

École Confédération 519-751-2891

Student name: \_\_\_\_\_

# BIENVENUE À L'ÉCOLE CONFÉDÉRATION!

## We are the Confédération Courage!

What does Courage mean to us?

We B.A.R.E. our Courage at École Confédération:

### **Bravery**

We face challenges and do not give in to fear.  
We are brave, even when we have to be brave alone.

### **Action**

We take appropriate action to influence positive change,  
We act with integrity-doing the right thing, and making good choices.  
We stand up for what is right, what we believe in, and what's important.

### **Resilience**

We persevere and carry on when things are hard.  
We try new things and take a chance.  
We see failure as a learning opportunity.

### **Encouragement**

We stand together, work together, and support each other in a positive manner.

Our mascot is the Lion, a symbol of courage, bravery, strength, confidence, and leadership.



# Family/ Student Handbook

## 2017-2018

### ÉCOLE CONFÉDÉRATION IS A GREAT PLACE TO LEARN!

École Confédération Makes Every Effort to Protect the Learning Time in the Classroom:

Interruptions to teaching and learning times are discouraged for the benefit of all the students in a classroom. Intercom calls, from the office or from parents who appear at a doorway to chat with a teacher, break the flow of learning and distract students. The last 20 minutes of the day are extremely busy times in a classroom ~ teachers are getting students organized and ensuring that each child is dismissed safely.

Please feel free to make an appointment to speak with your child's teacher if you have a concern, however, parents are asked to respect the learning environment and call the school secretary indicating that you would like to speak to the teacher, who will return your call and arrange a time to meet with you as soon as possible.

Together, with positive communication, parents and teachers make the greatest difference!

### School Hours

8:50 - 9:10 Playground is supervised by teaching staff

**9:10** School Starts

9:10 - 11:10 First Instructional Block

11:10 - 11:50 First Nutrition Break / Recess

11:50 - 1:30 Second Instructional Block

1:30 - 2:10 Second Nutrition Break / Recess

2:10 - 3:30 Third Instructional Block

**3:30** Dismissal

### School Visitors

All parents and visitors are required to enter the school building through the front door and report their presence to the office staff at all times. This measure is put in place in all schools as a policy of The Grand Erie District School Board to provide a safe learning environment. Video cameras are in use around the entrances and playground area.

### School Volunteers

We welcome and encourage volunteers to École Confédération. Volunteers make it possible for us to provide additional support for students in the classroom. Without our volunteers we would not be able to provide the many and valued activities that are a part of our school.

If you are new to our school and wish to work with children in the school setting or support extracurricular programs, we must follow GEDSB Policy. To volunteer in our school, you must submit a Police check. Police checks

must be renewed every other year, and are kept on file for 2 years from the issue date. Please call the school secretary at 519-751-2891 to obtain a form requesting a police check.

## Student Drop Off (am)

Please note that students are welcome to arrive at school any time after 8:50 a.m. when a teacher will be on duty to supervise. Children are not to arrive prior to 8:50 a.m. as they will NOT be supervised.

Our school parking lot provides for a "Kiss and Drop" area for families to use in the mornings. This area is a no-parking zone. Caregivers may stop in this zone long enough to drop off students and then continue on out of the parking lot. **The on-site parking at the school is reserved for staff parking only.** All students will enter the playground through the gate along the sidewalk at the edge of the parking lot and bus loading zone. Parents may not park or drop off students in the bus loading zone. If you wish to park and walk your child to the drop off zone, street parking is available on Coronation and Stodola Streets, in front of the school. Parking is prohibited on Ewing Drive. We ask for your cooperation in remaining respectful to our school neighbours when parking on the street. Refrain from using our neighbours' driveways, and leave a 1m space between your parked car and driveways (city by-law). Please use the crosswalk in front of the school when crossing Ewing Drive. A crossing guard is available at this location.

## Student Pick Up (pm)

From **3:15-3:45** pm daily, our parking lot is used as a bus loading zone for our 9 buses. There is **NO PARKING on site for student pick up at the end of the day.** Please note that dismissal time is very busy for students. It is important for families to establish a clear routine with children and the classroom teacher. If there is a change in routine, a note from the parent/guardian will be expected by the teacher each and every time. Parents picking up children at the end of the day should meet their child at the Student Pick-up Area off the staff parking lot, which is fully supervised by school staff. All students that are not riding a bus will be dismissed through the gym doors. Caregivers may park on Coronation or Stodola streets, on the opposite side of Ewing Drive from the school. If you wish to meet your child at the school, please walk to the doors outside the gym. A crossing guard is stationed in front of the school to assist.

Thank you for your help in ensuring a safe dismissal for all of our students.

### **Parking**

We do not offer parking on site for visitors during the school day. Street parking is available on Coronation and Stodola streets, in front of the school.

There are two accessible parking spots that are available for those with permits only.



At all times, cars may not be parked under signage that marks a fire route. Be especially aware of fire route signs located in the front drive around curve and the sign posted along the sidewalk by the front entrance to the school.

## Bus/Dismissal Procedures

Dismissal from school at the end of the instructional day is staggered to allow for a safe exit to the buses for all children. JK/SK children are paired with a 'Bus Buddy' – an older student who rides the same bus. The older student will escort the children from their Kindergarten classroom to the bus each day at dismissal and to the Kindergarten play area each day upon arrival at school. There is a teacher on duty to supervise the buses at the beginning and end of the school day. Kindergarten students will be ready for pick up at the gym entrance daily at 3:20. Kindergarten students who are bussed begin boarding buses between 3:20-3:30.

## **Communicating Bus Changes**

If your child is not taking the bus home on a particular day, you are required to let the teacher know in writing by sending a note "That your child, bus # \_\_\_\_ will be picked up and not taking the bus that day." Please make arrangements with your child before they come to school. Do not call the school with bus changes on the day. We cannot guarantee that your message will get to the appropriate recipient if we receive many changes.

Students may not ride buses other than the route they are assigned to. In the event of an emergency, please contact the school and a temporary emergency buss pass to change buses may be issued by the principal or vice-principal.

## **Pets on the Playground**

Parents should be aware that pets are not allowed on school property at any time. There are students with allergies, and the possibility of children hurting pets or vice-versa is our primary concern. We greatly appreciate your co-operation in this matter.

## **Nutrition Breaks**

Students take part in two nutrition breaks during the instructional day in assigned classrooms that are supervised by staff. Children remain on school property during the nutritional breaks. Students in Kindergarten thru Grade 5 may only leave school property accompanied by a parent/guardian or parental designate. Students in grades 6, 7 & 8 may leave school property during the second nutritional break with a signed note from a parent. The school does not advise that students of any age leave the school during the nutrition breaks where they are not supervised. If a child is given permission by a parent to leave the school during the second nutrition break, the parent assumes full responsibility for his/her child's activities and safety while not on school property.

## **Student Supplies**

A list of school supplies for families who are interested was sent home with students in June. Please note that all materials required for students to participate in the instructional program will be provided by the school (with the exception of shoes and clothing for physical activity). If you wish to receive an additional copy of this list, please contact your child's teacher.

## **School Cash Online Payment Website**

Payments for hot lunches, milk program, field trips, and other school items can be made through the School Cash Online banking system. In order to participate, families will need to create an account.

### **Register by following these three steps.**

Step 1: Visit: [\*\*www.schoolcashionline.com\*\*](http://www.schoolcashionline.com)

Step 2: Select "Get Started Now" and follow the steps to register

Step 3: After you receive the confirmation email, please select the '**click here**' option, sign in, and add each of your children to your household account.

The **Parent Help Desk** available to support you in using School Cash Online. Friendly staff are available 24/7 (365 days) and can support you with registration, password recoveries, finding children or any check out or payment issues.

## **Milk Program**

Beginning sometime in October, the school will run a milk program during the second nutrition break. Please watch for information to follow. All milk orders must be submitted through the school cash online system.

## **Picture Day**

Picture Day for all class and individual student pictures is scheduled for the Fall. Dates will be communicated to families in the fall. Grade 8 graduation pictures are taken in the Spring. Graduation pictures for Senior Kindergarten children are also taken in the spring months.

## **Attendance**

If a child will be absent, please phone the school before 9:00 AM at 519-751-2891 \*\*or press 1 to leave a voicemail anytime during the day or evening! If you leave a message please remember to tell us your child's name, your child's teacher's name, and the reason for the absence. Regular attendance is necessary if a student is to achieve satisfactory progress in school. Plenty of rest, good nutrition and physical activity are key ingredients for a healthy lifestyle and a good attendance pattern.

Illnesses or family emergencies occasionally can prevent a child from attending school. To ensure a full recovery and to avoid spreading germs to others, we respectfully request that parents keep children at home until they are feeling well enough to participate fully in all school activities, including recess. Please keep your child home and call your doctor for advice whenever your child has any of the following symptoms:

- vomiting or diarrhea through the night or before school
- ANY FEVER - temperature over 37 degrees C or 98.6 degrees F
- ear ache or any drainage from the ear
- red irritated eyes, with yellow discharge
- sore throat
- stomach aches and headaches
- any rash that the doctor hasn't seen
- persistent runny nose with thick mucous or a cough that does not go away, a cold that makes it hard to pay attention at school

Under normal circumstances, children who are well enough to attend school are expected to participate in recesses.

## **Punctuality**

Accepting responsibility for being punctual is an important life skill. Students are expected to arrive promptly for school. Late students interrupt classes, distract others and often miss routines and announcements.

If your child will be late for school, please call the school (519-751-2891) in advance. A student who arrives late at school for any reason must report to the office before going to class. Students will be given a late stamp before they may enter class.

Attendance is monitored by an Attendance Counsellor throughout the school year. Parents will be informed by letter when their child's attendance is of concern.

A parent wishing their child to be excused from school early must send a note to the classroom teacher. Do not call the school office to make this request during the day. Students who will be missing school for a period of more than 3 consecutive days that is not due to illness are requested to complete the "Request for Temporary Absence" form, available from the school website or the main office.

For safety reasons, parents picking up a child early must meet that child at the school office and sign the student out prior to leaving.

## **Emergencies**

An accident or an injury can happen at any time and our first concern is to give immediate attention to the student. If the injury is minor, the student receives first aid and when ready, returns to class. Parents will be contacted to pick up a student who is not feeling well enough to participate in the classroom program.

For serious injuries, emergency personnel will be called and parents will be notified immediately. If a child has fallen and is in obvious distress, an ambulance will be called. Parents will be responsible for the cost of the ambulance. This emphasizes the importance of accurate and current information being kept on file in the office. Notify the office as soon as possible if there are any changes in your family such as telephone numbers, employment, emergency contacts or guardianship.

Fire Drills and School Lock Down procedures are held and emergency procedures are reviewed regularly. Students also practise multiple safety drills to prepare them in case of an emergency situation. It is imperative that students wear shoes at school at all times. Leaving an extra pair of shoes at school is required. In an emergency dismissal, there may not be sufficient time for students to put on boots and coats.

## **Inclement Weather**

### **École Confédération is located in Zone 3 and 4 for school closures.**

In extreme weather conditions, parents should listen to CKPC Radio 1380 AM or CKPC 92.1 FM early in the morning for announcements regarding bus cancellations and school closures. The announcement will be specific to bus zones. Check the Board or school's transportation section of the website for up to date information. The following is a list of zones by bus route number:

503 = Paris - ZONE 3 and 4  
504 = St George - ZONE 3 and 4  
505 = Ancaster, Hwy 2/53 - ZONE 3 and 4  
507 = BRANTFORD ONLY - Zone 4

509 = BRANTFORD ONLY - Zone 4  
510 = Lynden Rd - ZONE 3 and 4  
519 = BRANTFORD ONLY – ZONE 4  
528 = BRANTFORD ONLY – ZONE 4  
543 = BRANTFORD ONLY – ZONE 4

Please remember that when transportation service to the schools is cancelled, the schools are closed. Check for Transportation information through the GEDSB website or our website under the "Transportation" tab.

Students benefit from active play during outdoor recesses and should come dressed appropriately for a variety of weather conditions. In extreme weather conditions students will be brought in to the school for an indoor recess.

## **Student Telephone Use**

Due to the limited space in our school office and the high amount of telephone usage, student use of the telephone to call parents for emergencies (forgotten lunches, permission slips etc.) will be limited to recess periods in the morning and the afternoon. Please be assured that the École Confederation staff will continue to contact you in case of illness, accidents or upsets as soon as possible.

## **Student Deliveries**

If your child has forgotten something at home and you are delivering it to the school office, please put your child's name & your child's teacher's name on it. We have several deliveries made daily to the office for students and we cannot remember who items belong to if they are not labelled correctly. If your child knows that you are dropping

something off, they should be coming to the office to check to see if it has been delivered. Please remind them that you will drop it off and for them, and that they should come down and check for it.

## **Bicycles, Roller Blades, Scooters, Skateboards, Pogo Sticks**

Parents who give permission for their child to ride a bike to school are encouraged to review the traffic safety rules with their child. The school CANNOT assume responsibility for the loss of or damage to a bicycle. It is strongly recommended that students lock up their bicycles with a combination lock. Bicycles cannot be brought in to the school for storage. Bicycle racks are provided along the parking lot side of the school. Helmets are required.

If students ride their bicycles to school, they must dismount and walk their bike on and off school property.

Roller blades, pogo sticks, skateboards and scooters are NOT permitted on school property or buses.

## **Indoor Shoes**

In order to keep our classrooms neat and clean, students are expected to have a pair of indoor shoes to wear in the classroom. Wet and muddy footwear will be left in the hallway outside the classroom door. Running shoes are best as these can then be used in the gym.

## **Playground Behaviour**

We are fortunate to have a large playground. Students of all ages enjoy a variety of recess activities such as square ball, basketball, and tag. Teachers also assign their class various pieces of game specific equipment. During the recess periods and noon hour, staff are on duty to monitor student play and behaviour.

## **Dress Code**

All partners in the education of our children at École Confédération (Administrators, Teachers, Parents/Guardians, Support Staff, Community Volunteers and Students) promote a positive attitude and an environment that can maximize learning and mutual respect. Clothing worn at school should be respectful and conducive to an academic environment. Students, teachers, support staff, volunteers and visitors are expected to follow the dress code.

- Clothing should sufficiently cover the body and undergarments
- Clothing should not be distracting or offensive e.g., no inappropriate advertising (alcohol or illegal substances); no inappropriate language/pictures (or implications of inappropriateness).

In instances of inappropriate clothing worn to school, the student will be given the opportunity to change the clothing, which may involve contact with parents.

## **Medication for Students**

On occasion, we have been asked by parents to ensure that their child receives prescribed medication. Please be aware that in order to do so, you are required to have your doctor complete the 'Authorization for Administration of Medication' form. This form can be obtained by contacting our school clerical team in the office. This requirement includes all medication - epi-pen, oral medication including Aspirin, Tylenol, sunscreen etc. Under new legislation, students with Asthma are permitted to carry their own inhalers without a signed authorization form. If your child has asthma, please contact your child's teacher to discuss his/her personal plan for managing symptoms.

## **Head Lice**

Head Lice is not a communicable disease but it is very frustrating for parents and the school. It is a serious and difficult problem to eliminate. The school will conduct head lice checks at various points throughout the school year,

most notably following breaks in the school year. It is the policy of The Grand Erie District School Board that children who have lice will be sent home for treatment. All nits and lice must be removed before a child may be readmitted to the school. A letter will be sent home to all parents of children in a classroom where lice has been detected. Parents are advised to perform regular head lice checks at home.

## **Peanut/Tree Nut Allergies**

We strive to be a peanut free school! Products containing nuts or that may have come into contact with nuts are not prohibited at school. In compliance with Grand Erie District School Board policy, Peanut butter substitutes that are nut-free are not allowed in our school. These products look, smell, and taste like peanut butter. The concern is that some children might mistakenly think it is okay to bring peanut butter sandwiches in their lunches when they see their classmates eating the substitute product. We simply cannot run the risk of any student or staff member being exposed to peanuts, as this may cause an allergic reaction. The safety and health of our students and staff must come first.

## **School Agendas**

Agenda's will be provided to all students in grades 1-8 on the first day of school. The agendas will facilitate communication between the school and home and assist with developing students' goal setting, planning and organizational skills. The school expects that the students' learning and achievement will be enhanced when all partners communicate clearly and support common goals. Please look for the agenda to come home each day. Each teacher may implement them differently and expectations may vary (i.e., some teachers will ask for a parent signature each day, etc.) The success of the agenda program will depend on the involvement of the teachers and parents. Together we can make a difference for our students and enhance communication between home and school. Donations to offset the cost of the agendas will be accepted in the fall.

The Kindergarten teachers will implement another method of regular communication with parents.

## **Reporting of Student Achievement**

Parents receive a Progress Report in November that focuses on the Learning Skills; Report Cards that address the academic strands are administered in January and June. Curriculum documents used in our program can be accessed through the Ministry of Education website. Many of the Board level documents can be accessed through The Grand Erie District School Board website. It is important to note that the French Immersion Program follows the same curriculum expectations as the regular stream English language schools.

Check the school's website for teacher and school updates. Some teachers will send out classroom information electronically through applications such as Remind, class blog, or Class Dojo. Please look for information on accessing these forums to come from your child's teacher in the fall.

## **GEDSB Policy - Harassment of Employees by Visitors**

The Grand Erie District School Board has a Zero Tolerance policy toward all forms of harassment. The Board is committed to providing a working and learning environment that is free of harassment, which supports productivity and the personal goals of dignity and self-esteem of every individual. The Board expects all students, staff and visitors to behave in a respectful, courteous and appropriate manner at all times. The Board will respond to all forms of unacceptable behaviour in a manner consistent with the Board Policy, Procedure on Harassment. To view the policy, please visit the Board's website at [www.gesb.ca](http://www.gesb.ca) and select the drop down menu titled Board.

## **Board Protocols**

All schools in Grand Erie follow certain Protocols for Child Protection, Police, School and Community Threat Risk Assessment and Tragic Events. Details of these protocols be found at [granderie.ca](http://granderie.ca)



# Code of Conduct: Supporting Students in a Safe and Caring Learning Environment

## Philosophy

We are very proud of our school and community and believe that every student is unique and special. The purpose of the Code of Conduct is to establish a safe, secure and nurturing educational environment for all students. We believe that every student has a right to an education without disruption and a responsibility to allow others the same right.

Students are responsible for their own behaviour and are capable of making appropriate choices. They cannot blame the environment, teachers, parents, or peers for their own actions.

## Partnership

Education is a partnership between the school staff, the parents, and the students. Parent involvement and support are essential for the successful education of each student. All share responsibility for encouraging and reinforcing responsible behaviour and good decision making.

## Proactive Measures

Many proactive measures will be taken to encourage positive and responsible behaviour. The school stresses the benefits of positive behaviour and will reward the same through student recognition programs, assemblies, and will provide leadership opportunities. It is important to recognize when students are doing things right and to let them and their parents know. A variety of school-wide social skills programs are fully implemented from JK to Grade 8.

## Roles and Responsibilities

The Role of School Personnel:

- To demonstrate care and commitment to academic excellence and a safe teaching and learning environment
- To act as role models and to hold everyone to the highest standard of respectful and responsible behaviour
- To maintain a consistent standard of behaviour respectful of the human rights of all participants
- To communicate regularly and meaningfully with all members of the school community
- To demonstrate respect for all students, staff, and parents
- To prepare students for the full responsibilities of citizenship

The Role of Students:

- To attend school prepared, on time and ready to learn
- To show respect for themselves, others and to those in authority
- To refrain from bringing anything to school that may compromise the safety of others
- To follow established rules and take responsibility for their actions
- To come to school dressed appropriately

The Role of Parents/Guardians:

- To show an active interest in their child's school work and progress
- To communicate regularly with school personnel
- To ensure their child attends school regularly and on time
- To help their child be neat, appropriately dressed and prepared for school
- To report promptly to the school their child's absence or late arrival
- To become familiar with the Code of Conduct and school rules, and assist their child in following these rules of behaviour
- To assist school staff in dealing with disciplinary issues

## Standards of Behaviour for School Community

The standards of behaviour for the school community as outlined in board policy are divided into two categories:

### A) Respect, Civility, & Responsible Citizenship

All members of the school must:

- Respect and comply with all applicable laws
- Demonstrate honesty and integrity
- Respect differences in people
- Treat one another with dignity and respect
- Respect and treat others fairly
- Respect the rights of others
- Show proper care/regard for school and others' property
- Take appropriate measures to help those in need
- Seek staff assistance, if necessary, to resolve conflict peacefully
- Respect all members of the school community, especially persons in positions of authority
- Respect the needs of others to work in an environment that is conducive to learning and teaching
- Use respectful language when interacting with others face to face and on-line, both inside and outside of school hours.

### B) Safety

All members of the school community must not:

- Engage in bullying behaviour
- Commit sexual assault
- Traffic in weapons or illegal drugs
- Provide alcohol to a minor
- Commit robbery
- Be in possession of any weapons, including, but not limited to, firearms
- Use any objects to threaten or intimidate another person
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs
- Inflict or encourage others to inflict bodily harm on another person
- Engage in hate propaganda and other forms of hate or bias-motivated behaviours
- Commit an act of vandalism that causes damage to school property or to property located on the premises of the school

# Bullying

Bullying is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear or distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Bullying adversely affects students' ability to learn, the maintenance and establishment of healthy relationships and the school climate. Therefore, bullying will not be tolerated on school property, at school-related activities, on school buses or in any other circumstance (e.g. online) where engaging in bullying will have a negative impact on school climate.

To combat bullying, École Confédération:

- Has a Safe School Team responsible for school safety
- Has a Bullying Prevention and Intervention Plan
- Trains staff and educates the community through the GEDSB Safe Schools Committee
- Provides support for students who have been bullied through school-level and system-level Support Staff

The Grand Erie District School Board takes a progressive discipline approach to promote positive student behaviour. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences that include opportunities for reinforcing positive behaviour while helping students make good choices.

A progressive discipline approach includes:

- Early and ongoing intervention
- Strategies addressing inappropriate behaviour
- Opportunities for students to learn from choices

# Technology and the Internet

All technology available to students must be used in accordance with the GEDSB Code of Conduct. It may not be used or accessed for any illegal purposes including, but not limited to, harassment, threats, pornography or violence. Students must follow the GEDSB "Code of Digital Citizenship", which requires students to protect and respect by engaging in responsible actions in the digital world, which include:

## **Protect**

- Not posting information that will put themselves or others at risk;
- Reporting online attacks or inappropriate behaviour directed at themselves or others;
- Protecting themselves, passwords, and their resources.
- Refraining from forwarding inappropriate communications or materials
- Refraining from pirating or distributing digital resources that aren't free or don't belong to them;
- Verifying the accuracy of online information

## **Respect**

- Giving thoughtful consideration as to what personal information about their lives, experiences and relationships that they post;
- Respecting themselves and others through online actions and responses;
- Refraining from using electronic media to insult, bully, harass or stalk other people;
- Refraining from visiting inappropriate sites;
- Requesting permission to use online resources when necessary and cite all references to websites, books, media, etc.;
- Respecting all equipment and all resources available to them.