

At Oak Lake Community School, students and staff come together to make friends, to have fun and to learn. We seek to provide a positive and safe place where all students can develop their potential and learn how to succeed in our changing world.

The ABC's of Oak Lake Community School Are:

A- Attendance and Arrival

*School attendance is mandatory. A note or telephone call from parents explaining an absence must be sent to the homeroom teacher. Parents must phone in any absences prior to 8:30 am. If the school is not notified of the child's absence, parents will be contacted.

*Attendance is required for effective learning. Thus, for students who exceed the fourteen day limit, absence will become a factor in determining promotion.

*Students who are away from school may be required to make up missed assignments.

*Students require a Request for Absence form to leave during school hours. These forms are attached.

*Town students are encouraged to arrive between 8:20 and 8:28am. The doors are unlocked at 8:20 am.

*K students enter at their room. Students in Grades 1-5 use the south entrance and those in Grades 6-8 use the west entrance.
*All students must remove outdoor footwear and store it at the entrance.

*All students are to go home at 3:00 dismissal unless staying for after school programs. If the school is not notified, students will be sent home according to regular after school dismissal plans. Bus drivers must be notified by parents if after school plans have been changed.

*Students biking to and from school are asked to review bicycle safety with their parents. Ride single file on the road (not the sidewalk) and be sure to know and follow the rules of the road. Bicycle helmets are encouraged to be worn.

B- Behavior

*OLCS believes in a positive approach to behavior.

*Behavior goals and guidelines are clearly set. Inappropriate behavior is dealt with immediately, fairly, and consistently.

*Staff support students in positive decision making and celebrate their success.

*Students are expected to follow all school and classroom rules.

*Please refer to the OLCS Code of Conduct which is attached.

C- Consequences

- *Inappropriate behaviors (defiance, classroom disruption, unprepared for class, harassing others) will receive consequences.
- *Teachers will conduct informal interviews with students about their behavior.
- *Reminder slips will be given if needed and these must be signed and returned to the homeroom teacher.
- *OLCS follows the behavior and discipline guidelines outlined in Fort la Bosse School Division policy and realizes that some students may require behavior modification plans or alternate programming to meet their needs.

D- Dress

- *Students are required to have clothing and footwear appropriate for the weather.
- *Indoor, non-marking shoes are required inside the building and Grades 4-8 students require regularly laundered gym attire.
- *Students must wear school appropriate clothing, at the discretion of the school.
- *Clothing found in the hallway or change rooms will be placed in the Lost and Found.

E- Emergency Procedures

- *Regular fire drills and emergency response drills such as tornado and lock down drills will be held throughout the year to practice student safety procedures. An Emergency Procedures Booklet is available at the office.

F- Food

- *A Food for Thought Breakfast Program provides healthy morning snacks for all students.
- *A healthy canteen and milk program are in place. A drink machine with juice and water is also available.
- *OLCS follows the Fort la Bosse Division policy regarding Healthy Foods in Schools & Offices.
 - *Lunch begins at 11:30am.
- *Microwaves will be available to K-3 students on even days and 4-8 students daily.
- *Students must bring a lunch that does not need to be prepared, only reheated.
- *Students must bring all necessary cutlery, dishes and condiments for their lunch as they are not provided at school.
- *Students who normally remain at school for lunch require a request for absence form (attached and available in the on-line handbook) to leave during this time.
- *All students who remain for lunch may lose that privilege for inappropriate behavior.

I- Illness

*To prevent the spread of illness and to help your child recover more quickly, we ask you to keep your child at home when he or she is ill. Students who become ill during the day will speak to their homeroom teacher and their parents will be contacted. For this reason, it is important to keep work and emergency phone numbers current at the office.

*Continued or persistent illness requires a doctor's certificate.

L- Library

*Book fairs are held each year to raise funds to purchase new books.

*Payment for lost or damaged library books will be required.

M- Materials

*Students are responsible for providing their own basic school supplies as requested on supply lists.

*Students are loaned text books that are often worth \$75.00. Students are to treat these books with care and will be charged for lost or damaged books.

*Since our photocopying budget is limited, students will be required to pay .25 per page for a second copy or to hand write lost assignments or forms.

*Students receive daily planners that are used to inform parents of daily school happenings. They are an important communication tool. Therefore, parents must read and initial planners every night and students must bring them to class every morning.

M- Medications

*Parents must complete the Request for Administration of Medication at School form for any student requiring medication during the day.

P- Phone Usage

*Students must have permission and a phone card from the principal to use the phone in the library.

*Students being kept after school or at lunch will be required to phone their parents to inform them.

R- Rules

At OLCS we will:

*Work and play safely at all times *Accept that all adults are in charge.

*Show respect by speaking, writing and gesturing politely. *Keep our hands and feet to ourselves.

*Respect all personal and school property. *Solve our problems peacefully. *Be on time each day and prepared to learn.

S- Special

OLCS is a special school with many programs taking place. Some things that make us special are:

- *Community Schools- Providing lunch and after school programs as well as the Breakfast Snack Program
- *French for All
- *Technology infusion across grade levels and subjects
- *Smart Start Junior Kindergarten

T- Technology

*Student cell phones may not be used on school property without teacher permission.

*Digital cameras are to be used for educational purposes only.

*All personal electronic devices brought to school are the responsibility of the student. The school will not be responsible for loss, theft or damage.

Advisory Council for School Leadership

The purpose of the ACSL is to promote and support education and to contribute to a sense of school community at your school.

ACSL provides many connections between home and school.

One program offered through ACSL is a swim program for all students. Information is available prior to the program start.

OLCS Timetable

- 8:25- First Bell
- 8:28- Second Bell
- 8:30- Period 1
- 9:10- Period 2
- 9:55 to 10:10- Recess
- 10:10- Period 3
- 10:50- Period 5
- 11:30 to 12:30- Lunch
- 12:30- Period 5
- 1:05- Period 6
- 1:35 to 1:50- Recess
- 1:50- Period 7
- 2:25- Period 8
- 2:55- Get ready for home

3:00- Dismissal: Students are dismissed by grade level. The north door is to be used for parents to pick up students.

Meet the Oak Lake Community School Staff...

Administration

Principal- Brenda Masson
Administrative Assistant- Karen Williams

Teaching Staff

Kindergarten & Resource K to 8- Devon Caldwell
Grade 1- Penny Wallace
Grade 2/3- Lisa Hodgins
Grade 4/5- Sandy McAuley
Grade 6/7- Randy Hawryluk
Grade 8 & Sports Programmer- Adam Hartman
Music & Band - Karyn Penner
Grade 8 Social & Resource/Guidance- Brenda Masson
French for All- Cheryl Herauf-Heaman
Community Schools Project Leader- Kimorie Lees

Support Staff

Educational Assistants- Gwen Bochek, Sherry Enns, Renee Masson, Faye Morcombe, Karen Williams
Food for Thought Coordinator- Angie Wiens

School Librarian

Cheryl Klassen

Custodial Staff

Rodney Bornn

Noon Hour Supervisors

School Support Staff

Student Support Worker

Marilyn Roe

