

SCHOOL STAFF

Principal	Mr. Kendall Olsen
EY– 3	Mrs. Sarah McInerney
4-8	Ms. Mandy Luck
Prep. Teacher	Mrs. Angela Mose
Speech Comm Assist. Library Assistant	Alicia Anderson

Educational Assistant	Lisa Lundgren
Big Island EAs	TBA
Secretary	Georgia Kreger
Custodians	Fred & Nancy Gate



CALENDAR OF EVENTS – Dates subject to change

2017-2018

P.A. Day	Aug. 28		
First Day of School	Aug 29	P.A. Day	Jan 26
Labor Day Holiday	Sept28	Report Cards	Feb 16
Terry Fox Walk	Sept 29	Family Day	Feb 19
P.A. Day	Sept. 30	March Break	Mar 12-16
Picture Day	Oct. 3	Good Friday	March 30
Thanksgiving Day	Oct 9	Easter Monday	April 2
P.A. Day	Oct 27	Victoria Day	May 21
Remembrance Day Assembly	Nov 10	P.A. Day	June 8
Progress Reports	Nov 14	Reports Home	June 22
P. A. Day	Nov 27	Last Day-Students	June 22
Christmas Concert	Dec 19		
Christmas Break	Dec 25-Jan 5		

McCROSSON—TOVELL SCHOOL

CODE OF CONDUCT/HANDBOOK 2017-2018

Educating the heart and mind of every child—today and tomorrow.



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CODE OF CONDUCT GUIDING PRINCIPLES

All members involved in the Rainy River District school system—students, parents or guardians, volunteers, teachers and other staff members, community partners—are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities.

- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
- Responsible citizenship is the appropriate participation and the encouragement of appropriate participation in the civic life of the school community.
- All members of the school community encourage the use of non-violent means to resolve conflict.
- All members of the school community promote the safety of people in the schools.
- All members of the school community discourage the use of alcohol and illegal drugs.
- All members of a school community maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

STANDARDS OF BEHAVIOUR

Respect, Civility and Responsible Citizenship

All members of the Rainy River District School Board community must:

- respect and comply with all applicable federal, provincial and municipal laws; demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, their race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others and take appropriate measures to help those in need;
- show proper care and regard for school property and the property of others;
- respect all members of the school community, especially persons in positions of authority.

Safety

- be in possession of any weapon, including firearms and/or use any object to threaten or intimidate another person and/or cause injury to any person with an object;
- inflict or encourage others to inflict bodily harm on another person;
- commit sexual assault and/or traffic weapons or illegal/restricted drugs;
- give alcohol to a minor and/or commit robbery;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Bullying

Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual or individuals and that is intended to cause (or should be known to cause) fear, distress, and/or harm to another person's body, feelings, self-esteem or reputation.

All members of the Rainy River District School Board community must not:

- physically bully another person (e.g., hitting, pushing, tripping);
- verbally bully another person (e.g., name calling, mocking, or making sexist, racist, or homophobic comments);
- socially bully another person (e.g., excluding others from a group, spreading gossip or rumours);
- use technology to bully another person (e.g., spreading rumours, images, or hurtful comments through the use of email, text messaging, Internet website, personal electronic devices, and other technology).

CONSEQUENCES

Promoting Positive Student Behaviour

When inappropriate behaviour occurs, the Rainy River District School Board schools will use a range of interventions, supports, and consequences that are developmentally appropriate, that provide opportunities for students to learn from mistakes, and that focus on improving behaviour.

Activities Leading to Possible Suspension

A principal shall consider whether to suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- uttering a threat to inflict serious bodily harm;
- possession of illegal/restricted drugs;
- being in possession of alcohol;
- being under the influence of illegal/restricted drugs or alcohol;
- swearing at a teacher, or other person in authority;
- committing an act of vandalism causing extensive damage to school property or property located on school premises;
- bullying;
- any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board.

Activities Leading to Suspension

A principal shall suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- possession of a weapon, including, but not limited to firearms;
- use of a weapon to cause bodily harm, or to threaten serious harm;
- physical assault causing bodily harm requiring treatment by a medical practitioner;
- committing sexual assault and/or trafficking in illegal/restricted drugs or weapons;
- committing robbery and/or providing alcohol to a minor;
- any other activity that, under policy of the Board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this, conduct an investigation to determine whether to recommend to the board that the student be expelled.

In these instances, police will be involved, as required, and conditions to return to school will be specified in accordance with Board policies.

SCHOOL HOURS

Please note school hours. Students should not be arriving at school prior to 8:30 AM. Bus students must take the bus home following the afternoon dismissal. If a student is not to take the bus home, the school must receive a note from the parent/guardian indicating the change of plans. This is a necessary procedure to help ensure the safety of the students.

NUTRITION BREAKS

Students enjoy a break from the morning and afternoon routines during which time they can get some fresh air and enjoy unstructured time with their friends. Research indicates that the optimal learning environment has a balance of task time, nutrition and physical activity.

Students who return after a brief illness also benefit from outdoor activity. Fresh air and exercise are not detrimental to individuals recovering from the flu or a cold, especially when a student is properly dressed for the weather. Exceptions to this practice will be made in very special cases (i.e., a child recovering from a physical injury) but we do expect our students to participate in outdoor breaks. During inclement or extremely cold conditions we will conduct indoor recesses.

All students who eat lunch at school during the two nutrition breaks remain under the supervision and jurisdiction of the school for the entire break.

You can boost the learning power of your child(ren) by providing nutritious food for lunch. Milk is sold every day. Canteen will be provided Tuesday through Thursday at second nutrition break. Order forms for the canteen are available every month.

THE SCHOOL DAY

School Starts	8:40 AM
First Instructional Block	8:40 AM - 10:20 AM
First Nutrition Break	10:20 AM - 11:05 AM
Second Instructional Block	11:05 AM - 12:45 PM
Second Nutrition Break	12:45 PM - 1:30 PM
Third Instructional Block	1:30 PM - 3:10 PM
Dismissal	3:10 PM

SCHOOL COUNCIL

School Councils are advisory bodies to the school principal and, where appropriate, to the School Board. Elected parents form the majority of the Council. Meetings held on a regular basis with date and time advised through a newsletter. Everyone is encouraged to attend.

DRESS CODE

Students are expected to conform to a reasonable dress code appropriate to the school environment. School dress should not jeopardize the health and safety of anyone in the school. Students should dress appropriately for the weather conditions; not wear clothing that advertises alcohol, tobacco, drugs, or has a sexual reference or is offensive in any way; no shirts that expose belly (midriff should not be exposed when arms are lifted above the head); take hats off when entering the school; wear proper footwear for daily activities. Sleeveless shirts must be at least a "hand-width" wide strap. Short shorts are not acceptable.

Physical Education

Physical Education class is mandatory. Students require a doctor's note to be excused from participating. An appropriate change of clothing is recommended for students in Grade 5 and up. A gym uniform should consist of a t-shirt (long with sleeves) and athletic shorts or track pants. **According to the Physical Education Safety Guidelines, running shoes are a minimum uniform requirement for all grades.** Students are required to have a set of indoor and outdoor shoes. Running shoes should have a light coloured sole to prevent marking the gym floor.

SCHOOL DANCES

School dances for grade 4, 5, 6, 7 & 8 students are a privilege. They are intended to encourage and enhance friendships in a positive social environment. Students who regularly have chosen to break school rules, been negligent in their school work or who have been involved in physical or mental abuse of others will not be permitted to attend school dances.

SCHOOL FIELD TRIPS

Field trips are an extension of the school program. In all cases a permission form will be sent home in advance, to be signed by a parent/guardian and returned to the school. To earn the privilege of going out of the classroom to any of the above experiences, a student must: consistently follow the Code of Conduct; keep daily school work up to date and at a level of performance consistent with the pupil's ability. *A teacher may, in consultation with administration, exclude a pupil from an activity if his/her behaviour and classroom work are not acceptable.*

STUDENT USE OF SCHOOL TELEPHONES

Students will be allowed to use the office telephone for unexpected school situations or illness that requires communication with a parent. Messages for students or in case of emergency, parents are to contact the main office to avoid classroom disruption. **Requests to use the telephone for social activities will not be permitted.**

STUDENTS & THE USE OF TECHNOLOGY

Student use of cell phones on school property is prohibited.

Students are not allowed to use I-pods, or other electronic devices during the school day. If brought to school, we ask that students keep them in their backpacks. Students are also prohibited from using electronic devices for the purpose of recording and or posting photo's, audio or video of staff or students without consent. Cyber bullying through electronic devices, even if it occurs away from the school, can be subject to in-school discipline.

The school is not responsible for lost or stolen electronic devices.

Pictures taken during school activities may be posted on school bulletin boards, school and board newsletters, and websites and local newspapers. Parent/guardian(s) who do not want pictures of their child displayed in this way, are to contact the main office immediately so that administration can protect your child's privacy.

ROLES AND RESPONSIBILITIES

Principles

Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and commitment to academic excellence in a safe teaching and learning environment;
- holding everyone, under their authority, accountable for his or her behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community.

Teachers

Teachers and other school staff members, under the leadership of their principals, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- prepare students for the full responsibilities of citizenship.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for all students, staff, parents, volunteers, and the members of the school community. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for him/herself, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

Parents

Parents play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the provincial Code of Conduct, the Board's Code of Conduct, and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

***For a copy of RRDSB's Code of Conduct and/or discipline policies, visit www.rrdsb.com**

STUDENT/PARENT HANDBOOK

ATTENDANCE/SAFE ARRIVALS PROGRAM

In the interest of student safety and effective programming, it is important that student absences are accounted for in all schools of the Rainy River District School Board. If a student is to be late or absent, parents/guardians are asked to call the school. Parents may leave a message on the school telephone voice-mail system stating their child's absence.

Phone: 488 - 5587

If the school has not been notified that the student will be absent from school, the school will call and check on daily student absences. Notes are requested for lates or absenteeism, or early dismissal for an appointment or for permission to be picked up by someone other than parent/guardian. Identification may be requested. Your co-operation is much appreciated.

Sign In/Sign Out

Students leaving the school before the regular dismissal times must be signed out at the office by a parent/guardian before leaving. A note, a phone call or a personal visit to the school office is required to provide the reason for the early dismissal and the length of absence. Students returning from appointments, as well as those who are late, must be signed in at the office.

As part of the Safe School Policy all visitors to the school, including parents, are asked to please sign in at the office.

School Drop-Off/Parking

The parking lot in front of the school (east) is for loading and unloading of students by parents and for visitor parking.

ILLNESS/MEDICATION

When a student becomes ill at school, the office will contact the parent/guardian or emergency designate and request that the student be picked up. Please make sure that the school has all current information re: telephone numbers, emergency contact, etc. We must have an emergency contact!

Board policy does not permit school personnel to administer any medication without proper authorization. Medication forms providing the required authorization and information necessary to ensure proper use of the prescribed medication are available from the school office. All medication is to be stored at and administered through the school office.

BUSSING

The school bus is considered to be an extension of the school, and the "Code of Conduct" applies to students who ride the bus. *While on or waiting for the bus, students must act in a responsible manner and follow all directions given by the driver. The bus driver will inform the Principal of misbehaviour.* Bussing arrangements made at the beginning of the school year **cannot** be changed on a day to day basis. Please notify the school of any essential changes at least 3 days prior to the change. Please refer to the RRDSB Transportation Guide for more information.

RESPECT FOR SCHOOL PROPERTY

The cost of maintaining school buildings and supplies is assumed by the taxpayer. Any additions created by deliberate acts of vandalism are, if the guilty person is undetected, also assumed by the taxpayer. School custodians are hired to maintain the school building, to keep the school free from litter, vandalism and graffiti. This can be achieved by refraining from littering, reporting incidents of vandalism and removing graffiti and litter whenever possible. Food and beverages must be consumed in designated areas. Smoking is not allowed on School Board premises.

CLASSROOM EXPECTATIONS

Academically, students are expected to achieve the expectations identified at each grade level by the Ontario Curriculum. Modifications and accommodations will be made to support those students who demonstrate difficulty in meeting grade level expectations. Behaviourally, students are made aware of the expectations identified in the Classroom Discipline Plan. A copy of this plan is available from the classroom teacher, along with a weekly schedule.

HOMEWORK EXPECTATIONS

Classroom time is allotted for the completion of assignments. If homework is assigned, it will be for one of the following reasons:

- the assignment was not completed in the time period allotted in class
- the assignment was missed due to absence;
- the work is assigned for practice, review or for test preparation.
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Older students may be required to complete independent or group assignments as part of their program. Some time may be required out of school to complete this work.

PLAYGROUND EXPECTATIONS

Students shall :

- remain in the designated areas;
- walk bicycles on school property;
- remove in-line skates when they arrive at school.

Students shall refrain from:

- play-fighting, piggyback riding and other forms of rough play;
- leaving the yard without authorization;
- teasing and coercion, interference in other's games, spitting, etc.;
- throwing rocks or snow, etc;
- playing in areas designated as being out of bounds;
- using equipment other than in its intended fashion;
- *entering the school without authorization;*
- *defacing or destroying buildings or outdoor equipment;*
- *littering;*
- *any other behaviour deemed unacceptable by supervisors.*