

Russell Reid Elementary School

School Routines

Attendance

Regular attendance is vital for a successful educational experience. However, children are expected to be kept at home when they are obviously too ill to attend school. **If your child will be away from school, please inform the office. The answering machine is always available. If the absence will be for several days, please indicate this to the secretary.**

A) Call Back

All students who are absent from Russell Reid Elementary School without an explanation for their absence, will receive a call home from our school secretary each morning. This is a safety program that our school offers. Both the home and the school must work together to know where students are at all times during the school day. If we have not received a call from the absent child's parent, we will call home and work numbers to ensure the students are safe.

B) Late Arrivals

Children are expected to arrive on time for the start of the school day. Any student who arrives late to school must check in at the office and sign in. Late arrivals disrupt the teaching and learning and also lead to poor work habits.

C) Early Arrivals

Unless your child is completing homework with a teacher or practising for a team, they should **not** be at school until teacher supervision begins at 8:45 am.

D) Use of School Phone by Students

Students will only have access to the phone to call home for a medical or emergency related matter. Emergency related matters do not include forgetting homework/assignments/gym equipment, notes to go out for lunch, permission for changes in after school plans, eg; To go to a friend's house.

E) Answering Machine

The school has an answering machine to allow parents to get in touch with us when a student is sick, give information the school has requested, leave a message for a teacher, notify us about a change in transportation, or respond to a call from the school.

F) Accident/Illness

School Emergency Information Sheet: it is important that the emergency information sheet be filled out completely in September, signed and returned to the school. Please notify the school if there are any changes during the year.

First Aid: School staff may provide emergency first aid only for illness and injuries which occur while children are under the jurisdiction of the school. Any necessary subsequent treatment is the responsibility of the parents. Parents will be notified of student injury or illness. Transportation of students during school hours must be arranged by parents.

Medication at School: all medications including “over the counter” drugs must be stored in the school’s First Aid Cabinet. Children who require the administration and storage of medication at school will need to have a form filled out by the doctor prescribing the medication. Copies are available from the school secretary.

Contagious Diseases or Head Lice: with the large number of students and materials that come into contact with each other, it is extremely important that undiagnosed rashes, eye infections (Pink Eye/Conjunctivitis) and lice/nits be treated and removed prior to your child arriving at school. Students will be sent home if nits are still evident.

Anaphylactic Allergy Alert-Nuts: We have students who attend our school who have an anaphylactic allergic reaction to nuts. **We ask the students to avoid bringing nuts or nut products to school to keep our students safe. Please make sure you read our anaphylactic allergy notice in September.**

Severe Allergy Alert-Perfume / Heavy Scents: we have students and staff who have an allergic reaction to heavy scents including perfumes and deodorants. We ask that students and staff do not use the products to keep our environment, staff and students safe.

G) Custodial Parent: in the event that the custody of the child is an issue and the child is NOT to be released to an individual, custody papers must be on file in the office. Without these legal papers providing custody, the school has no legal authority to stop a non-custodial parent from taking the child. However, if the non-custodial parent picks up their child, the school will expect either written verification from the custodial parent or a phone call before releasing the child to the non-custodial parent if legal papers have not yet been obtained.

Bus Routines and Expectations for all Students

1. Be at the bus pick up location prior to the arrival of the bus.
2. Be certain that the road is clear and traffic is stopped before crossing.
3. Cross at least 3 metres from the front of the bus.
4. Be picked up and dropped off only at the designated stops.
5. Remain seated while the bus is in motion.
6. Keep the centre aisle of the bus clear at all times.
7. Keep your complete body inside the bus at all times.
8. No pets, weapons or any illegal substances are to be brought on the bus or to the school.
9. Refrain from any profane, abusive, threatening or disrespectful language and behaviour towards anyone on the bus or on the street, while waiting in bus areas, while boarding the bus, while riding the bus or when disembarking.
10. No eating, drinking or smoking on the bus.
11. Respect the bus property and refrain from causing or creating any damage to the bus itself.

Bus Routines and Expectations for all Students Continued...

12. Board or disembark from the bus at transfer points when directed by a supervising staff member or the driver.
13. Respect and respond appropriately to the directions of any and all supervising staff or the bus driver at all times.
14. Abide by the directions of safety patrollers.
15. Ride on only designated bus and bus routes
16. Sit in designated seats when requested by staff or drivers.
17. Respect each other on the bus at all times. Bullying behaviour will not be tolerated.

Where students do not follow these expectations, the following consequences will be applied.

1. A bus report will be submitted to the school and the parents will be notified.
2. Repeated bus reports will result in a suspension from the bus for a specified period of time and parents will be notified.
3. Continuing bus reports and suspensions will result in permanent removal from the bus for the rest of the term, semester, or up to the end of the school year. Consequences will be outlined, in a letter to the parents, stating the duration of the bus suspensions and the conditions for a return to bus access.

School Conduct

Appropriate Dress

Clothing with suggestive or offensive slogans or drawings is not permitted, including clothing that advertises drugs, alcohol or cigarettes. Students will be asked to turn the shirt inside out or go home to change into acceptable attire. Halter tops, pyjamas, extremely short shorts, bare midriffs and/or clothing that allows undergarments to be displayed are not permitted.

Hats/street head gear are not to be worn within the school building.

Students are required to have indoor and outdoor footwear. School and fire regulations require students to wear shoes at all times.

Classroom Expectations

Each teacher has developed a code of behaviour that will contribute to a positive learning environment. This code of behaviour will be communicated to and discussed with students in the first weeks of operation of the school.

Consequences: Staff at Russell Reid Elementary School will continue to ensure that positive behaviour is recognized. The staff is committed to increasing communication not only between teachers and students, but also between school and home. This may come in the form of encouraging telephone calls, sending positive notes home and keeping open lines of communication.

Students will know when they have chosen behaviour that is unacceptable. Our goal is to help students see that they are responsible for their behaviour and in control of themselves. **The choice is always with the student.**

Minor Offences:

Staff members will handle minor offenses “on the spot.” Students will know what poor judgement on their part was and what is expected from them. Consequences for minor offenses will include time out, loss of privileges (recess, school trips, special events, detentions, parent contact and involvement).

Continual repetition of minor offenses may lead to in – school or out of school suspensions.

Major Offences: Major offences are those behaviours that threaten the orderly function of the school or are threatening to the well-being of others. These usually include open defiance of authority, physical or mental abuse of others and continuous disruptive behaviour.

Suspensions may occur when a student:

- Utters a threat to inflict serious bodily harm on another person
- Possesses alcohol or illegal drugs
- Is under the influence of alcohol
- Swears at a teacher or at another person in a position of authority
- Commits an act of vandalism that causes extensive damage to school property at the student’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.

Expulsions occur when a student:

- Possesses a weapon, including a firearm
- Uses a weapon to cause or to threaten bodily harm to another person
- Commits physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Commits a sexual assault
- Traffics in weapons or illegal drugs
- Commits robbery
- Gives alcohol to a minor
- Engages in another activity that, under a policy of the Board, is an activity for which expulsion is mandatory.

School Wide Expectations

1. Treat and speak to others kindly and with respect.
2. Kepp your hands and feet to yourself.
3. Follow instructions first time given.
4. Students may not leave school property without written parental permission during school hours.
5. Use a pass to get staff permission to enter the school during recess breaks.

6. If a student is too sick to go outside for 20 minutes of fresh air, they are too sick to be at school. Keeping all of our students and staff in a healthy environment is important for learning. Please keep ill children at home, we will be happy to send work home until they are well enough to attend school.

Playground Expectations

- Use a pass to enter the school during nutrition breaks.
- No throwing snowballs, playing with sticks, whipping of skipping ropes.
- No skateboards, roller blades, long boards or scooters are to be used on school property.
- Obtain staff permission to retrieve a ball off school property.

Prohibited Items – these items are NOT to be brought to school.

- Matches, lighters, firecrackers, caps
- Cigarettes
- Water guns (unless planned as part of program)
- Hairsprays, perfumes, body sprays
- Laser pointers, pens or toys
- Replica weapons, sling shots, knives, guns
- Anything deemed inappropriate by the principal
- Large sums of money for personal use.

The school cannot be responsible for replacement of lost or stolen items such as MP3 players, video gaming systems, Ipods, cell phones, etc. Students bringing them to school do so at their own risk.

Cell phones are to be kept with the student. No texting, use of the internet for Facebook, Twitter, etc. is allowed during school time (academic time and nutrition breaks).

Academic Expectations

Academic Policy

Students are expected to come to class prepared to learn, with all the necessary materials (planner, notebook, pen/pencils, etc.). Necessary materials should be replenished throughout the year (pens, pencils, glue sticks, pencil crayons, markers).

Gym clothes are also a requirement for physical education-junior/intermediate students (gr. 4-8) require t-shirt, running shoes and shorts. Students are expected to complete all assignments to the satisfaction of the teacher. Students are encouraged to work to the best of their ability at all times. To do this, students must follow the expectations laid out for class.

Assignments are to be:

- Complete, following all instructions
- Tidy, with materials/work organized
- Handed in on time
- Review and prepare for tests.

Homework is to be:

- Recorded in the student planner or student's cell phone/Ipod
- Completed as assigned
- May require parent involvement and/or signature

Assessment and evaluation

Student assessment will be conducted throughout the school year. Evaluation by teacher, student and peers includes:

- Daily class assignments/homework
- Project work
- Individual and group work
- Class (speaking and listening participation)