



Teeterville Public School

Home of the Tigers



Student Name

Student and Parent Handbook

2015-2016

PRINCIPAL

Mrs. Andrea Smith

SECRETARY

Mrs. Karen Csoff

PHONE: (519) 443-8447

FAX: (519) 443-8271

SCHOOL WEBSITE: www.granderie.ca/teeterville

Parent's Signature: _____

(Please sign after reading the handbook. Call the school with any questions.)

Message from the Principal

As the principal of Teeterville Public School, I would like to welcome all parents and students to a new school year. I am looking forward to a positive year of learning and growing together. Please read through the agenda/planner to refer to current school policies and procedures. The agenda is a great organizational tool for students and can also be used for communication purposes between home and school.

Don't hesitate to contact me or your child's teacher regarding questions or concerns throughout the year. With a joint commitment to our children's education we can achieve success for all. Go Tigers!

A. Smith,
Principal

Daily Schedule and Balanced Day

The following schedule outlines our school day. There are three, 100 minute teaching/learning blocks with a recess (20 minutes) and nutrition break (20 minutes) between these blocks. There are also recesses at the beginning and ending of each day.

| Time | Period / Activity |
|---------------|---|
| 8:20 - 8:50 | Buses Arrive / Recess |
| 8:50 - 10:30 | 1 st Teaching Block, Periods 1 and 2 |
| 10:30 - 10:50 | Recess |
| 10:50 - 11:10 | Nutrition Break |
| 11:10 - 12:50 | 2 nd Teaching Block, Periods 3 and 4 |
| 12:50 - 1:10 | Recess |
| 1:10 - 1:30 | Nutrition Break |
| 1:30 - 3:10 | 3 rd Teaching Block, Periods 5 and 6 |
| 3:10 - 3:30 | Dismissal, Recess, Buses |

School and School Board Policies and Procedures

Safe Arrival and Departure

We have a number of procedures and routines in place regarding arrival and departure and the purpose of these is SAFETY.

Safe Arrival

Parents/guardians who are bringing their children to school during the first recess (8:30-8:50), should escort them to the main entrance of the school. Students will enter via the front door and continue through the halls and onto the playground through the exit adjacent to Room 4. School yard supervision begins at 8:30 a.m. Please do not drop off your children before 8:30. If you need to discuss something with a staff member, please go into the office and Mrs. Csoff will assist you. Keep in mind that the staff members outside are on duty, supervising the children.

When bringing your children to school after 8:50 (school start), parents need to accompany their children into the building, sign them in, and obtain an admit slip. Students walk to their classrooms on their own; parents are not to escort them to their classrooms. All guests, including parents, are to sign in at the office when they come into the school, e.g., to participate in an event, or to volunteer.

If your child is going to be late or absent for any reason, please call the school to let us know.

Safe Departure

When parents are picking up their children early, they need to sign them out at the office before they leave the building. Students will be called down to the office. Parents need to wait in the office area in the front hall. Also, if someone other than the parent or guardian will be picking up their child, the parent needs to make the school aware of the change in advance. During the last recess of the day students do not use the front doors unless they are escorted by a teacher or parent. The front paved area becomes very busy with vehicles and buses at that time of day. Students must use the Kindergarten or Primary doors to go out for recess and to re-enter the building. Parents, who are picking up their children after 3:10 (end of classes), must report to the office and the secretary will page the student in from the yard. The students will then meet their parents at the office. Please confirm with Mrs. Csoff at the office, that you have your child, before leaving the school, and please do NOT take your child directly from the yard.

Student Absence

Students are expected to be in attendance and at school on time each school day except for personal illness or family emergencies. At the beginning of each morning and afternoon, staff members take attendance. If your child is going to be absent from school, please call us (443-8447). If a student is absent and we have not received a note or a call from you, our school secretary will contact you to determine the whereabouts of your child. Your phone call will help us out greatly and ensure that your child is safe. A pupil's absence under the conditions of Regulation 298, S.23 (2), will be either a "legitimate excuse" or "truancy". If the pupil does not have a legitimate excuse for an absence, he/she will be considered truant. If the principal considers the pupil's pattern of attendance to be of concern, the Attendance Councillor will be contacted. Children who are continually late or absent lose out on academic learning. Regular attendance is crucial to success in school.

Inclement Weather

Teeterville Public School is in **ZONE 1**. To be sure of any school cancellation or bus delay, please listen to any of the following radio stations: 820 AM CHAM HAMILTON, 900 AM CHML HAMILTON, Y95 FM HAMILTON, 1150 AM CKOC HAMILTON, 1380 AM CKPC BRANTFORD, 92.1 FM CKPC BRANTFORD, 100.3 FM CKRZ OSHWEKEN, 1479 AM CHOW WELLAND, My FM (formerly CD98.9 FM SIMCOE), K104 FM WOODSTOCK, 101.3 FM CKOT TILLSONBURG.

Buses Delayed: On days when buses are delayed due to the weather, it means that the start of school is delayed as well.

Buses Cancelled: If busses are cancelled in Zone 1, Teeterville Public School will be CLOSED to all students and staff.

Early closure: The decision to close the school early due to bad weather is made by the Director of our school board. Schools are notified by noon. We notify all parents who have students in grades JK-5, and also parents of grades 6-8, if they have indicated on their form in September, that they request a call. There is a section on the Student Update Form that is updated by parents each September, where parents of grade 6-8 students can state whether they want the call or not. Mrs. Csoff sets up a phone tree each year to facilitate informing parents as quickly as possible about early closure. The children of parents who cannot be reached by phone, will remain at the school until the parents come to pick them up.

Bus Changes

Bus routes and student assignments to buses have been carefully allocated by Board transportation personnel in order to make the best use of the seating available. Effective September 2008, Transportation Services announced the following transportation policies:

- One route to school and one route to home. The two addresses can be different, but the AM address must remain the same and the PM address must remain the same. No schedules will be permitted (example, Monday to the babysitter, Tuesday to home, Wednesday to the babysitter, etc.). Bus Transportation, must be made by parents ahead of time to accommodate these activities.
- Bus passes will be issued ONLY in emergency situations. Bus passes will not be issued on a casual basis, (e.g., for birthday parties, sleep overs, babysitting, lessons, etc). Arrangements, which do not involve use of Bus Transportation, must be made by parents ahead of time to accommodate these activities.

Permission Forms

Whenever field trips, bus excursions, etc. are planned, you will receive permission forms which must be completed in full, signed by the parent or guardian, and returned to the school prior to departure. The school office requires these completed forms if your child is to participate in the planned activity. In the event that we do not receive the forms with your signature, your child will remain at school and participate in an alternate program.

Ontario Health Cards

Students are responsible for carrying their Ontario Health Cards with them when going outside their local school community.

Volunteers and Mandatory Police Checks

The volunteers at our school contribute in so many ways, and help to make it a great school. We are always looking for more people who are able to donate some time and/or talent to help in our school. Volunteering can be done throughout the year or for a specific event, for example: classroom help, field trips, driving to sporting events, library, school events, Breakfast Program, School Council or Home and School.

Volunteering that involves direct contact with students requires a police check to be done. Police checks are valid for two calendar years and are available at no cost, if a letter from the school is presented to the OPP with the request. If you are interested in being a volunteer, please contact the school for the police check request letter, or to check on your renewal date (if you already have a police check in at the school).

Administration of Medication

It is the policy of the Grand Erie District School Board that students bringing **non-prescription medication** to school are responsible to care for it. School staff members are not permitted to dispense non-prescription medication at any time or to hold the non-prescription medication. Students requiring assistance with non-prescription medication need a parent or guardian to come to the school at the appropriate time to administer this medication. We do not encourage students to bring non-prescription medication to school, unless there is a medical reason for this.

In the case of **prescribed medication**, a ***Request for School Assistance in Health Care*** form must be completed and forwarded to the principal. The "Physician's Statement for Health Care Assistance During School Hours" section of this form must be completed by your doctor. Prescribed medication needs to be in the prescription container, clearly labelled, and must clearly indicate dosage. Safety for our students is our top priority.

Products Not Allowed at School

Aerosol products e.g., perfumes, colognes, antiperspirants, hair sprays that are in aerosol containers are not allowed at school. All energy drinks, (*e.g., Red Bull, Jolt), are not allowed at school.

Some students have severe, life-threatening, allergic reactions to certain foods, therefore, students are not allowed to bring any snack, lunch or treat items to school that have **peanuts, cashews, (also, traces of nuts) or shellfish** in them. It is critical for the children's safety to keep the classrooms free of related products e.g., products that say "may contain traces of nuts" may have traces of cashews in them.

Please note...

There's a peanut-free soy nut butter product on the market that says it's a peanut butter substitute and safe for schools. Grand Erie District School Board requests that parents and staff refrain from bringing this product into our peanut-free schools.

If it's peanut-free then what's the big deal? This product looks, smells, and tastes like peanut butter. The concern is that some children may think it is okay to bring peanut butter sandwiches in their lunches when they see their classmates eating the soy 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.

For more information on the Board's Anaphylaxis (allergic reactions) Procedure SO115, please visit www.granderie.ca.

As a Grand Erie School, at Teeterville Public School We Are Committed To:

Character Education Model

Our goal is to develop positive, responsible behaviour in a safe learning environment. Fostering the Character Attributes highlighted by the Grand Erie District School Board throughout our programs. With the cooperation of students, parents and staff, we can achieve this essential goal. For a list of character attributes and their definitions, please refer to the back cover of your child's agenda.

Tribes Community Agreements

Our school uses Tribes Community Agreements as a foundational piece for expected behaviour. The four agreements are:

1. **Attentive Listening:** To pay close attention to one another's expression of ideas, opinions and feelings; to check for understanding; and to let others know that they have been heard.
2. **Appreciation / No Put-Downs:** To treat others kindly; to state appreciation for unique qualities, gifts, skills and contributions; to avoid negative remarks, name-calling, hurtful gestures and behaviours.
3. **Right to Participate and to Pass:** To have the right to choose when and to what extent one will participate in a group activity; to observe quietly if not participating actively; and to choose whether to offer observations later to a group when asked to do so.
4. **Mutual Respect:** To affirm the value and uniqueness of each person; to recognize and appreciate individual and cultural differences; and offer feedback that encourages growth.

Code of Conduct for Teeterville Public School

Teeterville Public School is committed to promoting and supporting appropriate student behaviours that contribute to and sustain a safe learning and teaching environment. It is our goal to provide a positive school climate in which each student can reach his or her full potential. We provide programs that promote respect, civility, responsible citizenship and safety. We endeavour to create a student-centred educational community whose members support one another with mutual respect, understanding, and acceptance.

Standards of Behaviour in Grand Erie Schools

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

A) Respect, Civility, & Responsible Citizenship

All members of the school community **must**:

- Respect and comply with all applicable federal, provincial and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas, and their opinions
- Treat one another with dignity and respect at all times, and especially when there is a disagreement
- Respect and treat others fairly regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability
- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Seek assistance from a member of the school staff, 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
- Not swear at or make rude gestures to a teacher or at another person in a position of authority

B) Safety

All members of the school community **must not**:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic weapons or drugs
- Provide alcohol or illicit drugs to a minor
- Commit robbery

- Be in possession of any weapon
- Use any object to threaten or intimidate another person
- Cause injury to any person with an object intentionally or recklessly
- Be in possession of, or be 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 behaviour motivated by hate or bias
- Commit an act of vandalism that causes damage to school or Board property
- Create a disturbance in a school, on school property, or at a school sanctioned event which disrupts or disquiets the proceedings of the school or class or otherwise disrupts the operation of a school or the learning environment
- Compromise the safety and dignity of persons with the potential for invasion of personal privacy made possible by the inappropriate use of personal electronic devices or the internet

Roles and Responsibilities

The Role of the Students:

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. The role of students is:

- To refrain from bringing anything to school that may compromise the safety of others
- To follow the established rules and take responsibility for their own actions, at school, on the bus and when representing the school in the community
- To accept responsibility for misbehaviour; accept discipline and consequences
- To attend class punctually and regularly
- To be diligent in attempting to master the learning expectations for their program
- To understand the nature of bullying and harassment, and refrain from engaging in conduct of this nature

The Role of Parents/Guardians:

Parents/guardians play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. The role of parents and guardians is:

- To show an active interest in their child's school work and progress
- To communicate regularly with the school
- To check backpacks and agendas daily, and respond to notes and forms
- To provide appropriate and sufficient school lunches
- To help their child be neat, appropriately dressed and prepared for school
- To ensure that their child attends regularly and on time
- To promptly report to the school their child's absence or late arrival
- To show that they are familiar with the Code of Conduct and school rules; encourage and assist their child in following these rules of behaviour
- To assist school staff in dealing with disciplinary issues involving their child

Safe School Policy

A safe and caring school is a school community that is free from violence, bullying, harassment, abuse, threats, discrimination and vandalism.

Any act of aggression or unacceptable behaviour will result in a consequence.

Each incident will be dealt with on an individual basis. Since each case is different, staff will determine which consequence is appropriate and when to move from one to another. In some situations suspension and/or police involvement will be immediate.

Bullying and Harassment Prevention and Intervention

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or known to cause) fear and 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.

Harassment is defined as behaviour, such as conduct or comments, which is unwelcome and inappropriate or otherwise offensive to an individual or group of individuals, thus creating an uncomfortable learning environment.

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

As part of our School Improvement Plan, preventative strategies and measures will be provided and reinforced in programs and performances for our students. Resources will be used to teach and reinforce bullying and harassment prevention and intervention techniques. The Character Education Model, described above, will be used to shape acceptable behaviour and responses.

All Grand Erie District School Board employees take seriously all allegations of bullying, harassment, racism, gender-based violence, homophobia, sexual harassment, inappropriate sexual behaviour, and any other negative behaviour which would impact on the school climate.

Teeterville Public School recognizes that any students who are targeted by any form of bullying or harassment may experience negative effects. As such, part of our Progressive Discipline approach includes support for those students and families who are experiencing victimization. Support may include:

- ensuring reporting of incidents
- a reporting procedure and support plan for students
- responding effectively to incidents
- informing parents and including them in problem-solving
- referral to board student support services
- referral to the Safe Schools Team
- referral to community agencies for support
- collaboration with Police services where appropriate

Progressive Discipline

Grand Erie District School Board endorses early and ongoing prevention and intervention to promote positive behaviour. Opportunity for students to learn from their choices is a critical element. We use a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. Interventions include opportunities for reinforcing positive behaviour while helping students make good choices.

Prevention and Intervention

Prevention and early intervention are essential in maintaining a positive school environment in which students can learn. Opportunities for students to learn from the choices they make are ongoing, i.e., to address inappropriate behaviours/attitudes and work with the team members at the school, who are dedicated to their support. This process also informs parents, bringing to their attention awareness of the situation and asking for their supportive involvement.

Prevention and intervention strategies include:

1. All students are taught classroom rules and School Code of Conduct.
2. Bullying prevention program is taught to students.
3. Character education is taught and modeled by staff and students.
4. Students are given a chance to review rules to ensure they understand them.

The continuum of interventions, supports, and consequences developed must be developmentally appropriate, and include opportunities for students to focus on improving behaviour. When addressing inappropriate student behaviours or attitudes, consideration is given to the particular student and the circumstances of the behaviour or attitude, the nature and severity of the behaviour or attitude and the impact of the inappropriate behaviour or attitude on the school climate. Disciplinary interventions, supports and consequences for students with special education needs are considered in conjunction with the student's strengths, needs, goals and expectations as outlined in the Individualized Education Plan. Consequences for inappropriate behaviour may include, but are not limited to: meeting with the parent(s)/guardian(s), student, and principal; referral to a community agency for counseling support and intervention; detentions or loss of privileges; and suspension and/or expulsion.

Progressive Discipline addresses four levels of intervention. The level of intervention or discipline is based on the consideration of the nature, frequency, severity and impact of the misconduct and of the mitigating and other factors in each individual case, with the goal of changing the student's behaviour. Each progressive stage represents more serious behaviour and corresponding circumstances.

Level 1 discipline is employed for minor acts of misconduct which interfere with orderly school procedures, functions, extracurricular programs, or a student's own learning. These minor acts are most often addressed by the teacher in the classroom, or the educational assistant.

Level 2 discipline offences are acts of misconduct that require increased intervention. These acts may include, but are not limited to, repeated unrelated acts of minor inappropriate behaviour directed against persons or property, but which do not seriously endanger health, safety or well-being of others. Involvement of student support staff, parents/guardians and administration will support the student and assist the classroom teacher in correcting the behaviour.

Level 3 offences requiring disciplinary intervention are serious acts of misconduct that have significant impact on the school climate, threats to health, safety, or property. Suspension may be considered by the principal as a necessary intervention. Student, parents/guardians, school and support staff communication is necessary to resolve the issue and ensure that supports are in place to meet student needs.

Level 4 offences represent the most serious acts of misconduct and as such may require intrusive intervention such as suspension pending expulsion. These acts may require involvement of Police Services.

Progressive Discipline Strategies

- Progressive Discipline is viewed as part of the problem solving process and with the goals of improving behaviour, and learning to make positive choices
- Ensure that the student understands why the behaviour is not acceptable
- Counseling sessions to encourage improvement
- In-class activities to encourage inclusion, anti-bullying
- Development of Character Education
- Direct intervention with school administration to correct bus, yard and/or class behaviour
- Withdrawal of privileges for numerous and/or serious infractions
- In-school withdrawal of student from regular programs for a time
- Working with parents to assist in changing the behaviour of the students without official suspensions
- Suspensions can occur with/without police involvement
- Expulsions (excluding the student from school because of total disregard for the rights of others)

Possible Consequences for Inappropriate Behaviour

- Warning
- Dialogue and counseling with teacher, principal or other Board personnel
- Time out in a Quiet Zone
- Apology
- Loss of privileges, e.g., withdrawal from special events, extra-curricular events
- Completing problem solving form
- Referral to principal
- Communication with parents/guardians
- Detention
- Behavioural contract
- Withdrawal from classroom or school yard
- Restitution for damage or loss
- Student-based team meeting to develop action plan
- Referral to in-school resource team
- Development of an IEP for behaviour
- Case Conference
- Police involvement
- Involvement of Community Services
- Involvement of the Children's Aid Society, School Resource Officer or alternate education opportunities
- Threat or risk assessment
- Suspension
- Alternate or shortened day
- Expulsion

Recess Reminders

Playground Rules

Please take note of the following playground rules:

- Students must stay on school property. (If an object such as a ball goes out of boundaries and into the woods, the teacher on duty will ask our custodian to retrieve the item at a convenient time. Students are not allowed to go into the wooded area.)
- No climbing the fence or baseball screen.
- No throwing objects of any kind e.g., sand, sticks, snow or stones. These items stay on the ground.

Apparatus Rules

- Students are not allowed on the apparatus in the winter, when the ground is frozen or the apparatus is wet.
- No tag on the apparatus.
- No standing on the duck sea-saw - sitting only.
- No rolling completely around the snake - sitting only, on the snake.
- Students are not allowed on the outside of the tube.
- On the slide: one person, seated, feet first only. No standing on the slide or walking up the slide.
- No wearing scarves or clothes with strings on the slide.
- Proper footwear is required (no flip flops).
- No sitting on top of the monkey bars, or hanging by the legs from the monkey bars.

Dress Code

All partners in the education of our children at Teeterville Public School (administrators, teachers, parents, 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. Clothing that distracts from the learning atmosphere is considered inappropriate for the school setting. Students, teachers, support staff, volunteers and visitors are expected to follow the dress code.

Expectations

- All staff and students should be dressed in a manner that shows modesty, respect for themselves and others. Clothing must be appropriate to a **school setting**.
 - Clothing should sufficiently cover the body and undergarments (including e.g., chest, shoulders, bra straps and underwear). Shirts should have straps of acceptable width (at least the width of two fingers); no visible spaghetti strapped or strapless tops, halter tops, racer back tops, or muscle shirts. Necklines should not be revealing.
 - Clothing should not be distracting or offensive e.g., no inappropriate advertising (alcohol or illegal substances); no inappropriate language/pictures (or implications of inappropriateness).
 - The hemline of shorts/skirts should be a length that is appropriate for school, e.g., not shorter than mid-thigh in front and back, or 5 inches above the knee.
 - Headwear must be removed when in the school.
 - For hygienic reasons clothing should not be shared by students.
 - No outdoor coats or jackets are to be worn in the classroom.
 - Suitable footwear is required at all times.
 - Shirts must reach the pant/skirt top when sitting, standing up and bending (no bare midriffs).
 - Pyjama tops or bottoms are not allowed.
 - Steel-toed shoes present a risk to others and should not be worn.
 - Chains and steel studded accessories are not allowed e.g., as part of dress or fashion.
 - Running shoes with wheels in the soles are not allowed.
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1. Discretion should be used in the application of makeup, cologne, perfume, hygiene products or other body scents to show consideration for those who experience allergic or respiratory reactions.
 2. Students should not wear costumes to school except when spirit days or special events are planned.

Procedures to Deal with Inappropriate Dress

1. Discuss reasons for inappropriateness.
2. Change or cover up until appropriate attire is available.
3. Call home for a change of clothing.
4. Provide alternate clothing if arrangements cannot be made.

Tips for Appropriate Dress for Physical Education

Physical Education is a mandatory component of the school curriculum as outlined by the Ministry of Education. Proper attire is necessary to ensure your child's safety.

- Rubber soled running shoes that fit properly
- T-shirt or sweatshirt
- Shorts preferred (avoid baggy pants, pants with frayed hem lines, hemlines that touch the floor)

For Outside Activities, Such as Recess

Environmental conditions dictate the need for appropriate seasonal wear. Listening to the radio or television, or checking online for the weather before school is important to ensure that your child will be dressed appropriately throughout the day. In winter coats, mitts, hats, boots and protective pants are strongly recommended. Sun safety is a year-round concern. Appropriate hats, sunglasses and sun screen are advised and encouraged.

Out of School Activities

Dress requirements for out-of-school activities will be discussed prior to the event but should always be a positive reflection of our school and follow our dress code.

Transportation

Rules of Conduct For Students Using Board of Education Transportation

Riding a bus is a privilege and not a right. This privilege may be withdrawn if a student does not follow the rules of conduct and is a threat to the safety of him/herself or others on the bus.

The principal of the school which a student attends is responsible for the student from the time of entering the bus until let off at a designated location. This responsibility includes any disciplinary action considered necessary. Infractions of the rules are to be reported promptly by the driver of the bus to the principal.

Students Will Observe the Following Rules of Conduct on the Bus

- Board and exit the bus in an orderly fashion e.g., no running or pushing. Be seated as directed by the driver in accordance with the driver's/principal's plan.
- Treat the driver and other students with respect.
- Respect bus property and the property of others.
- Understand that physical, sexual, psychological abuse, bullying and harassment are unacceptable.
- Use acceptable language.
- Remain seated, facing forward (arms, legs or head must not protrude into the aisle or out the windows)
- Talk quietly; the bus driver needs to concentrate on traffic and safety.
- Never throw items on the bus or out of the bus.
- Adjust the windows only with the permission of the driver.
- Do not bring the following on the bus: food, drink, gum, cigarettes, firecrackers, lighters, matches, knives or any other dangerous or annoying objects.
- All expectations outlined in the school code of conduct apply while riding the bus.

Home and School Is a Partnership

How Can Parents Assist?

It is so important for home and school to work together. In our efforts to achieve this goal it is recommended that you talk to your child about school and learning regularly, and stay involved with the school. Our School Council has also made some suggestions:

Suggested Learning Activities

- read to/with your child daily – books, newspaper, magazines, etc.
- monitor completion of homework
- assist with review and study topics, concepts, skills, notes taught at school
- practice math facts - addition, subtraction, multiplication, division
- watch the news, documentaries together, and discuss
- encourage computer skill-based activities, i.e., keyboarding skills, math and language programs
- visit the library
- play educational games, e.g. scrabble, chess, checkers, card games

Learning Environment

- provide a quiet, well-lit area with proper materials for school work
- establish a consistent time frame for homework, study and reading
- discourage phone calls from friends and use of social media during scheduled homework times
- ensure children are not tired or hungry

Textbooks and Library Books

Whenever textbooks are issued to students or signed out overnight, it is their responsibility to ensure that the book remains in good condition. If a student damages or misplaces a textbook, it is their responsibility to pay for the repair (\$10 minimum) or replace the book (full cost).

Students are encouraged to borrow books from the school library. If a student loses or damages a book it is their responsibility to replace the book or to pay an \$8.00 fine.

Nutrition

Students are encouraged to bring healthy lunches that follow Canada's Food Guide. Hot lunches are offered several times a month. Milk, cheese, popcorn, and frozen yogurt tubes are sold every day. Our Breakfast Program is available every morning.

Treats from Home

We are happy to accept snacks and treats for special occasions (birthdays, Valentine's Day, etc.) at school. However, the Ontario Public Health Association no longer supports home-baked or prepared food for students; therefore, food sent to school has to be purchased from a recognized facility that has been given approval by public health inspectors. This means we cannot give students cupcakes, cookies, etc. that have been prepared in private kitchens, but we can accept prepackaged, purchased treats (grocery store) for special days. Please also keep in mind that we cannot allow items with *peanuts, cashews, traces of nuts and shellfish*.

Sun Screen and Insect Repellent

Please apply sun screen and insect lotion before school. For additional applications throughout the day, students should keep sun screen in their backpacks and apply as needed to themselves. If students bring

insect repellent to school, it must be lotion only (no spray), and can contain no more than 10% DEET. Students should give their teachers the labelled insect repellent bottle to hold onto for them.

Head Lice (Pediculosis)

Head lice are a common nuisance in schools. We have some volunteer parents, who are trained by the Health Unit and who come in to the school to help with head checks, as needed. Head checks are done in a separate room and care is taken to recognize the personal/sensitive nature of the check. If a student has live lice or nits, the parent is called to come to pick him/her up.

When students have head lice, they need to be treated at home. There is a series of things that need to be done:

1. Treat the scalp and hair at home with a product that kills the live lice. There are many products on the market, but only those that actually state that they kill the lice actually do. Ask the pharmacist to recommend a product.
2. All of the nits must be removed from the hair by manually pulling/sliding each nit down the hair shaft with your finger nails. Lice combs alone, will not remove nits adequately.
3. After a week treat the head again with the product.
4. The household also needs to be thoroughly cleaned, e.g., bedding/pillow cases need to be washed in hot water and dried in a hot dryer. Stuffed animals that cannot be laundered can be sealed in a bag for two weeks. For a complete list of treating and preventing head lice go to the Haldimand Norfolk Health Unit website: www.hnhu.org.

After the student has had the first treatment with the product and all of the nits have been removed, the student can return to school. Upon return the student's head will be checked at the school before the student returns to class. If there are still head lice or nits present, the student will not be allowed to return to class. The sources for this information is Grand Erie policy and procedure, and the Haldimand Norfolk Health Unit.

We appreciate the cooperation of all students, staff, parents and guardians, in following the handbook policies and procedures. Please call the school with any questions.

~ A. Smith, Principal

