

Rockglen School Handbook



Mission Statement

“Support-Educate-Inspire”



HOME OF THE RAIDERS

Prairie South School Division No. 210
2018-2019 Alternate School Year

Month	Days	Designation
August	4	28th – 31st – Teacher Days
September	18	Monday, September 3 – Labour Day – No school Tuesday, September 4 – 1 st Day of School Thursday, September 7 – School Pictures Monday, September 17 – Early Dismissal 2:15 Friday, September 28- No School
October	18	Friday, October 5 – No School Monday, October 8 – Thanksgiving No School Monday, October 22 – Early Dismissal 2:15 Friday, October 26 – No School
November	19	Friday, November 2 –Teacher Prep Day – No School Friday, November 9 – Report Cards Monday, November 12 – Remembrance Day No School Tuesday, November 13 –Conferences 4-7pm Wednesday, Nov. 14 – Conferences 4-6:30 pm Friday, November 16 – No School Monday, November 19 – Early Dismissal 2:15 Friday, November 23- No School Friday, November 30 – No School
December	14	Monday, December 10 – Early Dismissal 2:15 Friday, December 14 – No School December 21 – January 2 – Christmas Holidays
January	19	Wednesday, January 3 – Classes resume Friday, January 11 – No School Monday, January 14 – Early Dismissal 2:15 Friday, January 18 – No School January 23-28 – Departmental Exams Tuesday, January 29 – Prep Day No School
February	14	Friday, February 1 - Report Cards Gr 9-12 Friday, February 8- No School Monday, February 11 – Early Dismissal 2:15 February 18 – 22 No School Mid-Winter Break

March	20	Friday, March 8 – Prep Day No School Friday, March 15 – Report Cards k-8 Monday, March 18 – Early Dismissal 2:15 Tuesday, March 19 –Conferences 4-7 pm Wednesday, March 20 –Conferences 4-6:30pm Friday, March 22- No School Friday, March 29 – No School
April	16	Monday, April 8-13 – Missoula Children’s Theatre Monday, April 15 – Early Dismissal 2:15 Thursday, April 18 – Report Cards for Gr. 9-12 April 19-26 – Easter Break – No School
May	19	Friday, May 10 – No School Monday, May 13 – Early Dismissal 2:15 Friday, May 17 – No School Monday, May 20 – Victoria Day No School Friday, May 31 – No School
June	19	Friday, June 7 – No School Monday, June 10 – Early Dismissal 2:15 Wed., June 26 – Last Day of Classes Report Cards K-8 June 27-28 – Prep Days – No School June 28 – Grade 9-12 Report Cards 9-11am
TOTAL DAYS 180		

Rockglen School

Box 189

Michelle Marcenko - Principal

Phone 476-2220

Email: marcenko.michelle@prairiesouth.ca

Website: <https://schools.prairiesouth.ca/rockglen/>

Please call the school to report your child’s absence

STAFF LIST

TEACHERS

Anne Stewart – Kindergarten and SST

Caroline Eger – SST

Trina Waronek- Grade 1/2

Marina Thomson – Grade 3/4

Christy Lucas – Grade 5/6

Tanis Haubrich – Grade 7/8

Geoff Backa – Grade 9/10

Chapin Sleightholm – Grade 11/12

Michelle Marcenko – Principal

BELL SCHEDULE

Warning Bell – 8:45

Period 1 – 8:50-9:56

Period 2 – 10:01 – 11:08

Elementary recess – 10:55 – 11:08

Period 3 – 11:13 – 12:19

Lunch – 12:19-12:55

Period 4 – 1:00 – 2:08

Elementary Recess – 2:08-2:21

Period 5 – 2:12 – 3:19

Elementary Dismissal 3:30

SUPPORT STAFF

Florence Gording – EA

Patti Cristensen – EA

Debbie McClintock – Library Associate

Marlene Yorga – Administrative Assistant

Gina Pearson – Head Facility Operator

Anita Fisher – Facility Operator

SCHOOL COMMUNITY COUNCIL

Terry Loucks – SCC Chair

Gina Stewart – Secretary

Spencer Kirby – Vice Chair

Jason Choquer– parent member

Kyla Lamontagne – parent member

Sabrina Cristensen – parent member

Michelle Marcenko – Principal

Trina Waronek – school representative

ATTENDANCE

Administrative Policy No. 422 - Prairie South School Division

DIVISION ATTENDANCE

Students are required to attend school in accordance with The Education Act, 1995 and individual school administrative procedures. When students are absent from school division provides support, determines underlying reasons for non-attendance and implements appropriate intervention strategies. The school division believes regular and punctual attendance is necessary for students to maximize their learning and achievement. The school division also:

- Believes in a collaborative approach between the school and the parent/guardian in expecting and supporting regular attendance of students.
- Requires that schools track and record student attendance consistently on a daily basis and investigate reasons for non-attendance.
- Requests that parents/guardians communicate to the school prior notice of a student's unavoidable absence.
- Understands that ongoing collaboration may be needed to support a student when avoidable absences/tardiness negatively impacts their learning and achievement.

Procedures

1. Tracking and Recording Protocol

The principal shall:

- a. Implement school-based tracking, recording and reporting procedures (SIRS) that are consistent with the legislation and other directives issued by the Ministry.
- b. Ensure that investigations regarding all student non-attendance are conducted in a timely manner.

2. Follow-Up Protocol

When a student is recorded absent without permission or notification from the parent/guardian, the principal or designate shall:

- a. Ensure that parents/guardians are contacted. When necessary, alternative contact methods such as a letter home may be used.
- b. Investigate reasons for non-attendance with a focus on intervention and prevention. The principal may involve other school or system personnel such as vice-principals, classroom teachers, student support teachers, counselors, and the school superintendent.

3. Tracking Protocol and Interventions

Attendance

In order to ensure parents are kept informed, a letter of awareness will be sent home if a student reaches five absences within a four month period. In instances where attendance has been identified as a problem for a particular student, each school will attempt to improve the student's attendance by incorporating a Student Support Plan for Attendance Issues at the earliest recognized point in time.

For Secondary Students ONLY: At Fifteen absences, the student may be removed from class with an option to reapply for the class.

TARDINESS

In order to ensure that parents are kept informed, the following communication procedures shall be in place.

Elementary

- Communication with the home will be made after each unexcused late.

Secondary

- a. At two lates, the teacher will contact the home, inform the parents, and document in SIRS.
- b. At four lates, the teacher will contact the home, inform the parents, and document in SIRS.
- c. At five lates, as deemed necessary by the school administration, students may be placed on a Punctuality Awareness Contract which may lead to a Student Support Plan for Punctuality Issues. In instances where tardiness has been identified as a problem for a particular student, each school will attempt to improve the student's punctuality by incorporating a Student Support Plan for Punctuality Issues.

CELL PHONES/I-PODS

Cell Phones must be turned off before entering class or placed in the bucket at the front of the classroom. Sometimes, the teacher may allow for use in class but this must be clarified and not assumed.

If the teacher asks for your phone, iPod, etc. it will be because of misuse or violation of the above. Student cell phone will be sent to the office for student to pick up at the end of the day. If the problem becomes chronic, it will be held until a parent picks it up.

SMOKING

Smoking and the use of smokeless tobacco or vapor cigarettes is not permitted by ANYONE (including adults) in the school building or on the school grounds. Any student caught smoking or using smokeless tobacco on school property will be disciplined.

First time: alternate placement (1day), Second time: alternate placement (2 days),

Third and subsequent: 2 day suspension.

DRUGS AND ALCOHOL

Students under the influence of drugs and alcohol will be sent home. Parents will be called to come and pick up their child. In the event that there is a repeat occurrence students will be sent home and receive a 2 day alternate placement upon return to school. If a 3rd occurrence takes place, there will be a 2 day out of school suspension in addition to recommendation and arrangements for addictions counselling.

OPEN CAMPUS POLICY

At noon hours Rockglen School has an open campus policy which means that students in grade 7-12 have the option of leaving the school building for lunch. The school is not responsible for any activities that take place off of school property during this time. In the event that you do not wish for your child to have this option, please provide a note to the school indicating that they are not allowed to leave school property during noon hour.

BULLYING POLICY

Students of Rockglen School have the right to a caring respectful and safe school environment free from all forms of bullying. All school staff will take steps to prevent bullying and to assist and support students who are being bullied. Bullying is generally identified as a form of aggressive behaviour(s) that is repeated directly at an individual or group from a position of relative power. Bullying behaviour can take many forms. It can be physical (e.g., hitting, pushing, and tripping), verbal (e.g. name calling, insults, and put-downs), social (e.g. social isolation, gossip) or cyber (e.g. threats, insults or harmful messages spread through the internet). Bullying can be direct, “in your face” confrontation or indirect, “behind your back”, such as spreading rumours. Bullying can be done by one person or by a group. A child or young person being bullied feels helpless in trying to stop it. A student is bullied or harassed when he or she is intentionally and repeatedly the target of the negative actions of a stronger or more powerful person or group that cause fear, emotional stress and/or physical harm.

Prairie South School Division believes that bullying is a serious problem that adversely affects the learning success and well-being of children and youth. Bullying in any form will not be tolerated. Preventing and reducing bullying is a shared responsibility with students, parents, school staff, in-school administrators, School Community Council, and community members. This cooperative effort will promote a caring, respectful and safe school and community. When an incident occurs or is reported the following steps will be taken to deal with the problem:

- 1. All instances of bullying are to be reported to the in-school administration or classroom teacher(s) directly involved with the student.**
- 2. The in-school administration, classroom teachers and school staff will provide a clear message that bullying will not be tolerated.**

- 3. The in-school administration or classroom teacher(s) will listen, investigate, offer support and determine the appropriate course of action.**
- 4. A bullying incident report will record those involved and the action taken.**
- 5. In a timely fashion, the classroom teacher(s) will communicate with the in-school administration, and if appropriate, contact the parent/caregivers of each student involved to inform them of the incident and how it is being handled.**
- 6. The classroom teacher(s) will monitor the action plan, keep the in-school administration and parents/caregivers informed and update the filed report if the incident has been resolved.**
- 7. When efforts to stop the bullying are unsuccessful, the in-school administration or the classroom teacher(s) will request separate meetings with the parents/caregivers of each child involved and suggests further supports and consequences to resolve the problem.**
- 8. The in-school administration will follow division procedures when consequences for bullying involve suspensions or expulsions, or when follow-up includes a referral to mental health or child protection professionals or the police.**
- 9. The in-school administration has a responsibility to support the individual or parent making the decision to involve the police when the incident of bullying may qualify as a criminal offence and to follow school division protocols for such involvement.**
- 10. The in-school administration and school staff have a responsibility to report cases of bullying to the police when students' or school staffs' safety is at risk or when they witness an incident of bullying that qualifies as a criminal offence.**