

# **ROBERT SERVICE SCHOOL**

## **2019-2020**

Dear Students, Parents, and Guardians:

**Welcome to Robert Service School.** RSS staff welcomes you and your child to our school. We are partners in the education of your child. We look forward to sharing with you this most important task. Please read this carefully and endeavor to play an active and supportive role in your child's education. Both your child and his/her teacher need your help and support.

### **MISSION**

To create a community of empowered learners in an atmosphere of mutual respect and trust. Every student will be inspired and challenged to learn, grow and accomplish academic, social, and vocational goals.

### **GUIDING PRINCIPLES**

1. Parents and the community will be meaningfully engaged in the education of their children which enhances learning.
2. Learners will be guided in their development of a positive self-concept and self-esteem these are pillars for personal growth and success.
3. Learners will be taught the importance of respecting and celebrating the differences and successes of others and themselves, which contributes to good citizenship in a pluralistic and multicultural society.

### **OUR AIMS**

1. To promote standards of academic excellence.
2. To nurture the whole child through every aspect of school culture.
3. To promote literacy in all domains of learning.
4. To provide alternative strategies for teaching and learning to ensure the success of our students.
5. To provide a safe and supportive school environment where differences are respected and achievement is celebrated.
6. To foster a strong, accountable school community in which all members are expected to meet clearly defined standards of responsible behaviour.

7. To foster active and open lines of communication among all stakeholders in the success of Robert Service School, including students, parents, staff and the community at large.

### **THE FOUR GOLDEN RULES**

Everyone, child or adult, in this school, has the right to be safe and happy so that we can work and learn. The following Four Golden Rules have been adopted by the students, staff and parents of the Robert Service School in an effort to ensure the maintenance of an environment conducive to developing competence, creativity, cooperation, confidence, and caring in all members of our learning community:

- Respect yourself and others
- Follow instructions
- Keep hands and feet to yourself
- Use appropriate language

This year, each class will develop its own set of rights and responsibilities reflecting developmental understanding in a way that is meaningful and relevant.

### **PLAYGROUND RULES**

- play safely
- share equipment
- treat everyone as you wish to be treated
- dress appropriately
- stay in the fenced area (ie: boardwalks, parking lots and bootrooms are not supervised areas)
- bikes are not allowed in playground area
- no snowball throwing as well as rocks, sand, sticks, etc.
- no play fighting or rough play
- use washrooms by gym doors - ask first
- give a permission note from home to the teacher on duty before leaving the playground area
- skateboards, pogo sticks, and scooters are not allowed

## **GRADES 4-6 LUNCH ROUTINES**

Students who live in town are expected to go home for lunch unless parents have made arrangements with the office. After students arrive back at school, they are required to remain on the playground until the bell.

Students who remain at the school for lunch will:

- remain sitting at their desks and eat their lunch
- not food swap and take home uneaten food
- clean up their area: put lunch supplies away, clean recyclable materials, flatten juice boxes, put into recycle/compost bins
- play/read quietly until the lunch supervisor says, it's time to clean up and get dressed to go outside
- NOT throw things, run around, or yell
- line up at the door patiently until the teacher dismisses you
- go to the playground and remain there until the bell

Students who continually disregard the lunch-at-school routines will lose the privilege to eat lunch at school. Parents will have to make alternate arrangements for them if they live out of town.

## **OTHER RULES**

- students enter and exit building by their assigned boot room doors
- always walk down the hallways
- indoor shoes must be worn in the school at all times for safety, physical education and fire drill purposes
- outdoor footwear is carried through the hallways to the class or left in the bootrooms and put on the shelf
- no gum in school
- W.I.T.S. – teachers will encourage students to use their WITS whenever possible. This gives students the opportunity to learn to solve minor problems by them self.

WITS is an abbreviation for: **W**- Walk away

**I** - Ignore them

**T** - Tell them to stop

**S** - Seek help (ask a staff member for help)

## GENERAL

### Lates

Classes begin promptly at 8:40 a.m. Students who arrive late for school can cause a disruption in learning and teaching, not only for the late arrival, but also for the students whose day has already begun. **Students that are late must go to the office for a welcome slip.** We urge you to ensure your child arrives at school by 8:30 a.m.

### Notification of Lates or Absences

Please call 993-5435 before 8:30 a.m. (answering machine available 24 hrs), send an email to [paulette.michaud@yesnet.yk.ca](mailto:paulette.michaud@yesnet.yk.ca) and [sonja.stephenson@yesnet.yk.ca](mailto:sonja.stephenson@yesnet.yk.ca), or send the student with a note to explain lates.

- Inform us in writing or e-mail outlining any holiday plans and their duration.
- Ensure the office has up-to-date information regarding emergency contacts.

### Change of Address/Phone

For your child's safety, please inform the school whenever you have a phone or address change. Please inform us as well if your emergency contact has a phone change. Please keep the office up-to-date if your child's living arrangements change i.e., changes in custody.

### Medications at School

If, for any reason your child must take medication during school hours, with or without staff assistance, a medication form must be completed, signed and a copy kept on file at the office. Please request a medication form from the office.

### Cold or Rainy Weather

Schools in the Yukon are never closed on scheduled school days due to extreme cold weather. During severe weather conditions of -30° C or colder, or heavy rain, students will be allowed indoors upon arrival and recesses will be held in the school.

### Peanuts/Nuts

We have students at our school with life threatening allergies to peanuts, nuts and peanut oils. **Please do NOT send lunches, snacks and foods to school containing nuts or nut products.** Snacks of any kind are not to be eaten on the buses.

## **Injuries in the School**

If your child is hurt during school hours, the injury will be assessed and appropriate action taken. If the injury is serious, parents will be notified. **It is important that the office has your current contact information on file.**

## **After School Activities**

Students may choose to stay after school for scheduled activities. Parental consent is required. Children are not allowed to phone home for permission to go to someone else's house after school, due to the busy nature of the school office and phone. The school office is closed at 4:00 p.m. so the office phone is generally not available to students after 4:00 p.m.

## **Academic Honesty**

Plagiarism and cheating are unacceptable practices. This includes but is not limited to: cheating on tests; copying another student's homework or assignment; and the copying or borrowing of materials from a book, journal, internet or other published source without proper recognition.

## **Dress Code**

Robert Service School believes that a student's personal appearance has an impact on his/her attitude as well as behaviour. Respect for both the individual and the school is manifested in an attitude of attire. Items of clothing displaying or insinuating vulgar or profane language, racist or sexual images, violence or instruments of violence, alcohol, drugs or drug paraphernalia and other offensive images are not acceptable.

## **Inappropriate Language**

All persons are expected to use appropriate, respectful language at all times within the school building, on the school bus, during school-sponsored activities and events, and on the playground. Profane and/or obscene language and/or gestures will not be tolerated.

## **Hats and/or Head-coverings**

Hats and/or head-coverings are not permitted in any learning environment inside the school. Non-compliance will result in the hat or head-covering being confiscated. Exceptions to this policy need to be approved by the Administrator after discussions with the student's parent or guardian.

## **Electronic Devices**

Teachers will have the final say on whether or not the use of personal electronic devices is allowed in their classrooms or not. This may vary from class to class. If used inappropriately (playing games, snap chat, taking photos unrelated to school activities, texting, phone calls, etc.), the device must be put away, or it will be taken away until the end of class. A reoccurrence may result in the device being confiscated and returned to the student's parent/guardian.

## **Exam Policy**

Students are expected to write all exams during regular exam schedules. Exemptions or date changes will not be made for predictable circumstances (travel, student employment, truancy, etc.) without prior administrative approval for such circumstances.

## **RESPONSE TO INAPPROPRIATE STUDENT BEHAVIOUR**

RSS has started implementing Restorative Approaches and Practices (RAP) as a proactive and more Culturally Inclusive approach to managing inappropriate school behaviour. Administering RAP as an alternative behaviour management tool for discipline allowed for building more positive, respectful relationships between all parties involved. Students took more ownership and responsibility for their actions that caused harm. There is support from staff to continue to implement RAP and to align it with the implementation of Positive Behaviour Intervention and Support (PBIS). These approaches are used to manage inappropriate student behaviour in a more positive manner. This year, we will work towards bringing our school community closer by working together as a staff to develop school wide expectations using PBIS, use positive language with students, and teach PBIS lessons to all students.

## **2019-2020 SCHOOL CALENDAR**

Start of School	Wednesday August 21, 2019
Labour Day - School Closed	Monday, September 2, 2019
Non-instructional day – No school for students	Monday September 23, 2019
Thanksgiving Day - School Closed	Monday, October 14, 2019
Non-instructional day – No school for students	Friday, November 8, 2019
Statutory Holiday - School Closed	Monday, November 11, 2019
Christmas Break - School Closed	Monday, December 23, 2019
School Reopens	Monday, January 6, 2020
Non-instructional day – No school for students	Friday, January 24, 2020
Non-instructional day – No school for students	Thursday, February 20, 2020
Heritage Day - School Closed	Friday, February 21, 2020
Spring Break - School Closed	Monday, March 16 - 20, 2020
Statutory Holiday – School Closed	Friday, April 10, 2020
Easter Monday – School Closed	Monday, April 13, 2020
School Reopens	Tuesday, April 14, 2020
Non-instructional day – No school for students	Friday, May 15, 2020
Victoria Day - School Closed	Monday, May 18, 2020
Last day of School	Thursday, June 4, 2020

### **Elementary School Day (Grades K-6)**

8:30 a.m.	Playground supervision begins
8:40 a.m.	Bell sounds to enter the building to begin classes
10:25 a.m.	Recess begins
10:40 a.m.	Recess ends
12:00 p.m.	Lunch students eat in classroom
12:30 p.m.	Lunch Recess students play outside
12:55 p.m.	Bell sounds to enter the building to begin afternoon classes
3:20 p.m.	Dismissal ( <i>Wednesdays at 2:20 p.m.</i> )
3:30 p.m.	Bus leaves ( <i>Wednesdays at 2:30 p.m.</i> )

### **Supervision**

For your child's safety please be aware that there is no playground supervision before 8:30 a.m. and after 3:30 p.m. (*Wednesdays after 2:30 p.m.*)

### **High School Day (Grades 7-12)**

8:40 a.m.	Period 1 begins
9:55 a.m.	Period 2 begins ( <i>Wednesdays at 9:55 a.m.</i> )
11:05 a.m.	Period 3 begins ( <i>Wednesdays at 12:00 p.m.</i> )
12:10 p.m.	Lunch ( <i>Wednesdays at 11:02 a.m.</i> )
1:00 p.m.	Period 4 begins ( <i>Wednesday at 1:13 p.m.</i> )
2:15 p.m.	Period 5 begins ( <i>Wednesday – no period 5</i> )
3:20 p.m.	Dismissal ( <i>Wednesdays at 2:20 p.m.</i> )
3:30 p.m.	Bus leaves ( <i>Wednesdays at 2:30 p.m.</i> )