

# OAK HILL SCHOOL

Sturgeon School Division #24



STUDENT HANDBOOK

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## 1. Welcome

Attending Oak Hill School is a rare opportunity for students to experience significant improvement due to increased opportunity for 1-on-1 help and the low number of students per class.

Staff at Oak Hill School are highly skilled and fully committed to providing students with many opportunities to learn concepts that students may have struggled with in the past.

## OUR VISION

is for every student  
to gain  
**confidence**  
and **courage**  
that builds strong **character**,  
which encourages them to become  
responsible critical thinkers  
who contribute to society  
in meaningful ways!

## OUR MISSION

is to provide a quality educational program according to the emotional, social, and academic needs of each and every student.

### 2. Expectations

As a student of Oak Hill School, you are a member of Sturgeon School Division and are expected to:



**RESPECT:**

**YOURSELF**

**OTHERS**

**PROPERTY**

As a responsible citizen, you are expected to show respect for:

#### Yourselves

- By practicing proper grooming and hygiene

#### Others

- By using manners, respecting personal space, being on time, and being prepared for class

#### Property

- By using materials and supplies wisely, keeping your workspace and equipment clean so it's ready for others to use

### 3. Support

To help ensure students have enough time, space, and support to make positive choices, the staff will use Behavior Support Techniques to assist students. There are Child and Youth Care workers in the school to assist in providing this support to the students.

Students can make use of the space in their classrooms, as well as other available spaces in the school such as the comfort room, the library, or the gym if they require time or space to process their emotions.

If students require further emotional support, they can request to return to the ranch for a reset, and come back to the school when they are ready.

### 4. Individual Personal Plan (IPP)

Each student is expected to work with their homeroom teacher on school goals that will help improve educational achievement. There are times when a key worker may help to set goals that work together with ranch goals.

## 5. Timetable

Each student will start their morning in their homeroom. They will have all four core classes (Math, Science, Social, and L.A.) in the morning. Students return to the ranch from 12:00 - 1:00 pm for lunch. In the afternoon, students have Phys. Ed., Reading, Life Skills, and an option class.

## 6. Homeroom

The homeroom teacher will work with students to set a reading goal, plan the student's Individual Program Plan (IPP), attend or report at case conferences, and assist students with any questions they have about the school program.

If students require extra help, they are encouraged to meet with their teacher during Extra Assistance Time (11:45 am - 12:00 pm, 3:00 - 3:15 pm.)

## 7. Hallway Pass

**a. Errands and Water Breaks**

If you need to leave a class, you are expected to ask for and be given a note by school staff that indicates why you are out of class.

**b. Washroom**

Only one student is permitted in any washroom at any time.

**8. Attendance**

**a. Illness** - if you are at risk of causing others to become ill, you will be sent to your residence until you are feeling well.

**b. Appointments** - when you must leave the school for an appointment, you must be signed out at the office by staff.

**c. Lates** - If you arrive late to school, you are expected to report to the office before going back to class.

**9. Emergencies**

**a. Evacuations**

In the event that the school must be evacuated, staff and students will walk out of the building in an orderly manner and according to the fire plan in each room. All individuals will meet at the Muster Point located directly North of the main

garage and attendance will be taken. Fire drills will be practiced at least twice each year to ensure that everyone is familiar with this routine.

#### **b. Lockdowns**

In the event the school must be secured for the safety of staff and students, classrooms will be locked, window blinds closed, staff and students will lay below windows and remain quiet until the all clear signal is given by school staff. Lock-downs will be practiced at least twice each year to ensure that everyone is familiar with this routine.

### **10. Lockers**

You may be assigned a locker and be given a combination lock to safely and securely store your belongings. Your locker number and lock combination will be recorded by your homeroom teacher to ensure that school administration will be able to access your locker when necessary.

### **11. School Supplies**

Teachers will provide you with the books, paper, pencils, and material that you will require in class. Please check with your teacher regarding bringing personal supplies to class.

### **12. Personal Belongings**



- a. Check with your teacher as to what supplies you may bring and store in the classroom for your use.
- b. Skateboards, bicycles, and rollerblades are NOT to be brought into the school. Check with your Phys. Ed. teacher as to whether or not personal sports equipment may be brought to school in the afternoon. You must have prior permission from your teacher before bringing items to school.
- c. Personal electronic devices are NOT permitted to be used in classes. These items need to be stored either at your residence or in your locker.

**Remember that the ranch has a no lending or borrowing policy.**

### 13. Reading

**Almost everything we do in life depends on our ability to read!**

- The amount of books you read determines how fast you will get better at reading and at understanding what you read. **You are encouraged to read as much as possible!**
- To encourage reading, you and your homeroom teacher will set a reading goal where you may earn incentives as you reach your goals.
- Each time a student participates 10 times in a set 'reading class', they will receive an incentive (check with your teacher.)

### 14. Library

In order for students to be able to read as much as possible, the library will be available for students to sign out and return books. Students may speak to

staff in their classroom about accessing the library. We encourage students to read at school and in their residence.

## 15. Physical Education

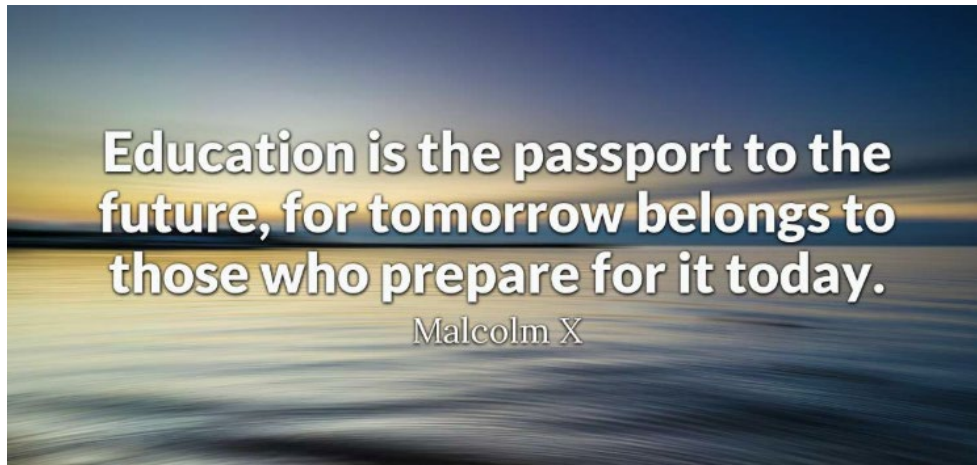
You are expected to participate in Physical Education classes to the best of your ability and in a manner that displays good sportsmanship. Students will be playing a range of activities during Phys. Ed. **Please ensure that you are wearing proper footwear and that laces are securely tied.**

## 16. Field Trips

When visiting places outside of Oak Hill School, you are expected to respect the rules and expectations of these facilities. Student attendance on field trips is always at the discretion of school staff.

## 17. Privileges

There are a number of privileges that students can enjoy while at school. Students who are behaving appropriately and who are able to demonstrate an appreciation and responsibility for them will enjoy privileges as directed by their teacher.



## 18. Computer and Internet Policy

Oak Hill School offers computer and Internet access for all students. The following are guidelines for acceptable student use of the school's computers and Internet access.

### Educational Purpose

The school's computer network is established for **educational purposes only**. The term "educational purpose" includes classroom and library activities, curriculum-related research, career development, and limited self-discovery activities as determined by school staff.

The school's computer network has not been set up as a public access service nor for a public forum. Oak Hill School has the right to place reasonable restrictions on the material accessed or posted through their network system. **These restrictions include NO access to sites that contain email, chat-rooms, pornography, violence, hate, nor any site promoting illegal activities.** Students are expected to follow the rules set forth in the school and by Canadian Law.

Streaming sites (such as youtube) are **not** to be accessed for individual student use. Such sites use up bandwidth and limit the ability for other schools in Sturgeon School Division to use the network.

### Personal Responsibility

Be aware that all activities on the Internet are monitored and recorded. Users of Oak Hill Schools' Internet services represent not only themselves and the school, but also Sturgeon School Division, and therefore everyone's **responsible** and **ethical** conduct is expected.

### Internet Access

Students using computers must be monitored at **all** times.

- a. All students are provided logins and passwords.
- b. It is your responsibility to keep these private and to log off each time that you are away from your computer.
- c. Students must position their screen in a manner that the teacher or supervising staff is able to easily monitor the program being used or the content being viewed by the student.
- d. Due to a lack of standards on the Internet, students are not permitted to view websites such as youtube without prior permission or screening by school staff.

### Agreement

I, \_\_\_\_\_, have read the Computer and Internet Policy and agree to follow the rules contained in the guidelines. I understand that if I break these guidelines, my account may be suspended, terminated, or further disciplinary action may be taken.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

