

Our School Day

Time Period	Event
8:55 a.m.	Supervision begins
9:10 – 10:00 a.m.	Period 1
10:00 – 10:50 a.m.	Period 2
10:50 – 11:10 a.m.	Recess
11:10 – 12:00 p.m.	Period 3
12:00 – 12:50 p.m.	Period 4
12:50 – 1:10 p.m.	Nutrition Break
1:10 – 1:50 p.m.	Recess
1:50 – 2:40 p.m.	Period 5
2:40 – 3:30 p.m.	Period 6
3:30 p.m.	Dismissal for Buses
3:40 p.m.	Buses leave

Attendance

Short Term Absences/Safe Arrival

Please call the school 705-277-9515 (or send a note in advance) when you know your child will be absent or late to school. The school will call home (and other emergency contacts if needed) of those students we have not heard from. Your note or phone call saves our secretary from having to make unnecessary safe arrival calls.

Habitual absences and lateness will be reported to the Students Services staff at the Board Office for follow-up and support as needed.

Extended Absences

If your child will be absent from school for an extended period, the school is now required by Ministry guidelines to have parents complete a "Parent Request for Temporary Excusals from School" form.

Reasons for completing this form may include but are not limited to medical issues (i.e. surgery), a vacation or other family obligations. The form is very simple to complete with information about the child, date of expected absence and reason. Forms are available from the main office.

As a school we recognize the importance of family time on vacation as well as the many opportunities for learning while travelling. Please note that teachers plan lessons based on the daily learning of students and as such it is not practical to provide lessons in advance of trips. Students are encouraged to read a book

and/or write a journal. Missed work can be collected upon return.

Accidents/First Aid/ Illness

Accidents and injuries must be reported to the main office. If necessary, contact will be made with a parent or guardian to make further arrangements.

Allergy Awareness

Rolling Hills Public School is a Peanut/Nut and Fragrance Free Environment. Please indicate any allergies or Health issues on your Student Information Form so that the Office can issue any alerts required.

Bus

School bus drivers have an extremely important job and responsibility. It is essential that a driver's attention be mainly on driving the bus and the road ahead, not on the students riding the bus.

All students are expected to meet the following expectations whenever they ride a school bus, whether it is daily to and from school or for a special trip.

1. Students must promptly obey all directions from the driver or other adult in charge.
2. Conduct shall be the same as in a classroom setting.
3. Students must remain in their seats while the bus is in motion. Students should sit properly on the bus seat facing the front of the bus.
4. All parts of a student's body must be kept inside the bus.
5. Aisles are to be kept clear. Books, backpacks, etc. must be placed on the floor near the feet or held on the lap
6. Windows may be adjusted only with Driver permission. Nothing should be thrown out of a bus window.
7. Emergency exits and equipment are touched only with driver permission.
8. When it is necessary to cross the road, students must walk along the shoulder three metres ahead of the bus, wait for the driver's signal and then cross with caution.
9. Students must remain on the bus until they reach school and similarly at night, board the bus only at school and remain on it until they return to the place of morning departure.
10. If a student wilfully damages any part of a school bus, the student will be denied bus riding privileges until arrangements have been made

through the Principal for full restitution.

When a student chooses to behave inappropriately on a bus, the driver may give them a verbal warning or make an official referral to the office. A copy is sent home to parents. The consequences for inappropriate bus behaviour are similar to those applied at school. Students *may* lose bus riding privileges for one or more days. The parent is then responsible for transporting the child to school.

Grade seven and eight students who receive a bus slip for non-compliance will automatically be suspended from the bus for 1 day. This will be progressive: 3 days, then 5 days, then 10. A re-entry plan will be made at this point to continue with bus privileges.

Parent Signature:

If questions or concerns arise, talk to the bus driver first, and then approach the school or bus company. The drivers are employed by the bus company, not the Trillium Lakelands District School Board

Bus Cancellations

In case of unsafe road conditions, please listen to local radio stations for the announcement of **bus cancellations**.

Information with regard to buses is available on BOB FM - 91.9, The Wolf-101.5 FM, Country-105.1 FM, www.tlidsb.on.ca and on Twitter @TLDSB.

Be sure to listen specifically for Trillium Lakelands in the **City of Kawartha Lakes** area.

Remember that if buses are cancelled in the morning, they will not run in the afternoon - any students driven to school will also need to be picked up.

Contacting Teachers

Teachers at RHPS believe in the importance of home and school communication as a cornerstone of student success. Here are a few ways you can contact your child's teachers.

1. *Make an appointment.* If you want to speak with the teacher or volunteer in class, an appointment must be made with

the teacher so your presence is used to its fullest potential.

2. *Call before or after school.* If you call during the day you will not be able to speak directly to the teacher. This is because we try to minimize disruptions during instructional times as much as possible. During the day our teachers are with children and are not free to respond to phone calls.
3. *Use the planner.* Write a note in the planner to let your child's teacher know you would like to hear from them. The teacher will call at their earliest convenience.

Dress Code

Students are to follow the dress code as illustrated in the planner.

Electronic Devices

We are a school with Wi-Fi and welcome the use of personal electronic devices while on school property as long as the following rules are followed:

1. Use of Electronic devices must adhere to the TLDSB Acceptable Use Policy.
2. Electronic devices may only be used with direct permission of the teacher.
3. RHPS is not responsible for lost, stolen or damaged devices.
4. Students who do not adhere to the guidelines will be subject to the full range of Progressive Discipline consequences.

Emergency Evacuation

In the event of an emergency evacuation students and staff will evacuate to Manvers Arena & Community Centre.

Extra-Curricular Activities

During the year there are a variety of extra-curricular activities. Students are encouraged to participate in these events. Students must be in good standing in order to represent the school at any events.

Homework

At Rolling Hills PS, homework takes many forms. Assigned tasks may include completing daily class work, assignments, projects or studying for tests. Unassigned tasks may include reviewing class work or skills, making corrections, reading or writing for pleasure or practising skills learned at school. Please ensure that you are aware of the homework policy or your teacher(s).

Leaving School Property

Students are not permitted to leave school property at anytime during the school day unless they are participating in a school sanctioned event, or have submitted written parental permission to the office. Community Activities Permission forms need to be signed for students participating in community events.

Lockers

All assigned lockers must be secured with an approved combination lock and the combination must be on record in the main office. Students may purchase locks from the school (\$5). For their own protection, students are strongly encouraged not to disclose their locker combinations to anyone and not to keep anything of great value in their lockers. Students are expected to treat their lockers properly – refraining from placing stickers in or on lockers. Failure to maintain a clean locker will result in the surrendering of locker privileges

Lockers - Due Warning:

Lockers are owned by the school. Students and parents are hereby notified that the school administration has the authority to open and remove the contents of any locker if it is considered to be in the best interests of the school. This right of search is established to help school administrators ensure "the safety and welfare of all students and staff" under the Education Act.

Lost and Found

The Lost and Found box is located in the front foyer and parents are encouraged to come in and check for any lost clothing. Labels would help us to return items before they arrive in "Lost and Found". The lost and found will be emptied every few months and items not picked up will be donated to a charitable organization.

Medication

The school is unable to administer medication unless it is a prescription authorized by a doctor. Parents of students requiring prescription medication during the day must sign a release form, which needs to be signed by the prescribing physician. Parents must deliver the medication to the school in its original container.

At no time will the office provide Advil or Tylenol for students unless authorized by a parent.

Newsletter

Our monthly newsletter will be posted to our school website and it will be **sent to you electronically** at the beginning of each month. Those who require a paper copy should let the main office know.

Out of Standing

All students who follow school rules, demonstrate respect, and complete assigned work to the best of their ability are recognized as being "Students in Good Standing".

The actions of some students may lead to a loss of Good Standing and mean that these students are excluded from:

- participating in school activities (clubs, intramurals),
- attending school functions (dances, class trips)
- trying out for school teams,

Students are considered to have lost "Good Standing" if, during a time frame of one month, a student:

- is suspended,
- demonstrates a chronic inability to correct transgressions.

To Redeem Good Standing: Students may earn the right to have good standing restored by following our behavioural and academic standards for a period of one month.

Phone Calls

Student phone calls (land lines or cell) are to be made from the office, with a phone pass, teacher permission, and permission from office personnel.

Physical Education

Students are expected to wear appropriate gym clothing: shorts, t-shirt, and proper running shoes with non-marking soles.

Printing

There is a \$5.00 deposit given to each student for printing at the beginning of the year. If a student exceeds this amount, money must be given to the office to continue using the print privilege.

School Letter

We encourage all students to become as involved as they can at Rolling Hills P. S. The more you are involved the more you will come to enjoy your school and all it has to offer. We are hopeful that every student will take the opportunity to find ways to become involved with school. As they do, they begin to accumulate points that will count toward the possible achievement of a School Letter.

A School Letter can be achieved as a result of each student's involvement level. The more you are involved the more points you get. By the time you reach grade 8 and all the points are tabulated, the top 3 students will receive a School Letter, in the event of a tie, additional letters will be awarded. You can get points for being on school teams, joining clubs and

academic achievement. The achievement of a School Letter is a significant accomplishment. In order to achieve a school letter a student MUST earn points from all three areas (teams, clubs, academics).

Visitors

All visitors will check-in at the OFFICE upon entry to the school and wear a badge to travel anywhere within the school or the school yard. We ask that parents or guardians dropping off or picking up students please report to the office first to pick up a visitor's tag before going into the rest of the school or the yard.

Unauthorized visitors will be charged with trespassing. Students from other schools will not be permitted at RHPS during the school day unless they are participating in a school sanctioned event

Volunteers

All Volunteers must submit to the office a completed Criminal Records Check with a Vulnerable Sector Screening as well as sign a Confidentiality Form for Volunteers. When volunteering in the school volunteers are to report to the OFFICE, sign-in and wear a Volunteer Badge for the duration of their time in the building.

Please read and sign the following:**PARENT(S)/GUARDIAN(S):**

I have read and discussed the Code of Conduct and Routines in these introductory pages of the agenda with my child. I support the teacher, support staff and administration in applying the school rules and Code of Conduct.

Parent/Guardian Signature and Date

STUDENT:

I have read and/or discussed the Code of Conduct and Routines in these introductory pages of the agenda with my parent(s)/guardian(s) and understand the expectations and consequences. I agree to follow the school rules and Code of Conduct to the best of my ability and take responsibility for my behavior.

Student Signature and Date