



ROCKWOOD PUBLIC SCHOOL

...A caring place to learn

Student and Parent Resource Guide 2018-2019

We would like to take this opportunity to welcome you to Rockwood Public School. This guide contains important information about the routines, policies and procedures at Rockwood Public School. Please read and discuss with your child and refer to this resource throughout the year. Additional events or changes are communicated to you in our monthly newsletter, which is posted on our website at the beginning of each month. We also provide updates to the happenings at Rockwood using our website, as well as Facebook and Twitter.

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Telephone 613-732-3789 Fax 613-732-4001

E-mail: elmrck@rcdsb.on.ca

Website: <http://rck.rcdsb.on.ca>

Facebook: Parents of Rockwood Public School

Twitter: @RockwoodSchool

Bell Times

9:05 a.m.	Supervision starts
9:05 a.m.	Buses arrive / dropoff students
9:22 a.m.	Bell Rings to come inside
9:25 a.m.	Instructional Day Begins (1 st Block)
11:25 a.m.	Lunch Break
11:45 a.m.	Recess/Activity Break
12:05 p.m.	Classes Resume (2 nd Block)
1:35 p.m.	Lunch Break
1:55 p.m.	Recess/Activity Break
2:15 p.m.	Classes Resume (3 rd Block)
3:45 p.m.	Dismissal - Bus Loading/pickup students
4:00 p.m.	Supervision ends

Anti-Bullying Statement

Rockwood Public School is committed to speaking out against bullying. We respect each others' feelings, differences and beliefs. Together we will empower each other to make responsible peaceful choices.

SCHOOL YEAR CALENDAR 2018 - 2019

September 2018						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
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30						

October 2018						
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November 2018						
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December 2018						
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January 2019						
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February 2019						
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March 2019						
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April 2019						
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May 2019						
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June 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
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 First / Last Day of Classes
 Board Holidays
 Professional Activity Days
 Statutory Holidays

Examination dates for secondary students are January 25, 28-31 and June 21, 24-27, 2019

The Renfrew County District School Board and the Ontario Ministry of Education have approved a regular school year calendar for 2018-2019 with a total of seven (7) professional activity days, in which teachers attend school but students do not. Schools will be providing additional information describing school activities, including PA days, on school websites and in school newsletters and newspapers. Information will also be available on the Board website (www.rcdsb.on.ca).

REPORT CARD & PARENT / TEACHER INTERVIEWS	
November 13, 2018	JK-8 Progress Reports
November 16, 2018	JK-8 Parent / Teacher Interviews
February 20 & June 24, 2019	Report Card Dates – Elementary (JK-8)
February 13 & Week of July 2-6, 2019	Report Card Dates – Secondary (9-12)
EQAO ASSESSMENTS	
January 14-25, 2019	Grade 9: Assessment of Mathematics (first semester students)
March 27, 2019	Grade 10: Ontario Secondary School Literacy Test
May 21-June 3, 2019	Grade 3 & 6: Assessments of Reading, Writing and Mathematics
June 5-18, 2019	Grade 9: Assessment of Mathematics (second semester students and full-year students)

Website <http://rck.rcdsb.on.ca>

We encourage you to use our school website to access our calendar, news items, staff info, newsletters, pictures, and much much more. Please subscribe to our News page under Our School; you will receive an email when news items are posted.

Subscribe to our **Facebook** page “Parents of Rockwood Public School” and/or **Twitter** @RockwoodSchool

Rockwood School Council

The Council’s primary purpose is to provide a forum where parent/guardian, community and school staff representatives meet to discuss items pertaining to Rockwood Public School, thus providing advice to the principal. We meet at 6:00 p.m. on the third (3rd) Wednesday of September, November, January/February and April/May (dates subject to change with parental input). All meetings are open to the Rockwood School community. Please contact the chair or Principal 48 hours in advance of the meeting if you would like items added to the agenda so that we can address your concerns in a timely manner. Minutes are posted on our website.

Staff

A complete listing of school staff can be found on our website www.rck.rcdsb.on.ca, select Staff along left side of page.

Rockwood Public School is fortunate to have the services of a School Support Counselor who is at our school each day. This individual is involved in providing support to identified students as well as working with all grade levels in the classroom to promote pro-social behaviours and the development of social skills. The Counselor will work with students on an individual, small group or large groups basis and makes contact with parents regularly. The Counselor’s primary role is supporting students with school related issues.

In addition, our school provides the services and support of a Special Education Resource Teacher (SERT) who works with identified students to provide accommodations and/or modifications to the curriculum. Students who are struggling with the curriculum may be referred for special education assessment and support, with parent permission.

Our school also offers programming for higher needs students through our Special Education Small Classroom.

Students in this classroom receive modified or alternative special education program and are placed in this classroom through a County Identification, Placement and Review Committee meeting.

SchoolCash – Pay for Student Items Online

For safety and efficiency reasons, the Renfrew County District School Board would like to reduce the amount of cash & cheques being brought to our schools by students, and the amount of classroom time being spent collecting fees. Rockwood PS is promoting this initiative and most fees, etc. are available online for payment!

Please register! Then you will begin to receive email notifications regarding upcoming events/fees involving your child(ren) which are available to purchase online such as monthly milk and pizza/sub orders, field trips, agendas, fundraisers, breakfast club donations, Terry Fox, and more. Some expenses may not be offered for online payment due to their complex nature.

To access information and find step-by-step instructions click on Online Payments (SchoolCash) on our website rck.rcdsb.on.ca (left side bar)

SECURITY and SAFETY PROCEDURES

All visitors, including parents, are to report to the main office and sign in. This includes parents who wish to pick up their child during the day. Please instruct children being picked up at school to meet at the office at the appropriate time. Please try to arrange pickup with nutrition/activity breaks to avoid interruption of student learning.

For safety reasons, parents and other visitors are to remain at the office or designated area. Visitors are not permitted on the yard, as supervising staff may not be aware of the circumstances surrounding the visit.

Building Access: For safety reasons, our school building will be locked during school hours. It will require all individuals wishing access to our building to ring the door bell/video monitor located on the brick wall to the right of our main doors (near the office) and be ‘buzzed in’ after visual contact has been made by office staff.

When you come to these doors, please press the button located on the brick wall to the right of the door, if prompted, look into the monitor above the button and identify yourself for the office staff. This will ensure that

we are aware of all individuals who enter our building. For arrival and dismissal efficiency, the front doors will be open at 8:50 am however supervision is not available until 9:05 am and the doors will be locked at 9:30 am; for the afternoon the doors will be open from 3:20 – 4:15 pm for those picking up children at the end of the day (children should be picked up by 4:00 pm when supervision ends), and will be locked at all other times during the school day. Access to all other entrances will be restricted.

Parents are asked to accompany their children to the office if they are arriving after classes begin; you are also asked to meet your child for pickup inside the school and accompany them to your parked vehicle as it can get very congested here at the end of the day.

Have a concern?

It has been our experience that most concerns are a matter of misunderstanding and can usually be quickly resolved with direct communication. Parents who have a concern should talk directly to the staff member involved. Failing resolution at that level, please contact the office for an appointment with the Principal.

Any parents wishing to have their child(ren) opt out of some or all of the morning exercises are asked to state their intentions in writing and kindly address it to the Principal.

Freedom of Information

There are times when we may want to publish your child's name and/or photo in our newsletter, yearbook, or on our website, etc. If you do not wish your child's name or photo to be made public, please notify the office at the beginning of the year by completing the consent form.

DAILY ROUTINES

Arrival at School

- Students are **NOT** expected to arrive at school before 9:05 a.m. This is imperative, as there is no supervision until that time.
- Students should go directly outside at 9:05 after arrival.

Primary students may enter & leave backpacks outside classroom door, then proceed outside until the bell.

When students are dropped off at the main office, we encourage younger students to find their own way to their classroom and outside, as part of their maturity and independent growth. Only students and staff go beyond the main office please.

Safe Arrival Check

Parents and guardians, please ensure that the school office has updated addresses and telephone contact numbers. **If your child will be absent inform the school office by telephone at 613-732-3789 (an answering service is available 24 hours a day).** If a student is not present or accounted for, our automated system (synrevoice) will call home as well as other numbers you provide to us. This policy is not a guarantee of safety and only works if parents keep the office informed of absences and updated contact numbers.

Late Arrival and Absence

- Children arriving late must report to the school office for a late slip before going to class. This is necessary so that office staff knows the whereabouts of our students and will avoid an automated call regarding their absence.
- Children returning to school following an illness should be prepared to go outdoors for activity breaks and physical education classes. We ask that you ensure that your child is in good health before returning to school. This will benefit your child in the long run, as well as his/her classmates.
- Upon returning to school, your child is asked to bring a note describing the reason for the absence unless a reason has been provided beforehand.

Student Pickup

If your child(ren) will be leaving the school during the day, please send a note to the teacher indicating the time and the reason for leaving. Calls to the office regarding changes in home arrangements must be made at least by 2:30 pm. Parents must wait and pick their child up at the office; please do not go beyond the main office. If someone other than a parent or registered contact is to pick up your child, please notify the school in advance. Without a note or a received telephone call, students will be dismissed based on their usual pickup (e.g. bus).

Bus Area: Buses use the side entrance to the school. If you are picking up/dropping off your child, please do not block or use this bus area (including where buses turn) so that all students are safe during these times. Please be mindful of the ‘no parking’ signs in these areas.

Students should be picked up in a timely manner as supervision ends at 4:00 pm. If it is difficult to meet your child at dismissal time, please allow them to take the bus home or arrange appropriate babysitting services. We would be happy to provide some names of local babysitters in our area.

Dismissal

Please be reminded that our school day does not end until 3:45 p.m. and that programming is ongoing until that time. Please recognize that requests for early dismissals are not only disruptive to the class, but cut into the learning time for your child as well. This applies to ALL grades K-8.

Try to plan your day so that your child can stay in his/her class until the bell goes at 3:45 p.m. In the case of planned appointments, please send a note in the morning to your child’s teacher and have your child meet you at the office. Thank you for your consideration.

For students who take the bus: be considerate of the bus driver and your bus mates by proceeding directly to the bus area after the 3:45 p.m. dismissal bell.

Students walking or biking to school are expected to leave only AFTER receiving permission from the duty staff, once all buses leave. Students taking bikes to and from school must wear a helmet.

Lunch

- Our Balanced Day provides students with two nutrition breaks each of twenty minute duration.
- Quiet conversation is expected while eating snack/lunch at student’s own desk.
- Please remind your child not to share food with others due to possible allergic reactions.
- No food is permitted outside of the classroom.
- Classroom teachers may post specific items as related to their classrooms.

Peanut Products in School

The schools within the Renfrew County District School Board are committed to providing a safe environment for those who suffer from Anaphylaxis, the term used to describe acute, severe, life-threatening allergic reactions which require immediate medical treatment. While it is impossible to create a risk-free environment, steps have been taken to minimize potentially fatal anaphylactic reactions. For this reason, Rockwood has been deemed peanut restricted-meaning that peanuts, peanut butter & food containing peanut oil should not be sent in lunches. Anaphylactic students could face life threatening issues if they come in contact with peanut substances that could be left on surfaces such as door handles and railings. Parents are asked to carefully read labels on all packaging before including items in the lunch bag. Likewise for this reason, food and drinks are not allowed on the schoolyard. If you send your child with a peanut substitute such as WOW butter (looks like peanut butter but is actually soy based), please let your child’s teacher know in order to avoid confusion. Everyone’s cooperation and assistance in this matter is appreciated.

Recess/Activity Break

Except for rain or extreme cold, students are expected to be outdoors during recess. Fresh air and exercise are most important to revitalize students for classroom work. Please dress students appropriately. Unless it is medically necessary and a note is received, students will be expected to be outdoors at these times.

During inclement weather, students will remain in classrooms. Quiet activities such as board games, cards, quiet conversations are permitted. Students are expected to follow the rules set and posted by their classroom teacher.

In the fall and spring/summer, students in Grade 8 may leave at the 2nd nutrition break to go to the local store with a written note from their parents. If they have permission for the entire school year, please indicate so on a dated and signed note.

Yard expectations

Safety on the yard means AVOIDING anything that may cause injury to others, such as rock throwing, use of a hard ball, use of skateboards, etc. If you are unsure, ask yourself if what you want to do may hurt someone. If you’re still unsure, ask the yard supervisor. Avoid restricted areas such as the tunnel, swamp or any area where students will not be in direct line of sight of supervisor.

- Use the play equipment in a safe and sharing manner. Respect taking turns on the swing (a 30 count) and use the swings and climbers as designed. One person slides at a time.
- Check the yard maps for your designated play areas and play sports such as baseball in designated areas with equipment as required.
- Avoid body contact (play fighting and rough play are unsafe and are not acceptable or tolerated).
- Be respectful of our shade structure (no climbing or graffiti).

Custody Information

Please inform the Principal of any child custody agreements or arrangements which may affect your child at school. Please note that both parents can access information and pick up their children unless there are legal documents that prevent access.

Permission Forms

Permission forms are required for extracurricular sports, class excursions and school activities. Please sign and return these forms promptly. Students who do not have a signed form will remain at the school working under the supervision of a staff member.

Illness During School

There is a high correlation between frequent absences and lack of success in school. If, however, your child feels ill, it is advisable for the child to stay at home where rest and medication can be provided. When a child is **absent** from school for any reason, the school must be informed of the reason for absence. This complies with the Ontario Education Act and is necessary for our records.

If students become ill or are injured at school, they should report directly to their teacher/office. The parent or emergency contact person will be telephoned and informed of the situation. Parent or designated pick up person is asked to sign out the student in the office.

In the case of a serious injury and if no one can be reached, arrangements will be made to have the pupil taken to the hospital. For this reason, it is important that parents keep work and emergency phone numbers current.

Medical Information

If your child has a serious medical condition that we should know about, please notify the school as soon as possible.

Medication: Please notify the office of all medication required at school. No medication should be brought to school without the school's knowledge. Specifically the Board maintains that the provision of health services and the management of prescription drugs are the primary responsibility of parents or guardians. Most prescription drugs may be administered effectively outside of school hours. However, the Board authorizes staff to assist in the provision of health services in school when medically necessary (Admin Reg C-29). Please contact office for appropriate forms.

THE LEARNING ENVIRONMENT

Curriculum and Evaluation: All students will follow the Ontario Curriculum unless they are identified as an exceptional student and receiving a Modified program as outlined in their IEP. The Ontario Curriculum provides learning expectations by grade level.

You will be informed of the ways in which we are implementing the curriculum through school newsletters, class newsletters, School Council meetings and celebrations of student learning. Access to the curriculum is available at: www.edu.gov.on.ca

The Renfrew County District School Board believes that the purpose of assessment and evaluation is to improve student learning. To this end, Assessment and Evaluation practices shall:

- be focused upon clearly identified curriculum expectations and the achievement chart;
- provide opportunity for students to demonstrate learning to the best of their ability;
- be fair and equitable to all students;
- address the needs of all students, while appropriately recognizing relevant student differences;
- enhance learning by building on previous successes;
- identify next steps for students to improve their learning;

- include provisions for student self-assessment and goal setting;
- address both what a student learns and how well a student learns;
- be preceded by a clear description of the expectations and standards.
- Specifically, the RCDSB has an Assessment and Evaluation procedure, AP360, that:
- provides for ongoing, varied assessment that provides students with multiple opportunities to demonstrate their learning
- regards assessment as an opportunity to guide instruction, thereby meeting the needs of individual students.
- ensures communication with parent/guardians regarding their child's progress and development.
- provides timely feedback to students to help students set appropriate learning goals.
- addresses the needs of students with an Individual Education Plan (IEP).
- ensures that students clearly understand what the curriculum expectations are as well as what the evaluation criteria are before beginning a task and/or course.
- provides in-class time for students to work on assessment tasks.
- requires the gathering of data on learning skills and provides feedback and progress updates to students and parents in regards to the student's progress in these skills.

Reporting

- A ***Progress Report*** will be issued mid-November. This report is designed to inform parents/guardians on how their child is progressing towards the achievement of curriculum expectations as well as their development of Learning Skills and Work Habits. No marks will be assigned. This progress report will be used to guide the discussion at Parent-Teacher interviews and help to determine next steps to support your child.
- Provincial report cards will be issued twice a year. Report one will be issued mid-February and second report card will be issued last week of school in June.
- Students in Grade 1 – 6 can expect subject areas to be reported on using letter grades (A,B,C, etc.).
- Students in Grade 7 & 8 can expect subject areas to be reported on using Pegged Marks (i.e. 75% etc).
- Students in Grades 1 – 8, whose achievement is not meeting the minimum ministry standard, will receive a mark of "R". This indicates that remediation is required to meet curriculum expectations.
- Students in Grades 1 – 8, who have not been able to demonstrate their competency in a specific subject area, due to such instances as prolonged absence or illness will receive a mark of "I". This indicates that there is insufficient evidence to provide a mark at that time.

Late or Missing Assignments

The timely submission of assessment tasks is a learning skill. As educators, our role is to support the development of learning skills and work habits. Teachers will use a variety of strategies to ensure that work is submitted on time. However, if work is late a teacher may require a student to complete the task through academic detention and will notify parents to discuss consequences and next steps. Any issues with non-compliance, regarding the submission of work will be referred to the Principal of the school.

Homework

Homework and assignment completion forms an integral part of your child's studies. Completing homework and assignments in a timely fashion is important for a number of reasons. It allows our students the opportunity to demonstrate their knowledge and skill in a particular area. As well, homework and assignments allow students the opportunity to receive valuable teacher feedback, which may later assist in improving the overall mark or level of the student.

Each student is expected to spend some time doing schoolwork at home. The purpose of homework is to extend and reinforce what has been learned in class and to develop a sense of self-discipline, personal responsibility, and independent thinking. Homework completion satisfies the learning skills requirements outlined in the report cards.

As a rough "rule of thumb" you can expect 10 minutes of homework and home reading in Grade 1 and an additional 10 minutes with each grade (e.g., Grade 5 = 50 minutes, Grade 8 = 80 minutes). This does not include unfinished work students were expected to complete during the daytime.

Please check and initial the student's agenda and expect a call from the teacher if your child is not keeping up with the homework. Students who indicate that they have "no homework" should work on such activities as reading, reviewing notes, writing a story and/or proofreading and editing a story.

STUDENT CONDUCT & PROGRESSIVE DISCIPLINE

At Rockwood, our approach to discipline is a positive one in which we strive to develop in student's self-esteem, confidence, and a sense of personal responsibility. We wish to create in each student a feeling of "belonging" and pride in attending our school.

We are committed to developing a positive school climate both within the classroom and on the playground.

Good, positive behaviour is encouraged by stressing respect for the rights and safety of others. It is our goal to help children learn to work and play in a peaceful, cooperative manner.

We believe strongly that building good behaviour and respect for others is a cooperative effort shared by the school, the home and the community. We look forward to working closely with you to teach your children to be productive and socially responsible members of society.

Renfrew County District School Board Code of Conduct

All students, staff members, parents and school councils in Renfrew County District School Board are engaged in character education to promote safe, caring and respectful learning environments. All schools are implementing character education by modeling and naming attitudes and behaviours that are expected in a civil society. These include respect, responsibility, perseverance, initiative, caring, honesty, courage and optimism.

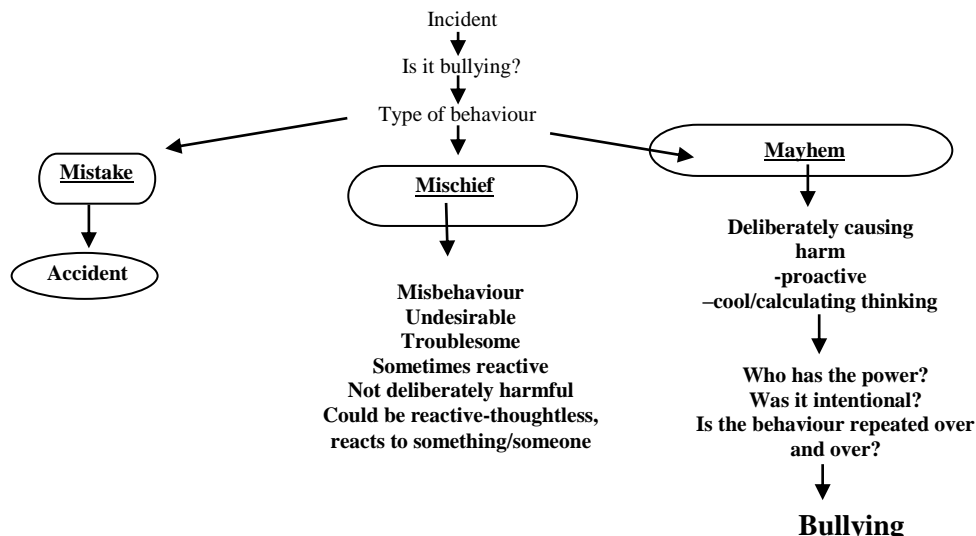
The promotion of strategies and initiatives such as Student Success and Character Development, and the employment of prevention and intervention strategies to address inappropriate behaviour, foster a positive school climate in which students can learn and teachers can teach.

When inappropriate behaviour occurs, schools work with the students involved to help identify the type of conflict and will use a range of interventions, supports, and consequences that are developmentally appropriate, that include opportunities for students to learn from mistakes, and that focus on improving behaviour. In some situations, short-term suspension may be a useful tool. In the case of a serious incident, responses which are further along the continuum of progressive discipline, such as long-term suspension or expulsion, may be required.

Bullying

As you know, there has been much media coverage surrounding student trauma as a result of bullying and in particular cyber bullying. Bullying is typically a form of (typically) repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs where there is a real or perceived power imbalance and it typically occurs over a period of time.

We use the following flowchart with students to help determine whether an incident of conflict is a bullying incident:



Standards of Behaviour: All members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity (e.g. avoidance of plagiarism);
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, disability or physical characteristics;
- respect the rights of others;
- employ non-violent means to resolve conflicts;
- show proper care and regard for school property and the property of others;
- adhere to administrative procedures with regard to the use of technology;
- take appropriate measures to help those in need;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- attend to responsibilities in a punctual manner.

Safety: All members of the school community must not:

- engage in bullying behaviours;
 - commit sexual assault;
 - traffic in weapons or illegal drugs;
 - give alcohol to a minor;
 - commit robbery;
 - be in possession of any weapon, including firearms;
 - use any object to threaten or intimidate another person;
 - cause injury to any person with an object;
 - be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs;
 - smoke on school premises; on school buses or in taxis; or on school outings, trips or excursions;
 - inflict or encourage others to inflict bodily harm on another person;
 - engage in hate propaganda and other forms of behaviour motivated by hate or bias;
 - commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.
- from Administrative Procedure 140*

Dress Code (* may be subject to change with School Council input)

- Students are to dress appropriately for school.
- Clothing must cover chest, back, abdomen/midriff and side of torso.
- No exposed undergarments or strapless tops.
- Shorts and Skirts must cover the leg to mid-thigh.
- No clothing or sports equipment will be permitted that supports or promotes drugs, alcohol, violence, racism or is sexist and/or is sexual in nature

For safety and health reasons, students are required to wear shoes in school. To assist in keeping the teaching areas clean, students are requested to have an indoor pair of shoes (please label them). Gym shoes that are only worn indoors may serve as indoor shoes. Please do not purchase black soled gym shoes that leave marks.

Gym Wear

All students must have indoor running shoes for physical education activities. Some teachers require students to have a T-shirt and shorts for gym (please ensure these items meet our dress code).

Textbooks and Notebooks

Students should be encouraged to keep their notebooks and textbooks in good order (no scribbling or doodling).

Students will be expected to financially compensate the school for the loss or damage to any classroom textbooks, library books and/or school property.

Use of Computers, Networks and Technological Devices

The RCDSB Administrative Procedure 141 addresses the implications of the use of technology in terms of safety, privacy and intrusion into district schools. The procedure states clear expectations for all Users who access the Board network or who use Board or Personal-owned devices while on Board property. The full Procedure is published at the RCDSB website: www.rcdsb.on.ca (and click on Parents, then Code of Conduct and Behaviour, then Electronic Devices and Network).

Users are required to promote responsible use of board resources and to refrain from unauthorized access or abuse. Users are expected to make every attempt to avoid inappropriate materials. They are required to use computers and electronic devices as educational, business and communications tools and to avoid any use which has a negative impact on safe, caring and orderly schools/administrative buildings.

Users in the RCDSB may have access to the Internet, an unregulated world-wide network of computers, to the RCDSB's network and in-school wired and wireless networks. The RCDSB network is maintained by network systems administrators who may from time to time intercept electronic communication. There can be no assumption of privacy when using the network.

Personal technological devices may be used during instructional time for educational purposes as determined by the classroom teacher or teacher in charge. Music or game devices that do not communicate (e.g. non-texting) nor have camera capability may be permitted on the bus subject to driver approval.

Personal technological devices may be used outside of instructional class time, so long as the use of these devices does not distract from instructional class time, extracurricular activities, co-curricular activities and the use of the device does not violate any other school or RCDSB policy or negatively impact the network.

The school and or RCDSB are not responsible for personal technological devices in the event of loss, damage or theft.

Technological devices (for example but not limited to: smart phones, ipods, pagers, etc.) may not be carried or be in the possession of students during examinations and/or other major assessments unless the Principal has given permission for students to do so.

If a student violates this administrative procedure, their personal technological device may be confiscated and returned to the parent or guardian, or to an adult student or 16/17 year old withdrawn from parental control, after the instructional day, or as appropriate to the circumstances.

All Users Will:

Use only the passwords and accounts assigned and refrain from sharing accounts and passwords and from using another person's account.

Report immediately any security problem to a person in authority (who shall notify a network system administrator) and refrain from sharing the problem with others.

Refrain from the use of the networks for any of the following specifically prohibited purposes:

- to access resources or data of others for any purpose without authorization, including passwords, files or tapes, whether at school or elsewhere;
- to send messages or files containing digital information likely to result in loss or disruption of the recipient's work or system ("viruses"), or to load such messages or files onto the networks;
- to transfer commercial software, materials protected by trade secret or other copyright protected material;
- to commit any illegal act;
- to intentionally obtain or send any materials which are or might be considered inappropriate, obscene, abusive, offensive, harassing, illegal, or counsel to illegal activities;
- to obtain or attempt to obtain any material or item prohibited by the RCDSB;
- to use the networks for commercial purposes, or for non-sanctioned gaming, and;

- download and/or use software designed to circumvent the user agreement and or other security measures implemented by the RCDSB.

Penalties for violation of these procedures may include temporary or permanent withdrawal of access to technological devices and network privileges, suspension from school, and/or prosecution under the law.

Student users will have parent/guardian sign an agreement acknowledging an understanding of this procedure, Form 141 Appropriate Use Contract for Students. Adult student users (18) or users who are 16 or 17 and have withdrawn from parental control shall also sign same Form 141. All Users will follow the guidelines regarding appropriate use of networks, especially for purposes of e-mail and chat activities outlined in this policy. The signature will also demonstrate a commitment to abide by this procedure, as well as knowledge of the range of consequences for failing to do so.

Cyber bullying is using electronic means to intimidate, harm, shun, attack or ruin a reputation. Cyber bullying includes the use of e-mails and instant messaging, text or digital imaging sent on cell phones, web pages and web logs (blogs), chat rooms and discussion groups. Cyber bullying may include but is not limited to:

- using a chat group, gaming or social networking site to attack the person's character;
- impersonating someone by breaking into his or her e-mail account, posing as that person and sending damaging messages;
- denigrating someone by sending or posting cruel rumours to damage his or her reputation;
- misusing an electronic device to take embarrassing photos and electronically sending them to others;
- outing or trickery, which involves revealing someone's secrets or embarrassing information online or tricking someone into revealing secrets while online;
- setting up polling sites by developing web pages so that peers can vote on who is the "dumbest" or "ugliest" student or staff member in the school; and
- creating hate sites, such as pages on social networking sites, designed to insult others.

These activities, when taking place off the school/work site or outside school/work hours normally are not school/work matters, but rather community or police issues. However, these activities can have an impact on the school/work and negatively affect the safety, climate and the learning environment at the school/work. In such cases, the use of the Internet and electronic messaging for bullying or harassment may be dealt with by the Principal.

Using an electronic device to violate the privacy or integrity of someone else is prohibited in all areas, especially those where there is an increased expectation of privacy, such as washrooms or change rooms (ex. taking a camera or recording sound or video).

The taking of photographic images of a person or persons on school property, at school events, and during school activities and/or school hours is prohibited without the permission of the person or persons being photographed and the administration unless it is for a school sanctioned activity (i.e. yearbook, school paper). A consent form is required to be completed annually authorizing (or not) use of photograph.

The electronic transmission or posting of photographic images of a person or persons taken on school property, at school events, and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed, and where the student is below the age of eighteen (18), the consent of the parent or guardian or consent of the student if he/she is 16 or 17 and has withdrawn from parental control.

Replacement resulting from willful or malicious damage or theft of equipment or software shall be the responsibility of the perpetrator and/or parent or legal guardians. Malicious damage includes but is not limited to the deliberate introduction of a virus, or noxious program.

Online correspondence between staff and students must be related to course work, or school-sanctioned clubs/activities.

We hope that by being proactive we can curtail much of the negative uses of technology. As parents and staff, we need to regularly monitor the online activities of our children. We must continue also to ask them specific

questions about internet safety and responsible Internet use. We teach kids to look both ways before they cross the street. We need to teach them the perils of the internet, too.

STUDENT IN GOOD STANDING

Students at Rockwood Public School are encouraged to participate in a wide range of extra-curricular activities.

Such participation can be a valuable component of an effective overall education. It is important to note, however, that extracurricular activities are secondary to the academic achievement to which all students are expected to aspire.

As in the real world, work precedes play. **Failure to meet these standards may result in loss of extra-curricular activities including field trips and sporting events.**

A STUDENT IN GOOD STANDING is one who meets the following criteria:

ACHIEVEMENT: The student is working to his or her full potential and is up to date with assignments and homework.

ATTITUDE: The student reflects a positive attitude, both in and outside the classroom. Respect has been shown to others.

BEHAVIOUR: The student has consistently met reasonable behavioural expectations both in the classroom and in the school in general, and has demonstrated that he or she is responsible and reliable.

ATTENDANCE: The student is in regular attendance at school and is consistently punctual.

Competitive Sports

- Participation on the Grade 7 and Grade 8 teams will be determined through tryouts and criteria established by the coach. The students chosen to represent the school on these teams must be students in good standing.
- Team shirts and equipment used by these teams are to be properly cared for and returned to the school immediately following each sporting event.

BUSING INFORMATION

Services: The Renfrew County Joint Transportation Consortium (**RCJTC**) is a non-for-profit organization set up between the Renfrew County Catholic District School Board and the Renfrew County District School Board to provide safe, cost effective, on time delivery of transportation services for the students in Renfrew County. Transportation arrangements/changes are made by contacting the school directly with new registrations, address changes, custodial changes, and sitter changes. This procedure ensures the confidentiality of student information. Student data is extracted to RCJTC daily, who will then arrange busing.

In the afternoon, our parking lot and front entrance are extremely congested, therefore, for the safety of everyone, we strongly encourage guardians to allow their child(ren) to use their assigned busing, rather than dropping off or picking up children at the school; instead, meet your child at their bus stop.

Cancellation: RCJTC will provide information on bus cancellations and/or delays via:

- [Website \(www.onthebus.ca\)](http://www.onthebus.ca) (use Parent Portal here too to see child's busing information and subscribe for email notifications for cancellations/delays and busing changes)
- [Twitter \(@RCJTC_Trans\)](https://twitter.com/RCJTC_Trans)
- [Facebook \(RCJTC\)](https://www.facebook.com/RCJTC)
- [iTunes](https://itunes.apple.com) with iPhone App (verify with "RCJTC")
- [Google Play](https://play.google.com) with Android App (verify with "RCJTC")
- [Email](mailto:) to parents who subscribe for notifications (confirmation email sent within 3min)

We will also attempt to update our Facebook page. If the bus is cancelled and does not bring your child(ren) to school they will not be transported home. Children are not counted as absent on these days.

STUDENTS' RESPONSIBILITIES REGARDING BUSING

In order for the Board to provide safe, efficient, reliable and economical transportation, pupils are expected to observe the following rules:

While being transported on school buses, pupils shall:

- be at the bus stop in advance of the scheduled pick up time
- obey promptly directions or instructions given by driver including allocation of seats
- refrain from talking to the driver except in cases of emergency

- refrain from unnecessarily loud or boisterous talking and the use of abusive or profane language
- remain seated at all times
- sit three to a seat where possible
- keep windows closed at all times, unless otherwise instructed by driver
- refrain from smoking and the use of drugs and alcohol
- refrain from throwing objects
- be responsible for any willful damage to the bus

Should a driver be unable to secure the cooperation of a misbehaving pupil, he/she shall immediately report to the principal of the school, the name of the pupils and the nature of the offence using the breach of discipline report form provided. The principal shall notify the parents, in writing, of any school bus suspension. Withdrawal of bus privileges does not exempt the pupils from regular school attendance. (See Sec.10(c) and 11(a) of the Regulations.)

Video monitoring will be used on the buses periodically. These videos will be used only in the interest of safety. The principal and bus personnel only will have access to these videos.

REMEMBER

- Eating and drinking on all buses is forbidden.
- Students are assigned to designated buses. Changing buses will only be permitted in emergency situations with office permission.

Emergency Bus Passes: Given the fullness of buses, bus passes can only be issued for emergency situations. **Please note: Homework/completing projects or sleepovers do not constitute an emergency.**

Concerns? Concerns?... Who to contact:

The contact names and numbers for dealing with bussing concerns are as follows:

Arrange service	School
Student discipline/Safety	School
Loading problems	School
Traffic Hazard/Routing Problem	RCJTC (613-732-8419)
Driver concerns	Bus Operator (Valley -613-735-6152) / RCJTC (613-732-8419)
Lost Items	Bus Operator
Vehicle Related Problems	RCJTC (613-732-8419)
Bus Arrival Times	RCJTC (613-732-8419)