

Sturgeon Creek School Student/Parent Handbook

2023-2024

1299 Barwick Road North
P0W 1A0

Telephone: 487-2180
Fax: 487-1136

Website: <http://scs.irrdsb.com>
Facebook: Sturgeon Creek Public School

SCHOOL STAFF

| | |
|------------------------|----------------------------|
| Principal | Kerri Tolen |
| Secretary | Jasmine Jewett |
| Custodians | Tania Angus/Tina Hagen |
| JK/SK | Sherr Hay/Andrea Schram |
| Grade 1/2 | Kim Walter |
| Grade 3/4 | Angela Mose |
| Grade 5/6 | Kerri Loughrey |
| Grade 7/8 | Rob Kinsman |
| Literacy Intervention | Krista Williams |
| SERT/PREP | Krista Williams |
| French/Prep | Shari Reynolds |
| Educational Assistants | Brenda Jodoin, Sondra Caul |
| Communication Assist. | Lori Wilson |
| Library Assistant | Jeannette Veldhuisen |

SIGNIFICANT DATES

| | |
|----------------------------|---------------|
| PA Day | Aug 28/29 |
| First Day of School | Aug 30 |
| Labour Day | Sept. 4 |
| Thanksgiving Day | Oct 9 |
| PA Day | Oct 27 |
| Progress Reports sent home | Nov 14 |
| PA Day | Nov 25/7 |
| Christmas Break | Dec 23—Jan. 7 |
| Classes resume | Jan 8 |
| PA Day | Jan 26 |
| Report cards go home | Feb 12 |
| Family Day | Feb 19 |
| March Break | March 11-15 |
| Good Friday | March 29 |
| Easter Monday | April 1 |
| PA Day | April 19 |
| Victoria Day | May 20 |
| PA Day | June 10 |
| Report Cards go home | June 21 |
| Last day for students | June 21 |

DAILY SCHEDULE

| | |
|----------------------------|---------------------|
| Supervision begins | 8:30 AM |
| School Starts | 8:45 AM |
| First Instructional Block | 8:45 AM - 10:25 AM |
| First Nutrition Break | 10:25 AM - 11:10AM |
| Second Instructional Block | 11:10 AM - 12:50 PM |
| Second Nutrition Break | 12:50 PM - 1:35 PM |
| Third Instructional Block | 1:35 PM - 3:15 PM |
| Dismissal | 3:15 PM |

Please do not drop off your child(ren) any earlier than 8:30 and pick them up promptly at 3:15.
Thank you!



"Together, we empower all students to believe in themselves, to achieve, and to dream."

Sturgeon Creek School Code of Conduct



SCHOOL/RRDSB CODE OF CONDUCT

The SCS Code of Conduct reflects the guiding principles of the RRDSB's Code of Conduct, which can be found online at rrdsb.com. Both codes of conduct apply to students while they are at school, engaged in a school-related activity, or in other circumstances where the activity affects the school climate. Please review both codes of conduct with your child/ren.

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 litter, vandalism and graffiti. This can be achieved by refraining from littering, reporting incidents of vandalism and removing graffiti and litter whenever possible. Food and beverages must be consumed in designated areas. Smoking and/or vaping are not allowed on School Board premises.

ATTENDANCE/SAFE ARRIVALS PROGRAM

It is important that student absences are accounted for in all schools of the RRDSB. If a student is to be late or absent, parents/guardians are asked to call the school at 487-2180. Parents may leave a message on the school telephone voice-mail system stating their child's absence. Please include your child's first and last names and grade. Please call the office as opposed to communicating with your child's teacher. Thank you!

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

SIGN IN/SIGN OUT

Students leaving the school before the regular dismissal time must be signed out at the office by our school secretary. Students returning from appointments, as well as those who are late, must be signed in at the office by our school secretary. Parents must press the call button outside the main entrance and will receive further instructions.

INCLEMENT WEATHER

Fresh air and exercise is important to students and staff. 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.

STUDENT USE OF SCHOOL TELEPHONES

Students will not be allowed to use the office telephone for any reason. Should an unexpected school situation or an illness that requires communication with a parent occur, office staff will contact parents.

DRESS CODE (See Attached Poster)

In an elementary school setting, clothing should be appropriate to the age and physical development of the learner. What may be appropriate for a first grader may not be appropriate for an older student.

Some guidelines for appropriate dress include but are not necessarily limited to:

- ♦ Footwear must be worn at all times. It must be appropriate for safe participation in all types of school activities. Students should have indoor and outdoor footwear
- ♦ Articles of clothing that promote/advertise drugs, alcohol, violence, racism or are sexist or sexual in nature are not appropriate for school. Students are to dress appropriately for weather conditions.
- ♦ Head wear is not to be worn inside the school, unless required for medical or religious reasons or on specific special event days.
- ♦ Shirts, blouses, tops and other articles of clothing should be of a style that is appropriate for a school setting.

The final decision on appropriateness of clothing rests with the school's staff and principal. Students who are deemed to be in contravention of the dress code will be counselled and given the opportunity to change if appropriate clothing is available, cover up, or turn the article of clothing inside out, if it contains inappropriate language or graphics, Parents will be contacted if students are unable to or unwilling to change.

ILLNESS

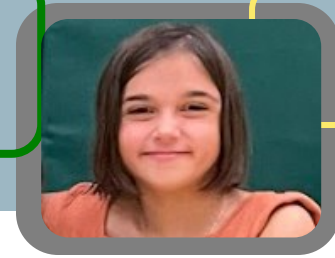
If a student becomes ill at school, the office will contact the parent/guardian or emergency designate and request that the student be picked up. If your child becomes ill at school, your child will wait (supervised) in a private area.

If your contact information changes at any point throughout the year, it is vital that the school office is made aware so that you can be contacted promptly. Having up to date contact information is essential.

ALLERGIES & SAFETY

If your child suffers from asthma, diabetes, anaphylaxis or any other serious medical condition, please contact the school office. We will work together to create a plan of care that fits the needs of your child.

Sturgeon Creek School Code of Conduct



COMMUNICATION

As part of ongoing communication with parents/guardians to support students in their academic and social growth, school newsletters will be sent home and uploaded to the school website <https://scs.rdds.com> and Facebook page at the beginning of each month. Communication may also be sent through School Messenger via text, phone call or email, through SeeSaw and in paper format. Classroom teachers will use SeeSaw, Google Classroom, email, and/or telephone calls to communicate with families. Parents or guardians are encouraged to contact the classroom teacher if they have questions or concerns.

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 that may require these. Behaviorally, students are aware of the expectations identified in the Classroom Discipline Plan. A copy of this plan is available from the classroom teacher. The RRDSB Code of Conduct outlines school expectations and consequences for inappropriate behaviour. The Code of Conduct is posted on the school website.

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. All of us are better able to work after a short break and a healthy snack. Please note: Microwaves will not be available for use. The use of a thermos is encouraged. In addition, students will need to bring their own cutlery and a water bottle that can be refilled at our water filling station.

STRENGTH-BASED RESTORATIVE PRACTICES

Staff at SCS will utilize a "Strength-Based" approach to supporting students and working through challenges that occur in the classroom or school yard. It is understood that students will make mistakes and these are opportunities for learning and growth. A restorative approach with a focus on repairing relationships and making things "right" will be the first priority in the process.

SCHOOL DANCES

School dances for Grade 4 to 8 students are a privilege. They are intended to encourage and enhance friendships in a positive social environment. Students who regularly have chosen to break school rules, or been negligent in their schoolwork, will not be permitted to attend school dances.

SEARCH OF SCHOOL PROPERTY

School property such as desks, cubbies and bins can be searched at any time by school staff.

LOCKDOWN DRILLS/EMERGENCY PREPAREDNESS

Students and staff participate in two school lockdown drills/year. 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. The school will also conduct other emergency preparedness drills throughout the year.

BULLYING PREVENTION AND INTERVENTION PLAN

All members of the Rainy River District School Board community must not bully. The SCS Bullying Prevention and Intervention plan (found at scs.rdds.com) along with the RRDSB Code of Conduct (found at rdds.com) outline the expectations for everyone in the school community.

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. Meetings are held on a regular basis with date and time advised through a newsletter. Everyone is encouraged to attend.

AFTERNOON DISMISSAL

Following the 3:15 PM dismissal, children may occasionally be required to remain at school for extra-curricular events. Children will know about these activities in advance and are expected to inform their parents when they will be late. If a teacher keeps a child after 3:15 PM, the parent will be notified. Bus students will not be retained after 3:15 without parental permission.

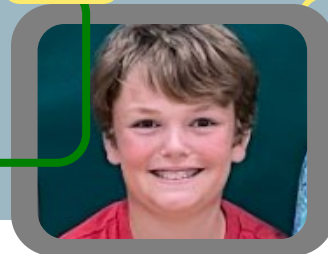
OUTDOOR EDUCATION

Students will be learning and playing outdoors as much as possible. In order for children to fully participate in outdoor learning, they must be dressed appropriately. Stable footwear, a jacket or sweater and a hat are important. Please ensure your child dresses for time spent outdoors for recess, gym and/or addition activities each and every day.

MEDICATION

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 at and administered through the school office.

Sturgeon Creek School Code of Conduct



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.

Seating charts have been designed to ensure maximum student safety. Seats will be assigned. While on or waiting for the bus, students must act in a responsible manner and follow all directions given by the driver and as taught by school staff. Students must sit in their assigned seats and refrain from eating and drinking on the bus.

Drivers and bus supervisors will inform the principal of misbehaviour or conduct that does not follow guidelines. 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. Requests for changes must go through the Transportation Dept.

ELECTRONIC COMMUNICATION AND MEDIA DEVICES

(Cell Phones, Tablets, i-Pods, Cameras)

Cell phones are to be used under the direction and supervision of the classroom teacher. The school assumes no responsibility for lost, stolen, broken or otherwise compromised personal equipment or devices. Students must agree to the PED contract. Personal devices are not to be used during unstructured times such as during breaks or extra curricular events (e.g. sporting events, play practices, etc.)

With teacher permission, students may be allowed to use electronic devices during specific times of the school day providing that the devices are used for enhancing the educational experience (eg., calculator or dictation app, e-books, research).

Students who fail to follow this procedure will have the device removed and placed at the office to be picked up by their parent/guardian.

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.

Younger students may have book bags or math totes to further their development of essential literacy and numeracy skills while at home. 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.

SCHOOL FIELD TRIPS

Field trips are an extension of the school program. In all cases, home will be notified in advance and a signed permission form will be requested. To earn the privilege of going out of the classroom, a student must:

- ♦ follow consistently the RRDSB School Code of Conduct
- ♦ keep daily schoolwork up to date and at a level of performance consistent with the pupil’s ability.

A teacher may, in consultation with administration exclude a student from an activity if his/her behaviour is not acceptable and classroom work has not been completed.

I’M HERE CAMPAIGN

The “Here” campaign provides resources to schools to build awareness among all stakeholders about the importance of regular school attendance:

- ♦ For students, “I’M HERE” means they are present. They are “here” physically and mentally.
- ♦ For parents, “I’M HERE” means they are ready to assist and encourage their children.
- ♦ For teachers and staff, “I’M HERE” tells us that there are dependable, concerned, and caring adults ready to help students achieve to their full potential.
- ♦ For community, “I’M HERE” demonstrates that organizations support the children in their District.

PLAYGROUND OR COMMON AREAS

Students shall remain in the designated areas.

Students shall refrain from:

- ♦ Play fighting and other forms of rough play;
- ♦ Teasing and coercion, interference in others’ games;
- ♦ Throwing rocks, snow, etc.;
- ♦ Playing in areas designated as being out-of-bounds;
- ♦ Using equipment other than in its intended fashion, e.g., climbing the backstop;
- ♦ Entering the school without permission;
- ♦ Defacing or destroying buildings or outdoor equipment; littering;
- ♦ Any other behaviour deemed unacceptable by supervisors.

SCHOOL VISITORS

If you need to drop off or pick up your child or anything for your child, please check in at the office upon arrival.