

McDougall School



School Handbook 2017-2018

69 Hwy 124
McDougall, Ontario
P2A 2W9

705-773-7971

Jennifer Nicholas, Principal

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Routines and General Information

School Day Routines:

8:00	Office opens
8:30	Supervision begins – students may arrive at this time
8:45	Bell rings and the day begins
8:45-10:45	Instructional Block
10:45-11:30	Nutrition Break
11:30-1:30	Instructional Block
1:30-2:15	Nutrition Break
2:15-3:15	Instructional Block
3:15	Dismissal Bell
3:30	Bus and Pick-up Supervision Ends
3:45	Office closes

Safe Arrival

In compliance with the Safe Schools Act, parents are asked to call the school office at (705) 773-7971 to let us know if their child is absent from school. We have voice mail access so that messages regarding student attendance can be left after hours. If we do not receive a call, we will contact the parents of absent children.

Attendance and Lates

Regular attendance is an important factor in achieving academic success. Please follow safe arrival procedure for reporting absent children. If your child is arriving to school late. Please ensure that they sign in with the secretary in the office before reporting to class. Persistent lates and absences will be addressed by the classroom teacher and then followed up by administration and the attendance counselor.

PLEASE NOTE: Regular and consistent, on-time attendance is expected for any student wishing to apply to participate in school trips, clubs or athletics.

Picking Your Child Up At School

If you are picking your child up at the end of the day, please make sure that we know well in advance. If you call or arrive at the last minute it is difficult to ensure that your child, their teacher, the bus driver etc. will all know in time that a change has been made. Also, we ask that if you are coming to pick your child up that they meet you at the gate in the parent parking lot as during dismissal, hallways are busy, children are getting ready for home and moving in every direction to get to their bus lines. To ensure student safety in the parent parking lot area, students are not permitted to enter the parking lot unless accompanied by an adult. In addition, we request that drivers back their vehicles into parking spaces. Finally, if you are picking up your child at any time during the day, for an appointment etc., please report to the office to sign them out so we can confirm that they have left the building.

Role of Students

The responsibility of students increases as they advance through elementary school. Having a good attitude and a willingness to work hard will enable them to develop the necessary skills, knowledge, creativity and personal qualities which will foster personal success. Students are expected to actively participate and engage in the thinking and learning opportunities that their teachers and educators provide for them.

School Boundaries

During school hours, students will remain within the boundaries of the school yard. Our ELK students will have a designated section of the yard. The lower field (track area) may only be used when there is direct supervision of an adult (ie. Team practices, class outdoor learning). The Bus loading area is at the front of the school. Therefore, parking is not permitted in this area. The parent drop off/pick up area is in the upper parking lot.

Allergies/Anaphylaxis

There are several children in our school with severe life threatening food allergies. This is a medical condition that causes a severe reaction to specific foods and can result in death within minutes. Some common food which are sources of an anaphylactic reaction are peanuts (peanut butter, peanut oil), tree nuts (hazelnuts, walnuts, pecans, almonds, cashews), sesame seeds (sesame seed oil), shellfish, and soy. Other non-food sources which may cause an anaphylactic reaction include scented crayons and cosmetics, insect venom (bee stings) and rubber latex. Since it is our goal to ensure that we have as safe an environment as possible when a student's life is at stake, we are asking for your help and understanding in refraining from sending/bringing

foods and/or other items to school. At this time, the following food items are not permitted at McDougall School due to life threatening conditions:

- Peanuts and Peanut products (including “may contain” products)
- Soy products that look and smell like Peanut Butter (ie. Wow Butter)

Please note that this list will be updated at McDougall as families identify life-threatening allergies.

Medication

If your child requires prescription or non-prescription medication during school hours, please notify the secretary to provide the necessary authorization and medical forms. We require any medication, whether prescription or not, to be stored in the office; except where Epi-pen, Asthma inhaler and diabetic protocols have been put in place. Please ensure that medication is in its original container and is clearly labeled with your child’s name and instructions for use. For the protection of all staff and students, school personnel will confiscate unauthorized medication found in the possession of a student. Additionally, if you administer prescription medication to your child on a regular basis, it would be helpful for staff to know.

Fire Drills and Evacuation

The fire alarm is a loud, continuous beep. Students are to walk, quietly in single file, to the exit indicated on the poster in their classroom. Students will file outside with their teachers and remain in a quiet row as they await the taking of attendance by the teacher. In the event of a true emergency and school closure is warranted, students will be taken to an alternate shelter, Parry Sound High School, and parents will be contacted. In the event Parry Sound High School cannot accommodate us, the alternate evacuation site is Parry Sound Public School.

Lock-Down Drills

Lock-down drills will be held twice a year. Any students, staff or volunteers in the hallway are to go to the nearest classroom. Classroom doors and windows will be locked. Students will remain quietly in the classroom while attendance is taken. Doors will be unlocked from the hallway once the drill is over. Parents will be notified via Synrevoice message when a drill has taken place.

Synrevoice – SchoolConnects

Synrevoice SchoolConnects is a messaging service that will contact you by telephone and/or email to provide updates, reminders and information about activities and events happening at the school and within the Near North District School Board (NND SB). Please ensure that you update your contact information with the school office should it change throughout the school year.

School Cash Online

School Cash Online provides you with the convenience of paying online for school items such as food orders, trips, clubs and other events. You only need to register your child once during their academic years with the Near North District School Board. To set up an account:

1. Visit <https://nearnorth.schoolcashionline.com>
2. Register by selecting “Get Started Today” and follow the steps.
3. A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account. The confirmation link will open the School Cash Online site.
4. You will need your child’s OEN number, which can be found at the top of your child’s report card. The OEN number is 9 digits long. If your child is in JK or if you are unable to locate the OEN number, please contact the school office for assistance.
 - a. The school board name will already be selected
 - b. Select the school name
 - c. Enter your child’s OEN number, last name and birth date
 - d. Select **Confirm**
 - e. On the next page confirm that you are related to the child, select the relationship, check in the agree box and select continue.
 - f. Your child has been added to your account
5. If you have more children, select “**Add Another Student**” option and repeat the steps above. 5 children can be added to one parent account. If you do not wish to add additional children, select “**View Items for Students**” option. A listing of available items for purchase will be displayed.

Please Note: If you have any questions during the registration process or while shopping online, please select the **SUPPORT** option in the top right hand area of the screen.

Food Orders

Students will have an opportunity to order a variety of food and snack options throughout the year (milk, pizza, popcorn, etc.). Orders and payment can be made via School Cash Online. Start-up dates for these programs have not yet been determined.

School Trips and Excursions

Curriculum related trips and sports events occur throughout the school year. Students must regularly exhibit appropriate behavior in school, including a good attendance record, to be considered for out of school trips. Parents must complete and return proper documentation for

students to take part in these activities. Verbal permission will not be accepted. Payment, if need be, can be made via School Cash Online.

Acceptable Use for Technology

The Near North District School Board (NND SB) strives to provide a technology-enhanced learning environment comprised of software, Internet access, cloud-based services and hardware. Technology-enhanced learning environments use Information and Communication Technology (ICT) to help everyone communicate and work collaboratively. ICT supports individual learning and contribute to the learning of others while gaining skills required to be productive and safe digital citizens. NND SB expects that everyone will ensure ICT is used in a responsible and ethical way, by protecting their own privacy, safety and reputation and the privacy, safety and reputation of others. At McDougall School, we operate under an Open Screen Policy. Students should be prepared to share their screen with any adult in our building regardless of whether this is a personal or school device. Being a digital citizen means that you are open to sharing the screen of your device while on school property. Digital recording and photography are only permitted under the direction of a teacher. Electronic devices are not permitted in change rooms or washrooms.

Acceptable Use by Division

Primary K-3	Junior 4-6	Intermediate 7-8
Primary students will be permitted to use school devices as directed by teachers. Use of personal devices must be approved by parents and teachers.	Students may use devices under the direction of teachers	Students may use devices during breaks, including outside recess. Students may use devices under the direction of teachers.

If a student chooses to bring their own device to school, classroom use of the device is at the discretion of the teacher. The NND SB, McDougall School and its staff will not be responsible for lost, stolen or damaged personal devices.

Office365

Office 365 includes a suite of online features such as web based e-mail. Students all have access to a @nearnorthschools.ca personal e-mail account. Office 365 also includes other collaboration tools such as personal address book, calendar, newsfeeds, and the ability to create and publish quality web sites to share their learning experiences. Office 365 includes OneDrive which is a personal online storage area where documents can be saved and shared securely. Your child also has access to online versions of Microsoft Word, Excel, PowerPoint and OneNote all within Office 365. Students must have signed parent/guardian consent to access the features of Office365. Consent is now part of our Student Registration process. If you have not provided your child with consent to access Office 365, the classroom teacher will contact you.

Dress Code

The standards for school dress at McDougall Public School are based on common sense and are intended to support the comfort, safety and modesty of all students. McDougall Public School expects all of its community members to wear appropriate attire for school or business that reflects a positive self-image. Inappropriate attire could include clothing that is overly revealing; advertises beer, alcohol or drugs; has lewd or suggestive language or unacceptable pictures. Hats are permitted to be worn in the hallways but are to be removed when entering the classroom, library or gymnasium. Indoor footwear is recommended.

Visitors to the School

In accordance with the Safe Schools Act, all visitors to the school must sign in at the office. This includes parents, grandparents, guardians etc.

Volunteers

McDougall Public School welcomes the support of our community members through a variety of volunteer opportunities ie. School Council, Breakfast Club, supervision for class outings. Please contact the school office for further information. All volunteers must obtain a Police Vulnerable Sector Check and sign a confidentiality form. These forms can be picked up at the school office.

Assemblies and Special Events

Assemblies and special events are part of every student's experience. Students are expected to attend assemblies and special events and to behave in an acceptable manner.

Accidents or Injuries

Students are expected to report accidents/injuries to a staff member so that proper care may be taken.

Canadian Anti-Spam Legislation

In order for the NNDSB, McDougall School and classroom teachers to share information with parents via email, we need your signed consent to do so. If you are not receiving communication via email, and wish to do so, please contact the school office to obtain the appropriate paper work.

Website

Please check our website regularly for updates and news.

<http://www.nearnorthschools.ca/mcdougall/>

Social Media



Find us on Facebook for news, announcements and updates! **McDougall Public School.**

Twitter gives a quick snapshot into daily learning opportunities in your child's classroom. Follow us on Twitter **#McDPS**

School Council

School Council is a partnership between school staff, parents/guardians and the community. School Council provides a meaningful advisory role for parents and the community in the education of children and an active role in the creation of a positive and supportive learning environment at McDougall School. School Council is required to meet a minimum of four times a year. Meetings are held in the McDougall School Library. Meeting dates will be publicized on our FaceBook and Webpage. New parents are always welcome!

Student Expectations

Each class develops its own classroom procedures at the beginning of the school year based on our school's rules and procedures. These are similar to the following:

- Work collaboratively with others
- Respect the ideas of others
- Actively listen
- Ask to leave the room
- Respect the personal space of others

In the hallways:

- Walk at all times
- Keep coat racks and cubbies organized
- Use quiet voices

During Nutrition Breaks:

- Remain seated while eating
- Ask the supervisor for permission before leaving the room
- Clean up your eating space and floor before dismissal
- Use proper receptacles for garbage and recyclables

Playground/Yard Safety Rules:

- Have fun while being respectful and fair (ie. Taking turns, sharing)
- No throwing sticks, stones, snowballs or other foreign objects
- No food or drinks on the playground
- Skipping ropes, ropes or strings, and scarves are not permitted on playground equipment
- Playground equipment is closed from October 31 – March 31 as per School Board Guidelines
- Bikes, in-line skates, scooters and skateboards are not permitted on the playground.
- Respect the boundaries identified by the staff on duty
- In case of INJURY – DO NOT MOVE THE PERSON. Report to the staff on duty immediately
- Contact sports are not permitted

School Bus Expectations

A student shall:

- Follow the driver's directions;
- Be courteous and respectful at all times;
- Ride only the bus assigned;
- Be picked up and left off at the same designated location on a daily basis;
- Keep books, lunchboxes and bulky items or his/her lap;
- Leave windows closed, unless the driver has given permission to open them;
- keep arms and head inside the bus at all times;
- not litter, nor throw anything inside the bus or out of the window;
- not eat or drink on the bus;
- remain seated while the bus is in motion;
- whenever possible, leave the last row of seats empty;
- be held responsible for damage done to the bus due to improper behaviour.

A student shall be aware that serious or repeated misconduct will be recorded and that such conduct may result in the loss of provision of transportation. Upon receipt of a Student Misconduct Form:

1st report – Parents are notified in writing

2nd report - Bus privileges are suspended for 1 day

3rd report - Parents are notified in writing that bus privileges are suspended for
___ day(s), depending on the severity of the infraction.

SERIOUS INCIDENT – parents are notified in writing that bus privileges are suspended for ___
days.