

JARVIS PUBLIC SCHOOL

*14 Monson Street, Jarvis, Ontario N0A 1J0
519-587-2612 519-587-3130 (fax)*



Learning Today, Leading Tomorrow

PARENT / GUARDIAN & STUDENT HANDBOOK 2015-16

WELCOME TO JARVIS PUBLIC SCHOOL

September 2015

Dear Parents/Guardians, Students:

Whether you are a new student, or one who is returning to Jarvis Public School....WELCOME BACK! Once again, we are looking forward to a great school year, filled with meaningful daily events and activities. In keeping with Grand Erie District School Board's Vision...Grand Erie IS – GROWING EXCELLENCE ...INSPIRING SUCCESS, we are united in our purpose to inspire and support all our learners to reach their full potential.

Students are given the greatest opportunity to achieve educational success when a strong partnership is maintained between the home and school. Your interest, involvement and support are both essential and greatly appreciated. Please feel free to contact the school at any time.

Our collaborative efforts will truly enable the pupils of Jarvis Public School to "Learn Today...Lead Tomorrow"!

Principal: Mr. G. Nurse

Secretary: Mrs. D. Carroll

BALANCED DAY SCHEDULE

8:30	Buses Arrive
8:50	Entry
8:50-10:50	First Instructional Block
10:50-11:10	First Nutrition Break
11:10-11:30	First Exercise Break
11:30-1:10	Second Instructional Block
✓1:10- 1:30	Second Nutrition Break
1:30-1:50	Second Exercise Break
1:50-3:10	Third Instructional Block
3:10	Dismissal
3:30	Bus Dismissal

✓ Students who walk home for lunch may leave during the second break from 1:10-1:50 pm. ! Supervision only occurs between 8:30 a.m. and 3:30 p.m. Parents are responsible for their children at all other times.

ADMINISTRATION OF PRESCRIBED MEDICATION

Grand Erie District School Board - Policy/Procedure 9

As a general rule, teaching personnel should not become involved with the administration of medication to, and/or the performance of physical procedures for pupils because such matters are primarily the responsibility of the pupil's parents or guardians in conjunction with trained medical personnel. However, it is recognized that there will sometimes be the need for school staff to assist with such procedures during the school day in order to enable the education of such students to continue, or in emergency situations. Therefore, the following outlines the conditions under which the administration of medication to and/or performance of physical procedures for pupils by school personnel may be carried out.

A '*Request for School Assistance in Health Care*' form shall be completed and forwarded to the principal prior to the administration of any medication by school personnel (available at the office).

An '*Emergency Allergy Alert Form*' and '*An EpiPen Emergency: Transportation and Field Trip Information*' form shall be completed and forwarded to the principal (available at the office).

A revised authorization form shall be completed and forwarded to the principal for each school year, or whenever a modification of the prescribed medication is directed by the physician.

Parents are responsible to ensure that the school is advised of any changes in medication. A staff person volunteering to administer medication to a pupil shall give consent to such administration by signing the authorization form.

Each parent shall be responsible for the delivery of prescribed medication to the principal at intervals as may be determined by the parents and/or physician.

Where a staff person agrees to supervise the self-administration of medication by a pupil, it is necessary that an authorization form be completed.

Note: Students who require daily medication prior to arriving at school must receive their medication. The safety of other students and the learning atmosphere of the classroom will not be jeopardized. If medication is not taken, students will be sent home until the medication has been administered and has taken affect.

ATTENDANCE

A child's success in school is directly related to his/her attendance, being both regular and punctual. Quite frequently, poor attendance and poor school work go hand in hand. When it is necessary for your child to be absent from school, a note, explaining your child's absence and signed by a parent/guardian is required. If a child is absent, please call the school by 9:00 am. You may always leave a message on our answering machine.

Daily attendance at school is not only required by Ontario Law but is essential for success in school and the establishment of good work habits. Routine telephone calls will be made to the home if the student is consistently absent, or absent for an extended period. If a pattern of poor attendance persists, the Attendance Counsellor may become involved. It is the student's responsibility to complete work missed during periods of absence. Students should make arrangements with a "homework buddy" to bring home missed work. Please do not call the school to arrange homework for your child.

CALL BACK SYSTEM

The "call back system" is a service the school offers to help assure parents that their child has arrived at school safely. Please note: the responsibility for reporting a student's absence from school rests with the parent. Leaving a message on the school answering machine is quite satisfactory.

STUDENTS MUST SIGN IN WHEN LATE, AND SIGN OUT WHEN LEAVING THE SCHOOL EARLY.

CHANGE OF INFORMATION

Each pupil is required to return a completed Student Information Sheet. This information is used to update records and assist us in contacting parents when necessary. If there is a change of address, telephone number, or emergency contact person, please call us at 519-587-2612 or send a note with your child. **IT IS EXTREMELY IMPORTANT THAT YOU PROVIDE THE SCHOOL WITH LEGAL DOCUMENTATION REGARDING CUSTODY ARRANGEMENTS.**

CHARACTER ATTRIBUTE THEMES

SEPTEMBER	<u>RESPECT</u> : showing consideration and thoughtfulness for others
OCTOBER	<u>RESPONSIBILITY</u> : being accountable for choices and actions
NOVEMBER	<u>COURAGE/LOYALTY</u> : overcoming fears/being faithful
DECEMBER	<u>CARING/EMPATHY</u> : having compassion/showing care for others
JANUARY	<u>AMBITION</u> : wanting to be successful in life
FEBRUARY	<u>CITIZENSHIP</u> : responsibility as a member of a community(for example a school)
MARCH	<u>HONESTY/TRUSTWORTHINESS</u> : telling the truth/doing the right thing (for example when no one is watching)
APRIL	<u>FAIRNESS/SPORTSMANSHIP</u> : treating all people equally
MAY	<u>TOLERANCE</u> : respecting the differences that exist between people
JUNE	<u>CELEBRATION OF ALL CHARACTER THEMES</u>

DRESS CODE

Self respect is a major goal for which each of us should strive. One significant component is how we present ourselves in the presence of others. For this reason, we encourage all pupils to dress in a manner that shows respect to themselves and others. While we will try to be sensitive to changing fashions, we will insist on some basic guidelines:

1. Clothing should be neat and clean.
2. Words, pictures and symbols on clothing should be appropriate, ie. no violent or frightening images, no alcohol ads, no negative messages.
3. Revealing and/or suggestive clothing does not belong at school...if in doubt, please don't wear it! Straps should be "two finger" width, no bare midriffs, no undergarments exposed, shorts/skirts should go to mid-thigh.

EVACUATION OF SCHOOLS

In the event of an emergency which requires the evacuation of the whole school, students will be taken to Knox Presbyterian Church, Jarvis. Parents will be notified by phone.

FIELD TRIPS

Field trips are a privilege and at any time, the child can be removed for poor behaviour prior to the event. It is expected that all students who attend an organized school field trip will adhere to all school rules as if they were at school.

FIRE DRILLS

Our school will have regular fire alarm drills to ensure prompt and safe evacuation of our building. We also have an emergency plan in place should any other crisis arise. Safety first!

HEAD LICE (PEDICULOSIS)

NOTE: It is the policy of the Grand Erie District School Board to exclude from school property, students who show any evidence of head lice. It is the responsibility of parents/guardians to ensure that their children are properly and thoroughly treated before returning to school. All students are to be nit-free.

LATES

Being late for school is also extremely disruptive. It interferes with the learning of the children in the class as well as the learning of the student who is late. Students must sign in the book in the office when late!

PLAYGROUND RULES

- * We have a "HANDS-OFF POLICY" ... meaning that students must keep their hands to themselves.
- * NO GUM AT SCHOOL.
- * Students are not permitted to play in front of the school.
- * Permission is needed from the teacher on duty for students to retrieve a ball or other items from an out-of-bounds area.
- * Children should remain on the hardtop when requested.
- * Students must ask permission from the teacher on duty to re-enter the school once outside at recesses.
- * Skateboards, scooters and roller blades are not allowed to be used on school property. Bicycles are not allowed to be ridden on the yard.
- * Only SAFE play is permitted on the swings and playground equipment. Students are discouraged from wearing open-toed sandals/flip flops on the equipment.

PROHIBITED ITEMS

The following items are not to be brought to school:

PEANUTS OR NUT PRODUCTS - WE ARE A PEANUT-AWARE SCHOOL!

We are also a "scent-free" school, so please refrain from wearing perfumed products!

RESPONSIBLE USE OF COMPUTERS AND COMPUTER FACILITIES

Computer Facilities, which include software, hardware, the internet and other components have been installed within the schools of the Grand Erie District School Board. These facilities are an important ingredient to each student's education.

The Grand Erie District School Board has developed a Responsible Use of Computers and Computer Facilities - Policy/Procedure 2/2:1 to ensure that information technology is used in a moral, ethical, legal, responsible and acceptable manner. Students need to understand that computer facility use is a privilege and for educational purposes only. Contravention of this policy may result in access privileges being revoked, school disciplinary action and/or appropriate legal action taken.

SCHOOL CLOSINGS

During inclement weather or school closings, information about TRANSPORTATION CANCELLATIONS WILL BE POSTED ON THE BOARD WEBSITE AT www.granderie.ca BY 6:30 IN THE MORNING, or you may listen to the radio or watch the television.

JARVIS PUBLIC SCHOOL IS IN ZONE 2

The Grand Erie District School Board makes the decision to close schools and/or transportation. Please do not call the school...THIS IS NOT A DECISION THAT THE SCHOOL IS AUTHORIZED TO MAKE! WHEN TRANSPORTATION IS CANCELLED, THE SCHOOL IS CLOSED TO BOTH STUDENTS AND STAFF.

Remember: You decide whether or not to send your child if there is a question of safety. Should school be cancelled during the day, we have an emergency telephone tree system in place for parents who have indicated that they require a phone call in the case of closure.

SCHOOL SECURITY – STUDENT SAFETY

All visitors **MUST REPORT TO THE OFFICE.** DOORS ARE LOCKED AND A CAMERA INSTALLED. As per board policy and procedures, all exterior doors will be locked. The only access will be through a buzzer at the front door. The camera and buzzer is connected to the office computer. Once at the office, you may request a VISITOR'S PASS if you have business to conduct within the school. All doors will be locked at all times.

THE MADISON MONTGOMERY LEARNING CENTRE

Jarvis Public School recognizes that students have special needs and is proud of its program at all levels. Classroom teachers work together with the learning centre staff to assist all students in achieving their greatest potential. Our Learning Resource Teacher and our Educational Assistants have much expertise and many resources with which to assist our students.

SCHOOL VOLUNTEERS/CRIMINAL BACKGROUND CHECKS

An active school such as Jarvis Public relies on the support of families and friends. Additional funds are raised each year to provide equipment and opportunities for our students. All volunteers require a Criminal Background Check with Vulnerable Sector. Throughout the school year, many parents and community volunteers will be needed to assist with fund-raising, special events and daily school activities. Police check forms are available in our office. Your police check will be free! The police check is valid for 2 years from the date of issue.

TELEPHONE

The school phone is a business phone. Please make arrangements before the school day and send notes with your child rather than calling the school. If an emergency or special circumstance arrives, please call the school to talk to your child, DO NOT call their cell phone or text them. Cell phone use, which includes texting; is not allowed at school. Parents, please cooperate for the safety and security of all, this rule will be strictly enforced.