



Starbuck School & Hockey Academy

Parent & Student Handbook

Website: www.starbuck.rrvsd.ca

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Starbuck Students & Staff are Positive Citizens:

We are Safe, We are Respectful, and We do our Personal Best.

School Information

Contact and Office Hours

- The school office is open from **8:30 a.m. to 4:00 p.m.**
- Please direct all communication with students or teachers during these hours through the main office.
- For contact outside of office hours, please leave a voicemail.

Daily Bell Schedule

Morning Entry

- **8:45 a.m. – Supervision Begins:** For safety, non-bused students should not arrive before this time. In the event of rain or extreme cold, students may enter the building early.
- **8:55 a.m. – Classroom Entry:** Students head to their classrooms to prepare for the day.
- **9:00 a.m. – O Canada & Announcements:** Our instructional day officially begins.

Recess & Lunch

- **10:15 – 10:30 a.m. – Morning Recess**
- **11:50 a.m. – 12:50 p.m. – Lunch Hour**
 - 11:50 – 12:20: Students eat lunch.
 - 12:20 – 12:50: Outdoor recess and fresh air.
- **2:00 – 2:15 p.m. – Afternoon Recess**

Dismissal

- **3:35 p.m. – End of Day:** Students are dismissed for the day.

Staying Informed

- The **official school website (www.starbuck.rrvsd.ca)** is the primary method for announcing school activities and calendar events. Parents/guardians are requested to check it regularly.



Visitors to the School

- All visitors, including parents/guardians, **must report to the office to sign in** upon arrival and sign out upon departure.

Attendance and Communication

Reporting Absences/Lateness (Call Back System)

- Use the **School Messenger/Safe Arrival system** (go.schoolmessenger.ca/#/home) to report full-day, partial-day, or multi-day absences, as well as lateness or early departures.
- We strongly encourage all parents/guardians to register for an account: <https://go.schoolmessenger.ca/#/account/signup>.
- All student absences **must be formally justified** by a parent or guardian in this system to ensure an immediate response if a student fails to arrive as expected.

Late Arrivals

- Students arriving late **must report to the office** before going to their classroom.

Keeping Information Current

- Parents/guardians are responsible for **immediately notifying the school office** of any changes to contact information or a child's personal details (e.g., phone numbers, addresses, health information).

Transportation and Safety

Parking Lot and Bus Loop Safety

- Motorists are **prohibited** from entering the parking lot during designated bus pick-up and drop-off times for safety.
- The parking lot adjacent to the church is reserved for parent pick-up and drop-off.
- Vehicles driving past buses displaying flashing lights may be reported to law enforcement.

Bused Students

- Children are required to ride the bus daily unless the school receives **prior written or email notification** from a parent/guardian.
- If someone other than the school bus is picking up your child, you **MUST notify the**



school prior to 2:30 p.m.

Bus Delays and Breakdowns (Cold/Stormy Days)

- Students should wait at the bus stop for a maximum of **10–15 minutes** on cold days, then return home or proceed to a pre-arranged emergency home/babysitter.
- Contact Darren Cameron at 746-2317 extension 2229 for information.
- **Have a contingency plan** established with your child in advance.

Bus Procedures and Misconduct

- The school is responsible for student conduct on the bus and follows divisional policy for misconduct reports submitted by drivers:
 - **1st Report:** School administration addresses the student, parents are notified, and further disciplinary action may occur.
 - **2nd Report:** Detailed meeting with the student, parents are contacted, a letter is sent home, and additional consequences may be imposed.
 - **3rd Report:** Suspension from bus usage for **1 to 5 days**; parents must arrange alternative transportation.
 - **Further Misconduct:** May lead to indefinite or permanent suspension.

Safety Drills

- **Fire Drills:** Ten per academic year.
- **Lockdown Drills:** Two per academic year (advance notice is not always provided per RCMP guidance).

Health and Well-being

Student Injuries

- For minor ailments (headaches, stomach cramps), students will be monitored and will return to class if their condition improves, or the parent will be contacted for pick-up if necessary.
- You will be notified immediately of any **serious injury** (e.g., sprains, fractures) requiring medical intervention.
- For injuries requiring hospitalization, every effort will be made to contact you or an emergency contact for authorization. If unreachable, an ambulance will be called.

Medication

- **Special authorization forms, signed by a parent, are required** to administer prescription or over-the-counter medication.
- All medication must be stored in its original packaging/containers at the office.



- **Students are strictly prohibited from carrying any form of medication on their person.**
- Notify the office immediately if your child has a life-threatening allergy or is taking medication (e.g., EPIPEN, Asthma).

Allergies

- We request that students refrain from bringing food or snacks containing **nuts, peanuts, fish, or seafood** to school to protect students with anaphylaxis.

Communicable Disease

- Please notify the school immediately if your child is suspected of having a communicable disease (e.g., lice, strep throat, influenza, COVID). Information is kept confidential, but other families may be informed of a case in a specific class based on public health guidance.

Student Progress & Communication

- The formal reporting process provides a comprehensive understanding of academic and personal growth, including constructive suggestions.
 - **Oral Progress Conferences:** Scheduled twice yearly (November and March).
 - **Written Progress Reports:** Three formal reports detailing social development, work habits, time management, and actionable goals (November, March, and June).

Concerns?

If a concern arises, contact the involved teacher directly to schedule a time to speak. A calm and composed direct conversation is highly encouraged over email, especially if frustration is involved, to prevent miscommunication.

- Social Media (e.g., Facebook, Twitter) is **NOT** the appropriate venue for expressing frustration, complaints, or criticism.
- If the matter remains unresolved after speaking with the teacher, inform them you will be contacting the school administration, and then speak with the principal.
- The school also welcomes positive feedback and recognition for staff.

School Life

Lunch Hour Protocol

- Students must remain cooperative and respectful, speak quietly, and stay seated while eating.
- Students are required to clean up their table/desk, and uneaten food must be returned home.



- Students remaining for lunch are **not permitted to leave school grounds** unless accompanied by a parent or authorized designee. Occasionally, pre-arranged requests to leave will be accommodated.

Footwear

- **Appropriate footwear must be worn at all times.**
- Students are required to maintain **two pairs of non-marking shoes**: one designated for indoor use and one for outdoor use. This is for facility cleanliness and safety in case of evacuation.

Electronic Devices in the School (K-8)

- **In School (K-8):** Per Government of Manitoba Mandate, cell phones are **not authorized** in K-8 classrooms. Students must power them off and store them securely in their lockers.
- **On the Bus:** Devices are permitted at the bus driver's discretion. Capturing pictures or videos on the bus is strictly prohibited.
- **Contacting Students:** Parents must direct all correspondence through the school office.
- **Consequences:** Any device used during school hours will be immediately confiscated for the remainder of the day. Parents may be required to retrieve it from the office.
- **Responsibility:** Devices are brought to school at the student's own risk; the school is not responsible for damage or loss.

Prohibited Items

Students must not possess the following items on school property during school hours:

- Lighters and matches/Laser pointers.
- Beverages with high caffeine content (e.g., Rock Star, Red Bull).
- Over-the-counter medication (e.g., Tylenol, Advil) — must be stored at the office.
- Alcohol or illicit drugs.
- Any dangerous weapons as defined by the Criminal Code of Canada.

Playground Expectations

We want our playground to be a place of joy, movement, and friendship. To ensure everyone has a great time and stays safe, we follow these "Starbuck Star" expectations:

Play Safe

- **Hands to Yourself:** We use our hands for playing, climbing, and helping—never for pushing or tagging too hard.
- **Proper Equipment Use:** We go down slides (not up!), stay on the inside of fences, and use the equipment as it was intended.



- **Boundaries:** Students must stay within the designated playground boundaries where supervisors can see them.

Play Fair

- **Include Others:** Our playground is a place for everyone! We encourage "open games" where new friends are welcome to join.
- **Take Turns:** We share the popular equipment and use "Rock, Paper, Scissors" or "First come, first served" to settle turns.

Play Kind

- **Respect Our Environment:** We keep our school grounds beautiful by putting litter in the bins and leaving nature (like branches and rocks) on the ground.
- **Problem Solving:** If a conflict arises, we try to use our words first. If we need help, we look for a supervisor (the person in the bright vest!).

Note on Safety: To ensure a positive environment for everyone, students who struggle to follow these safety and respect guidelines may be asked to take a "reset break" or may lose playground privileges for a period of time to reflect on their choices.

A Tip for Parents

Please ensure your child is dressed for the weather! At Starbuck, we believe there is no such thing as bad weather—only the wrong clothing. On snowy or rainy days, a full change of clothes in the backpack is always a life-saver.

The following are prohibited to maintain safety:

- Hard baseballs (soft baseballs and tennis balls are acceptable).
- Lacrosse balls.
- Snowballs or the throwing of snow.
- Playfighting or rough play.

Building a Positive School Culture

Restitution Approach

Starbuck School operates on the conviction of **Restitution**, empowering students to rectify their errors, learn, and return to the group in a strengthened capacity.



Above the Line Behaviours

Being Respectful, Responsible, Honest, Helpful, Hardworking, Safe, Encouraging, Dressed Appropriately, Co-operative, Prepared for class

Below the Line Behaviours

Being Unsafe (pushing, tripping, roughhousing), Irresponsible (ignoring rules), Rude (blurting out, teasing), Disrespectful (name calling, bad language), Selfish, Uncooperative, Negative, Dishonesty, Plagiarism

Bottom Line Behaviours

Disrespecting Self, Others, Property, Direct defiance, Bullying/Harassment, Violence/Threats (physical and verbal), Drugs/Alcohol

Extracurriculars and Resources

Athletics & Physical Activity

- **Intramural Program (All Grades):** Supervised lunchtime activities year-round, emphasizing participation, teamwork, and respectful behaviour.
- **Interschool Sports (Grades 5–8):** Students represent the "Starbuck Stars" in divisional competitions (e.g., volleyball, basketball). Participants are **School Ambassadors** and must exemplify the core values of respect and safety.

Field Trips & Learning Adventures

- Participation is expected as trips are integral to the curriculum.
- A **signed permission slip is mandatory** for every trip.
- Families may be asked to contribute a minor fee to offset costs.

Student Services

Resource Services

- The Student Services team provides assistance through a consultative, collaborative model that involves staff, parents, and administrators.
- Referrals can be requested by teachers, parents, administrators, or the student. The goal is to keep students integrated in the regular classroom while meeting their needs.



Counselling/Guidance Program

- The counsellor provides services in classrooms, small groups, or individually. Students may be referred by staff or self-refer.
- Parents may contact the counsellor to request their child be seen. Objectives include teaching problem-solving, decision-making, and communication skills.

Volunteers

- Parents and grandparents are welcome. Contact the school at 735-2779 or a classroom teacher if you wish to volunteer.
- **All volunteers must sign the declaration/disclosure and confidentiality forms at the office.**

School and Bus Cancellation

School Cancellation

- Cancellations due to blizzard warnings or extreme cold (when buses cannot operate safely) are effective for the **entire day**.
- Announcements will be made via **School Messenger**.
- **The paramount consideration is student safety.**

Bus Cancellation

- The school will attempt to announce bus cancellations due to inclement weather prior to **2:15 p.m.** via **School Messenger and telephone**.
- The school will remain open until the regular dismissal time (3:35 p.m.). Staff will remain until all students have been picked up. Town students are expected to remain until 3:35 p.m.
- **Do not pick up your child until 3:35 p.m.**, but arrangements must be made and communicated to the school by **4:00 p.m.**

School Responsibilities:

- Notify parents of the route cancellation as soon as feasible.
- Continue regular classes until 3:35 p.m.
- Remain at school until all students are picked up or billeting is finalized.
- Ensure all students are signed out by a parent, designated adult, or guardian.



Parent Responsibilities:

1. Notify and update all contact/emergency billet information.
2. Sign out your child/children at the office before departing.
3. Use the main entrance when arriving to pick up your children.
4. Wait at the main entrance until your child is called to the office.

Suggestions for Parents:

- The **final decision** on a child's attendance rests solely with the parent. If your child is absent, contact the bus driver and report the absence via School Messenger.
- Do not drop children off at school unless you have confirmed that staff are present (Town students should not arrive prior to 8:45 a.m.).
- Monitor the radio and check school division/school websites frequently between **6:30 and 7:00 a.m.** for announcements.
- **Do not contact the school, division, or radio stations** for cancellation information, as this can overburden telephone lines needed for emergency use.

Other Policies

Academic Integrity Policy (Summary)

At Starbuck School, we value authentic learning and personal growth. We expect all students to do their own work with honesty and pride.

Academic dishonesty—including cheating, plagiarism (copying others' work without credit), unauthorized collaboration, or using AI tools without permission—undermines the learning process and is not tolerated.

The consequences for academic dishonesty include a mandatory parent notification, a requirement to redo the assignment for partial credit, and potential administrative disciplinary action.

We encourage parents to partner with us by reinforcing the value of honest effort over perfect grades.

Technology

- Access to the internet and divisional devices requires both parents and students to read, agree to, and sign the **Divisional Acceptable Use of Technology form**.

Lost and Damaged Materials

- Reimbursement is required for damaged, lost, or stolen school property, in accordance with divisional policy.



Lost and Found Items

- Misplaced items are kept in the "Lost & Found" box and donated periodically due to limited storage space.

Bicycles

- The school is not responsible for the security of bicycles brought onto the premises.
- **Children under the age of 18 are legally required to wear a helmet.**

School Cash Online (Kev)

- Parents are strongly encouraged to register for a School Cash Online account on the school's website to streamline payments and permission slips for hot lunches, field trips, and other expenses.

