

Roseville Public School Student Handbook

Where all pathways lead to literacy

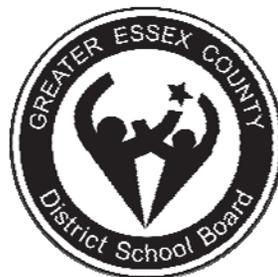


6265 Roseville Garden Drive
Windsor, ON N8T 3B9

Phone 519-944-3611 Fax 519-944-3973

Principal: Mrs. E. Topliffe Vice Principal: Mrs. B. Plowman

Secretary: Mrs. L. Bardwell



We, the members of the school community
believe it is important to be...



Information for Parents and Students

The school requires up-to-date information for each student. Please inform the school secretary if you change your address, home phone number, business phone number, or custody order. For emergency purposes, we must have the phone number of two people we can call when you cannot be reached. Changes to the student health information should be forwarded immediately to the secretary.

Attendance Information

8:10am Student Arrival
8:25am Student Entry

8:25-9:15 Period 1 **Block A**
9:15-10:05 Period 2

10:05-10:35 Nutrition Break #1

10:35-11:25 Period 3 **Block B**
11:25-12:15 Period 4

12:15-12:55 Nutrition Break # 2 Staff Lunch, Student are able to go home for lunch

12:55-1:45 Period 5 **Block C**
1:45-2:35 Period 6

The Greater Essex County District School Board (hereafter referred to as GECD SB) Safe Arrivals Policy places these responsibilities on students:

- Be responsible and accountable for prompt arrival.
- Remind parents/guardians of the need to contact the school regarding absences.
- Parents, please report children's absences by calling the school at 519-944-3611.
- The answering machine is available 24 hours a day.

Students are expected to...

- Arrive promptly, regularly and prepared for all classes.
- Line up at their assigned entrance door.
- Enter the building with a supervising teacher.
- Speak quietly.
- Demonstrate strong character, good manners and safe practices.
- Rid themselves of any gum, candy, etc.
- Make sure to have all necessary supplies before proceeding to class.
- Have a pair of dry shoes in their locker or coat area to wear inside. (No wet boots are allowed in classroom areas for Health and Safety reasons.)
- Report to the office if arriving late for an Admit to Class slip.
- Leave for their buses or go directly home unless they are involved in a supervised activity at the end of the school day.
- Exit through their assigned doors. (The main front door is reserved for parents and visitors).
- Participate in all planned programs unless written consent of parent is given prior to the event.
- Respect and listen to the advice of staff members and adults.
- Make active use of the agenda by recording homework, due dates for assignments and projects with the guidance of their teacher.

Bus and Transportation



Riding the bus is a privilege. As always, student safety is a primary concern. We expect our students to respect and follow expectations for appropriate behaviour. Students not following routines established may face consequences such as: parent contact, counseling, or the loss of the privilege to use the bus for a specific

number of days. **Behaviour must not interfere with the safety and comfort of the passengers and driver.** Bus students must board and exit the bus at the location designated by the Transportation Officer. Students must use the same bus and pick up/drop off location at all times.

Students are expected to follow these procedures to ensure their safety and that of other passengers:

- Remain seated at all times when riding in the bus.
- Sit quietly in their seats so the driver is not distracted.
- Listen to and follow the directions given by the driver and monitors.
- Refrain from throwing anything inside or outside of the bus.
- Refrain from drinking or eating on the bus.
- Refrain from unacceptable behaviours (outlined in the Code of Conduct) such as: inappropriate language, name calling, teasing, intimidating, arguing, pushing, shoving or any aggressive and behaviour in the bus or while waiting for the bus. The "Hands-Off" policy is in place.
- Keep head, arms, and hands inside the bus at all times.
- If assigned seating is required, remain in the assigned seat.
- Wait at the designated stop in a safe place well back from the side of the road.

Bus students are required to take the bus to and from school every day unless written notification from parents or guardians is given to the school including dates, times of pick up, and person picking up. Decisions related to school closings and transportation of students is broadcast on local radio or www.buskids.ca.

Code of Conduct

The Provincial Code of Conduct, the Greater Essex County District School Board Code of Conduct, the Greater Essex County District School Board Safe Schools Policy and the Education Amendment Act (Progressive Discipline and School Safety), 2007 create expectations for behaviour for all persons on school property.

All students, parents, teachers, staff, volunteers and community members have the right to be and feel safe. With this right comes the responsibility to be law-abiding citizens, to be accountable for one's actions, and to protect the rights of others.

In keeping with the Provincial Code of Conduct, the Greater Essex County District School Board Code of Conduct, Roseville Public School adopts as a framework the following guiding principles of the Code:

- To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
- To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- To encourage the use of non-violent means to resolve conflict. We adopt a "Hands-Off" policy to ensure safety.
- To promote the safety of people in the schools.
- To prohibit the use of alcohol, illegal drugs and restricted drugs.

Further to the Board's Code, Roseville Public Schools adopts the following as our Code of Conduct to help prompt positive behaviour in our school.

Confidentiality

GECDSD has many policies and procedures in place to maintain staff and students' privacy. A best practice in education is to display student work. Staff does an excellent job ensuring that student work is never displayed with an identifying name. If you have any concerns about privacy please contact your child's teacher or the office.

Dress Code

We expect students to dress appropriately for health, safety, and the orderly conduct of classroom learning. School is a place where we work. We want our students to be comfortable and we also want everyone to concentrate on their work. Parents and students are reminded that Roseville is air conditioned. Where clothing is considered inappropriate, the Principal or Vice Principal will speak to the student and may contact the parent. The student may be required to go home to change or have a change brought to him/her.



- All students must wear age appropriate clothing. Students should not wear revealing or see-through clothing. (Underclothing should not be visible at any time).
- Cut-off jeans, ripped jeans or torn clothing, halter tops, midriff tops, and hats are not suitable for the classroom. No midriff area of skin should be visible. Straps of shirts should be wide enough to cover undergarments, i.e. 3 fingers wide. Shorts should be of appropriate length (to the tips of fingers, mid-thigh).
- Pants cannot be sitting lower than the hip. Very low sitting pants make it awkward and unsafe for students walking.
- Language on any article of clothing cannot be offensive in any way. It may not advertise any prohibited materials (alcohol, drugs, weapons, etc.).
- Footwear should be appropriate for the activity. Flip-flops and shoes without backs are discouraged due to safety issues.

Hats/head coverings may be worn outside to provide protection from the sun and cold, but are not suitable for the classroom (this includes bandanas, inappropriate headbands, etc.). Exceptions are made only for head covering associated with a religion or cultural custom.

Electronic Devices

As per GECDSD policy, students are permitted to use personal communication and computing devices when it supports effective teaching, promotes student learning in the classroom and when appropriate permission has been granted by the classroom teacher and/ or administration. Written permission is also needed from a parent or guardian in cooperation with the teacher. It is expected that students use these appropriately and that they do not distract the learning environment. In the event of misuse, students will be subject to school discipline, such as, verbal warning, parent contact, detention, confiscation of device, suspension etc. GECDSD does not hold insurance for these devices in the event of theft. It is in your best interest not to bring these to school.

Homework

GECDSD supports the concept of homework for students as a way to create a partnership between the home and school. Average homework time should increase with each grade level; for example, as students reach grade 8 they may have up to 45 – 60 minutes of homework and grade 1 students may have 10 minutes of homework. A best practice is to encourage reading every night. It is recommended that a regular time and place be established for homework or school related activities. Parents are encouraged to check their child's agenda daily.



Leaving School Property

Students, (all bus students), who regularly stay for lunch may not leave the school property during lunch hour without written dated consent of their parent or guardian. All students must remain on school grounds during recess. Students are not permitted to leave the school property once they have arrived by bus.



Notes are to be handed in to the classroom teacher to be sent to the office. Students are to check in with the Principal or Vice-Principal before leaving the property. They are requested to check back in on the playground when they return. We encourage those students who go home for lunch to return close to bell time, i.e. 12:55pm.

Any student needing to be excused earlier than regular dismissal time must bring a note from his/her parent or the parent must come in to the school office to sign the student out. If a child will be picked up by someone other than his/her parent, the office must be notified by a parent. These procedures attempt to ensure the safety of all children. Please do not pick up your child earlier than necessary e.g. to avoid traffic or buses.

Lockers



Neither GECDSD nor Roseville Public School can be responsible for loss or damage of valuable personal items which students bring to school. NO insurance is carried by GECDSD for a student's personal property. It is therefore recommended that such items (radios, handheld electronics, excessive amounts of money, etc.) NOT be brought to school at any time. Students with classrooms inside the building are assigned lockers, either individually or with a partner, in which to keep their coats, hats, gym clothes, spare shoes, etc. (Please mark their name or initials on each). Only combination locks may be used and combinations MUST be given to homeroom teachers.

Lunchroom Procedures

Supervision is provided for those students who must stay. Those who walk to school and are capable of going home for lunch are encouraged to do so. It is important that students get a break from school by having a walk home and a nutritious lunch. Students benefit from this change and tend to be more able to settle for the afternoon learning sessions. If a student leaves the building for lunch they should not return to school before 11:35 a.m. since there is no supervision on the yard until that time.

When staying for lunch, students are expected to:

- Sit in assigned seats until dismissed by a staff member.
- Place garbage / recyclables in the appropriate containers.
- Be responsible and show respect to staff, monitors and other students during lunch.
- Remain on the school property.



Our school aides and staff provide supervision during the lunch hour. After eating their lunch, the children are dismissed from the lunch areas to the playground. Food and drinks are to be finished in the class/lunchroom.

Students are reminded that eating lunch at school is a privilege. The privilege can be lost through improper behaviour. As always, parents/guardians will be notified if this becomes necessary.

Medication

GECSB Policy prohibits the school from administering non-prescription drugs to pupils at any time. For those students who require medication on a regular basis, the school will require the Request for the Administration of Medication at School form to be completed by the parent/guardian and prescribing physician, and returned to the school prior to the administration of medication. Parents are responsible for seeing that an adequate supply of medication is available at the school. Changes in medication dosages require updated and corrected forms.

Progressive Discipline

Roseville Public School adopts as its Progressive Discipline Policy the Progressive Discipline Policy of the Greater Essex County District School Board. To meet the goal of creating a safe, caring, and accepting school environment, the Greater Essex County District School Board, and Roseville Public School support the use of positive practices as well as consequences for inappropriate behaviour, including progressive discipline, which includes suspension and expulsion where necessary.

Progressive discipline is a non-punitive, whole-school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. A "Hands-Off" policy is in place to be proactive. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils in making good choices. The teacher, in collaboration with administrative staff, as appropriate, may utilize early and/or ongoing intervention strategies to address unsafe or inappropriate behaviours. These may include:

- Contact with pupil's parent(s)/guardian(s);
- Verbal reminders;
- Use of "Behaviour sheets" to communicate to the office
- Review of expectations;
- Written work assignments addressing the behaviour, that have a learning component;
- Conflict mediation and resolution;
- Referral to counseling, as applicable;
- Referral to community agencies;
- Positive Behaviour Management Plans and/or;

Suspension Infractions: When a principal's investigation of an incident determines that a student has committed one or more infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction

has an impact on the school climate, a principal will consider whether that student should be suspended.

The principal will also contact the police consistent with the Police-School Board Protocol if the infraction the student is suspected of committing requires such contact. The infractions for which a suspension may be imposed by the principal include:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol, illegal and/ or restricted drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the student's school;
- Bullying;
- Any act considered by the principal to be injurious to the moral tone of the school;
- Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; or
- Any act considered by the principal to be contrary to the Board or school Code of Conduct.

A principal shall suspend a pupil if he or she believes that the pupil 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:

The principal will also contact the police consistent with the Police-School Board Protocol if the infraction the student is suspected of committing requires such contact.

- Possessing a weapon, including possessing a firearm; *** note that any 'toy' weapons (knives, guns, etc.) are strictly prohibited at school.**
- Using a weapon to cause or to threaten bodily harm to another person; ***note that any 'toy' weapons may be considered threatening**
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons, illegal and/or restricted drugs;
- Committing robbery;
- Giving alcohol to a minor;
- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the student's continued presence is injurious to the effective learning and/or working environment of others;
- Activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- Activities engaged in by the student on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- The student has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper;
- Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

The Safe Schools Team: Bullying adversely affects student's ability to learn, the development of healthy relationships, school climate and the school's ability to educate its students. Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g. online) where engaging in bullying will have a negative impact on the school climate. GECDSB believes that the reduction of bullying behaviours is achieved by engaging in prevention and intervention strategies. Roseville Public School has a Safe Schools team to deal with safe school issues. Members of this team include: at least one pupil

(where appropriate), one parent, one teacher, one support staff member, one community partner and the Principal. Principals must include bullying prevention and intervention plans as part of the school improvement plan.

Safety Patrols and Crossing Guards

Students walking to and from Roseville, who must cross Roseville Garden Drive, are expected to use the crosswalk in front of the school. A crossing guard will be there to help students cross safely as they come and go from school. Our crossing guard will be on duty on school days: 8:00 am to 8:30 am; 12:15 pm. to 1 pm.; and 2:20 p.m. to 2:50 p.m. Students are expected to cooperate by using the crosswalk where our crossing guard supervises and to respect this position and authority.

Students are reminded to walk directly to and from school without making stops along the way, especially at the park.

Student Search Policy

GECD SB believes that teachers and administrators must be able to respond quickly and effectively to problems that arise in their schools. To assist in this difficult task, GECD SB is committed to ensuring that:

- School authorities are accorded a reasonable degree of discretion and flexibility in order to ensure safety and enforce school regulations.
- Students, parents/guardians are informed that some instances may require searches of students and their personal effects and the seizure of property.
- A decision to search will always be based on "reasonable" beliefs that a breach of school regulations or discipline has occurred and that the search will reveal evidence of that breach.
- When deciding to search, school staff will weigh individual rights to privacy against the collective right to a safe, orderly and inviting learning environment.
- Searches will be conducted in a reasonable and sensitive manner and will be minimally intrusive to respect the student's right to privacy.

Parents will be treated as partners in the education process and will be kept informed of any actions in a timely fashion.

Holidays for 2016 – 2017

Labour Day	September 5
Thanksgiving	October 10
Christmas Break	December 24 – January 8
Family Day	February 20
March Break	March 13 - 17
Good Friday	April 14
Easter Monday	April 17
Victoria Day	May 22

Important Dates 2016 - 2017

September 6	First Day of School!
September 12	First Day of School for Early Years (JK and SK)
September 23	PA Day
November 17	Parent Teacher Interviews (evening)
November 18	PA Day
January 9	Return to School
January 20	PA Day
February 16	Parent Teacher Interviews (evening)
February 17	PA Day
March 31	PA Day
June 9	PA Day
June 29	Last Day of school for students
June 30	PA Day

Assessment Dates 2014 - 2015

EQAO Gr. 3 & 6 Reading, Writing, and Math
CAT 4 Gr. 7 and Insight Gr. 2

May 23 – June 5, 2017
Feb. 13 – March 3, 2017