

## SCHOOL FIELD TRIPS & ATHLETICS

Field trips are an extension of the school program. In all cases, home will be notified in advance and a signed permission form may be requested.

To earn the privilege of going out of the classroom, a student must:

- Follow consistently the Mine Centre School Code of Conduct;
- Keep daily school work up to date and at a level of performance consistent with the pupil's ability.
- Demonstrate regular & consistent attendance

A teacher may, in consultation with administration, exclude a pupil from an activity if his/her behaviour, attendance and classroom work are not acceptable.

Administrators have the right to inspect backpacks before departure and during field trips. If a student refuses at any point, he or she can be denied further participation and will incur all related expenses for transportation home.

***For sports trips, busses are for the use of coaching staff and players. Supporters are required to provide their own transportation.***

## 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. As per Rainy River District School Board guidelines, students will have only one pick up and drop off point. The school cannot accommodate requests for bussing changes.

## DRESS CODE

Students are expected to conform to a reasonable dress code appropriate to a school environment. School dress, when appropriate, should not jeopardize the health and safety of anyone in the school. Clothing which advertises alcohol, tobacco, drugs, has a sexual reference or is offensive in any way is not allowed.

Students are to dress appropriately for weather conditions.

Students will be expected to regularly take part in Fire and Safety drills and should be dressed with appropriate footwear to quickly exit the building in all weather. Our school is designated a "hat free zone" so that as individuals enter the school, they may be immediately and clearly identified. ***Mine Centre School requests that all staff, students, and visitors please remove their hats/hoods upon entrance to the school.***

## SCHOOL STAFF

Principal	Barbe Dennis
Early Years	Marjorie Hale
Grade 1, 2 & 3	Cecilia Stewart
Grade 3, 4 & 5	(TBA)
Grade 6, 7 & 8	Ron Cameron
Reading Recovery & Special Education	Rebecca MacLean
Native Language & Culture	Verna White & Gail Jones
Educational Support personnel:	Suz-anne Gustafson, Becca Armit, Dana Allen, Glenda Potson, Tamara Jones, Angelle Kabatay, Stewart Allen, Colin Jones, Tim Windigo, Stanley Saunders, Kaylee Bird-Johnson
Communication Assistant	Melanie Allen
Secretary /Librarian	Theresa Love
Caretaker	Craig Gustafson
Bus Drivers	Ted Menson TBA
Education Coordinators	Becky Kingbird Roger Fobister

## THE SCHOOL DAY

8:10	Supervision Begins
8:25	Busses Arrive
8:30-10:10	First Instructional Block
<b>10:10-10:50</b>	<b>First Nutrition Break</b>
10:50-12:30	Second Instructional Block
<b>12:30-1:10</b>	<b>Second Nutrition Break</b>
1:10-2:50	Third Instructional Block
<b>2:50</b>	<b>Dismissal</b>

## SCHOOL COUNCIL

School Councils are advisory bodies to the school principal and, where appropriate, to the School Board. Elected positions form the majority of the Council. Meetings will be held on September 26, November 28, February 27 and April 24. Everyone is encouraged to attend.



## MINE CENTRE SCHOOL SCHOOL COMMUNITY HANDBOOK

2017-2018

"Empowering Students to Achieve"

<http://mcs.rrdsb.com/>

### Significant Dates

PA day	August 28
First day of school	August 29
Labor Day Holiday	September 4
Welcome Back Ceremony	(TBA)
Open House	September 22 (a.m.)
Terry Fox Run / Walk	September 22
School Council meeting	September 26
P.A. Day	September 29
School Photos	October 5
Thanksgiving Day	October 9
Star Thunderbird Assembly	October 11
Photo retakes	October 23
P.A. Day	October 27
Star Thunderbird Assembly	November 8
Remembrance Day Assembly	November 10
Progress Reports	November 14
Bullying Awareness Week	November 20-24
PA Day	November 27
School Council meeting	November 28
Star Thunderbird Assembly	December 6
Christmas Concert	December 21
Christmas activities / community dinner	December 22
Christmas break	December 25- January 5
Classes resume	January 8
Star Thunderbird Assembly	January 16
Family Literacy Day / End of Term 1	January 25
PA day	January 26
Star Thunderbird Assembly	February 7
Term 1 report cards	February 16
Family day	February 19
School Council meeting	February 27
Grade 8 grad photos	March 1
Star Thunderbird Assembly	March 7
March break	March 12-16
Easter weekend	March 30-April 2
Star Thunderbird Assembly	April 11
School Council meeting	April 24
PA day	April 27
Star Thunderbird Assembly	May 9
Education Week	May 7-11
Victoria Day	May 21
EQAO	May 22-25
PA day	June 8
Graduation	June 19
Last day of school & Term 2 reports	June 22

### **BEFORE SCHOOL ARRIVAL AND AFTER SCHOOL DEPARTURE**

Thank you to all parents and caregivers of students who are walking or using personal transportation (cars, bicycles, etc.) for ensuring that children are arriving after 8:10 am and departing by 2:50 pm. Your efforts will help to ensure safety on the playground before and after school.

### **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. All of us are better able to work after a short break and a healthy snack. 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. We are fortunate to have access to funding to support the needs of our students. This funding is accessed through ONE x ONE and also the Northwest Health Unit and the Tribal Health Authority. Students will be offered nutritious snacks at 8:30 a.m. and 10:10 a.m. each day. Programs will resume in the early part of September. A notice will be sent home to parents once the dates are confirmed.

Students who return after a brief illness 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. Our expectation is that all students will participate in outdoor breaks. Exceptions to this practice will be made in very special cases. During inclement or extremely cold conditions we will conduct indoor recesses.

### **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. Students are expected to follow the Classroom Norms and School Code of Conduct. A copy of these are available for the classroom teacher.

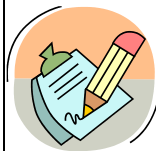
### **ATTENDANCE/SAFE ARRIVALS PROGRAM**

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 must call the school and leave a message on the school telephone voicemail system stating the child's full name, grade, and reason for not attending school.

**Please call 599-2843, extension # 100 or text 271-4339**

### **LATE ARRIVALS**

Students are considered late if they arrive at school after either of the two entry/attendance recording times during the day (8:30 am and 1:10 pm). Students arriving after these times must sign in at the office and pick up a late pass before going to class.



### **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.

### **SCHOOL VISITORS**

School visitors, please sign in at the office, where you will receive visitors identification to wear while at the school.



Visitors to the school are asked to park in the parking lot. The area directly in front of the school is reserved for bus loading and unloading only. For student safety reasons, please ensure vehicles are turned off and keys are removed when parking at the school.

### **STUDENT USE OF SCHOOL TELEPHONES**

Students will be allowed to use the office telephone for unexpected school situations or an illness that requires communication with a parent. **Requests to use the telephone for social activities will not be permitted.**



### **PERSONAL ELECTRONIC DEVICES**

In order to encourage positive relationship building and healthy recess activities, this year, Mine Centre School will be PED free. Students and staff are asked to leave their PED's in their bags or at home. Should students or staff choose to bring their PED's for the bus ride to school, they should be placed in their bags upon arrival.

### **SCHOOL CODE OF CONDUCT**

The Mine Centre School Code of Conduct outlines school expectations and consequences for inappropriate behavior. Please review the Mine Centre School Code of Conduct with your child/ren. A copy can be located on our school web page. Desks are part of school property and are subject to search.

### **LOCKDOWN DRILLS**

Students and staff regularly participate in school lockdown drills. These drills are designed to prepare students and staff should an intruder enter the school grounds or building. Students are to conduct themselves in a respectful, responsible manner during safety drills.

### **RESPECT FOR 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 it in good repair, and to keep it clean. *Students are expected to keep the school free 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.*

### **HOME WORK EXPECTATIONS**

Classroom time is allotted for the completion of assignments. Homework is seldom necessary for a student. 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.

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.

### **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 the school has all current information regarding 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 are necessary to ensure proper use of the prescribed medication and are available from the school office. All medication is to be stored at and administered through the school office.

### **PEDICULOSIS CONTROL (HEAD LICE)**

If a staff member suspects that a student may have pediculosis, the following steps are to be taken:

- i) The teacher will report the symptoms noticed to the principal, vice principal or designated person in charge.
- ii) After making contact with the parent(s)/guardian, the principal, vice principal or designated person in charge will send home, with the student, the 1st Notification to Parent/Guardian including the Pediculosis Readmission form.
- iii) To return to the classroom, the student will bring the completed Pediculosis Readmission form to the school office. The student will be excluded from class until such time as the completed form is presented - ref. Education Act, 265(j)(m).
- iv) The Notification to Parent/Guardians, Pediculosis in School will be sent home with classmates to alert parent(s)/guardian to the potential case of pediculosis in the classroom.
- v) It is the responsibility of parents/guardians to follow the instructions outlined in the Communicable Disease Guidelines for Schools to ensure that the pediculosis is treated properly. If re-infestation occurs steps 1, 2, and 3 are appropriate.