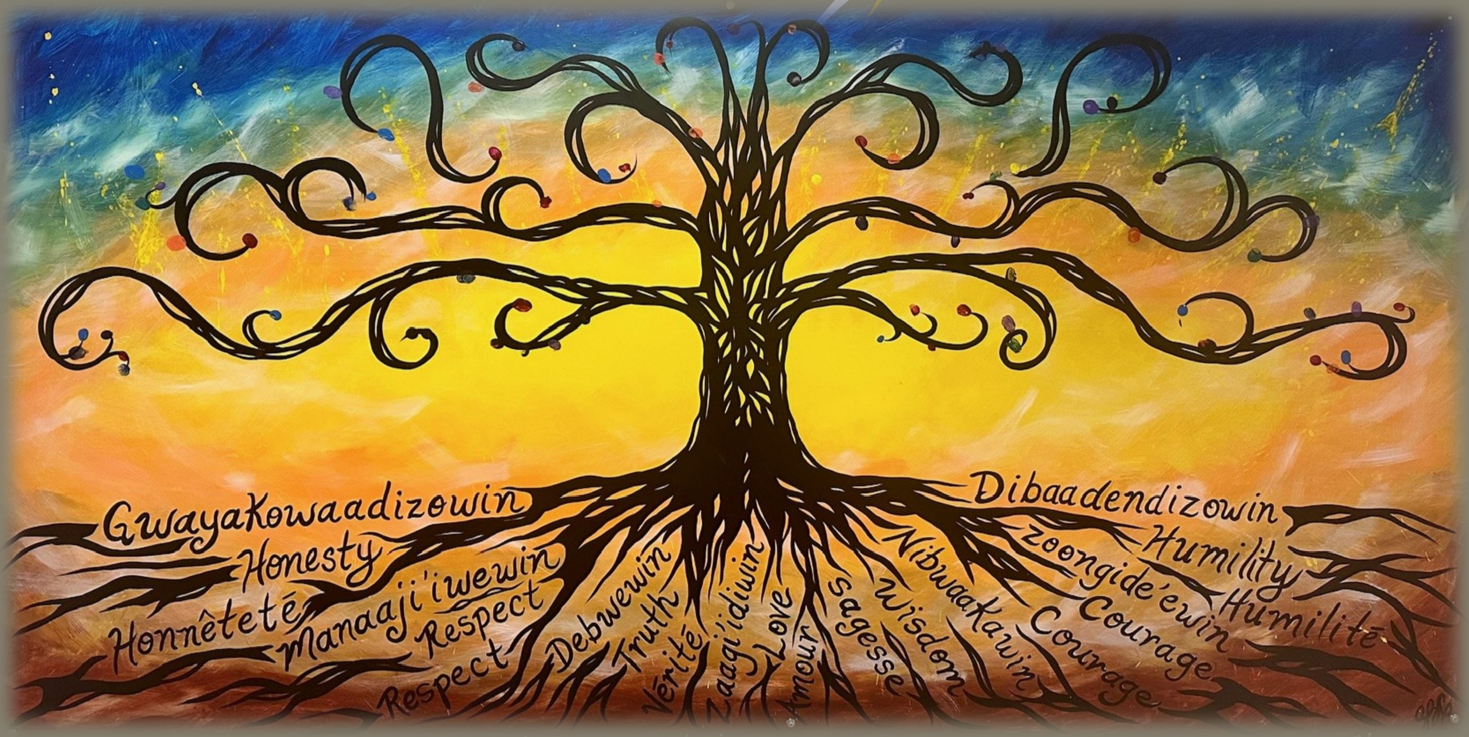
Parent and Student Handbook



McCrosson Tovell School

2023| 2024

Secretary office hours are 8:00AM - 11:30PM.

Office messages are checked daily at 2:00PM

SCHOOL DAY SCHEDULE

8:40	School Day Starts
8:45-10:25	First Instructional Block
10:25-11:10	Nutrition / Outdoor Break
11:10-12:50	Second Instructional Block
12:50-1:35	Nutrition / Outdoor Break
1:35-3:15	Third Instructional Block

STUDENT ATTENDANCE

Students should arrive at 8:35 AM or later. If a student is not taking the bus home, the school must receive a note or phone call from the parent / guardian indicating the change of plans.

Please leave a message on our voicemail prior to 2:00 PM, as messages are checked at this time, to help ensure the safety of our students.

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

WELCOME

This handbook is a key resource for McCrosson Tovell School when questions arise. It provides information that will assist students and parents / guardians in understanding the programs, operations and policies of our school community.

For questions regarding School Board Policy please consult the RRDSB Code of Conduct and / or the schools' Bully and Intervention Plan.

For questions regarding specific classroom or course expectations, please consult with your child(ren)'s teachers.

ATTENDANCE / SAFE ARRIVALS PROGRAM

Up to the age of 18 students are expected to attend school, unless alternative arrangements are made.

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 voicemail system stating the absence at 807-488-5587 and / or text the school cell phone with the details to 807-271-2622.

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

SIGN IN / SIGN OUT

Students leaving the school before the regular dismissal time must be signed out at the office by a parent / guardian before leaving. A note, 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 sign in at the office.

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 the current information (i.e. telephone numbers, emergency contact, etc.)

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 and administered through the school office.

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 students who demonstrate difficulty meeting grade level expectations.

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

PHYSICAL EDUCATION

Physical Education class is mandatory. Students require a doctor's note to be excused from participating in Physical Education Class. An appropriate change of clothing is recommended for students in Grade 5 and up. A gym uniform should consist of a t-shirt 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.

PLAYGROUND EXPECTATIONS

Students will:

- remain in their designated areas
- ask for permission to leave the school yard
- be kind to others
- use equipment in its intended manner
- not damage any outdoor equipment
- enter the school with supervisor permission
- not litter
- behave in a proper manner

DRESS CODE

Students are expected to conform to a reasonable dress code appropriate to the school environment.

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.

SCHOOL DANCES

School dances are a privilege. They are intended to encourage and enhance friendships in a positive social environment.

NUTRITIONAL / OUTDOOR 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.

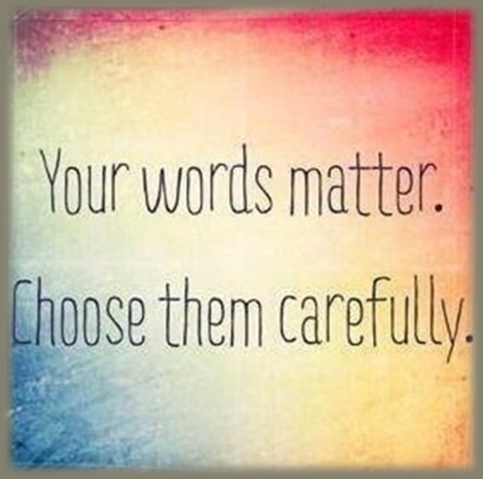
All students who eat lunch at school during the two nutrition breaks remain under the supervision and jurisdiction of the school for the entire break.

A breakfast program is offered following the arrival of the bus in the mornings, with extra snacks available throughout the school day.

LUNCHROOM EXPECTATIONS

For safety reasons students are expected to stay seated quietly until dismissed. Each student is responsible to clean up after themselves when dismissed.

Loitering in the bathrooms or hallways will not be tolerated.



SCHOOL YEAR CALENDAR

2023—2024

First Day of School	AUG 30
Thanksgiving	OCT 09
PA Day	OCT 27
Progress Reports Go Home	NOV 14
PA Day	NOV 27
Christmas Holidays	DEC 25
	JAN 05
PA Day	JAN 26
Progress Reports Go Home	FEB 12
Family Day	FEB 19
March Break	MAR 11
	MAR 15
Good Friday	MAR 29
Easter Monday	APR 01
PA Day	APR 19
Victoria Day	MAY 20
PD Day	JUN 10

STUDENT 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 direction given by the bus 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 at the school of any essential changes at least three days prior to the change. Please refer to the RRDSB Transportation Guide for more information.

SCHOOL DROP-OFF / PARKING

The parking lot in front of the school (south) is for loading and unloading of students by parents and for visitor parking. The west side of the school is reserved for staff and buses.

STUDENTS AND THE USE OF TECHNOLOGY

Students are not allowed to use electronic devices during class time. We ask that students keep cell phones in their backpacks. Students are prohibited from using electronic devices for the purpose of recording and / or posting photos, audio or video of staff or students without consent. Bullying through electronic devices, even if it occurs outside the school hours, may be subject to in-school discipline.

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

STUDENTS 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. Parents are asked to contact the main office, for student messages to avoid class disruption.

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. If you are interested in joining Parent Council, please contact the office. Meetings held on a regular basis with date and time advised in the school newsletter. Everyone is encouraged to attend School Council meetings.

2023—2024 STAFF LISTING

Principal	Kari-Lynn Beckett
Vice Principal	Donna Osadchuk
Secretary	Terri Everden
K-2 Teacher	Anna Demchuk
Librarian	Colleen Slight
Educational Ass.	Sonya Asselin
Custodian	Nancy Gate
Custodian Ass.	Alvina Brown
Bus Driver	Elvis Adams
Autism Support Worker	Marlee Zappitelli
Special Education	Sarah McInerney
Counselor	Selene LeBlanc

Educating the HEART and MIND of every child – today and tomorrow.