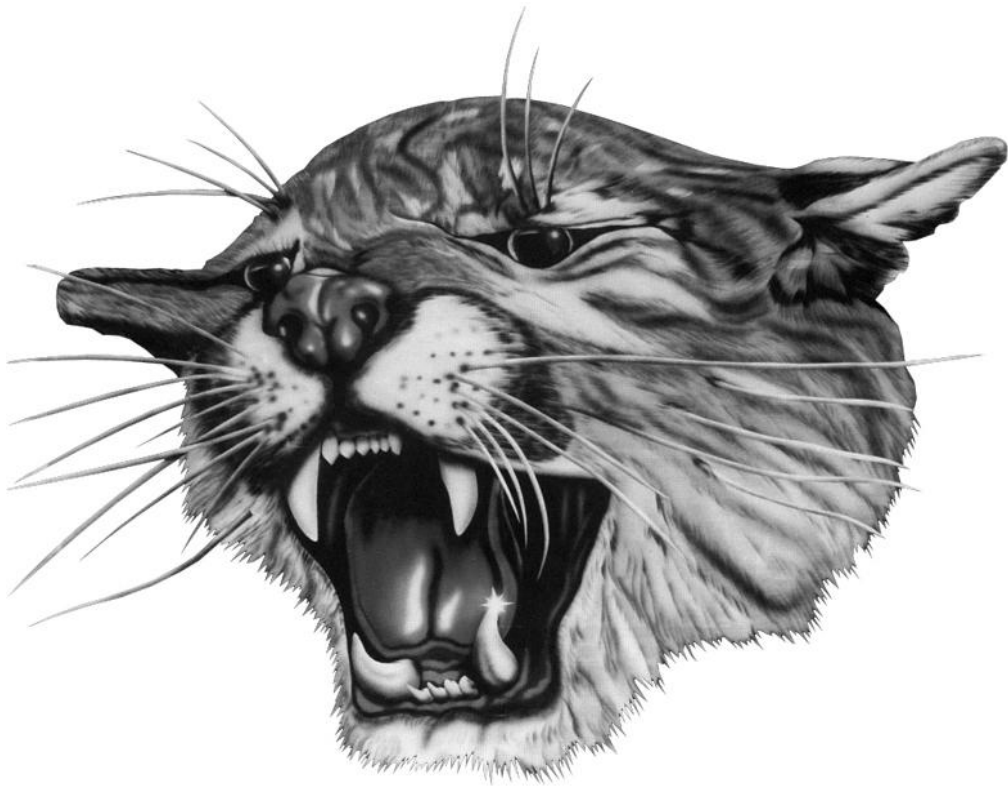


**2017-2018**

**KOLA SCHOOL**

**HANDBOOK**



Phone: 204-556-2347  
Fax: 204-556-2425

## **Kola School Mission Statement and Vision**

### **Mission Statement**

*Kola School and its community are committed to providing a caring educational environment which will encourage students to become lifelong learners, responsible citizens and enjoy success in their chosen life paths. We are committed to maintaining an effective community-based educational facility by providing quality education that includes a strong academic program, a safe social environment and a challenging physical education program.*

### **Values**

*We see the journey of lifelong learning to include these principles:*

- *Involving the stakeholders (students, teachers, support staff, administration and our community of families, business and industry) in the education of our children.*
- *Developing a student understanding of citizenship which promotes responsibilities toward themselves, their school and their community.*
- *A need to focus on the ever-changing society of today to meet the unexpected challenges of tomorrow.*

*We, (the students, staff, administrators and community, believe that as the above principles are met, this will allow our students to reach their full potential as individuals and accept their positive place in society.” – 1998*

## **Kola School Staff for 2017-2018**

| <b><u>Position</u></b>               | <b><u>Name</u></b> | <b><u>Phone Numbers</u></b> |
|--------------------------------------|--------------------|-----------------------------|
| Principal/Early/Middle Years Teacher | Kristi Wilson      | 204-748-3438                |
| Early/Middle Years Teacher           | Erin Wooldridge    | 204-512-0771                |
| Middle/Early Years Teacher           | Tyler Mitchell     | 204-845-2190                |
| Secretary/Librarian                  | Jennifer Lesnar    | 204-556-2644                |
| EAL Student Assistant                | Viola Kroeker      | 204-556-2623                |
| Educational Assistant                | Viktoria Vogt      | 204-556-2020                |
| Custodians                           | Helene Tiessen     | 204-556-2013                |
|                                      | Katharina Neufeld  | 204-556-2448                |

## **Profile of Kola School**

Kola School is a Grade One to Grade Nine School within Fort La Bosse School Division (hereinafter referred to as FLB). Currently there are 28 students registered for the 2017-18 school year. We offer complete programming in 2 combined classrooms with the following divisions: Grade One to Grade Four, Grade Five to Grade Eight.

## Daily Time Schedule

|                |  |
|----------------|--|
| 9:00 AM        | Bell to begin day  |
| 9:00-9:15 AM   | Assembly   |
| 9:15-10:15 AM  | Period 1   |
| 10:15-10:30 AM | Morning Recess   |
| 10:30-11:15 AM | Period 2   |
| 11:15-11:45 AM | Period 3   |
| 11:45 PM       | Noon Hour Dismissal  |
| 12:40 PM       | Bell rings for students to return to prepare for afternoon classes |
| 12:45-1:30 PM  | Period 4   |
| 1:30-2:15 PM   | Period 5   |
| 2:15-2:30 PM   | Afternoon Recess   |
| 3:20-3:15 PM   | Period 6   |
| 3:15-3:25 PM   | Homeroom   |
| 3:25 PM        | Bus Bell   |
| 3:30 PM        | Bus Dismissal  |
| 3:35 PM        | Town Dismissal (once the bus has left)                             |

## Specifics of the Building & School Use

Kola School has a gymnasium available for all sporting events, special assemblies and meetings. The library is available for all students to sign out books and return borrowed materials, undamaged, by the due date. As well, an extensive network of computers is available for all students to utilize. FLB Internet acceptable use forms must be signed by parents prior to access to the internet. Kola School may be used for after-school practices, group functions or other appropriate uses. This is a facility in the community and is available to be used by community members. Kola School doors will be open and students are allowed in the building by 8:30 AM. Most school facilities will be available from 3:35 to 4:30 PM for use by students who have permission of a teacher and where a supervisor is available. Students not involved in after school activities should vacate the school by 3:45 PM. Procedure to follow by community members for school use is as follows:

- 1) Contact Kola School Principal or staff member about date & time.
- 2) Sign a "School Use" Form in the school office if requested by principal.
- 3) Pick up a school key from the school – this must be an adult, who is then responsible for the school and property as well as those in the school during this time.

## Attendance Policy

When known in advance that a student is to be absent from Kola School, a note signed by the parent is expected. If a student is to be absent due to unknown reasons, (ie. illness, family emergency, injury, etc.) parents should contact the school by 9:00 AM for morning absences, and 1:15 for PM absences. If there is an unexplained absence, there may be a phone call made to verify the safety of the student. Students who are absent from school for any reason are required to "catch-up" on all notes and assignments. **This is a student's responsibility and not a requirement for the teacher.** Consistent attendance makes a profound difference in learning and retention. It is imperative that your child attend as consistently as possible.

## **Dress Code**

Students are expected at all times to maintain a satisfactory level of personal hygiene. As well, students are expected to dress in a neat, clean and attractive manner which reflects personal pride and respect for others.

1. Caps and toques are not allowed to be worn in the classrooms.
2. Students are expected to wear appropriate clothing suitable for the weather as students are expected to go outside for breaks.
3. Clothing may not be too revealing, bear obscenities or lewd suggestions, or advertise illicit activities.
4. Shorts must be an appropriate length.
5. Tops must be full length (no exposed bellybuttons or shoulders)
6. Indoor footwear must be worn at all times inside the building. (non-marking soles)
7. Outdoor footwear must be worn at all times outside, and this cannot be the same footwear as is used inside.
8. Staff will decide suitability of clothing on an individual basis.
9. All students in grades 5 through 9 must bring a change of clothes for gym class. Shorts or sweat pants and a t-shirt are required, and students will be asked to change every day for class.

## **School Clothing**

Custom school clothing and accessories can now be purchased at your own convenience through our online shop. Simply click the following link to set up an account and start shopping:

<http://kolaschool.entripyshops.com>

There are many items, styles and designs to choose from and you can customize and personalize your orders. 10% of the proceeds go towards school fundraising efforts. All sales are final.

## **Emergency Procedures**

Regular fire drills and emergency response drills (tornado drills & lock downs) will be held throughout the year to practice student safety procedures.

## **Student & Staff Safety: Fair Notice**

Please be advised that in accordance with our Division Policies JLDBB and JICFB, we are providing Fair Notice that violence or threats of violence will not be tolerated in or around our school facilities, while individuals are transported for Fort La Bosse activities, or for the duration of participation in Fort La Bosse or related activities. Included are any digital activities which may be initiated off campus. All staff and students or any member of the school community having knowledge of high-risk student behaviour or having reasonable grounds to believe there is a potential for high-risk or violent behaviour should promptly report the information to the school principal and/or his/her designates. Our School Administrators, identified members of school staff and division office staff are trained to respond in these situations when called upon to do so. Both policies are available for you to access on our division web site.

## **Noon Hour Supervision**

Noon hour supervision is conducted by the Educational Assistants (EA) as per their union agreement.

### **Supervisor Guidelines**

1. Supervisor Calendars
  - Will be determined by the school staff. If an EA is not at work a substitute will be called in
2. Supervisor Responsibilities
  - Be at school for 11:45 AM
  - Supervise the students in the lunchroom and at play time.
  - One supervisor must help the younger students at the microwave.
  - Enforce the rules for students as posted, to ensure the safety of all students
  - If discipline of students is needed, please contact the principal or teacher in charge and they will look into it.
  - Contact supervisors for the next day about any discipline, etc. by writing notes on the whiteboard in the staff room. Please check this whiteboard each day when you arrive.
  - If you have any questions, ask the principal.
3. Schedule for lunch hour.
  - 11:45 – 12:00 Eat lunch in the classrooms. K-4 students will eat in the 1-4 classroom, 5-8 students will eat in Mrs. Wilson's room. Supervisors may do the lunchtime prayer before the canteen opens.
  - 12:00 – 12:40 Recess
  - Grade groups will take care of their own lunch clean-up as part of their classroom responsibilities.
  - Supervisors must go outside with the students.
  - The supervisors may decide if the weather is too bad to go out and stay inside with students.

### **Lunch Hour Rules for Students**

#### **Grade Level Setup and Cleanup:**

Students are responsible for their own set-up and clean-up within their grade groups. Set up includes bringing microwaves to the classrooms, and clean-up includes wiping tables, pushing in chairs and putting the microwaves away at the end of each lunch hour. All students are responsible for ensuring their garbage and lunch kits are put in the appropriate places.

#### **Microwave Use:**

- 1 minute maximum may be used unless no one else is waiting to use the microwave.
- Each classroom has a microwave for use. Students are to use their own classroom microwaves. Students are not permitted to use the canteen or staff room microwaves without permission.
- Students may start heating up food as soon as they arrive in the lunch classroom.

Students may start eating as soon as they get to the lunch classroom.

### Eating Time Rules:

1. Use a quiet voice
2. Stay in your seat
3. Eat the lunch you brought
4. Clean up after yourself
5. Listen to the supervisors
6. Respect each other

### Inside Playtime Rules:

Team practices are the responsibility of the coach. If a team would like to have an informal practice, it is a supervisor's responsibility to supervise the practice, or decline the request.

Students may stay inside, with permission, if they are doing constructive work such as homework. If the teachers or supervisors feel the work is not constructive, students will be sent outside.

Students may not use the library at lunch hour, unless they have specific permission from a teacher.

### Outside Playtime Rules:

1. All students are to go outside.
2. Students must ask permission from the supervisor to go into the school.
3. Students must stay in playground boundaries, which are the mowed area, not the skating rink (unless there is a planned activity).
4. Students must stay away from bikes and bike stands.
5. No roughhousing.
6. Treat each other with respect.
7. Students must place trash in a garbage can.
8. Return to the school quickly when the bell rings.

Students choosing not to obey the lunch hour rules will lose their privileges. Discipline will be determined by the principal.

## **Sports Program**

Kola School has an active interschool sports program in which Kola students in grades 7-9 (and in some cases grade 6's) may participate. Kola teams will compete against other middle years students in schools throughout FLB. A variety of sports are offered which include volleyball, basketball, badminton and track and field. Practices may be held at noon hours as well as after school. Parents may be asked to assist with driving students to locations. Parents must be 25 years of age or older and hold a valid drivers license.

An intramural program is also offered during the noon hours. Students from Grades 1-9 are assigned to one of 3 houses and will compete in a variety of sports and activities throughout the year. The intramural program will be offered twice per week.

Because we are a small school, involvement by all students in interschool and intramural sports is strongly encouraged. The principal has the right to decide if a student will or will not play.

## **Evaluation and Reporting**

Kola School follows the Provincial Student Evaluation Model when assessing, evaluating and reporting on student progress and achievement. All students will receive a formal report card 3 times throughout the year, and parents will have the opportunity to come in and discuss their child's performance with teachers. Students will be judged in relation to learning outcomes for the unit or term and the teacher determines where the overall performance falls into the grading scale. Number scale/percentage that corresponds to the level of performance by the student is assigned as follows.

|  | <b>K-6</b><br>(numerical scale) | <b>Grade 7 - 9</b><br>(percent scale) |
|--|---------------------------------|---------------------------------------|
| Thorough understanding and in-depth application of concepts and skills | 4                               | 80-100%                               |
| Very good understanding and application of concepts and skills         | 3                               | 70-79%                                |
| Basic understanding and some application of concepts and skills        | 2                               | 60-69%                                |
| Limited understanding and minimal application of concepts and skills   | 1                               | 50-59%                                |
| Does not yet demonstrate required understanding of concepts and skills | ND                              | Below 50%                             |

## **Movie Policy**

Movies are occasionally watched in school on celebration days, sports tournaments, etc. The following is a guideline to assist in decisions regarding appropriateness of movies. The principal may use her discretion if a particular movie is in question.

Grades 1-6 are allowed to watch G rated movies.

Grades 7-9 are allowed to watch PG rated movies.

## **Advisory Council for School Leadership (ACSL)**

Kola School is fortunate to have a very active hardworking parent advisory council. This council consists of at least 5 voting members serving 2 year terms, at least 2/3 of which are parents of children attending the school. The other 1/3 may be community members who are not parents of children attending the school. The principal is a non-voting member. The purpose of the ACSL is to advise the principal on any matters pertaining to the school as well as act as liaison between parents and school. Meetings are held regularly throughout the school year and are open to the public.

## **Kola Community School Inc. (KCSI)**

KCSI is an independent school with Kindergarten. Kola School works very closely with KCSI. The two schools operate within the same building; share a variety of resources and common goals. This collaboration allows the two schools to operate as seamlessly as possible so that students don't feel they are segregated into separate schools.

## **Kola School Code of Conduct**

### **It is the irrevocable position of Kola School that:**

- ❑ Bullying , or abusing physically, sexually or psychologically – orally, in writing or otherwise – any person is unacceptable
- ❑ Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of the Human Rights Act is unacceptable
- ❑ Using, possessing or being under the influence of alcohol or illicit drugs at school is unacceptable
- ❑ Gang involvement will not be tolerated on school site
- ❑ Possessing a weapon, as “weapon” is defined in section 2 of the Criminal code (Canada), will not be tolerated on school site
- ❑ Students and staff must adhere to school and divisional policies respecting appropriate use of electronic mail and the Internet. This includes the prohibition of accessing, uploading, downloading or distributing objectionable material.

### **Students can be expected to:**

- Be punctual and attend classes regularly throughout the school year.
- Make the most of educational opportunities through active classroom participation and involvement in other school activities, both in and out of class.
- Respect the teaching and learning of others.
- Adhere to the School policies with regards to electronic mail and the use of the internet
- Be prepared for classes by bringing necessary materials and completed assignments.
- Complete work missed due to absence.
- Take pride in their work and what they have accomplished.
- Develop self-discipline and be responsible for their actions.
- Behave appropriately on the way to and from school.
- Demonstrate behavior that contributes to an orderly, caring and safe learning environment.
- Ride to and from school on the bus according to division rules.
- Show courtesy and respect for ALL people and property.

### **Students can expect that:**

- They will be able to work in a school atmosphere which is safe, secure, non-threatening and conducive to their learning.
- They will be treated appropriately and consistently with courtesy, respect and fairness.
- They will have the opportunity to participate in a range of activities offered with the School Division.
- Teachers will present clear relevant lessons along with explanations for the evaluation procedures to be used.
- Teachers will evaluate and return assignments within a reasonable time.
- School personnel will be accessible to students for help concerning courses, assignments, remedial assistance, personal and career decisions and other school matters.



### **Teachers and staff can be expected to:**

- Be punctual and prepared.
- Provide an atmosphere that challenges each student to perform to the best of his/her ability and that fosters a love of learning.
- Treat each student appropriately and consistently with fairness, courtesy, and with respect.
- Establish a safe, non-threatening learning environment.
- Teach the Manitoba Curriculum diligently and provide the services available from the Fort La Bosse School Division.
- Communicate information regarding student progress, attendance, and behavior to students, parents, and administration.
- Evaluate student achievement and ensure that the evaluation procedures are understood by all.
- Be approachable and open to input from parents and students.
- Provide a positive role model.
- Take personal responsibility for continuous professional development and growth.
- Show courtesy and respect for ALL people and property in the school and community.

### **Teachers and staff can expect that:**

- They will work in an environment that is safe, secure and non-threatening.
- Students will have respect for and be courteous towards them.
- Everyone associated with the school will be treated with courtesy.
- Students will attend classes regularly and punctually with necessary materials and completed assignments and work to the best of their ability
- Students will develop self-discipline and use common sense.
- Students will behave appropriately on the way to and from school.
- Parents will communicate openly with them about matters that might affect the school performances of the student.

### **Parents can be expected to:**

- Encourage their son/daughter to:
  - Work to the best of his/her ability.
  - Understand the importance of and to take an active role in their own education.
  - Respect the rights, property, and resources of fellow students, staff and community.
  - Recognize the authority of school staff ensure a safe, secure, non-threatening, learning environment.
- Ensure that their son/daughter attends regularly and punctually and completes all assignments.
- Provide students with appropriate dress, nutrition, rest and school supplies.
- Maintain open and regular communication with appropriate staff and utilize established channels for dealing with areas of concern.
- Maintain open and regular communication with their son/daughter about school matters.
- Encourage their child's appropriate behavior to and from school.
- Give positive input and support to the school and its programs and activities.
- Be good, positive role models.
- Show courtesy and respect for ALL people and property in the school and community.
-

**Parents can expect that:**

- All staff will cooperate to create a positive learning environment that is safe, caring and challenging.
- Students will be treated appropriately and consistently with courtesy, respect, and fairness.
- Teachers will diligently teach the required Manitoba Education for individual needs and learning styles.
- Teachers will communicate to the home information about student's progress, attendance and behavior.
- Students' evaluation will be appropriate and procedures will be understood by all.
- Teachers will conduct themselves in a professional manner and will provide a positive role model.

**Community can be expected to:**

- Give positive input and support to the school and its programs and activities.
- Be vigilant concerning the well being of children.
- Show courtesy and respect for ALL people and property.

**Community can expect that:**

- They will be treated appropriately and consistently with courtesy, respect and fairness by the school community.
- Students will behave appropriately on the way to and from school.
- There will be communication concerning school matters.
- School facilities will be available for their use, according to School Division policy and guidelines.

## **School Bus Rules**

School bus riders are responsible to:

1. Listen to the bus driver and obey all rules and directions.
2. Be absolutely quiet when approaching railroad crossings.
3. In case of emergency, remain in bus unless otherwise directed by bus driver.
4. Meet the bus on time and wear proper clothing for weather conditions.
5. Sit in the correct seats and remain seated while the bus is in motion.
  - Feet on the floor
  - Keep aisle clear
  - Secure personal belongings in pack, bag, or appropriate container
  - Secure personal belongings under set or on lap
6. Keep inside the bus windows (ie. Do not stick hands, arms, head or belongings outside.)
7. Talk quietly and do not use profanity, offensive language or gestures.
8. Care for bus properly and pay for damage resulting from vandalism or inappropriate use.
9. Keep harmful objects off the bus (ie. Knives, firearms, matches, drugs, alcohol, etc.)
10. For safety reasons, no eating or drinking on the bus.

Please contact your bus driver if you know your child will not be on the bus (especially on the morning route). You can call anytime between 7:00 AM and 10:00 PM. If you missed informing the driver of this, and the bus is already gone in the morning, please call Sandra at 748-2692 and she will get the message to the appropriate bus driver.

### **Examples of Minor Infractions**

1. Loud talking and/or yelling
2. Throwing objects
3. Leaving paper and other debris on the bus
4. Using profanity or making offensive remarks
5. Student does not meet the bus on time
6. Poking and/or hitting other bus riders
7. Moving from your set while the bus is moving
8. Putting arms, hands, etc. outside of bus windows
9. Fighting or pushing other students
10. Refusing to follow directions

### **Steps to follow – Minor Infractions**

1.
  - a) talk to student at home bus stop
  - b) ask for explanation
  - c) if not justified, ask student to think it over and tell you the next morning how he/she plans to correct their behavior
  - d) inform parents and ask them to help the student make plans to correct behavior
2.
  - a) if undesirable behavior continues, repeat step 1
  - b) inform student that if it does not stop it will be treated as a major infraction

- c) inform parents of the incidents and that a third infraction will be treated as a major offense
- 3.
- a) if undesirable behavior continues, treat it as a major infraction and proceed beginning with step 1 (on major infractions)

### **Examples of Major Infractions**

1. Any persons that deliberately disregards the safety of bus and riders.
2. Smoking on bus
3. Use or possession of illegal drugs or alcohol
4. Any vandalism to bus
5. Firearms, or any object which could endanger bus or riders.
6. Repeat a minor infraction 3 times in 2 week period.
7. If a fight doesn't stop when asked by driver.

### **Steps to Follow- Major Infractions**

1. First Violation
  - a. Stop bus, call student to front.
  - b. Give one verbal warning and explain your reason for the warning/disapproval.
  - c. Continue your regular run.
  - d. inform parents and remind them that further violation will result in a formal Conduct Report and disciplinary action by the school.
  - e. If in the opinion of the driver, further intervention on their part would only increase the danger to the bus and riders, drive directly to student's home, school, nearest R.C.M.P. or radio for assistance.
2. Second and Subsequent Violations
  - a. Inform student that a formal Conduct Report will be submitted.
  - b. Complete Bus Conduct Report immediately and submit to School Principal.
  - c. Inform parents by personal contact, phone or in writing.
  - d. Automatic suspension at this time.

### **Bus Conduct Report Follow-up**

- a. Principal will determine disciplinary action in consultation with Supervisor of Operations.
- b. Form will be completed and returned to Supervisor of Operations.
- c. Supervisor of Operations will copy completed form to driver.

## Adverse Weather Policy

### **Preamble**

As decisions are made regarding the running of school buses on days when weather conditions are adverse; or are becoming adverse throughout the day, the utmost consideration shall be given to ensuring the safety of all students and staff. Parents, living within town limits or in a rural area, are advised not to take their children to school if their school is closed due to adverse weather conditions. If school buses are running and parents feel it is not safe for their children to travel; they should notify their bus driver in sufficient time to allow the bus driver to adjust the pick-up time of other students on their route.

#### **A. School Division Closure:**

School buses will not travel, schools will be closed, and all school functions will be canceled for the day when temperatures reach -40C or when a combination of minus temperatures and wind chill factors reaches or exceeds -45C .

#### **B. School Attendance Area Closure:**

1. If no School buses within a school attendance area are running due to inclement weather, only the school or schools in that attendance area will be closed.
2. The bus drivers, as a group in each school attendance area, must make the decision as to whether it is safe to travel or not on mornings when driving conditions are hazardous due to very poor road conditions or very poor visibility. The bus drivers must notify the contact parents on their bus routes of their decision.

#### **C. Route Closure:**

If a bus driver leave home and then finds that road conditions do not permit him to continue, he must immediately inform the Supervisor of Operations or designate. The Supervisor or designate will contact the route contact parents who, in turn, will phone the other parents on the route.

#### **D. Decision to Use Billets:**

1. Students who arrive at school by bus, will stay at school all day. However, if through the course of the day, weather conditions are deteriorating; the Principal in consultation with the contact driver will make a decision to either bus students home early, wait for dismissal time, or use the billets. The principal will notify the Superintendent of the particulars of the decision.
2. At afternoon dismissal, if a bus driver decides his/her route is not safe to travel home on, they must notify the principal of the schools concerned, and billets will be used. A coordinated plan will be developed in advance by the school principal(s) to notify billets and parents. The use of billets will also be announced over local radio stations in the afternoon of the day billets are required.

#### **E. Notification to Close Schools:**

When the decision is made to close schools, the Superintendent will contact the following radio stations and request them to broadcast the decision "on the air". Please listen to one of the following stations for updates: CKX-96.1 or 101.1 in Brandon, Star-94.7 in Brandon, CKLQ 880 in Brandon, CJRB 1220 in Boissevain. No announcement on the air by 7:00 AM will mean that schools in FLB are not closed.