



**MACKENZIE COMMUNITY SCHOOL**  
87 Brockhouse Way, P.O. Box 397  
Deep River, Ontario K0J 1P0  
613-584-3361

**This planner belongs to:** \_\_\_\_\_

**Room:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

### **ELEMENTARY SCHEDULE**

9:20-9:50	Period 1
9:50-10:20	Period 2
10:20-10:50	Period 3
10:50-11:20	Period 4
11:20-11:40	Nutrition Break 1
11:40-12:00	Recess 1
12:00-12:30	Period 5
12:30-1:00	Period 6
1:00-1:30	Period 7
1:30-1:50	Nutrition Break 2
1:50-2:10	Recess 2
2:10-2:40	Period 8
2:40-3:10	Period 9
3:10-3:40	Period 10

### **PRINCIPAL'S MESSAGE**

Mackenzie Community School is named in honour of Dr. Chalmers J. Mackenzie who was the first president of Atomic Energy of Canada Ltd. (AECL). MCS serves students attending English Public JK-12 grades in Deep River, Ontario.

The MCS Mission Statement guides us in our thinking and collaboration: MCS inspires students to learn and become global citizens through its inclusive community of diverse learners, a supportive culture of unique JK-12 opportunities and a respectful environment. We are always cognizant of our Character Traits: respect, responsibility, courage, honesty, caring, optimism, perseverance and initiative. As we learn and grow, we acknowledge that we are better together and that wonderful experiences are possible with the efforts of our collective community.

Mackenzie Community School welcomes you as we begin/continue on what will be an inspired and successful journey!

## SAFE SCHOOL ARRIVAL

Parents are asked to call the school, before school entry time, to inform the office staff if their children will be late or absent. A message may be left at any time on the **24-hour voicemail attendance line**. A written note in advance of the absence is another alternative.

Parents, guardians and caregivers are responsible for providing the school with complete and current emergency information to enable the school to make any necessary follow-up contacts.

As there is no adult supervision for the students until 20 minutes before school entry time at 9:20, students should **not** arrive at Mackenzie Community School before this time. **Children will go outside for recesses on most days, so they must dress accordingly. If students are well enough to attend school, they will benefit from fresh air and exercise.** There will be indoor recess during inclement weather conditions.

## RELEASE OF CHILDREN DURING AND AFTER SCHOOL HOURS

If you wish to pick up your child during the school day, please send a note to the teacher. Students will then wait at the office at the specified time.

Please use the **designated drop-off /pick-up area** for picking up or dropping off students.

## VISITORS AND VOLUNTEERS

Volunteers play an important role in our school community. Some of the tasks for volunteers include: reading with students, craft activities, library, breakfast program, choir, chess, laminating, and accompanying classes on excursions. Parents and community members who wish to assist can call a child's teacher or the school office.

All parents and visitors must check in and sign in at the office before going to a classroom. Before volunteers can help in our school or with our students, they are required to provide the school office with an up-to-date Criminal Record Check which may be obtained from the police station. A Criminal Record Check through the police service is required only once every three years if on the alternate two years an Offence Declaration form is filled out instead. Offence Declaration forms are available at our school office.

## MEDICATION FOR STUDENTS

It is the policy of the Renfrew County District School Board that prescription drugs can only be administered at school with a special consent form signed by physician, parent and principal. These drugs must be kept in a locked place at school. Forms are available in the school office. Parents should give all other medications at home. We encourage parents to administer prescription drugs at home. **Please do not send medication to school with your child.**

## ANAPHYLAXIS

Please notify the school if your child has been confirmed as being anaphylactic by a qualified physician. We can then provide you with the necessary forms to be completed for the safety of your child. Each year we check to determine the number of students with life-threatening allergies (anaphylaxis). If your child is in a class with an anaphylactic child, a letter will be sent home informing you about the specific allergy and any steps we will need you to take to help ensure a safe learning environment.

## BALANCED DAY

Our elementary students will continue to be on a Balanced Day schedule. Students will have two breaks where they may eat a snack or lunch. The first nutrition break will be from 11:20 to 11:40 with recess from 11:40 to 12:00 and the second nutrition break will be from 1:30 to 1:50 with recess from 1:50 to 2:10. Each break will be followed by a 20 minute recess.

The first break will be our designated lunch when students will be able to go home for lunch if parents should wish. If your child will be going home for lunch, please send a signed note to the office indicating your permission. Supervision for students leaving for lunch is the responsibility of the parents.

## DRESS CODE

Students are expected to dress in an appropriate manner. Muscle shirts, spaghetti straps, halter tops, tops showing midriff and t-backs are not considered appropriate. Skirts and shorts should be at least to fingertip length. Any clothing that depicts advertising or promoting items prohibited at school or that contains rude or vulgar expressions or graphics is prohibited.

Cases of questionable attire will be discussed with the individual students and their parents. Students may be sent home to change.

## BICYCLES

Students are to park all bicycles in the bike racks provided. **Locks are strongly recommended.** In order to eliminate the hazard of damaged bikes, students are not permitted to linger in the bike area. In order to reduce accidents, students may not ride bikes on the school grounds.

## MUSIC PLAYERS, CELL PHONES, CAMERAS, ELECTRONIC GAMES OR TOYS

Students are permitted to use cell phones, digital cameras, electronic music devices, electronic games/toys at school. Guidelines are detailed in the RCDSB Administrative Procedure. Staff continue to control the learning environment of MCS and will direct student accordingly. Trading cards should not be brought to school. We recommend that students do not bring anything of value to school as secure places are not always available to every age.

## LOST AND FOUND

**It is highly recommended that all students have their names on items such as gym clothing, jackets, etc.,** in order to speed the return of misplaced items. Lost items are kept in the school for space of time to allow them to be claimed. A couple of times each year they are also displayed for claiming. After being displayed, they are donated to a local charity. Please feel free to check regularly.

## HOMEWORK

Homework should facilitate learning in specific curriculum areas and aid in improving organizational and time management skills. A useful formula for the appropriate amount of homework is: grade level x 10 minutes per day. Communication with your child's teacher and the use of the school planner are important components of a successful homework plan.

## **ASSESSMENT AND EVALUATION**

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 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 in the fall. 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: one in late January and one towards the end of June.
- Students in Grade 1-6 can expect subject areas to be reported on using letter grades.
- Students in Grade 7 & 8 can expect subject areas to be reported on using pegged marks.
- 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 work habit. 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.

## **SAFETY, RESPECT AND RESPONSIBILITY POLICY CODE OF CONDUCT**

All members of our school community are expected to demonstrate Safety, Respect and Responsibility. As partners in education, families and school staff can nurture children with a sense of responsibility, a joy of learning and the ability to get along with people. The first years of your children's education set the patterns for future success. Our school team has developed a school policy that provides a solid foundation for your children's education in a safe, caring, respectful, and responsible learning environment.

Each member of the school community will recognize that we will:

- 1) accept no bullying in our school
- 2) intervene in bullying behaviours and strictly enforce rules against bullying
- 3) empower students to report bullying behaviour and to treat one another with respect.

### **RESPECT AND GOOD CITIZENSHIP**

All school members must:

- demonstrate honesty and integrity;
- 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 or ability;
- 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 Board protocol with regard to the use of technology;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching;
- attend to responsibilities in a punctual manner.

### **STUDENT RESPONSIBILITIES**

Students will:

- participate in assemblies that define school rules and routines at the beginning of the school year; and throughout the year, and will practise and follow all school rules and routines;
- be educated about rules and routines when using all school areas, facilities, or equipment;
- assist in the development of classroom rules, routines, and consequences linking them to safety, respect, and responsibility;
- discuss and review rules and routines via scheduled classroom meetings;
- engage in appropriate outside activities;
- be responsible for all personal property;
- come to school prepared to work: homework and books must be returned the next day or on due date; pencils/erasers etc. should be stored in a pencil case and replenished throughout the year; agendas must be returned and signed by parents as requested by teacher;
- take responsibility for their own property and respect the property of others and the property of the school.

## **TEACHER RESPONSIBILITIES**

Teachers will:

- abide by, model, teach, and reinforce all school rules and routines;
- develop and implement consistent classroom rules, routines, and consequences and include his/her classroom management plan as part of his/her long-range plans;
- implement a system of progressive discipline for dealing with unwanted behaviours that give students opportunities for change. In most cases, teacher will inform parents of ongoing behaviours before the issue reaches the office level. Students will be referred to the office if after a number of opportunities to change, the student continues the unwanted behaviours;
- schedule time for the following: “Water In/Water Out” breaks, indoor morning snack break, and classroom group discussion sessions to review rules, routines, and problem-solve classroom issues as needed;
- provide immediate/frequent and appropriate feedback to ensure student growth;
- employ best teaching practices and reflect on teaching practices that will lead to improvements in students’ achievements, behaviour and students’ understanding of safety, respect, and responsibility;
- provide feedback and input regarding the Code of Conduct and assist administration in implementing and modifying the plan;
- communicate the school-wide Code of Conduct and classroom rules/routines to supply teachers via the Supply Teacher Handbook.

## **ADMINISTRATION RESPONSIBILITIES**

Administration will:

- model, teach, abide by, and reinforce all school rules and routines;
- hold all members accountable for the implementation and success of the Code of Conduct and celebrate the accomplishments of all members via assemblies and other methods of recognition;
- implement fair and consistent consequences as defined/outlined in the Ontario Schools Code of Conduct, the Education Act, and School Board Policies;
- communicate the school’s Code of Conduct to all students, staff, parents, and School Council via assemblies, newsletters;
- re-examine the school’s approach to discipline on a monthly basis with staff and make revisions as needed;
- develop a tracking method to monitor the plan, to gather data, to modify the plan and determine the overall success of the plan;
- provide resources that reinforce the school goals of improving students’ awareness and understanding of being safe, respectful, and responsible;
- share our plan with other members of the community, especially areas that involve safety;
- link our plan to improve student behaviour at recess time and focus on students engaging in fun, activities during recess.

## **PARENT RESPONSIBILITIES**

We recognize that discipline begins at home. We appreciate all that parents do to contribute to their children’s academic and behavioural success including:

- providing a consistent, supportive and loving home environment that encourages each child to succeed in school;
- encouraging a positive attitude towards school and learning; sharing their children’s joy and excitement in new discoveries;
- helping children to get enough sleep and providing nutritious meals and snacks so that children are able to be at their best at school;
- helping children learn to get to school on time;

- keeping an open line of communication between home and school to encourage academic and social success;
- becoming familiar with school rules and routines (as in the Safety, Respect and Responsibility Policy) so that discussion with your children can occur;
- taking time to read this Code of Conduct, monthly newsletters and other school information for updates and/or changes;
- ensuring that children have time and support to complete their homework;
- becoming involved in your child's education in any way possible. Parents may wish to volunteer in the school/classrooms, be part of the School Council or Parent Teacher Group, or simply show an interest in their child's school experience;
- attending interviews and discussing report cards with their child;
- working with staff and administration to reinforce the concepts of safety, respect, and responsibility;
- minimize disruptions to the classrooms by not asking for a teacher's time while he/she is carrying out his/her teaching responsibilities. Also, pick up and drop off of children should be done at the office and with prior notice;
- parents/adults/visitors are asked to make prior arrangements with a teacher to visit a classroom, and are required to sign-in at the office and pick up a visitor's pass.

Together we can create a rich learning experience for all students.

### **SCHOOL YARD RULES AND ROUTINES**

#### Students will be safe by:

- keeping their hands and feet to themselves. Rough play, pushing, shoving, and harmful body contact are **not** allowed,
- playing in designated areas only,
- using the equipment properly: no playing tag on the climbers; no high swinging or jumping from swings; using the slides only for sliding,
- not throwing snowballs or other object such as sticks or stones.

#### Students will be respectful by:

- being kind to one another. Name calling, using inappropriate language, and bullying are **not** allowed,
- playing games that are safe and fun for all. Including others is a nice way to make friends,
- taking care of classroom and school equipment.

#### Students will be responsible by:

- returning all classroom equipment to the classroom,
- getting help from the teachers on yard duty to solve problems,
- lining up quickly in their classroom lines when the bell rings.

### **HALLWAY AND CLASSROOM RULES AND ROUTINES**

#### Students will be safe by:

- following their teachers when entering/exiting the school and when transitioning from one class to the other,
- walking in the hallways at all times; wearing proper footwear in the hallways at all times,
- lining up in the hallways in an orderly fashion at assigned locations when preparing to go out for lunch or recess,
- not working in the hallways without direct teacher or adult supervision.

Students will be respectful by:

- following teacher instructions when in the hallway and classroom,
- walking quietly through the hallways; remember others are working.

Students will be responsible by:

- getting permission before going anywhere outside of the classroom,
- getting a hall pass when coming into the building from recess and/or when leaving the classroom for any reason and returning the pass to the adult who gave it out,
- wearing proper footwear at all times,
- lining up outdoor shoes and boots neatly against the wall. Hallways must be kept clear in case of evacuation emergencies.

### **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](http://www.rcdsb.on.ca) (and click on “Board” then the “Administrative Procedures” link),
- 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.
- 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 is 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.