Roland Michener Public School

Name: ______________________________
Homeroom: __________________________

C. Clement - Principal
T. Shoniker - Office Administrator
L. O’Brien - Chief Custodian

95 Ritchie Avenue
Ajax, Ontario
L1S 6S2

Telephone ~ 905-686-5437  Fax ~ 905-686-5439

www.ddsb.ca/school/rolandmichener
ROLAND MICHERNER MISSION STATEMENT

Reach
eMpower
Persevere
Succeed

Inspire Students To Be Their Best

Reach:
▶ At Roland Michener Public School, we strive to reach all stakeholders (students, staff, community members, families) by embracing the richness of our cultural diversity.

eMpower:
▶ Through inquiry and equitable and engaged learning, we will empower leadership and voice.

Persevere:
▶ We will set high goals and expectations and support each other as we persevere to meet our objectives.

Succeed:
▶ Together achieving well-being, happiness and our maximum potential.
Welcome to Roland Michener Public School and the Academic Year 2018 ~ 2019!

YOUR PLACE TO GROW

We would like to welcome both our new and returning students, families, and staff. We look forward to working with every member of our Michener Community to make this year outstanding! At Roland Michener Public School we encourage and expect all of our students to strive to do their best in all that they do. We are a strong learning community with the goal of always pushing our standards higher and continuously striving toward them. We stand behind our motto of being “Your place to grow” academically, artistically, athletically, and as leaders in our community. We have every confidence that this school year each of our learners will grow in many wonderful ways!

Yours in Education,

Ms. Clement

PARENT ENGAGEMENT

“Parents play a vital role in education. When parents are engaged and involved, everyone – students, parents and families, teachers, schools, and communities – benefits, and our schools become increasingly rich and positive places to teach, learn, and grow.”

(Parents in Partnership, 2010, p.5)

At Roland Michener Public School it is our goal to work collaboratively with each of our parents so that together we may set high expectations of achievement for their child and carefully ensure their success. There are many ways for parents to become actively involved in their child’s learning. It is our goal to foster such involvement by ensuring parents have the skills, knowledge, and tools needed to participate fully in their child’s education and the day to day life of our school. Welcome parents, we look forward to working with you this year!

How Can Parents Become Engaged?

- Celebrate and acknowledge your child’s interests, strengths and achievements
- Provide a quiet place for homework, encouraging regular study habits
- Communicate regularly with your child’s teacher
- Stay updated through frequent review of your child’s agenda and our school website
- Volunteer for the school and/or attend school activities, whenever possible
- Insist on punctuality and regular attendance
- Be a positive role model
Assessment, Evaluation and Reporting in Ontario Schools

In May, 2010, the Ministry of Education released the document entitled *Growing Success*. The *Growing Success* document sets policy and recommends practice in regards to assessing students work to inform teaching practice, evaluating student work and reporting on student progress. The *Growing Success* document can be downloaded from the Ministry of Education website at:


Elementary Schools Report Schedule:

- **Progress Report:**  
  Progress Report sent home week of November 12, 2018  
  
  Interview Day – November 15, 2018 (evening) and November 16, 2018 (daytime)

- **Term 1 Provincial Report Card** – sent home week of February 11, 2019
- **Term 2 Provincial Report Card** – sent home week of June 24, 2019

EQAO Assessment of Reading, Writing and Mathematics

Each spring, students in Grade 3 complete the Primary Assessment in Reading, Writing and Mathematics and students in Grade 6 complete the Junior Assessment in Reading and Writing and Mathematics.

In 2018-2019, the dates for the assessments are between Tuesday, May 21, 2019 and Monday, June 3, 2019.

Parents can find resources to help understand more about EQAO by visiting the [EQAO Website](http://www.eqao.com) at www.eqao.com
DURHAM DISTRICT SCHOOL BOARD

2018-2019
Regular School Year Calendar
Elementary & Secondary Schools

Classes begin on Tuesday, September 4, 2018.
There will be no early dismissal.

The last day of elementary school classes will be Thursday, June 27, 2019.
The last day of secondary school classes will be Wednesday, June 26, 2019.

Statutory and Scheduled School Holidays

Board Designated Holiday — Friday, August 31, 2018
Labour Day — Monday, September 3, 2018

Thanksgiving — Monday, October 8, 2018

December Break — Monday, December 24, 2018 - Friday, January 4, 2019
Last day of classes will be Friday, December 21, 2018. No early dismissal on this day.
Classes resume Monday, January 7, 2019.

Family Day — Monday, February 18, 2019

March Break — Friday, March 8, 2019 - Friday, March 15, 2019
Last day of classes will be Thursday, March 7, 2019 and classes resume Monday, March 18, 2019.

Good Friday — Friday, April 19, 2019
Easter Monday — Monday, April 22, 2019
Victoria Day — Monday, May 20, 2019

Professional Activity (PA) Days

Friday, August 24, 2018 (modified secondary schools only)
Thursday, August 30, 2018 (all elementary & regular secondary schools)
Monday, October 22, 2018 (all schools)
Friday, November 16, 2018 (all schools)
Friday, January 18, 2019 (elementary schools only)
Friday, February 15, 2019 (secondary schools only)
Friday, April 5, 2019 (all schools)
Friday, June 7, 2019 (elementary schools only)
Thursday, June 27, 2019 (secondary schools only)
Friday, June 28, 2019 (all schools)
OUR SCHOOL DAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20</td>
<td>Yard Supervision Begins</td>
</tr>
<tr>
<td>8:30</td>
<td>Entry Bell</td>
</tr>
<tr>
<td>11:20</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:20</td>
<td>Entry Bell</td>
</tr>
<tr>
<td>12:25</td>
<td>Afternoon Classes Begin</td>
</tr>
<tr>
<td>3:05</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Safe Arrival

Parents can report their child’s absence in advance, using the Parent Portal.

Or if your child is absent or late, parents can still call the school at **905-686-5437**. Please leave a message on the answering machine or speak directly to our office administrator. When a student is not in class and the parent has not contacted the school, a phone call home to ensure the child’s safety will be made. Every student who is late must sign in at the office before going to their classroom. When students need to leave the school before regular dismissal, they are to report to the office where their parent/guardian must pick them up and sign them out. The Education Act requires that a note, explaining the reason for the absence, be sent to the school signed by a parent or guardian. The agenda is a great place to send these notes. Thank you for your continued support.

Punctuality and Attendance

Regular attendance at school is important in promoting social development and successfully enabling students to keep up to date with individual learning goals so they may achieve their greatest potential. Developing punctuality and regular attendance patterns at a young age will support a healthy life habit.

Students are expected to attend regularly and to be on time for school each day.

When students are absent for an extended period of time, such as vacations, the teacher is not expected to provide missed learning in advance. Students are expected to catch up on missed work upon their return. Incomplete missed work cannot be assessed and will be reflected on the report card. Students who miss more than fifteen consecutive days will be de-enrolled from our register. **If you are planning on taking your children out of school for fifteen days or more, please stop by the office to complete a Temporary Excusal of Attendance form.**
SCHOOL CLOSURES

There are times when schools are faced with emergency situations which require the school to be closed. When listening for potential bus cancellations please note that we are Bus Zone Four. The main sources of communication regarding school closures and bussing information for the Durham District School Board are as follows:

School Closing / Emergency Evacuations

<table>
<thead>
<tr>
<th>Websites</th>
<th>Radio Stations</th>
<th>Radio Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.ddsdb.ca">www.ddsdb.ca</a></td>
<td>95.9 FM – Ajax</td>
<td>680 AM -News Toronto</td>
</tr>
<tr>
<td>Radio Stations</td>
<td>1350 AM – Oshawa</td>
<td>1010 AM - Toronto</td>
</tr>
<tr>
<td>98.1 - FM Toronto</td>
<td>94.9 FM - Oshawa</td>
<td>99.9 - FM Toronto</td>
</tr>
</tbody>
</table>

In the case of a school emergency evacuation students will be taken to:
Anderson Collegiate Vocational Institute
400 Anderson Street
Whitby, Ontario L1N 3V6
(905) 668-5809

VISITORS AND VOLUNTEERS

At Roland Michener Public School we value all volunteers and welcome visitors to our school community. Research shows that when parents are actively part of the school community, student success increases. Volunteering at school makes a huge difference to student learning and achievement. If you have any time you can offer, whether it is in the building working directly with our teachers and students, or providing assistance from your home, we would love to include you in the day to day life of our school. We will find an activity that you feel comfortable doing.

In order to maintain clear hallways, honour the learning environment by minimizing disruptions, and keep all our students safe, please note the following school policies regarding visitors and volunteers:

- all visitors must drop their children off to their assigned door outside or to the office,
- all visitors must make their first stop at the office to sign in and wear an identification tag,
- all volunteers must submit a current Criminal Reference Check to the office or have an updated Offense Declaration on file, and
- during recesses, visitors are not permitted on the yard and field.
EATING AT SCHOOL

Healthy Food Selections

Parents are encouraged to support the learning of their child by ensuring that their child’s lunch and snacks are both healthy and nutritionally balanced. Snacks will be eaten in both the morning and afternoon, inside of the classroom for safety reasons. As a reminder, we ask you not to send food which contains nuts or possible traces of nuts. There are a number of students who are highly allergic to nuts at the school and it is important that we collectively ensure their safety. Further information will arrive in September indicating other food items which may be a source of concern for our students. Please be respectful of these as well.

Lunch at School

All parents of students at Roland Michener P.S. will need to complete a signed form indicating whether or not their child will be eating lunch at school. While going home for lunch is encouraged as it provides a relaxing, healthy break for students, we recognize this is not an option for all families. The Durham District School Board provides limited funding to hire a few adults to supervise students over the lunch hour. Students are expected to eat lunch in their designated area from 11:20am - 11:40 am. Many of our families choose to drop off their child’s lunch and are reminded to do so in time for them to eat during the designated time period. Lunch supervision is not available for eating purposes after this time period. From 11:40am - 12:20pm students go outside to play in our school yard and/or participate in extra-curricular activities happening inside of our school. This requires that children dress appropriately for the weather on an on-going basis. Please remember that if your child leaves for lunch they must not return until 12:05pm when teacher supervision is available on the school playground. This policy is for all days including those with inclement weather.

A student who regularly eats lunch at school, must have a signed note by a parent/guardian in order to leave school property. A signed note is required each time the student leaves school premises. Only grade six, seven, and eight students will be allowed to go off school property with a signed and dated note each time. Students will not be allowed to use the telephone to gain permission to go home or to the store.

Lunch Expectations:

- Students remain on our school property for the entire lunch hour.
- Students stay inside only if supervised by a teacher or administrator.
- Students respond to supervisors in a respectful, courteous manner.
- Students respect the property of others.
- Students refrain from contact sports, physical aggression, “play fighting”, or bullying.
- Students are strongly encouraged to bring a “Litterless Lunch” and expected to take all garbage home.
MEDICAL CONCERNS

Emergency Contact - Sickness or Accident

Children who are ill should be kept at home. If a child becomes sick at school the parent(s) will be contacted. Parents are then requested to take the child home. Parents are also notified if a child has a serious accident at school. It is imperative that the school has current parent telephone numbers (home, work, and cell). **If any of your telephone numbers change during the school year, please inform the office immediately.**

Administration Of Medication

From time to time a parent request is made for staff to administer medication to students. Board policy states that office staff cannot administer medication unless a request for “Administration of Oral Medication” form is completed and signed by the parent/guardian and the family physician. These forms are available in the office and on our website. This form must be current and updated annually. The medication needs be in the original dispensing container with the original labelling. All medication including puffers needs to be kept in the school office for safety reasons. Please remember to check the expiration dates on all medication as it is imperative that dates are current.

Severe Allergies and Asthma

Many students attending Roland Michener Public School have severe allergies to nuts, peanuts, and fish. These allergies can cause a severe anaphylactic reaction which can cause death. Eating, touching, or inhaling trace amounts of these allergens may trigger a life-threatening reaction. Emergency treatment involves an immediate drug injection and emergency trip to the hospital. Parents whose children are anaphylactic must inform the office so that procedures for emergency action are established and **proper medical forms are signed.** If a child in a classroom is anaphylactic, a letter is sent home with all his/her classmates informing them of the potential hazards and the procedure which will be followed to ensure his/her safety. Our goal is to provide this child with a safe learning environment and we ask for your cooperation in doing so. Please check out relevant legislation related to allergies and asthma (Ryan’s Law, Sabrina’s Law).
GENERAL INFORMATION

Outdoor Recess

It is the expectation that all students participate in outdoor recess. Outdoor recesses provide students with fresh air, and are a chance to release energy and re-oxygenize their brain. We will have indoor recesses on rainy days and in winter when frost bite becomes a factor. The office follows Environment Canada (http://www.msc.ec.gc.ca/education/windchill/Minutes). Wind Chill Guide at: (http://www.msc.ec.gc.ca/education/windchill/Minutes). Consideration for indoor recess is warranted, according to the guide, when temperature readings drop below -15°C and the wind exceeds 30 km/h in the school yard. Students should be dressed appropriately for the weather each day. During the warmer months, parents are reminded to ensure their child has sun screen and a sun hat.

Bicycles, Skateboards, Scooters, and Personal Property

Bicycles are to be kept locked up in the bike racks while they are at school. The law of Ontario states that bicycle helmets must be worn by all students under the age of 18. Skateboards, roller blades and scooters are not allowed on school property. The Durham District School Board has banned the use of laser pointers in the schools. Roland Michener Public School is not responsible for lost, stolen or damaged items.

It is strongly recommended that students keep all electronic equipment at home. They are brought to school at the student’s risk and cannot be used on school property during school hours. This includes recesses and lunch hours which are considered part of the school day. If the electronics are seen, the office will hold them until the end of the day. After the third infraction, parents will have to pick up the electronic device. There are circumstances where a teacher may give special permission for an electronic device to be used during the day, but the student will continue to be completely responsible for his/her equipment.

Lockers

Intermediate students will be assigned lockers. Lockers are the property of the Board, as per Policy #5147 and may be searched by the principal or designate if deemed necessary. Lockers must be secured by a combination lock. Students must leave a record of their combination with the office. Only masking tape or magnets are allowed to secure things inside the locker. Students who fail to keep their lockers tidy and secure, or tamper with the other students’ lockers may lose their locker privilege.

School Materials

Students will be assigned textbooks to use for the year. All students are responsible for returning textbooks in June. All books must be in reasonable condition or a replacement fee will be charged.
Dogs on School Property

Dogs are to be kept off school property as many of our students become easily frightened by dogs. Even a friendly puppy can have a bad day.

DRESS CODE

The school dress code responds to several needs: the need to uphold a healthy self-image, a sense of modesty, respect for self and others, and rules of etiquette. The school dress code assists in the creation of a positive learning environment. Inappropriate dress distracts and diverts us from our primary purpose - LEARNING! Students should be dressed neatly and suitably for the occasion, in a manner that is not offensive to others. Students should take pride in their appearance at all times. Administration will make final decisions regarding appropriate dress. Students may be sent home to change. Students must not wear any type of clothing that serves to harass or intimidate others. The following are a list of expectations regarding dress code at Roland Michener Public School:

- Clothing is free of inappropriate logos, slogans, phrases, and pictures.
- Clothing does not depict ethnic, cultural or racial slurs, violent scenes or slogans.
- All undergarments are hidden from view.
- Hats, headbands and bandanas are not to be worn in the school and must be removed upon entering the building.
- Outdoor jackets/coats are not acceptable for in-class instruction.
- Tank top shoulder straps follow the “2 finger rule” even in physical education classes.
- Shirts must have adequate coverage over shoulders and around armholes, covering shoulder blades.
- Bottom garments (including slits) are in the ‘finger range’ area, including gym shorts.
- Midriff area and back are covered completely, i.e. no belly-baring shirts even when arms are raised.
- Pajamas/nightwear (unless a Spirit Day) and transparent clothing are not permitted.
- Jewellery is not to be worn in gym classes for safety reasons.
- It is essential that students be prepared to wear proper footwear at all times.
The Code of Conduct for Roland Michener Public School reflects the Ontario Schools Code of Conduct (2001), and policies, regulations and procedures of the Durham District School Board. It is designed to provide a framework to ensure that school is a safe, productive learning environment for all. It is a code of behaviour for students, staff and families which respect the integrity of the individual, the rights of persons in the school, and the responsibility of such persons to the school community. We ask families to review the Code of Conduct so that all parties are familiar with school expectations and procedures. For more information please see www.edu.gov.on.ca or www.ddsb.durham.edu.on.ca

Creating a Positive School Climate for Learning

Roland Michener staff, students, parents, and community work collaboratively to create a positive school climate that fosters student achievement and well-being. Our Code of Conduct involves elements that contribute to a positive school climate including: engaging lessons and resources, a high expectation for learning, character education, clear and consistent behavior expectations, leadership opportunities, a wealth of extra-curricular opportunities, and a comprehensive bullying prevention and intervention plan.

Guiding Principles of the Code of Conduct

The Durham District School Board supports the provincial guiding principles of the Ontario Code of Conduct:

• All participants involved in the publicly funded school system – students, parents or guardians, volunteers, teachers and other staff members are included in this Code of Conduct whether they are on school property, on school buses or at school authorized events or activities

• All members of the school community are to be treated with respect and dignity, especially persons in positions of authority (this includes refraining from swearing at, or in the presence of, another individual)

• Recognition and acceptance of, and sensitivity toward, equity and inclusiveness are expectations within the school community

• Maintaining a safe environment is the responsibility of the entire school community including students, staff and parents

• Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others
• The Durham District School Board expects that Progressive Discipline will be used as a means to support the Code of Conduct

• Progressive Discipline is an approach that makes use of a continuum of prevention programs, interventions, supports, and consequences, building upon strategies that incorporate skills for healthy relationships and promote positive behaviours

• The goal of discipline is to support a safe, inclusive, and accepting learning and teaching environment in which every student can reach his or her full potential.

• All inappropriate student behaviour, including bullying, will be addressed

• Responses to behaviours that are contrary to the School’s Code of Conduct must be developmentally appropriate

• Insults, disrespect, bullying and other harmful acts disrupt learning and teaching in a school community

• Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility

• Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others

• The possession, use, or threatened use of any object to injure another person endangers the safety of oneself and others

• Alcohol and illegal drugs are potentially addictive and present a health hazard. Ontario schools will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol or illegal drugs. In addition, smoking or the distribution of tobacco on school property is prohibited by law

• The Durham District School Board has issued the following statement:

  “The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.”

We realize that there are many events where your children are involved in special activities. At those events we will let you know if photography is permitted. Even on those occasions you may only take pictures of your own children. There are many children whose parents have requested that their child’s picture is not made public and for those reasons we must insist that photography be limited as stated by administration at events.
ELEMENTARY SCHOOL ACCEPTABLE AND SAFE USE PROCEDURE

The Durham District School Board is pleased to provide you with access to a variety of computing technology. Computing technology in Durham is provided for educational purposes, not for public access.

Please review this procedure with your parent/guardian. Procedures and rules regarding the use of computing technology in Durham must be followed.

Acceptable Use

I will use the computing technology as instructed by my teachers.
I may use the Internet when a teacher is present or I have special permission to do so.
I will only use computing technology facilities for recreational purposes when I have permission from my teacher.
I will never use schools computing technology for Cyber-bullying, visiting unacceptable sites, and/or illegal activity.
I may quote another person’s work if I acknowledge it in a reference note.
I will not buy or sell materials using school computers.
I will follow the school rules when using and downloading any files and software.
I will keep my password secret and not misrepresent my identity.

Safe Use

I will never give out personal information about myself or others on the Internet without my teacher’s instruction. This includes my last name, age, sex, home addresses, telephone numbers, pictures, videos, routes taken to school, parents’ hours of work, etc.
I will only use my first name if I am working with a project where I communicate with other people.
I will inform my teacher immediately if I find materials and sites I should not see.
I will inform my teacher immediately if I am ever uncomfortable or frightened on the Internet (because another user is not using acceptable behaviour).
I will seek help from principals, teachers and parents when someone tries to Cyber-bully me.
I will report Cyber-bullying to principals, teachers and parents.

Appropriate Use

I will be polite. I will only use language that is acceptable in my school.
I will send messages that contain words or information I would write on a classroom blackboard.
I will not use the computing technology in any way that will harm the system or another person’s work.
I will respect the privacy of others. I will not go into another person’s private mail or files or post information about others on the internet without their consent.

Reliability

I understand that the teachers and technicians try to ensure that the computer and technology facilities work. However, I understand that the computer and technology facilities may be unavailable sometimes.
I understand that information found on the Internet may be false, and I must learn to think critically and evaluate on-line information and their source(s).

Abuse/Misuse of the System

I understand that I must follow the rules and procedures in Appendix A and those given by my teacher. If I do not follow these rules, I may have
my computer privileges taken away and have to visit the principal to review my actions.

My actions are bound by my school’s Student Code of Behaviour and the board Student Code of Conduct, which states that a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school or school community.
ACCEPTABLE AND SAFE USE PROCEDURE
for Computing Technology

Letter to Parents/Guardians and Secondary Students

Dear Parent/Guardian and Student:

The Durham District School Board is pleased to provide parents/guardians and students with information regarding computing technology available to students at school. Please read this letter and the accompanying Acceptable and Safe Use Procedure.

DDS
computing technology is made available to students to support their learning, research requirements, and career preparation. DDSB technologies allow all schools to offer Internet access to their students. The Internet is a vehicle for accessing a global network of information resources for teaching and learning. Students may use the Internet to locate and retrieve information and communicate learning with others.

Students are encouraged to report Cyber-bullying to parents/guardians and teachers. Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others. Cyber-bullying can happen through the use of e-mail, cell phone text, multi media messages, instant messaging, defamatory Web logs (Blogs), personal Web Sites, and on-line personal polling sites and other social media websites and applications. It is a crime to publish a "defamatory libel" (i.e. writing something that is designed to insult a person or likely to injure a person's reputation by exposing him or her to hatred, contempt or ridicule). It is also a crime to repeatedly communicate with someone causing him or her to fear for his or her or someone else's safety. Students engaged in Cyber-bullying will be subject to discipline according to the Schools Code of Behaviour and Safe Schools Act. Police may be contacted.

Cyber-bullying often takes place off school property and/or outside school hours. Normally this cyber-bullying is not a school matter but a parent, community, and/or police matter. On occasion this type of Cyber-bullying can have an impact on the school and negatively affect safety and learning. When this type of Cyber-bullying affects the school climate it becomes a concern for school administrators and teachers.

Students are encouraged to be media literate. Internet resources may contain material that may be questionable, objectionable, or illegal. Students re-visiting unacceptable sites will be subject to discipline according to the Schools Code of Behaviour. Cellular phones (and other electronic signaling devices) are disruptive if they are activated in class. Incoming signals distract the student's attention away from the instruction and can interfere with both teaching and learning.

The DDSB utilizes Internet filtering software. This software blocks access to specific unacceptable sites known to contain violence, sexually explicit acts, hate crimes information, pornography, racist and other extremist viewpoints, cults, etc. No software is capable of blocking all unacceptable Internet sites.

Teachers and students are instructed on the safe and acceptable use of the Internet and other DDSB computing technology. Teachers will supervise students use of the Internet as they supervise student use of all other school resources.
All students are expected to abide by the DDSB Acceptable and Safe Use Procedure included with this letter. Misuse and/or abuse of the facilities and resources are subject to consequences as defined and explained in their schools' Student Code of Behaviour. Use of the Internet is governed by the Regulation 5500, the Student Code of Conduct, which states that "a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school, school community,

In addition, use is governed by all relevant federal (e.g. Copyright, Freedom of Information, Protection of Privacy Act, the Criminal Code, the Youth Criminal Justice Act, Canadian Human Rights Act), provincial (e.g. Education Act, Child and Family Services Act, Safe School Act, the Health and Safety Act, Human Rights Code), DDSB (e.g. Policies and Procedures, Central File 06/07-28), and local school (e.g. School Code of Behaviour) laws and regulations. Use of DDSB computing technology for unacceptable, illegal, political or private commercial purposes is strictly prohibited. The onus is on the user to know and to comply with these laws and regulations.

We look forward to providing students with the opportunity to use the school’s computing and information technology facilities and resources in a safe and meaningful way.

I have read the Acceptable and Safe Use Procedure - Letter to Parents/Guardians and Students and the Secondary School Acceptable and Safe Use Procedure. I understand that if I do not follow the rules and procedures outlined therein, my access to computing and information technology facilities and resources or the Internet may be terminated. I may face consequences in keeping with laws and regulations. Police may be contacted.

Student Name: ______________________

Student Signature: ______________________

Parents/Guardians Signature: ______________________

Date: ______________________   Home Room: _______
Applying the School Code of Conduct to Include Bus Safety

Schools must consider all modes of transportation to be an extension of the classroom just as you would the hallways and the school yard. Therefore the school’s established code of conduct would fully apply to any and all behaviours that occur during the riding of a school bus. However, due to the nature of the activity there are some unique safety requirements that should be included into your school’s code of conduct specific to riding a school bus.

The following are the recommended school bus safety statements to be included in your School’s Code of Conduct and reviewed annually with the School Community Council, parents and students at the beginning of each school year.

- Respect other people’s property and belongings while waiting for the school bus
- Treat the driver with respect and follow his or her instructions
- Be courteous and respectful to others on the bus at all times
- Act appropriately in a manner that does not endanger the safety of themselves or others including, but not limited to:
  - Not engaging in any activity that interferes with the safe operation of the bus
  - Remaining seated at all times, facing forward while the bus is in motion
  - Keeping hands, arms, feet, head and belongings inside the vehicle until you have exited at your stop
  - Avoiding distracting or speaking to the bus driver except in the case of emergency
  - Refraining from inappropriate behavior on the bus, e.g. throwing items, swearing, fighting, bullying, eating or drinking
  - Not bringing alcohol, drugs or weapons onto the school bus
  - Not touching safety equipment or emergency exits unless there is an emergency
  - No eating or drinking on the bus
Restorative Practice

Discipline at Roland Michener Public School is built around a Restorative Practice model. Restorative practice is a way of thinking and being that commits to building healthy, positive relationships in our learning community. We involve students actively in respectful dialogue as they problem solve during times of conflict. Students and staff collaboratively determine the problem, establish ownership of the problem, and solve the problem. A Restorative Practice Action Plan template is utilized to provide a framework to this approach as well as serve as a form of communication for parents/guardians. Restorative practice allows students to develop greater empathy and mindful reflection; it also helps to restore balance to peer relationships and the school community at large.

Student Expectations

Every day students will have opportunities to practice positive and respectful behaviours that contribute to a safe and orderly school. Michener students are encouraged to:

- **BE THE BEST THEY CAN BE** in all that they do,
- put forth their strongest effort in their academics,
- arrive to school on time with their materials and a positive attitude,
- remove their hats upon entering the school,
- keep personal devices (e.g. phones, iPods etc.) turned off and in backpacks/lockers during school hours, unless used for educational purposes with school permission and supervision,
- keep their bags and backpacks out of classrooms (e.g. kept in lockers or on hooks)
- enter and exit at their assigned doors,
- use the school’s front doors only when escorted by an adult or given special permission,
- walk quietly on the right-side of the hallway and stairwells, never running,
- refrain from chewing gum,
- keep hands to themselves at all times: **HANDS ARE FOR HELPING NOT FOR HURTING**, 
- be responsible for school resources (e.g. books, lockers, equipment etc.),
- speak and behave with good intent, and
- maintain a vandalized-free school.

Progressive Discipline

Sometimes, consequences, as well as Restorative Practice, are also required when poor choices have been made. We use a Progressive Discipline approach as it is our belief that students who experience logical and realistic consequences learn that they have positive control over their lives. Progressive Discipline helps students learn to make responsible decisions and solve problems independently. Progressive Discipline also leaves students with their dignity intact.
At Roland Michener Public School, every staff member is involved in the discipline of students as they are very active in the school community and highly visible throughout the school and school yard. Student behaviours are carefully monitored, supported and celebrated. Any of the following Progressive Discipline measures may be used to assist students in the development of appropriate behaviours:

- Verbal Discussion
- Restorative Action Plan
- Detention
- Parent Contact
- Short-term Withdrawal
- Behaviour Contract
- Withdrawal of Privileges
- Counselling
- Suspension
- Expulsion
- Possible Combination of the Above

High expectations for responsible and mature behaviour help create a structure that serves to preserve teaching and learning and promotes a safe school environment where every child can achieve his or her greatest potential.

**BULLYING PREVENTION**

**Ontario Ministry of Education DEFINITION OF BULLYING**

“Bullying” means aggressive and typically repeated behaviour by a pupil where,

(a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,

(i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual’s reputation or harm to the individual’s property, or

(ii) creating a negative environment at a school for another individual, and

(b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education;

**Bullying**

(1.0.0.1) For the purposes of the definition of “bullying” in subsection (1), behaviour includes the use of any physical, verbal, electronic, written or other means.
Cyber-bullying

(1.0.0.2) For the purposes of the definition of “bullying” in subsection (1), bullying includes bullying by electronic means (commonly known as cyber-bullying), including,

(a) creating a web page or a blog in which the creator assumes the identity of another person;

(b) impersonating another person as the author of content or messages posted on the internet; and

(c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

<table>
<thead>
<tr>
<th>Five Key Points of Bullying Behaviour:</th>
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<tbody>
<tr>
<td>Bullying is a deliberate act</td>
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<tr>
<td>There is an imbalance of power</td>
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</table>

More information is available on the DDSB website, [www.durham.edu.on.ca](http://www.durham.edu.on.ca)

**Routines, Expectations and Code of Conduct**

We have read and understand Roland Michener Public School’s routines, expectations and Code of Conduct.

**Student Name:** __________________________________________

**Signature:** __________________________________________ Date: __________________________

**Parent Name:** __________________________________________

**Signature:** __________________________________________ Date: __________________________
We are certain that Roland Michener Public School will continue to be a busy and exciting place to learn and grow this school year. Based upon our experience, we have found that students who excel at school put the most effort and passion into their role as both learners and school community members. Please, take our advice and become actively involved in your school life. Whether it is setting high expectations for yourself academically, joining clubs and teams, participating in a new activity, reaching out to make new friends, or representing our school in a competition, presentation, or leadership role, you will benefit immensely when you’re actively involved at school.

It is our hope that this year you will grow in many wonderful ways here at Michener. Make this year one of your most memorable by setting high standards for yourself, daring to dream, and enjoying the pursuit of those dreams.

-The Michener Mustang Staff Team
<table>
<thead>
<tr>
<th>You Show Respect for Yourself When You:</th>
<th>You Are Responsible For:</th>
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<tbody>
<tr>
<td>• Keep yourself clean and neat</td>
<td>• Practicing clean habits</td>
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<tr>
<td>• Dress properly for school</td>
<td>• Understanding the dress code</td>
</tr>
<tr>
<td>• Follow a healthy lifestyle</td>
<td>• Your own actions</td>
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<tr>
<td>• Resist negative peer pressure</td>
<td>• Knowing and setting your own limits</td>
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<tr>
<td>• Demonstrate positive character traits</td>
<td>• Maintaining a positive attitude</td>
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<tr>
<td>• Watch out for your own safety</td>
<td>• Accepting the consequences of your actions</td>
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<tr>
<td>You Show Respect for Others When You:</td>
<td>You Are Responsible For:</td>
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<tr>
<td>• Accept individual differences</td>
<td>• Knowing the school rules</td>
</tr>
<tr>
<td>• Honour personal space and privacy</td>
<td>• Being respectful and considerate</td>
</tr>
<tr>
<td>• Value others’ opinions and beliefs</td>
<td>• Being polite to everyone</td>
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<tr>
<td>• Play safely and fairly</td>
<td>• Resolving conflicts peacefully</td>
</tr>
<tr>
<td>• Contribute to a safe and healthy school environment</td>
<td>• Managing your own anger</td>
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<tr>
<td></td>
<td>• Being an “upstander”</td>
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<tr>
<td>You Show Respect for Learning When You:</td>
<td>You Are Responsible For:</td>
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<tr>
<td>• Strive to do your absolute best!</td>
<td>• Attending and being on time for school</td>
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<tr>
<td>• Protect the learning environment by valuing all learning time</td>
<td>• Being prepared for class</td>
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<tr>
<td>• Ask for help when you need it</td>
<td>• Completing homework and handing assignments in on time</td>
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<tr>
<td>• Complete all assignments in a timely manner</td>
<td>• Participating in class activities</td>
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<tr>
<td>• Ensure your work is in your own words</td>
<td>• Managing your own behaviour</td>
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<tr>
<td>You Show Respect for Property When You:</td>
<td>You Are Responsible For:</td>
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<tr>
<td>• Take pride in our school and school grounds</td>
<td>• Returning books and other school material</td>
</tr>
<tr>
<td>• Keep the school and grounds free of litter and graffiti</td>
<td>• Treating school property and the school grounds with respect</td>
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<tr>
<td>• Report vandalism, theft, and stolen property</td>
<td>• Using the computers and internet appropriately</td>
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<td></td>
<td>• Eating only in designated areas</td>
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<tr>
<td>You Show Respect for Language When You:</td>
<td>You Are Responsible For:</td>
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<tr>
<td>• Speak politely and respectfully</td>
<td>• Being kind to others</td>
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<tr>
<td>• Never swear, gossip, mock, harass, threaten, bully verbally, or use racist or sexist language</td>
<td>• Knowing what language is appropriate at school</td>
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<td></td>
<td>• Your tone of voice and attitude</td>
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<td>• Understanding when joking and kidding are going too far</td>
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<td>June</td>
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**Legend:**
- **p:** Board Designated Holiday
- **f:** First Day of Classes
- **h:** Holiday
- **s:** Staff Only
- **s:** Professional Activity Day
- **d:** First Day of Classless - Tuesday, September 4, 2018

**Public Schools - Regular School Year Calendar 2018-19**

**Durham District School Board**