:

1. Scanning – asking what's going on for our learners?
2. Focusing – asking what can we do that will have the greatest impact on their learning?
3. Learning – determining what the school needs to learn to be able to impact student learning
4. Taking Action – applying the new learning in our classrooms / school
5. Checking – determining if what we have done has had the desired outcome

Our Learning Story shows our journey to date. Please find the plan on our school website. We will update it throughout the year. Parents are invited to comment, provide feedback, and input into the direction of our school improvement process.

School Procedures

Accident Insurance

Central Okanagan Public Schools does not insure expenses for **student injuries** that occur on school grounds or during school activities. Parents and guardians can voluntarily purchase private accident insurance. The Kids Plus Accident Insurance Program that was previously offered to our students is now discontinued and the IA Financial Group will be offering the Family Accident Reimbursement Plan. This new product will be available to current insureds as well as new insureds and more information will be provided to the District for distribution to parents and guardians later in the year.

Adventure Playground

All students may use the Adventure Playground at anytime. Students in grades K-3 can use the swings on Mondays, Wednesdays, and Friday, while students in grades 4-5 will be able to use the swings on Tuesdays and Thursdays. Please note that proper footwear is mandatory on the adventure. Flip flops, Crocs and shoes that are not secured to your feet are not permitted as not as safe as a closed toed secured shoe. The following are reminders about the adventure playground; no walking or sitting on top of the monkey bars; one person at a time on swings and no side to side swinging; no running games on the adventure playground; slides are feet first only and rocks are to stay on the ground.

Allergy Awareness Zone

We have a number of students at Rutland who are at **extreme risk** due to nuts and nut products as well as kiwis. These students do not have to ingest nuts; they can have a reaction to airborne particles or residue left on surfaces. For the safety of all our students, Rutland is declared an **ALLERGY AWARE SCHOOL** and we ask your cooperation by not sending these products to school. This includes but is not limited to peanut butter, granola bars, chocolate bars, trail mixes, etc. Please read labels.

Animals on Property

All animals, even on a leash, are prohibited from school property by District of Kelowna bylaw. Owners that violate the bylaw may be fined \$100 by the Regional District of Kelowna. If you are walking to meet your child and you have dog with you, please plan to meet your child off of school property.

Bus Conduct:

In order to maintain a safe environment on our buses, students must abide by the following expectations. Students will:

- Remain in the area designated as a bus loading zone
- Board or disembark a bus in an orderly manner
- Remain seated in a seat assigned or assumed from the time they board the bus until the time they arrive at the destination
- Use “inside voices” on the bus—no hollering or loud talking
- Refrain from putting their heads or arms out of windows
- Refrain from talking to the bus driver while the bus is in motion
- Do everything possible to keep the bus clean, tidy and neat
- Do not eat or drink on a school bus without the driver’s permission
- Abide by instructions given by the bus driver

School Messenger Safe Arrival/Absence Reporting System

Absences must be entered into School Messenger. If you have not already logged in to the system, please use the following link for instructions:

<http://www.sd23.bc.ca/schoolmessenger/Pages/default.aspx#/=>

Code of Conduct

The code of conduct at RLE is designed to ensure the safety and well-being of all students. All students are expected to abide by the expectations of the school code of conduct to ensure we have a safe and caring school environment.

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
- 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 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, computer lab, 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.

Cell Phones, iPods and Technology Equipment

We recognize that many students often use cell phones and other devices to communicate with family and friends. These are helpful communication tools; however, we do have some concerns regarding the safety and privacy of others. If students choose to bring cell phones, iPods or other technology equipment to school, they must abide by the RLE School Code of Conduct and School District 23 policy for *Student Use of Electronic and Social Media Communication* (Policy 486). We expect students to turn off all phones and devices during instructional time unless the student has permission from a supervising school staff member. Students who choose to bring their own laptop, tablet or similar device to school may do so only under the direct supervision of an adult and in accordance with all school and district policies. The school will also not be held responsible for any items brought to school by students that are misplaced, lost, stolen, or broken.

Dress Code

Decisions regarding student dress require the careful balance of the individual's right to self-expression and the school's responsibility to ensure an appropriate learning environment. Consideration must be given to the health, safety and welfare of the school community.

Although choices regarding student attire rest primarily with the parent and student, the school dress code identifies some standards that should assist these decisions and identify consistent expectations for the school as a learning community.

To that end, we offer the following guidance so that students learn to make good independent decisions regarding their choice of clothing.

- All members of the school community should dress in ways that are appropriate for their particular roles and show respect for themselves, for others, and for the school. As role models, staff should dress in ways that set good examples for students.
- All members of the school community are expected to wear clothing appropriate for school including safe, appropriate footwear. Clothing that distracts oneself or others from focusing on teaching and learning is inappropriate. Please consider that the school is a place of work and business and clothing should be reflective of that setting. It is not appropriate or respectful to wear clothing that:
 - Represents or promotes alcohol or drugs
 - Makes sexual reference
 - Uses inappropriate language
 - Depicts or promotes violence, racism, or other discriminations
 - Is intimidating to others; has brand names that relate to profanity

Extra-Curricular Activities

At certain times throughout the year, teachers volunteer their time to run extra-curricular activities for the students of our school. These activities include clubs and sports teams. We appreciate these efforts and the support shown by parents. Notification of these activities will be announced in school and included in our newsletters and websites. Students who sign-up for extra-curricular activities are expected to attend practices regularly in order to build a sense of teamwork, follow-through with commitment and to best represent Rutland at school district events.

Home/School Communication

We want to do our best to keep you informed of activities and events that occur in and around the school. We will also try to keep you posted on district and community information. We rely heavily on our students to ensure the school notices are delivered home and that response slips or parent notes are returned to the school. The follow methods of communication are used at Rutland:

- Newsletters: published monthly and will contain notes on special events and accomplishments in our school. These are available on our website and are emailed directly to parents. Thanks for taking the time to read them.
- Website (www.rle.sd23.bc.ca): Please check the site often for current information, newsletters and upcoming events. Some teachers also have classroom websites.
- Email: we have the ability to send school-wide emails to our parent population to share latest updates and information. In addition, parents can email teachers and administration using the linked staff directory on the school website.
- SynerVoice: automated callout service from the school to all parents/guardians.
- Formal Report Cards: will be issued in December, March and June.
- Parent/Teacher Conferences: these are scheduled opportunities to discuss your son's/daughter's progress. We encourage parents to call and arrange conferences as needed throughout the year.

Hot Lunch Program

The Rutland Parent Advisory Council organizes and operates a Hot Lunch Program at our school. Parents prepay for meals which are generally delivered on a weekly basis. Food choices are available for students and these are outlined online at <http://rle.hotlunches.net>. We thank the coordinators and the other volunteers for their hard work in ensuring the success of this program. The money raised from this program is used by the PAC to fund various fun activities for our students. If you have questions, please contact, rle.pac@sd23.bc.ca.

Inside Shoes and Extra Clothing

Students are asked to bring a separate pair of runners for use within the school. Wearing winter boots throughout the school is not permitted. Indoor shoes will be used in the gym and throughout the school on days when the weather requires students to wear boots. Please ensure that these indoor shoes have non-scuff soles so that they don't mark the floors. During wet weather, it is advisable that all students have an extra T-shirt, pants, and a pair of socks at school in case a change of clothing is required.

Library Services

Our library has a collection of materials that is intended to support curriculum needs and to provide enjoyment for pupils. The collection also includes a limited selection of materials of particular interest to parents. Students are encouraged to exchange books frequently. The Library is open most mornings from 8:10 am to 8:30 am and after school. There is a sign on the front doors of our building indicating if the library is open or closed.

Lost and Found

Every year many articles are lost at school. It is recommended that nothing be brought to school that is of value or you cannot risk losing. Smaller items such as keys, jewelry and watches are kept at the office. Larger items and clothing are put in our "Lost and Found" bin in the hallway outside the library. Lost and found items are put out on display a number of times over the school year. Unclaimed items are donated to local charity.

Lunch Time Procedures

At the lunch bell (11:05), students go outside to play, weather permitting. At 11:35 am, the students come inside to eat their lunch. We will have a warning bell at 11:57 am to notify students that they have 3 more minutes before the afternoon learning session begins. Students are to remain on school property for the entire school day unless we have permission from the guardian to release them. Students are also expected to demonstrate proper manners while eating and to clean up their eating area before the end of lunch hour. Student supervisors are on the grounds while students play outside and circulate between classrooms while students eat their lunch.

Morning Entrance & Start-up Routines

It is important for students to abide by the following procedures as school begins each day in order to ensure students are safely supervised while on school grounds. The first warning bell will ring at 8:25 am. At this point, students should promptly line-up outside of the building at a designated spot and wait for their teacher/supervisor to let them into the building. Please consider appropriate clothing to deal with changing weather throughout the year. Students are to remain outside during non-instructional time unless part of a planned program. Students are to leave their backpacks in their outside line-ups in the mornings.

School Search & Seizure Policy

Student searches may be made based on reasonable suspicions of a violation of school rules and/or law. The search shall be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student shall be justified at its inception, based on reasonable suspicion and reasonable scope in light of the age and sex of the student. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing. Return of the property may be made to the parents/guardians of the student. Illegal contraband or other property will be turned over to the proper law enforcement.

School Fees

Parents have the option of purchasing school supplies directly from the school. All students are expected to pay a cultural fee which covers the cost of various performances throughout the year. School fees are \$35 for supplies plus \$10 Cultural fee for a total of \$45.

Student Health and Medication

If your child suffers from a medical condition that may require emergency action, please ensure the office is aware and all the medical alert planning forms are on record at the school and updated each year. These forms are available at the office. Please do not send medication to school with children unless absolutely necessary. If this situation cannot be avoided, all medication is to be kept in the school office during school hours. Please see the school administrative assistant for proper authorization forms and other information. Please reference the school district's policies regarding medication and medical treatment.

If your child becomes ill at school, he/she should alert a staff member who will then attempt to contact you, or your emergency contact.

Student Pick-up and Drop-off Zones

The RLE parking lot is an extremely busy place at the beginning and end of each school day. We want every student and their families to travel safely to and from school. Year round we endeavor to maintain a safe environment for all. Our parking lot is for staff only and for designated vehicles that have an accessible parking pass. The lane way is closed to all traffic except fire, bus, staff, and vehicles equipped with an accessible parking pass provided by our administration. There are three *Fire Hydrant Zones* surrounding our school. Please note that "no person shall stop, stand or park a vehicle" within 5 meters of a fire hydrant (as per Bylaw 8120 Part 4). The regional district urges motorists to not let their engines idle in school zones. If you see any illegal and/or unsafe traffic incidents, please fill out a "School Traffic Incident Report." Forms can be found on the school website at rle.sd23.bc.ca under the **CONTACT US** tab or at the office. These forms will be forwarded on to the appropriate enforcement agency. We thank parents in advance for their compliance with these safety issues.

Student Telephone Use

Students are permitted to use the school telephone only if circumstances are deemed important and they have permission from their classroom teacher or the office.

Volunteers

There are many opportunities for parents to become involved in the educational process at Rutland. Any of the following areas would benefit from increased parent involvement:

- One-to-one reading programs
- Lunch program
- Field-trip supervisors
- Coaching & extra-curricular clubs
- Classroom helpers
- Living Library

Central Okanagan Public Schools and the RCMP require all adults in the school community who are wishing to volunteer to complete a criminal record check – valid for five years. Along with changes to the form, the process involved with becoming a volunteer was changed in April 2014. The completed forms will be sent by Rutland to be processed. Once approved, the RCMP will send the confirmation TO THE VOLUNTEER. It is the volunteer's responsibility to return this confirmation to Rutland, or the School Board Office, at which time; they will be added to our Volunteer list. NO ONE can volunteer until they have completed this process, and their name has been recorded on the Board Office list. Please contact the office, at 250-870-5126, if you have any questions or if you'd like to confirm if your Criminal Record check is current. If you are volunteering as a driver, you must complete the driver's volunteer forms (annual) and they must be resubmitted each year when your insurance expires. Drivers require appropriate insurance coverage. Forms and detailed insurance information are available at the school office.

Wheels

Bicycles, scooters, skateboards, rollerblades and other similar equipment may not be used on school property unless a special supervised event is held. Students must walk their bikes and scooters to the racks and lock them securely upon their arrival at school. Students must provide their own locks. Heelies should not be worn at school. Please ensure your child has the necessary safety equipment (i.e. helmet) when riding their wheels.