

ADAMSDALE PUBLIC SCHOOL

181 First Ave.
Sudbury, ON
P3B 3L3
566-6020

Chris Bourré, Principal

School Procedures and Policies

REGULAR ATTENDANCE

The Education Act of Ontario requires that students attend school regularly and punctually each school day. At Adamsdale Public School we are working hard to improve student attendance.

SAFE ARRIVAL / SAFE SCHOOL POLICY

Thank you to all parents/guardians who call to let us know when children will be absent from school. A message can be left on the school answering machine at any time of the day or night. When arriving at school to pick up a student during school hours, parents/guardians are asked to go to the office and sign their child out. Your child will be called down and will meet you at the office. Please advise us if there is any exception for pick up, for example a grandparent or babysitter. A reminder to parents, that adult supervision of our schoolyard doesn't begin until **8:30 am.**, therefore do not send your child/children before 8:30.

VISITOR SIGN IN/OUT POLICY

Any visitor to the school is required to check in at the office upon arrival. They are to sign in and take a visitor tag that is to be worn at all times while in the school.

DAYTIME PICK UP PROCEDURES

- ❖ If you are picking up your child during school hours please enter the main door and check in at the office. The secretary will have your child meet you in the office and you will need to sign him/her out. If your child returns to school that same day, you will need to sign him/her in at the office.
- ❖ During school hours all volunteers, visitors and board employees will need to check in and out at the office and wear a badge to identify themselves. (Badges are available at the office)

DISMISSAL PROCEDURES

- ❖ Parents, guardians and designates who are picking up their child/children will be asked to wait for their child **in the hallway by the gym.** Parents are asked to use the far right hand side door (custodial door), which will be unlocked at 3:00 pm every day. Parents or designates are asked **not to** use the main entrance at dismissal.
- ❖ Your child will meet you at the gym doors, where a staff member will ask you to record your child's check out time. If you have **not** made prior arrangements with the office, the staff on duty will verify with the secretary and direct your child to the gym.

- ❖ If you are delayed and unable to arrive before 3:25 contact the office and your child will be waiting for you in the office. Please use the main entrance door after 3:25. When the staff on bus duty is no longer outside waiting for buses, and all buses are gone, you may use the main door and make your way to the office where your child will be waiting for you. (Your child's teacher will automatically send your child to the gym when he/she knows you will be picking him/her up at night and if you do not arrive before 3:25 the staff on duty in the gym will take your child to the office.)
- ❖ Parents/Guardian, who already consistently pick up their child/children at dismissal time each day, must write a note to the classroom teacher indicating this will be happening, unless otherwise notified.

BUS LOADING/UNLOADING ZONE:

- ❖ Students who ride a bus will be dropped off and picked up at the front of the building. Therefore, **the front of the building is a NO PARKING ZONE at anytime.**
- ❖ Parents/visitors are asked to **NOT PARK** in front of the main door, on both sides of the stairwell up to the handicapped-parking zone.
- ❖ When dropping off or picking up your child/children we ask that you park by the building, anywhere past the handicapped-parking zone and past the garbage bins.
- ❖ There will also be ample parking at the back of the building by the gym.

SCHOOL ACCIDENT INSURANCE

A Student Accident Insurance package was sent home on the first day of school for your consideration. It may be worthwhile purchasing. Please return the completed forms directly to the insurance company **NOT** the school.

COMMUNITY BULLETIN BOARD

The bulletin board will continue to be used as a parent information board. On this board, we will display a copy of the most recent school newsletter, community news, relevant School Council meeting minutes and each classroom's monthly newsletter. We hope you will continue to find this helpful. The bulletin board is located next to the main office.

PROVINCIAL PERFORMANCE APPRAISAL SURVEY

As part of Adamsdale School's commitment to excellence in teaching and learning, you are invited to provide feedback on your level of satisfaction with communication between you and our teachers about your child's learning and progress. A survey has been developed for this purpose. The survey can be found on the Board website and in the Principal's office. Please consider completing the survey once each year for each of your child's/children's teachers and return it to the principal by the first school day in May.

RAINBOW DISTRICT SCHOOL BOARD'S WEBSITE

Should you wish to visit our Board's website, the address is <http://www.rainbowschools.ca>. All current Board newsletters, releases, announcements, etc. are posted on this website. A wide variety of information is included such as new programs, achievements, events, school year calendar, government announcements, conferences, to name but a few. You can also access our school website via the Board's homepage by clicking on school and following the links.

NEWSLETTER

Only one newsletter per family will be sent home. The newsletter will be given to the youngest child in each family and sent home the first week of every month. If you do not receive your copy, please ask your child about it, or call the school.

PUBLICITY AND PROMOTIONAL OPPORTUNITIES

At different times during the school year, we may be taking photographs of our students in action. These photos may then be used for public exhibits. If you do not consent to having your child's photo appear in any public format please inform your child's teacher. On the first day of school a note was sent home requiring your signature in this matter. Please complete it and return it to the school as soon as possible if you have not done so already. Thank you!

CUSTODY OF CHILDREN

Please advise us in writing of any special custody and access arrangements concerning your children at school. If one parent is legally denied access or if there is any change in access arrangements, the school must be notified. Copies of court orders must be provided. Staff members treat all matters of custody confidentially.

MEDICATION PROTOCOL FOR SERIOUS ALLERGIES AND ANAPHYLAXIS

Please ensure that the school is made aware of any pertinent medical condition or information regarding your child. Oral medication and anaphylactic forms need to be updated yearly. These have been sent home to the appropriate families. If you did not receive yours or if your child requires attention in this area and we are unaware of this fact, please call the school.

We have a number of children with severe allergies to some products, including nuts. We are requesting your cooperation and assistance in helping us maintain a healthy environment for all of our students by refraining from bringing peanut / nut snacks and lunches to school. Although your child may not be in a class in which there are children with allergies requiring medical attention, we are making a school-wide request.

ORAL MEDICATION

If students are required to take oral medication at school, the form "Authorization for Administration of Oral Medication" must be completed and returned to the school as soon as possible. Please contact the school if you have not received a medical form. Forms were sent out on the first day of school, arrangements will then be made for the student to receive the necessary medication.

PEDICULOSIS

Outbreaks of head lice are common among children and although they are not specifically a health problem, they can be a nuisance and frustrating to the children and parents. We are asking that you check your child on a weekly basis and inform us immediately if you have detected head lice. We will be checking on a regular basis and will inform you if you need to treat your child. Head Lice can be easy to control if you know what to do. In order to assist us in controlling the problem, your child will be requested to remain at home until the treatment is completed and your child is free of the nits. If you require help, please call the Health Unit or your doctor to assist you in controlling Head Lice.

LOST AND FOUND

Students are advised to check the lost and found boxes when they have lost clothing or various articles at school. Students are also requested to clearly label their personal items such as pencil cases, tote bags, gym shoes, clothing, etc. At various times throughout the year, lost and found items will be displayed and those not claimed will be forwarded to an appropriate agency.

EXTRA-CURRICULAR ACTIVITIES

During the year, students will be exposed to a variety of learning experiences both in, as well as out of the school. These may include sporting events, cultural activities or theatrical presentations. Notices of activities and official permissions slips will be distributed prior to the events. In each event, please ensure that the permission slip is signed and returned to the school promptly. **Official permission slips not returned by the day previous to the event may result in the student not participating in the activity. Parent notes will not be accepted.**

REPORTING PROCEDURES

Report cards are sent home three times per year. The staff of Adamsdale Public School is very sensitive to the individual needs of its students and as a result will be contacting the home in writing or by phone at various times throughout the school year when necessary. At any time during the school year, parents are encouraged to contact a teacher if problems should arise and, or if, a concern or suggestion should be communicated. **Attendance at parent/teacher conferences is vital to student success.**

When you have a problem:

- For classroom concerns, contact first the classroom teacher.
- Problems arising from the broader school environment are best referred to the Principal

MISCELLANEOUS

From time to time students bring personal property to school. Unfortunately accidents do happen and once in a while something of value “disappears”. Since the school cannot take responsibility in these instances, the best advice is: **“If you don’t want it broken or lost, keep it safe at home.”**

DRESS CODE

What a student wears to school often dictates his/her attitude and behaviour at school. Students are encouraged to be neat and clean in person and in their habits. It is important for students to take pride in how they look and what they wear.

Students are expected to:

- ✓ Have appropriate foot wear for indoor use only
- ✓ Have running shoes for gym class
- ✓ Wear hats outside only
- ✓ Wear shirts with appropriate sayings/symbols
- ✓ Wear shorts of reasonable length (finger tip length)
- ✓ Wear tops of reasonable length (torso covered)
- ✓ Dress warmly in cold weather

Inappropriate dress includes:

- ✓ Clothing (T-shirts, hats, etc.) and materials (binders, pack-sacks, jewellery) with offensive logos or comments, foul language, or that promote drugs or alcohol.
- ✓ Beach attire such as halter tops, short shorts, cut off T-shirts, spandex shorts.
- ✓ Clothing that is revealing or skimpy is unacceptable. When arms are raised above the head the midriff should not be exposed.
- ✓ Clothing or jewellery that constitutes a hazard (such as spiked necklaces, thick chains and nose, lip and eyebrow rings) is not acceptable.

Consequences:

Inappropriate dress and/or appearance will vary depending on the situation and the student's grade. If students arrive at school inappropriately dressed they will be asked to change into other clothing at school or at home depending on the circumstances. The Principal is the final arbiter of what is considered inappropriate.

SCHOOL RULES

1. Attend school each day.
2. Arrive on time – our day starts at 8:45.
3. Permission must be obtained from the office before leaving the school grounds.
4. Act with self control and respect others
 - ✓ Hands and feet are to be kept to yourself
 - ✓ Teasing, name-calling and unkind words are unacceptable.
5. Respect the belongings of others.
6. Keep the school clean and tidy.
7. Use acceptable language
8. Work hard and play fair.
9. Take part in acceptable games and activities.
 - ✎ Dangerous toys and objects will not be brought to school.
 - ✎ Sticks and stones are not to be handled
 - ✎ **Tackling, wrestling and fighting games are not acceptable.**

WORLD CLASS STUDENTS

- ✓ Value and recognize the importance of learning
- ✓ Demonstrate self-discipline in learning and behaviour
- ✓ Show pride and respect for self, others and the school community
- ✓ Are punctual and attend daily
- ✓ Are organized and prepared to take an active role in the learning process
- ✓ Recognize the importance of reading and read daily
- ✓ Complete all assignments on time with their best effort
- ✓ Are active and positive participants in school activities
- ✓ Accept responsibility for their actions
- ✓ Recognize and understand their role in the local and global communities

HOMEWORK

Students, teachers and parents/guardians all have key roles to play regarding homework completion.

There are many reasons for homework. They include:

- building effective study habits
- establishing routines
- developing personal responsibility

- supporting the development of academic skills
- reinforcing student learning
- creating partnerships between schools and home
- opportunity for parents to read with their children

Homework can be used for:

- Completion of unfinished classroom work
- Project work
- Additional practice of skills taught
- Studying and test preparation
- Practical application of a skill

Suggested timelines for students are:

Grade	Time Guidelines
JK – SK	up to 10 minutes
Grade 1 – 3	up to 30 minutes
Grade 4 – 6	up to 60 minutes
Grade 7 – 8	up to 90 minutes
Grade 9 – 12	up to 90 minutes

Students are expected to:

- take home the necessary materials
- record homework assignments in agenda
- share agenda with parents/guardians
- set aside time and complete homework in a suitable location
- ask for clarification of homework assignment
- return materials to school the following school day
- obtain parental signature when required

Teachers are expected to:

- assign purposeful homework
- ensure homework completion
- review key concepts from the homework assigned
- provide students with adequate time at the end of the day to gather required materials
- review the nature of the assigned homework
- communicate frequently with parents regarding the student's homework completion

Parents/Guardians are expected to:

- provide a quiet place for their child to complete the assigned homework
- read and initial agendas daily
- provide encouragement to their child
- assist the student with prioritizing homework in relation to their other activities
- monitor that the allocated time is being used productively
- communicate with the teacher if their child is spending too much or too little time on homework completion
- monitor the use of their child's agenda or homework book

ALTERNATE TRANSPORTATION

The decision as to whether or not your child rides a bicycle to school is made by you the parent/guardian. We assume that if your child is permitted to ride a bicycle, then you are satisfied that your child is sufficiently responsible to ride safely. Please ensure that your child wears a helmet.

Students using bicycles are required to walk the bicycle to their designated areas.

NO RIDING IS PERMITTED ON THE SCHOOL GROUNDS.

GENERAL RULE CONCERNING SCHOOL BUS TRANSPORTATION

The instructions of the bus driver are to be obeyed without question at all times. Where a member of the school bus patrol is assigned to a bus, it is for the purpose of rendering assistance and to provide an extra measure of safety and is deserving of everyone's support.

Bus drivers are to report any misconduct to the Principal.

CONSEQUENCES FOR INAPPROPRIATE BUS BEHAVIOUR

Consequences for misbehaviour on the bus range in accordance with the nature of the offence as well as the number of times the student has had difficulties on the bus. Verbal and written warnings are used as reminders to students and parents that a problem needs to be addressed. Loss of bus privileges is used when a student's behaviour puts other students and the driver's safety at risk or when the student shows a complete disregard for the authority of the driver.

CODE OF CONDUCT

It is the policy of the Rainbow District School Board that students, staff, and community have the right to learn and work in a healthy, non-threatening environment free from physical and psychological violence.

The Code of Conduct for Elementary Schools states that: **"Every student has the right to an education without disruption, along with the equally important responsibility not to deny this right to any other student."**

At Adamsdale, we have been working very hard to eliminate unacceptable behaviour at school. We are most concerned about children who threaten, harass, bully or hurt other children. At school, we attempt to provide suitable consequences for inappropriate actions. As well, we discuss appropriate behaviour and encourage positive behaviour on a daily basis. Those students who knowingly hurt other children will be removed from the playground for an appropriate length of time or suspended from school.

For the complete Rainbow District School Board Code of Conduct please visit:

www.rainbowschools.ca

SUSPENSION

The purpose of a suspension is to caution students and deter them from continuing with or repeating unacceptable behaviours; prevent other students from being exposed to or involved in dangerous and damaging activities; discipline students who have transgressed the rules of the school; and to warn parents or guardians of serious discipline problems with their children. The primary purpose underlying the implementation of a suspension is to result in a change in behaviour for the student.

A student may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days. The infractions include:

- a) Uttering a threat to inflict serious bodily harm on another person.
- b) Possessing alcohol or illegal drugs.
- c) Being under the influence of alcohol.
- d) Swearing at a teacher or at another person in a position of authority
- e) 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 pupil's school.
- f) Bullying.
- g) Use of profane or improper language.
- h) Smoking on school property.
- i) Academic dishonesty.
- j) Inappropriate use of technology.
- k) Inappropriate dress.
- l) Any act considered by the principal to be injurious to the moral tone of the school.
- m) Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community.
- n) Any act considered by the principal to be contrary to the Board or school Code of Conduct.

ACTIVITIES LEADING TO POSSIBLE EXPULSION

The infractions for which a principal may consider recommending to the Discipline Committee of the Board that a pupil be expelled from the pupil's school or from all schools of the Board include:

- a) Possessing a weapon, including possessing a firearm.
- b) Using a weapon to cause or to threaten bodily harm to another person.
- c) Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- d) Committing sexual assault.
- e) Trafficking in weapons or in illegal drugs.
- f) Committing robbery.
- g) Giving alcohol to a minor.
- h) 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
- i) A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others.
- j) Activities engaged in by the pupil on or off school property that cause the pupil'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.
- k) Activities engaged in by the pupil 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.
- l) The pupil 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.
- m) Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

Please note that it is my duty to share the above Rainbow District School Board Code of Conduct with parents/guardians.

ROLE OF THE PARENT/GUARDIAN

Please review this information with your children and support the school in our endeavours to provide an environment without distractions and where children learn and teachers can teach.

I have read the information in this planner and I understand the expectations.

Student: _____ Date: _____

Parent: _____ Date: _____