

Rainham Central School



STUDENT HANDBOOK

2016 - 2017

Rainham Central Public School

572 Concession 5

Fisherville, On NOA 1G0

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Principal: Ms. Alison Cooke Secretary: Mrs. Joanne Bartlett

School Website address: <http://www.granderie.ca/rainham>

Mission Statement and School Goals

The Staff at Rainham Central School strives to create a learning environment that is pleasant, positive, safe and free from disturbances. To help make this possible, students need to exercise self-discipline and be responsible and accountable for their own behaviour. The keys to a positive school climate are respect and responsibility.

SCHOOL MOTTO

To help our students move towards becoming the best that they can be.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



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WELCOME TO RAINHAM CENTRAL SCHOOL

On behalf of Rainham Central School, I would like to welcome back the students and their families to the 2016-2017 school year. I look forward to sharing in the growth and development of your children and encourage regular communication with the school and your child's teachers. As well as outlining GEDSB policies and school procedures, this Student Handbook and Agenda should be used to assist student organization, time management and school/home communication. Our goal, once again this year, is to fully implement agendas in classrooms from Grades 1 to 6. Students are expected to take their agendas home daily and return with them each morning. **Please take the time to read over the Student Handbook portion of this agenda and sign it** with your child as a confirmation that you have read it and agree with the school policies and Code of Conduct.

SCHOOL HOURS

PLEASE NOTE THAT THERE IS NO TEACHER SUPERVISION ON THE PLAYGROUND PRIOR TO 8:25 IN THE MORNING. Students are not allowed on the playground before this time. Please ensure that your child(ren) are not arriving prior to 8:25 am.

8:25Buses arrive, students are let off, and transfers are made
8:25 - 8:45.....Morning Playground Supervision
8:45 - 10:45.....120 Minute Instructional Block
10:45 - 11:2545 minute nutritional break/recess
11:25 - 1:05100 Minute Instructional Block
1:05 - 1:4545 minute nutritional break/recess
1:45 - 3:0580 Minute Instructional Block
3:05Dismissal
3:05 - 3:25.....Afternoon Supervision
3:25Last Bell - Bus Departure

Rainham Central School operates on a 5 day rotating cycle for grades 1 to 8. Tuesday, September 6, 2016 is Day 1 of the first cycle. Students riding bikes, walking or being driven to school should not arrive before 8:25. The instructional day begins at 8:45. Students arriving after the 8:45 bell are considered late. Late arrivals need to be signed in by a parent at the office and get an admit slip from the secretary to give to the teacher.

All students who walk, ride bikes or are being picked up will be dismissed at 3:05. Students who have informed the office of 3:05 pick up will come out under the carport with our EA after the 3:05 bell has rung. Parent's need not come in to sign out these students. Please do not block our bus loop when you pick up your child. In the event of an appointment when it is necessary for a student to be dismissed early, parents are required to sign the student out in the office.

PLEASE NOTE: When a child arrives late or returns to school from an appointment they must be signed in at the office. This is Board policy.

PLEASE NOTE: In keeping with our Safe Schools Policy all parents picking up their children or dropping things off to them need to report to the office. The secretary will call for the student. Parents are asked to not go directly to classrooms.

Rainham Central School is a Nut – Free Building

For the safety of our students, Peanuts and any and all Nut Products are prohibited from this building.

Rainham Central School has a number of students who have severe food allergies. For this reason, we are asking parents to be extremely careful when packing or monitoring the packing of your children's lunches. These allergies include any food that may contain Pistachios, Walnuts, Cashews, Pine Nuts, or Hazelnuts as well as Peanuts.

This is a severe medical condition that causes a severe reaction that can result in death within minutes.

Our staff is aware of this situation and has been instructed in the correct procedure regarding Anaphylactic Shock and the administration of the EPIPEN.

Prevention, of course, is the best approach. In a classroom setting, cross-contamination is the greatest risk for this type of food allergy.

Also, please be aware of the Grand Erie District School Board policy regarding the use of so called "Fake Peanut Butter" as in the article found on Page 4. Peanut Butter Substitutes are not acceptable within any school in the Grand Erie District School Board.

If you know that your child may have any type of food allergy, please be sure to contact the school office as there are forms and procedures to be followed including the location of EPIPEN's in the school if needed. There are forms to be completed by the family doctor for the school as well as for travel on the school bus so all parties are aware of the correct procedures to follow if there is an allergic reaction while the student is at school or on the school bus.

We endeavor to make the school a safe environment for all students. Please be sure to contact the school if there are any changes with regards to your child/ren's medical conditions.



Administrative Memo

RE:	Peanut Butter Substitutes
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Background

Companies have created a peanut butter substitute made with soy. It is marketed as a safe replacement and alternative to peanut butter; however it is designed to look, smell, and taste like peanut butter. It is packaged to look like a very popular brand of peanut butter. The use of this product in our schools has created a lot of confusion, as well as a very unsafe environment for our peanut-anaphylactic student and staff populations.

The concern is that it is difficult to tell the difference between a peanut butter sandwich made with real peanut butter and one made with a peanut butter substitute.

It could give a student who cannot tell the difference the false impression that it is safe to bring peanut butter sandwiches to school. It would also require teachers to spend more time monitoring lunches. Allowing this product in the school, could easily make peanut/nut allergic staff and students very uncomfortable and undermine the safety of the classroom.

Process

The following information is to be shared with all school community members including staff and parents on an annual basis or as necessary due to changes in the school's anaphylactic population.

Peanut-Free "Peanut Butter"

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 might mistakenly 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. Thank you for your cooperation.

FROM THE OFFICE

Attendance: In order to implement a greater measure of protection for our students, please call the school at 905-779-3404 **before 9:00 AM**, or send a note with your child if your child will be absent for the morning, afternoon or the entire day. Please note that we have an answering machine on at all times and you may leave messages anytime. Please call each day unless you can give the specific number of days which your child will be away. This plan provides a measure of safety so that children sent to school and who do not report to their classroom are identified quickly so that parents/authorities can take action.

PLEASE NOTE: If your child does not report to school and we cannot reach home, place of work, other emergency numbers to verify your child is in fact in the care of those properly responsible for him/her, the police may be called to investigate. It is therefore critical that you keep us informed of your child's absence. We will also check attendance and note any children who were here in the a.m. but are not present after the nutrition break.

Since the Health Unit keeps track of cases of communicable diseases, we ask that the note or phone call be as specific as possible in stating the type of illness.

Student Information Forms: Each year it is necessary for us to review and update our files. Your child will bring home a student information sheet which needs to be checked and corrected if necessary and returned to the school secretary by **Friday, September 30, 2016**. We need direction in case of an emergency closing of the school, a delay of transportation, or a medical emergency. We **must** be able to reach parents or the emergency contact by phone. If any information changes during the year, we **must** know about it.

Student Photos: From time to time school activities are reported in the local newspaper. If you object to your child's picture being published, we need to be informed in writing and we will see that such photographs are not used.

Pediculosis (Head Lice): The Grand Erie District School Board's policy regarding head lice is clear:

"...to exclude from school property students who show 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". Children will be re-admitted, by the Principal, when they are "nit-free", as determined by a member of our staff. Please call us if your child has lice so that we can check the other students in that class. The children at Rainham Central School are checked regularly by parent volunteers, who have been trained by the Public Health Nurse. If you are able to volunteer your services please call the school at (905)-779-3404. If your child is sent home with head lice, talk to your pharmacist, the Public Health Nurse or your family doctor for advice regarding proper treatment. Then follow the instructions on the box **exactly**.

Medication: For safety reasons and as directed by Board policy, no medication may be brought to school without prior notification to the office. Students who require medication to be administered at school will be required to complete a **medical form** signed by a physician and bring the medication in the original container. This form is available at the office. Medication will be kept in a locked cabinet and accessed by staff only. Please contact the school to address individual student needs in this regard.

Identification of Belongings: Please ensure that your child's name is on his/her books, physical education equipment, running shoes, boots, and any other article that might be misplaced. Lost and Found is located outside the Library. At the end of each term, items in the Lost and Found that are unclaimed will be donated to local charities.

Volunteers: We welcome parent volunteers in a variety of ways and at all grade levels. Volunteers provide an avenue for getting the COMMUNITY involved in our school program. Volunteers are needed on a regular basis as well as for special events days, to assist teachers in the classroom, and during field trips. **All volunteers are now required to provide a criminal reference check which needs to be updated every two years. A school letter is available for volunteers to take to the police station.** Please pick them up from our secretary at the office.

Dress Code: Students are expected to show good taste in selecting clothing for school. Students are to dress in a manner that is appropriate for our school setting, aligns with our character attribute of respect, and meets expectations around school safety. Please:

- no hats worn inside the school building
- shoes on at all times, indoor shoes are requested to keep our school clean and tidy
- no inappropriate language, graphics, logos on clothing
- no halter or spaghetti strapped tops
- no showing of undergarments: underwear and bras
- shorts and skirts as long as one's hands reach at side of body
- no showing of midriff

If in doubt ... don't wear it! For younger students, please ensure a change of clothes is always available at school as school activities will require clothing suitable for the occasion. Some clothes are not suitable for the classroom such as distasteful slogans or revealing clothes and students will be asked to change these. Those that do not dress appropriately, will be asked to make suitable changes or if unable to do so, may be sent home.

Students are expected to cooperate with these expectations.

The principal reserves the right to determine what is appropriate clothing.

INCLEMENT WEATHER AND TRANSPORTATION

Rainham Central School is in **Zone 2** of the Grand Erie District School Board. If buses are cancelled in **Zone 2**, Rainham Central School is closed to students and staff. Listen to the following radio stations in the event of inclement weather: 1150 CKOC, 820 CHAM, 900 CHML, Moose FM, CD 98.9, CHOW -Spirit of Niagara, and 92.1 - Jewel 92. **DO NOT PHONE THE SCHOOL** and DO NOT drop your child off at the school, even though you may see cars there. If there is an emergency closure during the day, we will implement our emergency "fan-out" system. Make sure your children know what to do in the event of an emergency closure. All families must have their own emergency plan in place.

BUS EXPECTATIONS (Daily Routes and Trips)

All children are expected to go home on the bus, unless prior written notification from a parent has been received. For safety reasons, **we require a note to make changes to bus or pick-up arrangements**. As a school we are stressing bus safety and appropriate behaviour and we ask that you reinforce this for the well-being of your children. The bus is considered an extension of the school.

The same rules of respect and responsibility apply. Students who misbehave on the bus will be reported to the principal by the bus driver. Progressive discipline will be used with students who fail to observe bus rules to ensure safety. The principal has the authority and will revoke transportation privileges when a pupil fails to adhere to the designated rules of conduct. **Riding the bus is a privilege, not a right. Remember, your bus driver has complete charge of the bus and students shall obey the driver.**

SCHOOL COUNCIL

The School Council is an active group in the community. It is composed of parents and staff members who meet on a regular basis during the year at the school. The major objectives of the group are:

- to promote better understanding and co-operation between the parents/guardians and the staff
- to promote the school and its programs in the community
- to improve the programs and facilities of the school
- to have a collective influence on the School Board and its decisions

Our School Council for 2016-2017 will be formed early in the school year. Information regarding School Council positions and responsibilities was sent home in the June report card. Please contact the school if you would like a copy. Plan to join us and find out more about what we do on **Meet the Teacher Night** this year on **Thursday, September 22nd**. Meeting dates and times are published in our monthly school calendar as they are open to the public. The purpose of our meetings is to enhance the learning of our students through a spirit of co-operation.

CODE OF CONDUCT RATIONALE

Education is a partnership with parents, the community and schools. Open communication and mutual support between home and school makes a difference in the success of our students. A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The purpose of a Code of Conduct is to help students develop into caring individuals and contributing, responsible members of society. The Ontario Code of Conduct sets clear provincial standards of behaviour. It specifies mandatory consequences for student actions that do not comply with its standards. The Code of Conduct informs students and parents about many of the Ministry requirements regarding "Safe Schools". By reading through the Code of Conduct with your children, you will both have a better understanding of how schools operate, and why certain rules or protocols are established (i.e. Visitor Sign-In Policy).

Code of Conduct For The Grand Erie District School Board

In Grand Erie We Value...

Integrity

We will:

- 🔗 Build trust and demonstrate trustworthiness among students, staff, families, board and community
- 🔗 Be open and transparent
- 🔗 Ensure words and actions align
- 🔗 Model courtesy, social responsibility, fairness and inclusiveness

Respect

We will:

- 🔗 Seek and consider the input of students, staff, families and community
- 🔗 Act in a caring, thoughtful and considerate manner
- 🔗 Honour the diversity, dignity and worth of all individuals
- 🔗 Recognize the time, energy and efforts of others

Responsibility

We Will:

- 🔗 Provide programs, services and facilities to optimize learning for all students
- 🔗 Use our resources effectively and efficiently
- 🔗 Measure and report for continuous improvements
- 🔗 Deliver on our commitments

Relationships

We will:

- 🔗 Develop and support partnerships
- 🔗 Recognize and respect the skills and dedication of all
- 🔗 Demonstrate care and commitment
- 🔗 Celebrate effort, innovation and excellence
- 🔗 Share the joy in learning

Roles and Responsibilities

Each individual is important and unique and should be empowered to contribute positively to the school community. Responsibility and ownership for a safe learning environment must be assumed by all members of the school community. Educators and community members have a responsibility to work in partnership to develop responsible citizens.

The Role of the Grand Erie District School Board

- To develop policies to implement and enforce the Provincial Code of Conduct,
- To seek input from School Councils and other stakeholders in the development and regular review of policies.
- To communicate the Provincial Code of Conduct to all stakeholders,
- To develop effective intervention and response strategies to maintain safety and security,
- To provide staff training to support these initiatives

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.
- To develop a school code of conduct

The Role of the 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.

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 help their child be neat, appropriately dressed and prepared for school,
- To ensure their child attends school regularly and on time,
- To promptly report 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

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

Bullying Prevention and Intervention

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

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.

To combat bullying, the individual schools and the board will provide:

- policies which include comprehensive intervention strategies
- procedures to allow student to report bullying incidents in a safe and timely manner
- supports for students who have been bullied
- training for all staff and provide community education
- a bullying prevention strategy as part of each individual schools school improvement plan
- a Safe School Team at each school responsible for school safety

Standards of Behaviour

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

A) Respect, Civility, & Responsible Citizenship B) Safety

All members of the school community 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
- To use respectful language when interacting with a teacher or at another person in a position of authority

All members of the school community must not:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic in weapons or illegal drugs
- Give alcohol to a minor
- Commit robbery
- Be in possession of any weapon, including but not limited to firearms
- Use any object to threaten or intimidate another person
- Cause injury to any person with an object
- 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 extensive damage to school property or to property located on the premises of the school

IN SCHOOL STUDENT EXPECTATIONS

Each student is expected to:

- Cooperate and participate in all classroom and school activities
- Bring required materials and assignments to class in a timely manner
- Be courteous to and respectful of others
- Walk quietly in the halls
- Come to school and attend classes on time
- Follow classroom rules
- Develop problem-solving strategies appropriate to her/his age group
- Observe our "Hands Off" policy at all times
- Maintain and respect a safe, clean environment
- No hats or visors inside the school

PLAYGROUND EXPECTATIONS

Students should enjoy fair play and be safe on the playground. Our expectations include:

- No activities involving body contact meant to inflict harm on another
- Stay within the defined play areas
- Respect and obey all staff, supervisors and monitors
- Climbing on fences or sports equipment (i.e. backstops) is not allowed
- Obtain permission before entering the school during recess breaks or lunch
- Use strategies such as Kelso or seek staff assistance, when necessary to resolve conflicts peacefully
- The throwing of hard balls, snow, sticks or stones is not allowed
- No scooters, skateboards, Heelys or roller-blades on school property
- Grade 4-8 may ride bikes to school provided they wear helmets & have written permission
- Stay on school grounds at all times
- Play cooperatively
- No littering
- Be Punctual - abide by the recess bells

ELECTRONIC DEVICES

The school is not responsible for lost or stolen articles such as mp3 players, Ipods, hand-held videogame devices, cameras and mobile devices (cell phones). Therefore, please leave all such valuables at home.



Grand Erie District School Board
CODE OF DIGITAL CITIZENSHIP
“Protect and Respect”

Responsible Actions in a Digital World

PROTECT

- I will not post information online that will put myself or others at risk.
- I will report any online attacks or inappropriate behaviour directed at myself or others.
- I will protect myself, my passwords and my resources.
- I will protect others by not forwarding inappropriate communications or materials.
- I will refrain from pirating or distributing digital resources that aren't free or don't belong to me.
- I will verify the accuracy of online information.

RESPECT

- I will give thoughtful consideration as to what personal information about my life, experiences and relationships I post.
- I will respect myself and others through my online actions and responses.
- I will not use electronic media to insult, bully, harass or stalk other people.
- I will not visit sites that are inappropriate.
- I will request permission to use online resources when necessary and cite all references to websites, books, media, etc.
- I will respect all equipment and all resources available to me.

CONSEQUENCES FOR STUDENT NON-COMPLIANCE

We encourage students to develop responsible behaviour and self-esteem through good decision-making with the ultimate goal of self-discipline. All actions have implications for self and others therefore the use of consequences is an encouraging way to teach accountability, trust, honesty, and respect. Ideally, consequences will have a natural, logical and learning outcome that is progressive in nature for inappropriate actions. Specific consequences will be determined by the frequency, severity of the inappropriate behaviour and age of the student.

When students disrupt the learning process or break school rules, progressive consequences may include the following:

- Apology / Apology letter
 - Verbal reprimand/warning
 - Problem-Solving Form
 - Behavioural contract
 - Removal from lunchroom
 - School and/or Community Restitution for any damaged or stolen property
 - Temporary withdrawal / Time Out
 - Student is sent home
 - Communication or meeting with caregivers
 - Withdrawal of privileges (extra-curricular activities, trips, etc.)
 - Parents advised of support through social worker or community agencies
 - Therapeutic withdrawal (in-school detention)
 - Notification given to appropriate authorities including police
 - Alternative learning place for the student
 - Suspension from school
 - Expulsion
- | |
|-------------------------------|
| Discuss/clarify expectations |
| Detention |
| Loss of playground privileges |
| Loss of bus privileges |
| Bullying Log |

Detention - some students may need to remain indoors during recess for detention for incomplete work or misbehaviour.

Suspension - (Education Act) "A student may be suspended from school for a fixed period because of persistent truancy, persistent opposition to authority, habitual neglect of duty, the willful destruction of school property, the use of profane or improper language, or conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school."

PARENT AND STUDENT AGREEMENT

This AGREEMENT is an acknowledgement that you have read and understand the expectations as outlined in this Code of Conduct. Choosing not to sign and return this AGREEMENT does not negate the responsibility of all members of our school community to act in accordance with these basic expectations. Thank you in advance for your support in making Rainham Central School a safe and happy place.

I have read the terms of the agenda policies and the Code of Conduct.

I have also read the policies and procedures and agree to follow them.

Parent/Guardian's Name: _____ Date: _____

Parent/Guardian's Signature: _____

I have read the terms of the agenda policies and the Code of Conduct and agree to abide by them.

Student's Name: _____ Date: _____

Student's Signature: _____