

# ONANOLE ELEMENTARY SCHOOL HANDBOOK

## Welcome to Onanole Elementary School

### MISSION STATEMENT

*Onanole School's mission is to inspire and support learning while practicing global citizenship in a respectful environment.*

Onanole School is an UNESCO School (United Nations Scientific and Cultural Organization) As part of this designation our school recognizes some of the International Days throughout the school year. We also do activities throughout the year in the areas of: Intercultural Learning, Peace and Human Rights, & Sustainable Development. Our guiding principles include Learning to Know, Learning to Do, Learning to Be and Learning to Live Together.

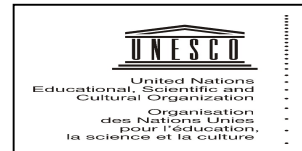
**\*Student Information Packages are sent home first day of school.**

The registration forms need to be filled out carefully, signed and returned to school **the following next school day** in the **orange folder** provided.

### 2023-2024 PLANNERS

Included in the cost of school supplies, Planners have been purchased for students K-6. This tool is an excellent means of communicating with home and school, as well as homework, assignments, end of day plans, and reminders. Please check daily for notes, dates, and messages. **We encourage parents and students to use them especially if there is a change to their regular end of day transportation plan. (Refer to Pg. 3 \*)** We only order extras in case we have new students attending our school, not for misplaced or lost planners.

**NOTE: If planner is lost, parents will have to purchase another from somewhere else.**



### IMPORTANT INFORMATION

#### REMINDERS FOR STUDENTS & PARENTS:

#### BELL TIMES:

8:20-8:30	Buses arrive
8:50	First bell
8:55	Classes begin
10:20-10:35	Outdoor Recess
11:55-12:15	Lunch
12:15-12:55	Noon Hour
12:55	Classes begin
2:15-2:30	Afternoon Recess
3:45	Final busses dismissal

**Please be sure that students are dressed for the weather!**

**Important #'s:**

The following emails are provided **IF** a student/s have questions about assignments. If parents need to contact a teacher regarding something other than homework, please call the school number, follow prompts, and enter in teacher's extension. We have also entered in a few other important numbers, Bus Driver's, RRSD office, and our area Trustee.

<b><u>ONANOLE ELEMENTARY SCHOOL STAFF</u></b>		
<b>Onanole School's Phone # 204-848-2402</b>		
<b><u>#'s</u></b>		<b><u>EXT</u></b>
Principal	Mrs. Pam Ryznar	471
Grade K	Mrs. Caitlyn Clark	473
Grade ½- Arts Program	Ms. Stacey Silverthorn	472
Grade 3/4	Miss. Micayla Krahn	474
Grades 5/6	Mr. Scott Stephenson	478
French 3-8/Grades 7/8	Mrs. Tracy Tyschinski	477
Grade 7/8	Mrs. Pam Ryznar	471
Guidance	Mrs. Pam Ryznar	
Resource	Mrs. Tracy Tyschinski	471
Secretary/Librarian	Ms. Tanya Robinson (office) 470 (Library) 475	
Educational Assistants	Miss. Emily Grudeski Mrs. Tara MacInnis	
Custodian	Mrs. Cori Wilman	
Bus Drivers:	Mr. Gordon Bevan 204-848-2998 Mr. Ed Zatylny 204-636-2267 Mr. Greg Griffiths 204-848-3370	
Other:*****		
Trustee	Mrs. Crystal Erickson	848-7725
R.R.S.D. Office	Minnedosa	867-2754

**Email Addresses**

Mrs. Pam Ryznar	pryznar@rrsd.mb.ca
Ms. Stacey Silverthorne	ssilverthorn@rrsd.mb.ca
Mrs. Caitlyn Clark	cclark@rrsd.mb.ca
Miss. Micayla Krahn	mkrahn@rrsd.mb.ca
Mr. Scott Stephenson	sstephenson@rrsd.mb.ca
Mrs. Tracy Tyschinski	ttyschinski@rrsd.mb.ca

**COMMUNICATION BETWEEN SCHOOL, PARENTS,  
BUS DRIVERS AND SCHOOL:**

**\*ABSENTEES\***

To ensure the safety of your child during school hours, we require that you notify the school if your child/children are going to be absent for any reason. **DO NOT SEND AN EMAIL.** (Reason: If teacher or secretary are absent, message will not be seen. Others do not have access to our personal work emails.)

Onanole Elementary School contact #: 204-848-2402

Press 2: Report child absent. (Again do not email.)

*Note: Please review the new RRSD Attendance Policy available on the website.*

\*If students are **not** returning home on the bus or travelling in the AM on the bus, due to weekly or regular afterschool activities, playdates, or other transportation arrangements, **THE BUS DRIVER NEEDS TO BE INFORMED BY PARENTS.**

Bus drivers **MUST BE** contacted directly:

Ed Zatylny: 204-636-2267 Greg Griffiths: 204-848-3370 Marie Arnold: 204-848-0072  Gordon Bevan: 204-848-2998
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**\*IF, there are unforeseen changes in plans please contact the school office no later than 3:00PM. Any pickup or end of day plans should be finalized prior to the start of the next school day by note in the planner.**

\*For K-6 students a note **MUST be in the planner to inform US** of any transportation changes. If we do not receive a note, we will follow the usual end of day plans for your child.

\*Jr. High students-since they do not have planners, ask that communication directly to both teachers is done by either note or email which includes lunch hour plans.

We check our answering machines at 9:00am, 1:00pm, and 3:00pm. Here are the staff extensions. Dial the Onanole Elementary School phone # first: 204-848-2402 then enter in the extension.

Tanya Robinson 470 Office / 475 Library Pam Ryznar (Principals office) 471  
Stacey Silverthorn 472 Caitlyn Clark 473 Micayla Krahn 474  
Tracy Tyschinski 477 Scott Stephenson 478

### **Policies & CODE OF CONDUCT**

New families to Onanole School will receive the Code of Conduct and OES Policies.  
(Former families and students of OES already have these.)

**These should be read through carefully and saved for future reference.  
They contain pertinent information regarding, medications, holidays,  
discipline, etc., that you can refer to throughout the year.**

### **INSURANCE FORMS**

Insurance forms have been given to each student. Forms can be filled out and mailed directly to the Insurance Company. Claim forms can be picked up at the school office if needed. (Sometimes they are sent out in email form, you will be notified if this is the case this year.)

### **HOME EC./INDUSTRIAL ARTS**

**SHOPS:** Grade 7 & 8 students will leave for Tanner's Crossing School at **12:15pm on Day 1's** for shop classes.

**BAND:** Will be an option in February for Jr. High students. **If they choose not to take band, Art is the other option offered on site at OES.**

### **LIBRARY**

A schedule will be sent home to parents first week of school in your info package. All books **MUST** be signed out properly before they are removed from the library. Books can be borrowed once a week. This helps to prevent books getting lost or damaged. (Library days are scheduled with each class in the 6-day cycle.) All books are to be returned in the same condition as when they were borrowed.

**Lost & damaged books will have to be paid for. Students will not be allowed to take any further books out until school is reimbursed.**

**Helpful Hint:** Keep books stored in the library book bags provided by the school - **safe from lunches & rain!** Also, its good practice to keep them in their library bags when at home so they do not get misplaced.

### **NEWSLETTERS**

Newsletters are emailed and posted on the website **Bi-weekly**. They are an informative communication link for parents/guardians to read about what events are happening school wide and much more.

**If you know that you are not on our parent list, please contact the school and we will add you.**

**Information-Events Etc.:** Any information being sent home from Onanole Elementary School to our families regarding any events will always be sent with the oldest child. Usually, an email will follow, or you will see something in the newsletter that will give you notice to look for information being sent home.

**PROTOCOL IN REGARD TO BUSSING BREAKDOWNS**

If a bus breaks down enroute parents can expect:

1. To be contacted by the division or the school to make them aware of the situation.
2. That **all students will remain on the bus until another RRSD bus arrives to transport them home.**

*Note:* In a situation like this, the importance of proper winter attire is strongly encouraged.

**Storm Policy/School Cancellations**

In the event that school buses are unable to travel their routes due to inclement weather on any particular day, the division Transportation Supervisor will have “Bus Cancellation” aired on the radio shortly after 7:00A.M. The following radio stations will carry the message: CKLQ 880, KX96, Hot 101, and 94.7 Star FM. Also, the Division puts out notices by Synervoice, RRSD website and Facebook postings.

If buses are called in before regular dismissal time due to a sudden turn in weather, it is the responsibility of the bus driver to be sure a parent is home before students are dropped off.

**Note:** <https://oes.rrsd.mb.ca/>

**You can also refer to our website for all information regarding the Handbook, Code of Conduct, Policies, newsletters, calendar etc.**

If looking for other information within our division you can look it up on the RRSD Website: <https://www.rrsd.mb.ca>  
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