

Rock City Elementary School



Principal: Mike Lundine

Vice-Principal: Jackie Borosa

Secretaries: Laura Henry and Joanne Pick

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Welcome to Rock City Elementary

Rock City Elementary Staff List 2022/2023

Div 1	Kaylee Robbins Naomi Landry (Wed)	Kindergarten
Div 2	Phoenix Alexandra	Kindergarten
Div 3	Jami Christie	Grade 1
Div 4	Pam Pinder	Grade 1
Div 5	Debbie Hebert	Grade 2
Div 6	Heather Chin	Grade 2 / 3
Div 7	Nadia Elzinga	Grade 3
Div 8	Krista Betts	Grade 3
Div 9	Jen Schmidt	Grade 4
Div 10	Jill Christie (Mon/Wed/Fri) Naomi Landry (Tue/Thurs)	Grade 4 / 5
Div 11	Jackie Borosa Celina Stefanucci (Tue)	Grade 4 / 5
Div 12	Virginia Sandegren (Mon/Tue/Wed) Marni Clark (Thurs/Fri)	Grade 5 / 6
Div 13	Meghan Carver	Grade 6 / 7
Div 14	Lonny Sullivan	Grade 6 / 7
Div 15	Chris Johnson	Grade 6 / 7
VP	Jackie Borosa	
CYFSW	Kaylin Compton	
IST	Madeleine Bray	
IST	Teri Mirau	
Fine Arts	Wendy Karpuik	
Counsellor	Angela Roguski (Wed/Thurs/Fri)	
Librarian	Laura Jacobs	Library 105/107
SLP	Asuka Endo (Tue/Wed)	
Psychologist	Courtney Millhoff	
EA	Val Dieleman	
EA	Will Prosper-Porta	(First Aid)
EA	Liz Nasserden	
EA	Sherri Prevost	(Deaf/Blind Intervener)
EA	Ivy Seriani	(back-up Deaf/Blind Intervener)
EA	Tara Pfeifer	
EA	Kim Sullivan	
Indigenous Culture & Student Support		Makenzie McCreight (Tue/Wed/Fri)
Library Clerk	Teresa MCGorman (Mon)	

SCHOOL HOURS & DATES

OFFICE HOURS

Secretary 8:00 AM – 3:30 PM (24 hour answering machine)

SCHOOL HOURS

Students are encouraged to arrive after 8:30 a.m. unless special arrangements have been made with the student's teacher.

	Start	Recess	Lunch	Dismissal
Monday-Friday	8:45	10:15-10:30	11:45-12:20	2:25

AM Warning Bell at 8:43 AM

STUDENT ACCESS TO THE BUILDING

As a student your presence in the building prior to 8:45 a.m. is:

1. Subject to the approval of your classroom teacher; use side door.
2. Permissible if you are participating in a teacher-sponsored activity,

POSITIVE BEHAVIOURAL INTERVENTION and SUPPORTS (PBIS)

Rock City Elementary is a PBIS school. The staff is proactively looking at ways to support students in making healthy choices and decisions that make our school a safe place to learn, work and play!

A school-wide matrix outlines behaviour we want to model in a variety of school settings. Behaviours are separated into three general types: (a) Responsible (b) Safe (c) Respectful. We also enjoy celebrating our student's Kind and "Paws"itive behaviours.

TIGER ROARS

To celebrate students who display behaviours that help make Rock City Elementary a great place to learn, work and play, Rock City staff give students special Tiger Roar certificates. Students submit the certificates into classroom draw boxes. We hold a draw every Friday for Tiger Roar prizes.

PARKING

Since we have limited parking available at the school, extra caution is required by drivers. You can assist in the safety of dropping off or picking up your child(ren) by watching them closely. **Please do not park in the staff parking lot.** Whenever possible (especially for school teams), parents are encouraged to use the rear parking lot located on Fairway Crescent.

SCHOOL GROUNDS

Students are expected to remain on school grounds during school hours unless permission has been given from a parent or guardian for a specific reason.

SCHOOL TELEPHONE USE

Students may use the school phone in the event of an emergency or as directed by a teacher. The phone is not to be used to arrange for rides home, or for permission to play at a friend's house; these plans should be made in advance. Students must get a "phone pass" from their teacher.

LOST AND FOUND

The Lost and Found is located in the gym hallway. Students lose a large number of articles each year. As numerous people use our school, we cannot accept responsibility for lost articles. Items found are put in the Lost and Found and we try to locate the owners; please place name labels on all items left at school like boots, shoes, gym strip, and coats. Parents are invited to come to school at any time to look through the Lost and Found. Unclaimed lost items are periodically given to a charitable organization.

ASSESSMENT & REPORTING OF STUDENT PROGRESS

In Nanaimo Ladysmith Public Schools, we communicate with parents on an ongoing basis. We are supporting educators to provide parents with timely and responsive communication of student learning throughout the year, following district policies and procedures. Parents will receive two written reports (Progress Report in February and Summative Report in June) that include descriptive written comments and a summary of student progress. Student progress will be reported in relation to widely held grade level expectations and the Learning Standards from the New BC Curriculum. Parents will also receive 'Ongoing Communications of Student Learning' a minimum of 3 times per year in each of the core subject areas (Language Arts, Mathematics, Social Studies & Science), that adhere to the following four criteria: includes authentic evidence of learning, explicitly references the Learning Standards, includes student voice, includes descriptive feedback.

INFORMAL PARENT-TEACHER MEETINGS

Parents having concerns regarding their child should call ahead for an appointment. Teachers are willing to discuss your concerns when notified in advance; however, it is important to schedule an appointment time.

SCHOOL TO HOME COMMUNICATION

Good communication between school and home is an essential part of a student/child's progress. At Rock City, we use e-newsletters, our website (<http://rc.schools.sd68.bc.ca>), letters home, and student planners for regular communication. Parents and students are encouraged to make use of these communication tools to stay both informed and up to date with life at Rock City.

THE PARENTS' ROLE IN THE STUDENT PLANNER

All students in Grades 1 through Grade 7 are asked to purchase a Student Planner available at school. Students will regularly write assignments and deadlines. Often teachers communicate with parents in this manner. This is an effective way to set up communication with your child's teacher.

Suggestions for Planner Usage:

- Ask to see the Student Planner daily. Provide encouragement and guidance to help the child use the Planner properly and fully.
- Communicate with the teacher or child through the Memos/Reminders section occasionally: e.g. "Won't be home till 4:00 p.m." "Remember to get key from next door." "Mrs. Jones, could we meet briefly Wednesday or Thursday of next week?"
- Help the child to keep track of important out of school activities and special days in the Plans for Today section. e.g. Dental appointments, family birthdays and events, chores.
- May initial daily or weekly (depending on the need of the child) until child is effectively using Planner.
- Please do not sign the planner unless you have checked if required work is complete.

BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS

Students must walk their bikes on the school grounds. Bicycles are to be parked in the racks by the main parking lot. Scooter and skateboards must be stored in the designated wooden storage bin in the front of the school.

Bicycles, scooters, skateboards, roller blades and other wheeled devices ARE NOT PERMITTED on school grounds for 30 minutes before or after school hours and during regular school hours.

APPEAL PROCEDURE

At times parents may have concerns regarding decisions about behavior, pupil placement, and program. Most often any problems can be solved at an early stage through consultation.

Parents are encouraged to use the following steps to address these concerns:

1. Discuss concerns with your child.
2. Discuss concerns with the classroom teacher.
3. The situation may be reviewed by parents and the principal (with or without the use of school personnel). *It is preferred that a parent discuss issues with the staff member first whenever reasonable/possible.*
4. Parents may appeal to the Superintendent and/or the Board of School Trustees.

STUDENT EXPECTATIONS

LATE ARRIVAL

It is a matter of common courtesy to arrive for classes at the proper time and students are encouraged to develop lifelong habits of promptness. Students who arrive late may disrupt the classroom environment by requiring the attention of their teachers or classmates to assist them in getting started on their assignments or to re-teach all or part of a lesson. Students must report to the office for a "Late Slip" when they are late. Arrivals after 9:30 AM are recorded as half-day absences.

HEALTHY FOOD CHOICES

We ask that students bring healthy snacks and lunches to school. There are four items we ask kids to enjoy at home: chips, candy, pop and energy drinks. A treat once in a while is great but we ask kids to limit these items when possible.

HOMEWORK

Homework is at the discretion of the teacher. Some teachers may assign very little or no homework. Some teachers assign homework with the hope of (a) encouraging student self-discipline and responsibility, (b) fostering good study habits, (c) motivating the students to want to learn, and (d) addressing gaps in a student's understanding of key concepts. Homework may be of many types.

Primary - There will be very little formal homework in the primary grades. This follows Ministry of Education guidelines. This is, however, a good time to establish the importance of a regular, quiet routine and a suitable place of work. At home, primary students are encouraged to: regularly read with parents, regularly practice arithmetic facts, practice spelling and printing, complete work and projects not completed at school.

Intermediate - The assigning of homework is recommended for students in Grade 4 and up. Ministry guidelines indicate 30 minutes on average. Parents should frequently discuss homework and learning goals with their child(ren) and look through their child's work books whenever they are brought home. Feel free to initial planners. Comments or suggestions may also be added. At home, intermediate students are encouraged to: regularly practice spelling and number facts, prepare for tests/quizzes, and complete work and projects not completed at school.

ELECTRONIC DEVICES POLICY

As our society's use and reliance on technology continues to evolve and expand so have the implications of using various devices in schools.

At Rock City School, our focus is on healthy, active living and we encourage active, physical play and positive social interactions. Electronic devices limit the opportunities that children have for social interaction and physical activity.

Electronic devices, including hand-held games, cell phones, etc. that are brought to school must be **turned off** and **kept in backpacks** during the school day (8:30 – 2:25); note that some teachers require students to hand-in their cell phones at the start of the school day. Exceptions are only allowed if use is pre-approved by a supervising staff member (Classroom Teacher, EA, principal).

The school shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

DRESS CODE FOR ALL

The school is a place to work and learn. Students are expected to dress in a manner that is appropriate and conducive to a positive and safe learning environment. At Rock City we rely on the good sense of students and their parents/guardians; the clothing must conform with the school Code of Conduct requirements for the intended activity and does not promote drugs or alcohol, display offensive images or language, or encourage discrimination.

When a student's appearance is felt to be inappropriate, the parent/guardian will be contacted and asked to bring appropriate clothing for the student. If the problem persists, a parent/administrator conference may be required.

CARE OF SCHOOL PROPERTY (including books)

Students borrow library books and are issued textbooks. They use school supplies and equipment. It is the students' responsibility to take care of any item that is on loan to him/her. As the school has only limited funds for replacement of materials, any pupil who loses, defaces, or destroys books and other school property, including desks and chairs, will be required to pay the replacement cost. Every pupil is encouraged to carry books to and from school in a suitable bag.

Rock City School

Code of Conduct – 2022/2023

Rock City School strives to develop a safe, caring, inclusive, and welcoming school environment that promotes the rights and responsibilities of all who learn and work here.

Our Code of Conduct reflects:

- The values of the *Nanaimo Ladysmith Public Schools 2.10 Inclusion Policy* based on the principles of respect, acceptance, safety, and equity. It further affirms, “a learning environment that reflects diversity, inclusivity and equity is essential in supporting the highest level of individual growth and achievement.”
- The expectation that “that all students, staff, and members of our school communities will adhere to a code of conduct that is **educative**, **preventative** and **restorative** in practice and response”
- The purposes and intention of the *BC Human Rights Code (8.1b) 2017*

Rock City’s Code of Conduct expects that students will demonstrate socially responsible behaviours that reflect responsibility, respect, and safety at school and while attending a school function at any location at any time of day or day of week.

Acceptable conduct: refers to behaviour that help to make the school a safe, caring, and inclusive environment. The school community works with students to help them with learning responsible choices, safe behaviour, problem solving, conflict resolution, respecting and restorative practices.

Unacceptable conduct: refers to behaviour that interferes with the personal safety of others and the safe and orderly environment of the school, either person-to-person basis or through social media. Unacceptable conduct can take the form of bullying, harassment, intimidation, discrimination, or illegal acts.

Consequences: to be equitable, consequences may vary from student to student where the misconduct appears to be similar. Intervention must be appropriate to the student’s age, maturity, needs, exceptionalities, extenuating circumstances, and the nature of previous intervention, taking in consideration of the needs of the school.

Restorative Practices: focus on creating conditions for students to learn self-discipline, fix mistakes through addressing the needs of those who have been harmed and returning to the group/class/school strengthened. Students are encouraged, as often as possible, to participate in the development of meaningful interventions through discussion or mediation.

An unabridged version of our school’s code of conduct is available on our website and at the school office.

EARLY DETECTION SYSTEM

Early Detection was initiated for the safety and protection of your child(ren). The purpose of the program is to detect as soon as possible the whereabouts of each student not in class. For the system to operate successfully, if your child is going to be late or absent, parents are requested to:

- ◆ Phone the school in the morning before 8:45 a.m. Please leave a brief message on the answering machine if no one is available to answer the phone.
- ◆ Send a note with another child in the family, or
- ◆ Give advanced notice, preferably written, of dental or medical appointments, or any changes from the normal routine.

SUPERVISION OF STUDENTS

Supervision will be provided from 15 minutes before the start of the day to 15 minutes after dismissal. Supervision of students during the non-instructional times of the day is more difficult. Often students are in many areas of the building and playground and will be supervised by teachers/supervisors circulating these areas. It is necessary that a student be able to circulate in a manner suiting his age level and be reasonably self-disciplined for the safety of all concerned.

MEDICINE AT SCHOOL/MEDIC ALERT

Parents have the primary responsibility to ensure that students receive necessary medication. The Board of School Trustees recognizes that there may be rare occasions when it is essential for school personnel to assist by administering medications to students. If parents believe the administration of medication at school is essential, they should apply for approval on the approved district form. School personnel responsible for medication administration will receive appropriate training yearly and/or as required by Public Health.

Parents are responsible for medication normally self-administered by students. Children at times require prescription drugs while at school. Others come to school with non-prescription drugs such as aspirin or Tylenol. There are regulations that must be adhered to for these circumstances.

Drugs can be dangerous. Please do not allow students to carry or leave drugs at school. If a child requires special medication consideration of any kind, please advise the school on the pupil information form.

EMERGENCY PROCEDURE

Should your child have a serious injury or illness during school hours the following procedure is followed:

1. The nature and seriousness of the child's injury or illness is determined.
2. If time is not an important consideration, the home is contacted, and the parent is asked to come for the child.
3. If the home cannot be contacted the emergency number provided to the school is called.
4. If no contact is made, the school will take the necessary action to ensure the child gets medical attention. The school will continue in its attempt to contact parent/guardians.
5. If emergency care is required, the school will do so as quickly as possible.

FIRE DRILL

All schools conduct fire drills several times throughout the year. Any continuous ringing of the fire bell must be treated as a real emergency. Students evacuate the school in an orderly fashion and gather at a designated place, a safe distance from the building. At Rock City, we go to the lower field.

EARTHQUAKE DRILL

Earthquake Drills are conducted three times during the school year. Students have a practiced procedure to follow which includes students staying indoors (usually under desks) and counting to 60 or more during the simulated earthquake noise or alarm. Following the simulated noise or alarm, students count to 60 and then leave the building in an orderly fashion. Teachers and students move to the lower field away from buildings and overhead power lines.

In the event of an earthquake requiring closure of the school, the following procedures will be followed:

- ◆ No student will be dismissed from school unless a parent (or guardian designated by the parent) comes and signs for him/her.
- ◆ No student will be allowed to leave with another person, even a relative or babysitter, unless we have written permission or that person is listed on the student's emergency form.
- ◆ All parents or designated guardians must sign students out at the office or at the alternative Student Release Station at the entrance to the school yard. Signs will be posted if this alternative location is being used.
- ◆ We are prepared to care for children in the event of a critical situation, or if parents are not able to reach the school. Unclaimed children will be kept at the school for up to 24 hours if the school site is deemed safe. Subsequent arrangements will be posted at the school.
- ◆

TRAFFIC SAFETY

Traffic safety is an ongoing priority. You can help us by reminding your child(ren) to (a) cross the road at the intersection, (b) look both ways before crossing, and (c) walk across the crosswalk. If your child brings a bicycle to school, please ensure that he/she can handle it safely and is familiar with the rules of the road.

If you have any questions or comments about this handbook, please email

Mike Lundine at mlundine@sd68.bc.ca or call the school office at 250-758-2434