

### 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 may be requested. To earn the privilege of going out of the classroom, a student must:

- Follow consistently the Robert Moore School Code of Conduct;
- Keep daily school work up to date and at a level of performance consistent with the pupil's ability.

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

### 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.* Bussing arrangements made at the beginning of the school year **cannot** be changed on a day to day basis. Please notify the school of any essential changes at least one week prior to the change. Children will not be bussed out of the school area.

### APPROPRIATE DRESS (See poster)

Students are expected to conform to a reasonable dress code appropriate to a school environment. School dress should not jeopardize the health and safety of anyone in the school. Clothing which: advertises alcohol; tobacco; drugs; has a sexual reference or is overly revealing of underwear or body parts and areas which are often classified as "private"; or offensive in any way, is not allowed. Students are to dress appropriately for weather conditions. Robert Moore requests that all staff, students, and parents/guardians please remove their hats and hoods upon entrance to the school and leave them off while in all common areas of the school.

### 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 in grades 3-8 must sign and return the PED contract.

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.

### SEARCH OF SCHOOL PROPERTY

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

### HEAD LICE (PEDICULOSIS) PROTOCOL

When eggs are found, you need to check again for lice and work to completely remove all eggs (dark and light coloured) as fast as possible. Head lice products do not kill all eggs. Some will hatch, and your child will continue to spread head lice to others. That is why product directions say a second treatment is needed 7—10 days after the first. Use your fine tooth comb to remove the eggs.

### SCHOOL COUNCIL

School Councils are advisory bodies to the school principal and, where appropriate, to the School Board. Elected positions form a small portion of the Council. Meetings are held on a regular basis with date and time advised through a newsletter. Everyone is encouraged to attend to keep up to date with their children's education.

### SCHOOL STAFF

Principal	Donna Kowalski
Vice-Principal	Anna Demchuk
Early Learning Teachers	Barb Eldridge, Amber Hughes, Sarah Kivimaki, Jolene Quast
Early Childhood Educators	Crystal Cain, Katlynn Jewell, Vicky Perrault, Kristen Wishart
Primary Teachers	Grade 1 Jennifer Burns, Hue Eldridge Grade 2 Cathy Richards Grade 2/3 Heidi Howells Grade 3 Becky Booth, Tammy Thibault
Junior Teachers	Grade 4 Janice Haugo, Sarah Glover Grade 5 Brittany Bushby, Laurie Moxham Grade 6 Lynne Avis, Kari-Lynn Beckett
Intermediate Teachers	Grade 7 Trevor Bowles, Mike Cuzzolino Grade 8 Dana Kosowick, Mike McCaig
Transition Classroom	Nancy Councillor
Reading Recovery	Tena Enge, Alexis Norris
Special Education	Anna Demchuk, Lorina Fryer, Chantel Gallagher, Lisa McCart, Amy Spicer
French	Julie Ste. Croix
Ojibwe	Mike Jones
Preparation	Colette Bowles, Claudette Bruyere, Tena Enge, Alexis Norris
Educational Assistants	Darlene Adams, Allyson Albanese, Kyla Beckett, McKenna Begin, Sherry Brandrick, Danielle Bruyere, Taryn Bruyere, Stacy Chapman, Susan Chiasson, Erin Deschamps, Susan Deschamps, Tammy Dill, Jennifer Ducharme, Dana George, Jo-Ann Gosselin, Bobbi-Jo Guenette, Melissa Gushalak, Lauren Hill, Rhonda Howells, Brittany Hyatt, Jillian Kaun, Brienne Lebel, Joleigh Mainville, Kathleen Matheson, Tara Mattson, Joanne McKinnon, Charla Morrisseau, Susan Mosbeck, Emma Noga, Kim Ossachuk, Rebecca Selman, Avery Wilson, Patty Wilson, Rebecca, Kailey Yellowega, Rachelle Yeo
Communication Assistants	Kaylene Agombar, Melissa Sletmoen
Caretakers	Brent Burghardt, Mike Johnson, Kevin Schultz
Secretaries	Michelle Brunetta, Marni McDonald

### SCHOOL HOURS

Morning Bell	8:50 am
School Starts	8:55 am
First Nutrition Break	10:43 am - 11:28 am
Second Nutrition Break	1:04 pm - 1:49 pm
Dismissal	3:25 pm

## ROBERT MOORE SCHOOL STUDENT & PARENT HANDBOOK

2018-2019 (November 23, 2018)



528 Second Street East  
Fort Frances, Ontario P9A 1N4  
Phone: 274-9818 | Attendance Cell: 276-8439  
Fax: 274-3831 | www.rms.rrdsb.com

### CALENDAR OF EVENTS

First Day of School	September 5
Open House - 5:30-7:00	September 27
Book Fair	September 25-27
PD Day	September 28
Picture Day	October 3
Thanksgiving Day	October 8
PD Day	October 26
Remembrance Day Assembly	November 9
Progress Reports Sent Home	November 14
PD Day	November 26
K & Primary Christmas Celebration	December 18
Jr./Int. Christmas Celebration (Gr. 4-8)	December 19
Last Day for students	December 21
Christmas Break	Dec 24-Jan 4, 2019
Return to School	January 7
PD Day	February 1
Valentine's Day Activities	February 14
Term 1 Reports Sent Home	February 12
Family Day Holiday	February 18
March Break	March 11-15
Good Friday	April 19
Easter Monday	April 22
PD Day	April 26
Education Week	May 6-10
Victoria Day	May 20
PD Day	June 14
Grade 8 Graduation	June 26
Last Day/Term 2 Reports Sent Home	June 28

### KISS-N-RIDE HOURS

Morning	8:25 - 8:50 am
Afternoon	3:25 - 3:40 pm

### 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 no earlier than 8:25 am and departing no later than 3:25 pm. Your added efforts have helped ensure safety on the playground before and after school. We appreciate your continued support in keeping our playground and school yard safe for all our students.

### 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.

Students who return after a brief illness also 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. Exceptions to this practice will be made in very special cases (i.e., a child recovering from a physical injury), but we do expect our students to participate in outdoor breaks. During inclement or extremely cold conditions, we will conduct indoor recesses. 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. Lunch orders are pre-ordered from lunch forms that are sent home every two weeks.

### 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 Discipline Plan. A copy of this plan is available from the classroom teacher. The Robert Moore School Code of Conduct outlines school expectations and consequences for inappropriate behavior.

### SCHOOL CODE OF CONDUCT

The Robert Moore School Code of Conduct is attached to the Student/Parent Handbook. Please review the Code of Conduct with your child(ren).

### 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.

### STUDENT USE OF SCHOOL TELEPHONES

Students will be allowed to use the 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.**

### AFTERNOON DISMISSAL

Following the 3:25 pm dismissal, children may occasionally be required to remain in class for extra assistance or for counseling purposes. Children may also wish to work on a project after school hours, to make use of the library or to take part in 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 3:25, the parent will be notified. Bus students will not be retained after 3:25 without parental permission.

### 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 DANCES

School dances for students are a privilege. They are intended to encourage and enhance friendships in a positive social environment. **Students who regularly choose to break school rules, who are negligent in their school work, or who have been involved in physical or mental abuse of others or been disrespectful with staff will not be permitted to attend school dances.**

### GRADE EIGHT YEAR-END CELEBRATIONS AND GRADUATION ACTIVITIES

Grade eight is an exciting year for students as they anticipate their completion of elementary school and move to the high school! Students are all invited to participate in all the year-end celebrations and activities providing they have *demonstrated a pattern* of exercising and maintaining their responsibilities and requirements as a student and school member of Robert Moore School. Specifically, students must ***attend school regularly, be good school community citizens, and participate fully in their learning.***

### RESPECT FOR PROPERTY

The cost of maintaining school buildings and supplies is assumed by the taxpayer. Any additional costs 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, to report incidents of vandalism and to remove graffiti and litter whenever possible. Food and beverages must be consumed in designated areas. Smoking/vaping is not allowed on School Board premises.

### HOMEWORK 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.

### SCHOOL ATTENDANCE

All students are expected to arrive at and leave school punctually and regularly. Late arrival and early departures upset their learning and the learning of the other students in the class. Regular absences have a direct impact on literacy and math development, and overall academic growth. Research studies have shown that students in kindergarten to grade eight with a pattern of school absences are less likely to graduate high school.

Parents will be contacted if their children are arriving late too often or missing too many days. Should the absences begin to jeopardize growth, the Attendance Councilor will be notified.

### 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 their name, the child's full name, grade, and reason for not attending school. **Please call 274-9818 and press 1. Robert Moore School has a cell phone for attendance purposes only. The number is 276-8439.** If you have unlimited texting on your cell phone and no available minutes, please text this number to let the school know that your child will be absent and the reason.

### LATE ARRIVALS

Students are considered late if they arrive at school after the school day has started. Students arriving late must sign in at the office and pick up a late pass before going to class.