

2007 - 08



ELKHORN SCHOOL HANDBOOK

112 Tralee St.
Elkhorn, MB Canada R0M 0N0
845-2118 (phone)
845-2476 (fax)

www.flbsd.mb.ca/elkhorn or elkhornprin@flbsd.mb.ca

IMPORTANT PHONE NUMBERS:

Kids Hotline1-800-668-6868 (24 hr. counsellors man the phones)
Teen Touch.....1-800-563-8336 (24 hr. counsellors man the phones)
Suicide Counselling Services.....1-204-786-8686 (24 hr. counsellors will accept collect calls)
Mobile Crisis Youth Stabilization Unit1-204-949-4777
Child & Adolescent Treatment Centre (Brandon).....1-204-727-3445(staff available 24 hours)
Adult Mental Health - Deanne Grant-Welsberg748-2321
Children & Adolescent Mental Health - Barb McConnell.....748-2321
Family Services - Mark Hewins748-2321
Westman Women’s Shelter.....1-800-862-2727 (24 hrs.)
Mental Health Mobile Crisis Unit.....1-888-379-7699
(before 8:30 a.m. after 4:30 p.m. weekdays & 24 hrs. weekends)

Our school strives to be a “NUT FREE SCHOOL” so PLEASE pay special attention to the meals and snacks that you send to school with your child, someone’s life may depend on it!

THANK YOU



Peanut and Nut Allergies

About one out of every 150 school age children has a peanut or nut allergy. Peanut allergy is the most common life-threatening food allergy in children.

In Canada about 50 children allergic to peanuts or nuts die each year from exposure to foods with peanuts or nuts.

Some symptoms of reaction include:

- Flushed face, hives
- Swollen or itchy lips, mouth, eyes, or tongue
- Tightness of chest or throat
- Difficulty breathing, swallowing, choking, coughing
- Vomiting, diarrhea
- Loss of consciousness
- Coma, death

Some children with severe allergies to peanuts or nuts react to the smell of peanuts or nuts. To ensure a safe environment for children with peanut or nut allergies we ask that you do not send any snacks or lunches with your child containing peanut or nut products.

The health and safety of our children is so important. Please take into account other children when packing lunches. Let's work together at removing all peanut and nut products from our school lunches and snacks!

Safe and Healthy Snack List – No Peanuts, No Nuts

- Homemade, nut-free granola (recipe provided below)
- Homemade, nut-free muffins
- English muffin
- Mini bagels with cheese
- Pita bread or tortilla wraps filled with sandwich filling
- Trail mix (dried cereal, dried fruit and pretzels)
- Rice cakes
- Low fat crackers
- Fresh, canned, frozen or dried fruit
- Fruit juices
- Fruit salad
- Apple sauce or other pureed fruit
- Vegetable juices, tomato juice
- Fresh vegetable sticks with dip
- Celery with cheese spread or cheese slices
- Cheese cubes, slices or strings
- Yogurt
- White milk, chocolate milk
- Milk pudding
- Cottage cheese
- Ham, turkey, chicken, roast beef or pork
- Eggs, tuna, salmon
- Pizza

Please read the labels of other foods like muffins, granola bars and cereals before you put them in your child's lunch.

Nut Free Granola

$\frac{3}{4}$ cup brown sugar
 $\frac{1}{4}$ cup water
 2 teaspoons vanilla
 $\frac{1}{2}$ teaspoon salt
 4 cups rolled oats

1. Line 1 cookie sheet with waxed paper.
2. Combine brown sugar & water in glass microwave proof measuring cup.
3. Microwave 5 minutes on high – cook until sugar is completely dissolved.
4. Remove from microwave & add vanilla and salt.
5. In a large mixing bowl, combine oats & brown sugar mixture. Stir until thoroughly mixed.
6. Spread the granola onto the cookie sheet & bake at 250°F for 45 to 60 minutes or until golden and crunchy.
7. When granola has cooled completely store in an airtight container.

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Welcome to Elkhorn School!

SCHOOL PHILOSOPHY

Elkhorn School's mission is to provide a positive educational environment, which encourages everyone to strive for personal levels of academic, physical, social and emotional excellence.

In order to achieve this mission, Elkhorn School's goals are:

- To maximize student achievement in academic, artistic and practical skill areas consistent with student abilities and skills.
- To provide a caring and safe environment which nurtures social and emotional growth leading to responsible behavior and a positive self-concept.
- To develop habits which promote life long physical fitness, good nutrition and continuing physical activity.
- To have students develop positive attitudes towards self and others, the school and the community.
- To foster in students the ability to make responsible decisions related to work, family and society.

GENERAL RULES FOR ELKHORN STUDENTS

- | |
|---|
| <ol style="list-style-type: none">1. Show up on time and be prepared.2. Do assignments and study.3. Contribute creatively, productively, and responsibly.4. Respect yourself, others, our school, and our community. |
|---|

DAILY ANNOUNCEMENTS & NOTICES

Each day there are announcements over the P.A. after opening exercises at 8:50 AM, at 1:05 PM and sometimes at 3:35 PM. Periodically, notices may be sent home to parents/guardians. We try to keep our website at www.flbsd.mb.ca/elkhorn updated (but it is a challenge!!) You can also be added to our mailing list by going to the website and submitting your email information, or send an email to elkhornprin@flbsd.mb.ca

ELKHORN SCHOOL STAFF

Principal	- Mr. K. Tutthill	
Kindergarten/Grade 1	- Mrs. O. Lewis	Room 101
Grade 2	- Mrs. B. Allison	Room 102
Grade 3	- Mr. K. Smith	Room 103
Grade 4/5	- Mrs. P. McGrath	Room 105
Grade 5/6	- Mr. Will Noseworthy	Room 106
Grade 7	- Mrs. K. Johnson	Room 111
Grade 8	- Mrs. C. Chapman	Room 108
Grade 9	- Miss W. Elliott	Room 107
Grade 10	- Ms. J. Sabourin	Room 109
Grade 11	- Mr. B. Speight	Room 112
Grade 12	- Mrs. T. Sanheim	Thinpad
Technology Ed.	- Mrs. P. Wolfe	Room 109
Home Ec.	- Ms. J. Sabourin	Home Ec Trailer
Music/Band	- Mrs. S. Unger	MPR
Phys Ed	- Mr. B. Kliever	Gym
Administrative Assistants	- Mrs. P. Paull	
	- Mrs. T. McLeod	
Educational Assistants	- Mrs. L. Bajus	- Mrs. T. Nolan (Speech & Lang)
	- Mrs. B. Frederick	- Mrs. S. Cousins
	- Mrs. L. Rookes	
Librarian	- Mrs. T. McLeod	
Custodians	- Mr. D. Rowan	- Mrs. J. McLoughry

School Day

Daily Time Schedule

- 8:30 AM – Students are permitted into school;
- 8:48 AM – Warning Bell for students to prepare for classes;
- 8:50 AM – Registration and opening exercises;
- 8:55 AM – Bell for Class I;
- 9:30 AM – Bell for Class II;
- 10:05 AM – Bell for start of morning break K – 12;
Students gather supplies for remainder of morning
- 10:15 AM – Bell for end of morning break 7 – 12 (start of Class III);
- 10:20 AM - Bell for end of morning break K – 6 (start of Class III);
- 10:50 AM – Bell for Class IV;
- 11:25 AM – Bell for Class V;
- 12:05 PM – K – 12 Noon Hour dismissal;
Town Students are allowed to go home
Students staying at school are to eat in assigned rooms
- 12:20 PM – Bell for Lunch Break dismissal;
- 1:00 PM – Warning bell for students to prepare for classes;
- 1:05 PM – Registration and afternoon announcements;
- 1:10 PM – Bell for Class VI;
- 1:45 PM – Bell for Class VII;
- 2:18 PM – Bell for afternoon break K – 12;
- 2:28 PM – Bell for Class VIII (7 – 12);
- 2:32 PM – Bell for Class VIII (K – 6);
- 3:00 PM – Bell for Class IX;
- 3:35 PM – Bell for dismissal;

ELKHORN SCHOOL ACCEPTABLE CONDUCT

The purpose of this document is to outline to students, parents and staff the behaviors that are expected at Elkhorn School. This document endeavours to ensure that each pupil enrolled within this school is provided with a safe and caring environment that fosters and maintains respectful and responsible Behaviours. These are responsibilities we expect of all citizens (students, staff, parents, and visitors to our school) of our school community.

1. **All** members of the Elkhorn School community are expected to behave in a respectful manner towards each other and comply with all acts of this handbook.
2. Politeness, courtesy, and appropriate behavior are expected from all members of our school community towards each other.
3. The students and staff must feel that the school is a safe and healthy place to be; that is why tobacco products, alcohol, and drugs will not be tolerated during school

hours and school functions. Dangerous weapons (as outlined in section 2 of the *Criminal Code* (Canada) will be kept away from school.

4. The students and staff enjoy a friendly and peaceful school; that is why students will not hurt others on the school grounds and will try to be friendly to others.
5. The students like to work in a clean, neat and well-maintained school; that is why the students are expected to respect the property of others, as well as school property.

Elkhorn School is a place where the rights of each individual are respected. One of these rights is "The right to learn." In a caring environment of safety, trust and fairness, each individual can set personal and educational goals, can get involved and can become a productive and contributing member of our school community and of our society.

As a result of these responsibilities and expectations, this school will not accept in any form any of the following:

- anti-social behavior (bullying, etc.);
- abusing physically, sexually, or psychologically – orally, in writing or otherwise;
- discrimination on the basis of any characteristic set out in subsection 9(2) of *The Human Rights Code*;
- unacceptable language - obscenities, etc;
- vandalism;
- violent behavior towards others;
- verbal harassment of fellow members of our school community.

These actions will be treated seriously and have consequences which may be related to the parents or guardians. The consequences for inappropriate behavior will be administered as per the Fort la Bosse Student Discipline Policy. Consequences may range from removal of privileges to suspension from classes and school, to expulsion. All infractions and consequences will be recorded.

Gang involvement or "gang style" activities in any form will not be tolerated!

In the case of alcohol, drugs, or matters of a criminal nature, parents will be notified immediately. R.C.M.P. may be notified.

In all cases where disciplinary measures are appropriate, these measures will be in accordance with *Fort La Bosse Policy JK & JK-R, Student Discipline*. All actions by school and division personnel in matters relating to discipline may be "followed up" by an appeal process. This process is also outlined in *JK-R*:

Appeal Procedure:

The Fort la Bosse Division sees itself as partners with parents in the education process, and encourages parents or students who have questions or concerns about educational programs, procedures, or specific incidents to contact the teacher or school administrator involved as soon as possible. In most cases such direct and open communication will result in clarification of the issue, promote increased understanding and support between the home and school, and facilitate the resolution of any differences in an efficient manner.

In some instances, however, when parents of students feel their concerns have not been satisfactorily addressed, the following steps may be taken to reach a mutually satisfactory solution. It is anticipated that all parties will communicate in good faith and every effort will be made to resolve issues in as least confrontational manner as possible. Parents and students are advised to use the more formal steps when other, less formal measures, have not resulted in the resolution of, the problem or difficulty, or when the severity of the issue necessitates such an action.

- a) Contact the classroom teacher if this has not already been done.
- b) Contact the school principal if this has not already been done.
- c) Contact the Superintendent.
- d) Document your concerns in writing to the Superintendent.
- e) Make representations to the Board of Trustees.

Acceptable use of the Internet

All members of the Elkhorn School community must adhere to all provisions within the Fort La Bosse *COMPUTER/INTERNET ACCEPTABLE USE POLICY* – IJNDB, IJNDB-R, & IJNDB-E.

Any violation of these regulations will be considered grounds for disciplinary actions, which may include:

- a) loss of network access;
- b) suspension or expulsion;
- c) appropriate legal action.

ATTENDANCE

1. The school has a closed attendance policy. All students are to be at the school for the entire day. Absence will be viewed according to these categories.
 - a) Excused absence - in this case the home as well as the school accepts an absence as valid and therefore excusable.
 - b) Unexcused absence - in this case the home acknowledges the absence of the student, but, in the opinion of the school, the absence is not valid nor excusable.
 - c) Truancy - in this case neither the home nor the school acknowledges "excusability" for the absence.

2. Students are expected to attend **all** scheduled classes and are expected to be in the designated location for each class on time and prepared to learn.
3. Students who know they are going to be absent from school are to bring a "Request for Absence" form from a parent/guardian before the absence. (See "Leaving the School" in "General Information"). This note should be taken to the office or given to a teacher.
4. **Students who are unable to attend school due to unexpected illness, injury or family matters must have a parent/guardian phone the school between 8:30 and 9:00 A.M. for morning absences, or between 1:00 - 1:15 P.M. for afternoon absences.**
5. The school will call the residence of any student who is reported absent after 9:30 A.M. for morning absences or 1:30 P.M. for afternoon absences.
6. Students who have been absent and have neither brought in a note prior to their absence nor had parent/school contact by phone are to bring a note explaining their absence upon their return to school.
7. 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.**
8. A student who is truant will be required to make up the time during unassigned time. A letter will be sent home informing the parents of the incident of truancy. Should a second incident of truancy occur, the student will be suspended from the missed courses. This will mean immediate loss of credit in the course. Parents, if there are extenuating circumstances, may appeal loss of credit.
9. Student attendance privileges may be granted to 11 & 12 students in good standing. **11 & 12 students may be absent from school during unassigned time when they have no classes scheduled provided they have signed parental consent and have signed out at the office.**
10. Those students involved with activities outside the school during school hours (figure skating, hockey, etc.) are asked to advise the school of their absence. If approved, they will be responsible for all missed work and assignments and to make appropriate arrangements with their respective teachers.
11. **Senior High Attendance Expectations ***
 - a) A maximum of ten (10) absences will be allowed for any one course per

semester.

- b) Being late for a class will equal one-half (1/2) an absence. Each two lates will count as a day of absence for the purpose of this policy.
- c) Being expelled from class will count as a full day's absence from that class. **Students serving suspensions are considered absent from each class missed during their suspension.**
- d) After a student has missed eleven (11) classes in a semester for any reason or combination of reasons the student will not be allowed to continue in that course, upon discretion of school administration.
- e) Extenuating circumstances will include extended sickness as verified by a doctor's certificate

* See the *Fort la Bosse High School Attendance Policy* for more detailed information.

LATENESS

- 1) **All** students are expected to be in their classrooms/homerooms before 8:50 A.M. and 1:00 P.M.
- 2) Students arriving late to school will be marked "late" by their homeroom / classroom teacher.
- 3) Students who are habitually late for school or class may be denied entry to class and may be required to make up the time in a detention.
- 4) Students who are late for whatever reason are asked to join their classes with a minimum of disruption to the class and teacher.

STUDENT SUPPORT SERVICES

CAREER & COURSE GUIDANCE

Students who wish to discuss career options, post-secondary education, or course selections are encouraged to make an appointment with any staff member for help and guidance. In particular, our resource teacher is an excellent resource for students.

COUNSELING

Students who wish to discuss personal problems are encouraged to approach a staff member. Students or parents may also request the services of Division support services, which include a Speech Clinician, Division Psychologist, and privately contracted counseling services.

PEER COUNSELING

If students feel the need to talk or share a problem but are not quite ready to approach a staff member, counselor or parent/guardian, they can contact a Peer Counselor.

RESOURCE

A resource teacher is available to help students who need special academic support. First, the student should speak to the classroom teacher who will make a referral. Referrals are usually handled by the classroom teacher or by parents, although self-referrals are also possible.

GENERAL INFORMATION

ARRIVAL AND LEAVING THE SCHOOL

Mornings

The entrances to the school will be open at 8:30 A.M.

Afternoons

Most school facilities will be available from 3:35 to 4:30 P.M. for use by students who have permission of a teacher and where a supervisor is available. Students not involved in afternoon school activities should vacate the school by 3:45 P.M.

Leaving the School

Students leaving the school early must sign out at the office.

Students who must leave the school during the course of the day are expected to submit a "Request for Absence" form, completed by their parents, before signing out. This form is not necessary if parents are picking up their child(ren). **Parents are asked to report to the office to pick their children up and to sign them out.**

Students from Grades 7-12 are allowed to leave the school grounds at noon hour provided they have a permission note signed by their parents/guardians.

Bus students from Kindergarten to Grade 6 are permitted to leave the school grounds **if they have a signed parental note given to their homeroom teacher for each occasion.**

COURSE CHANGES AND WITHDRAWALS

High School students wishing a course change can make a request during the first six (6) days of that semester. The student must complete a *Course Withdrawal/Change Form* indicating that a course change is preferred. Before this change can take place, approval is required from the subject teacher(s) involved, the student's parent or guardian, and the school principal.

To withdraw from a course, High School students must complete a *Course Withdrawal/Change Form*, which requires the same approval as course changes.

OPEN CAMPUS POLICY

Students at Elkhorn School are encouraged to enroll in the variety of courses available to them each semester. 11 & 12 students in good standing have the privilege of leaving the campus during unassigned time provided they have written parental consent to do so **and have signed out at the office.**

Students who have unassigned periods are expected to work quietly in assigned areas and not disturb classes that are in session. This “open campus” privilege may be withdrawn by school administration.

INDEPENDENT STUDY COURSES

1. Students are expected to enroll in courses offered at Elkhorn School during the school year.
2. ISP courses are available to Elkhorn School's students during the school year.
3. Students may only enroll in ISPs if special circumstances prevent their enrolment in the regularly scheduled program. Special circumstances will be determined as per Board Policy.

EMERGENCY CLOSURE OF SCHOOL

Adverse Weather Policy

Buses will not travel, schools will be closed, and all school functions will be cancelled when temperatures reach -40C, or when a combination of minus temperatures and wind speed create a windchill factor of -46C, or when visibility and or road conditions make it unsafe for travel. Conditions as reported through the Brandon Weather Station and Highways Dept. at 6:20 a.m. would be the criteria used. The public will be informed of this decision through the following local radio stations: KX-96FM, 101.1 FM, 94.7FM, CJRB, and CKLQ-880.

If all buses serving Elkhorn School are not running, classes at Elkhorn School will be cancelled.

EMERGENCY CLOSURES

Closures due to unforeseen occurrences may result in early dismissal. **Students will not be sent home until the school has notified the parents/guardians.** The contact people on each route will be notified, and the school will not dismiss students on the individual routes until each parent has been notified. **If dismissal by bus is not possible at the end of the day, students will be sent to their billets.**

DRESS

Students are expected to come to school clean and neat, and dressed in a manner that is appropriate in a place of learning. Styles in dress and grooming become unacceptable when they distract or are offensive to others. (No halter-tops, short shorts, promotion of illegal substances, or clothing with obscene or questionable printing on them).

Hats are not to be worn in Elkhorn School. Students are required to remove their hats upon entering the building.

DRINK MACHINE

A drink machine offers a variety of drinks and juices to students in Grades 7 to 12 (non-carbonated, non-caffeine). Students are to place all empty containers in the recycling containers throughout the school.

ASSEMBLIES

Assemblies will be held periodically throughout the year. Students are expected to be attentive and behave in a respectable manner, which must include avoidance of booing, whistling, or stomping of the feet.

BIKES

All students riding to school on bicycles must place them in the bicycle racks. Bikes are to remain in the racks until the students are ready to leave school. **Bikes are out of bounds during the school day.**

FIRE DRILL

Fire drills are held during the school year. Signs are posted to direct students to the appropriate exit. Teachers will review the fire regulations with students periodically.

FUND RAISING ACTIVITIES

Fund raising activities are carried out by various clubs and organizations within the school. All fund raising activities undertaken by the classes or special groups must have the approval of the Principal and the Fort La Bosse Board of Trustees.

Fund raising activities must be done outside of class time.

LOCKERS

Students in Grades 7-12 will be provided with locker space to accommodate

textbooks and personal effects. Other students' lockers are out of bounds without permission. Lockers remain the property of the school and will/may be subject to periodic inspections by school staff. Students will be financially responsible for damage to lockers.

All Grade 7 to 12 students will be provided with a combination lock (as part of their student fees) and all lockers will be locked at all times.

LOST AND FOUND

The school will not assume responsibility for the loss of personal belongings. However, the staff will make every effort to assist the student in recovering lost or stolen belongings.

A lost and found bin is located in the school and students are encouraged to check there from time to time.

OUT OF BOUNDS

Student access to the following area(s) is limited to supervised activities: Gym, Home Economics Lab, Computer Labs, Library, and Band Room.

The following areas are out of bounds to all students: teachers' desks, cupboards and equipment storage rooms, heating, mechanical and electrical rooms and the staff room. The General Office area is open to all on official business.

PHOTOCOPIER

Extra photocopying needed by students will be charged at a rate set by the office and paid for by the student.

PARKING

All motor vehicles are to be parked in assigned parking areas around the school. Please be aware of no parking signs near the school. When buses are loading or in motion, the buses have the right of way and cars must wait until the flashers on the buses are disengaged.

Parking is not permitted in front of the gates or driveways at the back of the school.

TOBACCO PRODUCTS

In compliance with *The Non-Smokers Health Protection Act* and in the interest of creating a healthier learning environment, Fort La Bosse School Division prohibits all

use of tobacco products in our school. We encourage our students to be “SMOKE FREE!”

PROPERTY DAMAGE

Breakage or property damage should be reported to the Principal. Damage to school property will be charged to the students responsible.

BILLETS

In the event buses are unable to transport students home due to a sudden storm, students are required to have a town billet. Parents or guardians of “out of town” students will include billet information on registration forms at the beginning of the year.

TEXTBOOKS

For most courses, Elkhorn School supplies textbooks for use during the school year. Students will be assessed a fine for any textbooks lost or unduly damaged.

FOOTWEAR

Students must wear footwear at all times to prevent the spread of communicable diseases and in case of fire alarms.

In wet or snowy weather, outer footwear must be removed or thoroughly cleaned at the entrances to the school.

SNACKS, TREATS, AND GUM

Throughout the year, special classroom activities may involve treats and/or drinks as part of the celebration. Generally, unless authorized by the classroom teacher, snacks and drinks will not be permitted in class. Sunflower seeds **are not** allowed in the school.

STUDENT ACTIVITIES

ACTIVITIES AND CLUBS

Depending on the interests of students and staff, several extra-curricular activities may be organized. All clubs and activities must be organized under the supervision of a staff member and should follow the general guidelines listed below (if applicable).

1. Observe all rules set down by supervisor or coach. Repeated offences against rules will result in dismissal from the activity.
2. Maintain accurate financial records, which must show all receipts and payments. All money must be maintained in a school bank account.

3. Clubs undertaking travel must ensure compliance with safety and transportation regulations, including all Fort La Bosse permission forms and proper permissions.
4. Poor attendance, conduct, or academic effort may result in removal from an activity or organization.

FEES

Some extracurricular clubs have membership fees. The fee is the responsibility of the student, and membership in these clubs is voluntary.

Transportation expenses for sports and field trips may be charged to students (as there is no longer any school travel budget). The amount charged depends on the length of travel and the form of transportation.

A \$15.00 student fee for all students enrolled in Grades 1- 6 is required to cover a portion of transportation costs. Kindergarten will pay a \$7.50 student fee. For all students in Grades 7 – 12 there will be a \$20.00 Student fee charged. This student fee will include a \$5.00 lock fee refundable at year's end.

INTRAMURAL PROGRAM

The intramural program was developed to provide all students in Grades 4- 12 the opportunity to participate in a number of activities throughout the year. Participation in Grades 4-6 is mandatory; in Grades 7-12 is voluntary.

INTER-SCHOOL ATHLETIC PROGRAM

Elkhorn School believes that although every student has the right to try out for a team, it is a privilege and not a right to be a team member. Participation in athletic events requires regular class attendance and maintenance of sound academic effort. A student's first responsibility is schoolwork. If a student is absent from school (for any reason other than a pre-arranged excused absence) the day of an extra-curricular event (i.e. game / tournament / competition) that student will not attend the activity.

STUDENT COUNCIL

The Student Council represents the student body as a whole, with elected representatives from Grades 7-12. This Student Council is responsible for organizing and coordinating various educational, social and athletic activities throughout the year. Student Council elections for the executive positions of President, Vice-President, Secretary, and Treasurer are held during the first week in June. Room representatives are elected in September each year.

The functions of the Student Council:

1. To maintain school spirit;
2. To provide practical experience in democratic government;

3. To arrange and encourage participation in extracurricular events;
4. To raise and spend funds for the welfare of the students and the benefit of the school.

SUCCESS DAYS

Elkhorn School celebrates the academic, athletic, and personal successes of our students by providing special events.

Participation is a privilege that students earn.

TRANSPORTATION

VOLUNTEER TRANSPORTATION BY AUTOMOBILE

Volunteers may be asked to transport students. Volunteer drivers must be 25 years of age or older. Drivers providing transportation must demonstrate a safe driving record and provide the office with a copy of the owner's registration and license prior to the activity and must be approved by school administration.

Under no circumstances are student drivers eligible to provide volunteer transportation for team or group members.

TRANSPORTATION BY BUS

Students travelling on school buses are under the jurisdiction of the bus driver and school personnel. Students are expected to follow the rules of common sense, deportment and common courtesy.

Students traveling to an event on a bus must return on the bus. If parents wish their child to travel by alternate transportation other arrangements must be made with the school prior to the event.

STUDENT FACILITIES

CANTEEN

Canteen services are offered to all students and staff throughout the school year. The canteen will be open from 11:55 A.M. to 12:25 P.M. and during special events after school hours.

Students in grades K-6 may not go to the canteen. Orders are placed with the homeroom teacher in the A.M. homeroom period.

All Students will eat their lunches in assigned rooms. Students are expected to

keep tables clean and put waste in the garbage can.

LIBRARY RESOURCE CENTRE

The library will be open during regular classroom hours for all students doing individual work, homework or research (with permission from a supervising staff member). As the librarian is available only in the afternoons, students are asked to cooperate in keeping the library neat and tidy.

All students must sign out books or magazines from the library and return borrowed materials, undamaged, by the due date.

GRADE 12 STUDY ROOM

The Grade 12 students in Elkhorn School have a room in which they may complete assignments, study, read, or meet. A special privilege to Grade 12 students, use of this room depends upon meeting the expectations of student conduct as outlined in this booklet.

TESTS/EXAMS

Tests and exams are to be written when scheduled unless there are extenuating circumstances. Extenuating circumstances will include extended illness, as verified by a medical certificate, or bereavement. In such cases, a make-up test will be scheduled or, in extreme cases, term marks will be used. A mark of zero may be awarded if prior communication about the absence has not been made.

NOON HOUR

Students from K-6 are expected to spend the noon hour period after lunch outside on the playground as weather permits. Parents who prefer their child to stay indoors, because of illness, should indicate this on a brief note to their classroom teacher. Bus students from Kindergarten to Grade 6 are permitted to leave the school grounds **if they have a signed parental note given to their homeroom teacher for each occasion.**

Grade 7 - Grade 12 students have a variety of options available to them during the noon hour: Students with parental consent are permitted to leave the school grounds during the noon hour.

It is hoped that every member of the Elkhorn School Community feels that this building is their "home away from home" and, as such strives to be the very best family member they can be!



PLEASE FEEL FREE TO USE THIS FORM FOR ALL OF YOUR CHILDREN

CLIP-AND-RETURN FORM

Thank you for making time to review and share the *Elkhorn School Handbook* with your child(ren). This book forms the foundation for the expectations for our students. Familiarization and understanding of policies and routines is important to make communication clearer and to allow home and school to effectively work together throughout the school year.

Your comments and constructive suggestions are always welcome. Contact the school office at 845-2118 during the school day or use the space provided at the bottom of this page.

Please complete the form below and promptly return it to the school with your child(ren)'s registration forms and student fee.

Thank you.

Elkhorn School Staff

----- **PLEASE CLIP AND RETURN** -----

Student (s) Name (s): _____ Grade (s) : _____

I have reviewed the contents of the *Elkhorn School Handbook* myself and have also taken time to review it with my child(ren).

Date

Parent / Guardian Signature

Constructive Comments, Suggestions, or Questions: