

# STAFF HANDBOOK

Toad River School

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## **Our Vision**

Students will develop the skills and competencies, along with a strong sense of self-worth, resiliency, citizenship, dignity, and purpose, to thrive throughout their lives.

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## **Our Mission**

To provide the environment and resources to inspire and prepare all students to flourish.

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## **Our Values**

- Schools where each child can flourish
  - Safe, supportive, and inclusive environments
  - Celebrating the accomplishments of all learners
  - Respecting and honouring the uniqueness and dignity of each person
  - The diversity and culture of all people
  - Equitable access to education
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## **The Toad River School is committed to:**

### **Cultivating a Culture of Learning**

- Build learning environments where all learners are included and can be successful
- Focus on building the skills and competencies needed for student success in numeracy and literacy at all levels, beginning with strong foundational skills in their primary years
- Focus on building the skills and competencies needed for students at all levels to successfully analyse, interpret, and make decisions in a changing world
- Build and strengthen our early learning partnerships and programs

### **Cultivating a Culture of Care**

- Support positive relationships with students, families, staff, and community members to ensure that everyone in our school system feels connected and welcome
- Support the social, emotional, cultural, physical, and digital safety of everyone in our school communities
- Support the well-being of students and staff

### **Building for the Future**

- Be flexible and adaptive in helping our students navigate rapid changes in society
- Build leadership capacity at all levels of the district
- Provide opportunities for students to contribute to planning through input, decision making, and innovative thinking
- Ensure long-term sustainability for our district

### **To provide a safe and effective learning environment:**

Staff will:

- Follow the curriculum mandated by the Ministry of Education and Childcare
- Endeavour to meet teaching standards set by the district.
- Encourage students to “go beyond: minimal requirements.
- Use a variety of resources for the district and community.
- Engage in effective professional development for individual development.
- Use discipline as an effective learning tool.
- Work closely with parents.
- Ensure facilities are safe and maintained in this manner.

Students will:

- Engage in their studies, complete assignments and homework.
- Be socially responsible: act appropriately, follow rules, use facilities responsibly.

### **To foster a sense of social responsibility:**

Staff will:

- Model and teach courteous, cooperative and considerate behaviour.
- Teach children to utilise problem solving and decision-making techniques.

Students will:

- Use appropriate language.
- Demonstrate courteous, cooperative, and considerate behaviour.
- Habitually attend to their commitments.

### **To enhance self-worth and self-esteem:**

Staff will:

- Identify and celebrate the good in every person in the school.
- Reinforce positive behaviour.
- Ignore negative behaviour where safety and learning are not concerns.
- Recognize students with ability in areas other than “core” subjects.

Students will:

- Identify and celebrate the good in themselves and others in the school.
- Assume responsibility for their own behaviour.
- Support others in positive ways.

## **Staff Guidelines**

1. Teachers are to have daily plan books prepared before classes start, each instructional day.
2. Whenever possible, staff are to notify the administration using a leave form, for short-term leave and/or professional development.
  - a. This form must be filled in and sent to the administrative assistant and principal two (2) weeks prior to date of requested leave.
3. Timesheets must be completed monthly for BCGEU staff and submitted to the administrative assistant prior to the **20<sup>th</sup> of each month.**
4. If a TTOC is required due to illness, it is the teachers' responsibility to contact the Teacher on Call from the district list.
  - a. The principal and administrative assistant must be notified **prior to 8:30 a.m.** via text, email, or phone call.
  - b. A leave form must be submitted to the SBO following the sick leave.
  - c. Plans must be provided for the on-call teacher, or emergency plans must be available for them to use.
5. It is expected that staff meet all dates for handing in materials and report requests by administration.
6. Teachers' classes are to be fully readied prior to the first day of school.
  - a. Initial instructional plans/outlines/and initial lessons prepared.
  - b. Classroom setup/student seating arrangements.
  - c. Materials for instruction.
  - d. Bulletin boards/charts.

## **Ethics and Confidentiality**

Please keep in mind the professional necessity for confidentiality of all information about students or information from staff meetings.

## **Supervision**

It is the responsibility of staff to ensure that the school rules and procedures outlined in this handbook are followed. When supervising, be prompt, and report extreme or repeated behaviours to the teacher and/or principal.

## **Community Hall**

School District #81 has an agreement to use the Toad River Community Hall for students' physical education throughout the school year. Students may not use the Community Hall during recess or lunch hour. Arrangements may be made to use for Christmas Concert or other school functions.

## **Keys**

The teacher is issued with keys on a 'security' basis and are:

- 1) Not to be lent nor re-issued without the administration being notified.
- 2) Not to be duplicated.
- 3) To be turned in at the Toad River Lodge or other arranged site upon transfer from the school.

## **Open Door Policy**

At TRS we strive to maintain a safe and friendly atmosphere. Students are expected to come to school directly and are welcome to enter the school when they arrive in the morning. Scheduled supervision allows us to continually develop and monitor this atmosphere. We provide this supervision at recess and at lunch.

## **Bell Schedule**

To enable students to complete their full educational program it is extremely important that students arrive at school on time. The bell schedule for both elementary and senior classes is listed on the school calendar.

## **Before School Procedures**

Students enter via the rear doors, except for the senior students who may use the senior classroom door.

- 1) Students may choose to:
  - a. Bring in lunch and books then play outside.
  - b. Remain inside the classroom with permission.
- 2) Students may not loiter in the hallways.

## **Recess Procedures**

1. Students are encouraged to use the washrooms at recess times.
2. Students are to go outside at recess time, unless they have permission from the teacher to do otherwise. Exceptions made for students with a note from parents/guardians for specific health/safety reasons.

## **Lunch Time Procedures**

- 1) Students will eat lunches in junior classroom according to approved calendar times.
- 2) Food may not be consumed in the computer room or the library.
- 3) Students are encouraged to use washrooms at lunchtime.
- 4) Students go outside to play after eating.
- 5) With parental permission, senior students may leave the school during lunch hour.

## **Attendance**

- 1) Attendance will be entered daily by the teacher as per MyEd BC.
- 2) If teachers notice a pattern in absences the principal shall be notified.
- 3) It is the responsibility of the teacher to ensure that students are receiving adequate instruction. Frequent home contact must be maintained for students with poor attendance.
- 4) The principal will be notified if the teacher feels student absences are affecting the student's progress.

## **Absences and Expectations for Work Completion**

- 1) If a student is home because of illness and is incapable of completing work, every effort will be made to assist the student regarding work upon their return to school.
- 2) If a student requires hospital/homebound services, please contact the principal.
- 3) If a student is on leave from school with parental approval, it is the expectation of the school that the student will be responsible for completing work as assigned by the teacher. It is also understood that classroom lessons are important and cannot always be replicated at home or through take-home assignments.

## **Toad River School Standards of Behaviour**

Students at TRS are expected to behave well and make growth in school skills.

To provide a safe, caring and orderly school environment for our students the TRS Standards of Behaviour embraces the School District #81 Code of Conduct.

Students are expected to:

- 1) Treat others with dignity and respect, tolerance and courtesy.

- 2) Respect the rights of others to learn and work in an environment free from abuse, intimidation, harassment, bullying, cyberbullying, disruption or discrimination.
- 3) Act in a safe and responsible manner toward themselves, others and others' property.
- 4) Comply with classroom and school standards for attendance, promptness, language, and behaviour.

We want all students to always feel safe. We believe that students who feel safe will act appropriately, think clearly and learn more readily. The establishment and maintenance of a safe, caring, and orderly environment in the school leads to focused and successful learning by all students.

Behavioural Interventions will include a student conference and will embody a restorative framework for resolution and repairing damage.

In the rare event that a child may become verbally or physically abusive towards another member of our school community, further action will be taken to ensure the safety of our school environment.

The school principal's authority to discipline students for violations of the School Standards of Behaviour and/or District Code of Conduct is not limited to behaviours which occur during the school day or on school grounds. Any student behaviour which negatively impacts the school environment could be subject to disciplinary action.

Students are not permitted to enter the furnace room or the pump room unless they are accompanied by a staff member.