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2016 - 2017

Parent & Student Handbook

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PRINCIPAL'S WELCOME

It is a pleasure to welcome each student and family to Lansdowne-Costain School. By working together as parents, students and staff we can ensure the best possible educational opportunities for our children.

Lansdowne-Costain School provides educational programs for students from Junior Kindergarten to Grade eight. We are proud of our tradition of cooperation and support with the local community. We look forward to working with all our students and their families to provide programs which inspire personal success.

Lansdowne-Costain Staff

Principal	Mrs. Debra Skoretz	LRT	Mrs. Becky Salole
Secretary	Mrs. Wendy Wardle	French	Mme. Kimberlee Havens
Kindergarten	Ms. Jennifer Hysert		
Kindergarten	Mrs. Jennifer Adlam	Prep (50%)	Mrs. Angela Markle
Grade 1	Mrs. Bonnie McCall	Librarian/Prep	Ms. Joanna Elliott
Grade 1/2	Mrs. Amanda Birley	DECES:	Mrs. Shannon Berardi
Grade 2/3	Mrs. Julia Miedema (on leave)		Miss Stacey Dmetruic
	Mr. Kellen Bryson (LTO)	Educational Assistants:	
Grade 3	Mrs. Miriam LaPeare		Mrs. Amy Millette
Grade 3/4	Mrs. Lori Newsome		Mrs. Lisa Kay (King)
Grade 4/5	Ms. Sabrina Sawyer		Mrs. Paula Meyers
	Ms. Samantha Nardone (LTO)	Custodian:	Mr. Edward Petitti
Grade 5/6	Ms. Brenda Skipper	YMCA Childcare Supervisors:	
Grade 6/7	Mr. Chris Saldarelli		Miss Laura
Grade 8	Mrs. Cynthia Aldred		Miss Sarah & Jasmine

School Closure

Daily Schedule

Time	Event
8:40 a.m.	Supervision Starts
8:50 a.m.	Morning entry Bell
8:50-10:30 a.m.	1 st Instructional Block
10:30-10:50 a.m.	Nutrition Break
10:50-11:10 a.m.	Recess Break
11:10-12:50 p.m.	2 nd Instructional Block
12:50-1:10 p.m.	Nutrition Break
1:10-1:30 p.m.	Recess Break
1:30-3:10 p.m.	3 rd Instructional Block
3:10 p.m.	Dismissal Bell

In the event of inclement weather prior to the beginning of school, school closures or delays will be announced on the local radio station. Information is also available on the Grand Erie District School Board website found at www.granderie.ca. The Board's website is updated at 6:30 a.m. each day.

- Lansdowne-Costain School is in Zone 4 of the Grand Erie District School Board.
- **If bus transportation to Zone 4 is cancelled Lansdowne-Costain School will be closed to students and staff for the day.**

Student Absences and Late Arrivals

- The school has an answering machine to take your attendance message at your convenience. It is a tremendous help when parents call in at night or in the early morning and tell us the reason for an absence or late arrival, eliminating calls home or to parent's work. This verifies the reason for the absence and ensures that students who have left home for school have in fact arrived safely at school.
- Students may not call in their own absences.
- Your current phone numbers for contact are very important to us. Please notify our school office if there have been changes.
- Students and parents are reminded that in the event of a late arrival to school, students must report to the office to sign-in and obtain a late slip before going to classrooms. Unless a phone call or written note has been received, a late will be registered as "unexplained". Repeated incidents of unexplained lateness will result in follow-up consequences with the principal and/or the attendance counsellor.
- Students leaving the school during school hours must be signed out at the office by the parent before leaving the school.

Drop-off/Pick-up Loop Guidelines

- The loop is for all students, not just kindergarten students. However, other areas on Preston Blvd. or Parkside Drive may be more appropriate to drop-off/pick-up grade 4 to 8 students. **Please do not use the staff parking lot and obey the posted signage for street parking.**
- While in the loop, do not leave your vehicle – this is not a parking area.
- Please pull up as far forward as possible so people can get their vehicles off the street.

- Children should only leave the vehicle from the right hand side (fence side) due to the other vehicles leaving the loop.
- If the loop is full, please be patient. The cars will be moving steadily in and out. If you need to, please park and walk your child in from the street.
- It is imperative that you do not stop or park on the left hand side of the loop. That area has to remain open so other vehicles can leave the area. **All drop-offs need to occur on the right hand side only.**
- Pedestrians should use sidewalks at all times. Do not walk through the parking lot loop (or the staff parking lot) at any time.
- Drive slowly and watch for walkers when you cross the sidewalk.

Leaving School Early

If a student must leave school anytime during school hours, a note or phone call from a parent/guardian is required. In case of illness, the parent/guardian or emergency contact will be notified by a staff member before the student is allowed to leave school property. Students must sign out at the office before leaving the school.

Lunch Time/Leaving School Students Leaving the School Grounds

- Our school policy is that any student who leaves the school during the designated lunch hour, which is the second nutrition break/recess, needs a signed note from their parent giving permission for his/her child to leave the school grounds.
- The students who have signed permission will leave the school at 12:50 p.m. and sign-out at the office.
- Students must return any time before the 1:30 p.m. recess bell and should sign-in at the office before proceeding to their classroom.
- Students will be considered late if they return after 1:30 p.m.

School Visitors

- Visitors include all parents, volunteers and guests. All visitors are expected to enter by the secure front doors and report directly to the office so that they can be properly served.
- Parents who are delivering something should leave it with Mrs. Wardle, the secretary, who will ensure it is delivered to the child.
- Please do not go directly to your child's class, or find your child outside during recess, without checking in at the office.
- Every effort is being made to follow routines to ensure student safety and to limit the interruptions to instructional time.

Medication

If students require medication while at school, it can be kept in a secure location and dispensed as outlined by the doctor prescribing the medication. Proper documentation - "Request for School Assistance in Health Care" form signed by the doctor must accompany any medication brought to the school. This form is available at the school office. Non-prescription medication, including Tylenol or cough syrup cannot be administered by school personnel.

Head Lice Checks

The board has a "nit free" Head Lice Policy that the school implements. Please check your child's hair for evidence of lice on a regular basis, and especially during the holidays. Students who have nits or lice are to be excluded from school as per the GEDSB policy. Should you find evidence of lice, please contact the school so that a letter notifying classmates can be sent home.

Homework

Homework plays a role in every class. The amount and the frequency with which it is

assigned will vary depending on the age and ability of the students. For specific homework routines for each class please speak with your child's teacher.

Bus Information

- School dismissal time is 3:10 p.m. The bus arrives at approximately 3:15 p.m. Bus students leave through the main front doors.
- Only students who are eligible for transportation as outlined in the board's policies will be permitted to take the bus in September. Courtesy transportation is only available for parents who have completed the application and have been given approval by the transportation department. Courtesy transportation must be applied for *every* year.
- Please note that students will not be permitted to travel on another bus other than their designated route. Special occasion requests (i.e. Birthday Parties, etc.) will not be considered.
- Where special arrangements for **child care** are in place requiring the student to be dropped off at a different stop or to take a different bus route home than the students home stop, the parents are responsible to provide notice of all changes in the child care schedule to the school, in writing on the appropriate form provided by the school (also found on the Board's website), at least five business days in advance.
- Riding the bus is a privilege not a right.
- We have the same expectations for behaviour on the bus as we do for our students at school. Improper conduct will result in a bus incident form. After three infractions, students will be removed from the bus for a period of time.
- If your child normally takes the bus home and on occasion does not, a note must be sent to the school informing us that your child will not be riding the bus that day.

Textbooks/Library Books

Students are welcome to take advantage of all learning resources available at Lansdowne-Costain School. They are, of course, responsible for the proper care of those resources and restitution should any deliberate damage occur.

Volunteer Policy

The school has implemented the board's volunteer policy where all volunteers must have police checks completed. The school has worked hard to follow this policy and ensure parents know this requirement. There are many parents who met this requirement and have been active volunteers, making a difference in the programs and supports offered to our students. We can't thank them enough!

As per the policy, a police check for volunteers must be completed every two years. Letters to request a police check are available from the school office throughout the school year, however, the police department will not guarantee a quick turn-around time, and this may impact your involvement in the school, and the school's ability to run trips early in the year.

Crossing Guard & Safety Patrollers

Our dedicated student patrollers are on duty 15 minutes before school begins and 10 minutes after school dismisses. Our adult Crossing Guard, posted at the intersection of Preston Blvd. and Dufferin Ave., is on duty 30 minutes before and after school. Parents are encouraged to help their children plan a safe route to and from school. All students must obey crossing guard and patroller's instructions.

Recommended Steps to Address Concerns

Every concern is important and should be addressed. From experience, I have learned that when small concerns are left unaddressed, they may become big concerns that are much more difficult to resolve. The most important relationship that has an impact on student learning is among the student, teacher and parent.

Should you have concerns or questions that pertain to your child or your child's class or program, I recommend that you share your concerns with the classroom teacher as soon as possible (at a mutually agreeable time). The agenda is a quick way to contact the teacher in grades one through eight, and a note or phone message is a quick way to contact teachers in kindergarten. I will always welcome contact to discuss concerns; however, I will encourage parents to work directly with classroom teachers. It is generally more appropriate for principal involvement after teacher contact is made. Should concerns continue, once the principal is aware, a parent-teacher-principal meeting will be arranged.

Please contact your child's teacher with questions and concerns (and to let them know when you are happy, too!). Great things will happen when we work together.

The School Council is an available support for school-wide concerns and issues (not individual student concerns). The School Council Chair may be contacted by parents if they wish to discuss an overall school concern, and perhaps have it added to a meeting agenda. Please note that all concerns (individual or school-wide) should always be discussed at the school level.

EQAO

(Education, Quality and Accountability Office)

Grade three and six students participate in EQAO provincial testing each year. This year the testing must occur during a two-week window May 23rd to June 5th. We have not yet confirmed the exact dates for our school. We will schedule three or four consecutive days during the allowable dates when the test will be administered. Attendance for our grade three and six students is very important. Classroom teachers will send home the exact dates once scheduled.

During the fall students in grade four and seven received the results from their grade three and six testing. The school's results are reviewed and used for planning and teaching purposes.

Are you interested in more information about EQAO testing? The website is a fantastic resource for parents. It can be found at www.eqao.com.

Lock Down Drills

The GEDSB has a lock down policy that requires drills to be performed in all schools. Although fire drills are conducted on a regular basis, lock downs drills are fairly new to schools. Each child will respond differently to these drills, or the perceived reasons behind conducting these drills. Teachers prepare students at a level that is appropriate for their class/age prior to the drills; however, I expect that some children will want to discuss this with parents. It is becoming increasingly common to hear of schools that have to lock down. Some reasons are for the direct threat to students and staff; however, many times it is for other reasons (i.e., police investigation/situation in the vicinity).

Although the likelihood of a real lock down being required at Lansdowne-Costain is small, it is still possible. It is a sad reality that there very well may be a time when our students will have to be in a lock down situation at some point in the future, and it would be best to prepare our students.

The following key points will be emphasized with students:

- during lock down the school should look and sound empty;
- students who are away from their classroom (i.e., bathroom, change room, hallway, etc.) should go to the nearest room that has a teacher/staff member;
- remain calm and do exactly as the teacher asks;
- announcements, should there be any, will be clear and concise (i.e., "Students and staff, this is a lock down. The threat is inside/outside the building.");
- do not evacuate the building should the fire alarm ring (this is the only time when you would not evacuate for a fire alarm);
- remain in lock down until the police, principal or teacher-in-charge announce that it is over.

The Board's *School/Site Security and Lock Down* policy is very detailed. There will be different responses to various levels of threat. For example, "lock down" will be the highest threat, and a response plan will match this. "Hold and secure" will be for an outside threat when exterior doors are locked but students can move freely inside the school, and "shelter in-place" will be for weather related threats. Should you have any questions or concerns, please contact the principal.

Playground Rules

Bicycles, Roller Blades, Scooters and Skateboards

All of the above items are acceptable as means of transportation to school. Upon reaching school property students will dismount. Bicycles will be locked in the racks, while roller blades, scooters and skateboards will be held on to by the student or placed in a designated location (if arranged by the pupil and staff). They will not be used on school property.

Playground Climbing Equipment

Students are free to use the equipment during their assigned times, as long as they are not wearing loose clothing, which could present a safety risk. Pushing, or any other dangerous behaviour, will result in removal from the equipment.

Dress Code

Lansdowne-Costain's dress code is simple: we ask that students show respect for themselves, for the students and teachers around them and for the school's reputation in the clothing they wear. Appropriate clothing for school ensures that tops cover from the neck line to below the waist line. Any teacher within the school retains the right to ask a student to change clothing which is inappropriate.

The general guidelines for clothing are:

- No hats worn inside
- A pair of indoor shoes will be worn
- Shoes with wheels are not allowed
- No coats or backpacks are worn in the classroom
- No shirts or sweaters advertising alcohol or tobacco, promoting drugs, displaying profanity, or disrespecting others
- Shorts and skirts should always be of an appropriate length
- Tops should be long enough to cover the mid-section
- No halter tops, tie tops, strapless tops or spaghetti straps
- All undergarments are to be concealed

Consequences for wearing inappropriate clothing are that the parents will be contacted. Also the student will have to change into suitable clothing or will be sent home to change. It is possible that some shirts could be worn inside out or covered by gym clothing.

Code of Behaviour

"No student should be afraid to come to school" is the governing philosophy of our school. It is our objective to provide a safe and pleasant environment in which everyone can work and learn with the guarantee of mutual respect. The full text of our School Code of Behaviour will be reviewed with all students in September and is included here for your information.

Expectations

1. Students will be in attendance, on time and ready to work.
2. Students will show respect for their school, their teachers, their classmates and themselves.

Unacceptable Behaviour

Unacceptable behaviour includes the following four categories:

- (a) **Physical Aggression** - kicking, spitting, pushing, punching, scratching, pinching, biting, hair pulling, slapping/hitting, throwing objects, sexual touching, dangerous behaviour, stalking and swarming.
- (b) **Verbal Abuse** - harassment, intimidation, bullying, threatening, name calling, racial or demeaning remarks, profanity, disrespectful and disruptive behaviour, sexually suggestive communications including possession of pictures and audio tapes.
- (c) **Destruction of Property** - includes theft, destruction or removal of school or personal belongings, defacement
- (d) **Substance Abuse** - smoking, use of alcohol and/or drugs

Prohibited Items

- (a) potentially dangerous items or weapons of any kind
- (b) any item used in a destructive or unsafe way
- (c) knives of any kind
- (d) lighters
- (e) matches

- (f) personal baseball bats
- (g) hard balls

Consequences (alone or in combination as may be appropriate)

- (a) a warning
- (b) a detention
- (c) an interview with the teacher, principal
- (d) parent/guardian conferences, phone call or letter home
- (e) loss of privileges (e.g. sports, trips etc.)
- (f) student action plan for problem resolution
- (g) requiring a student to make restitution, where appropriate
- (h) community service in and around the school
- (i) suspensions from the school
- (j) referral to outside agencies
- (k) expulsion

Lansdowne-Costain Public School recognizes the need for positive rewards to correspond with the negative aspects of discipline. As such, positive behaviour will be noticed and reinforced.

Progressive Discipline Approach

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 (e.g. 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. As a part of the School Improvement Plan, the school has a prevention and intervention plan that addresses specific goals for improvement and specific preventative strategies. Students, or parents, are to report bullying incidents to their teacher in a timely manner.

Acceptable Use of Information Technology

The GEDSB provides and maintains Information Technology resources to enhance delivery of curriculum, instructional activities and administration of schools. The board has developed a procedure, for all users, which is intended to ensure the safe, secure, ethical and appropriate use of these resources. Sections of the Procedure are highlighted below; however, the complete Procedure can be found on the Board's website (FT102). Students should understand that the use of GEDSB Information Technology resources is a privilege. They are required to use these resources solely for educational purposes and comply with the directives contained in the procedure. Students are expected to treat these resources with respect. Teachers are responsible for communicating these expectations to students at least annually. Computers are a powerful tool and can be used to enhance educational programs when used appropriately. Students who are given access to the internet must be aware of proper etiquette and potential risks. Students have the responsibility to use their own login and keep it confidential, respect copyright and refrain from software piracy, keep personal

information confidential, refrain from using email and chat sites, and not download information without teacher permission. Should students encounter inappropriate materials they should inform the teacher and immediately turn off the monitor. The following unacceptable activities involving the use of the GEDSB's Information Technology resources are strictly prohibited:

- **Etiquette:** transmitting or accepting information which contains swearing, racism or indecent materials. Be polite and respectful.
- **Harm to others:** any act harming another individual.
- **Illegal activities:** making illegal copies of software (whether licensed or otherwise without the permission of the teacher).
- **Fraud:** attempts to deceive others.
- **Vandalism:** the deliberate attempt to harm or disrupt any part of the computer facilities including hardware, software, data or any other component. This includes attempting to harm other installations.
- **Use of the computers for purposes other than education.**
- **Personal safety:** personal information that identifies the user should not be transmitted over the Internet.

Activities that are in contradiction of this Procedure will be reported to the appropriate level of supervision or management based on the user involved. Repercussions may include: restrictions on the use of specific Information Technology resources, suspension of access to all Information Technology resources, suspension, expulsion/termination, and criminal charges.

Use of Electronics

Electronics such as cell phones, MP3 players and handheld gaming devices are not permitted to be used on school property. Students may bring such items in their backpack for use to and from school. Aside from the monetary value of these electronic

items we are concerned that these devices represent a safety concern for our students. Cell phones which also take pictures represent a potential invasion of privacy for students. Subsequent posting of cell phone pictures on the Internet presents a safety concern for any student whose picture appears there. With respect to portable music players, students wearing earphones cannot properly hear instructions that may be given on the yard nor will they necessarily hear all the activity on the yard. They become vulnerable to collisions with other students or flying balls that may be in their vicinity. We ask that students do not bring these items to school.

Cell Phone Guidelines

Students are aware that cell phones are not banned from school as they can be a wonderful tool. However, cell phone etiquette and the following guidelines should be followed.

Students have been asked to:

- obtain parental permission before a cell phone is brought to school;
- NEVER take a photograph or video from the time they leave their homes in the morning and arrive back home after school; it is very easy for students to post images on the Internet without parental permission; student involvement will result in disciplinary action;
- always keep their phone turned off and out of sight from the time they arrive on school property in the morning and are dismissed at 3:10 pm.; each classroom teacher (grades four to eight) will explain where he/she expects cell phones to be kept during the day;
- with teacher or office assistance, use the office phone for ALL calls while at school.

The staff have been trained to handle emergency situations and all emergency situations must come to their attention. If a parent feels that a cell phone is required to

ensure their child's safety the parent is asked to contact the principal to review the details and establish an emergency protocol for their child. As with all items brought to school, the school cannot ensure that items will not be damaged or go missing. As with all school rules, progressive discipline will be used when students are caught not following the rules. If you have concerns, or questions, about these cell phone guidelines, please contact the principal to discuss further.

Lansdowne-Costain Home & School Association

This very dedicated group has accomplished much over the years. Snack program, Fun Fair, Grandparent's Day, Career Day, and sponsorship of school programs are but a few examples of this group's importance to our school life. If you would like to offer much-needed assistance or learn more about the Home and School, please contact the President, Marlene Pomfret, at marleneplants@gmail.com

School Council

The Lansdowne-Costain School Community Council is comprised of elected/appointed members: one teacher, one non-teaching staff member, the Principal, one community representative, and a number of parents. This advisory body meet a minimum of six times per year and will deal with a variety of school-related issues mandated by the Ministry of Education. The school and Board solicits the views of the School Council in many areas including:

- ✓ Conduct of persons in the school
- ✓ Appropriate dress for pupils
- ✓ Policies and guidelines for fundraising activities within the school
- ✓ Board and school action plans for academic improvement

The **School Council** is a liaison between Parents and the School. If you have an overall school concern or suggestion for improvement, School Council can be a useful forum for communication. You can contact

the Chair, Marlene Pomfret, at marleneplants@gmail.com

2016-2017 Scheduled Meetings

* unless noted, all meeting to be held in the staff room; all parents welcome to attend

Date	Home & School/School Council	
Sept. 9 th	6:00 pm	7:00 pm
Oct. 1 st	6:00 pm	7:00 pm
Nov. 5 th	6:00 pm	No Meeting
Dec. 7 th	TBD for Mtg. & Social	
Jan. 18 th	6:00 pm	7:00 pm
Feb. 22 nd	6:30 pm – Parent Engagement Evening	
Mar. 22 nd	6:00 pm	7:00 pm
Apr. 19 th	6:00 pm	No Meeting
May 17 th	6:00 pm	No Meeting
June	TBD for Mtg. & Social	

Grand Parents' & Special Friend's Day - May 8, 2017
Family Carnival - June 9, 2017

Guidelines for Grade Eight Graduation

These procedures and routines are included in the handbook to provide guidance and consistency from year to year.

- The school staff is responsible for planning all details related to the graduation ceremony.
- The Home and School Association traditionally hosts a reception after the ceremony.
- The Principal facilitates the formation of a *Parent Gradation Committee* which will be established by the end of October. This committee is responsible for planning the student festivities following the ceremony.
- The committee should be comprised of a parent chair, a grade eight teacher (or representative), and a minimum of two grade eight students. Additional parents are needed and welcomed. The Principal attends the first meeting.
- In the past, funding support has been given by individuals, school groups, and businesses. The *Parent Graduation*

Committee must be in place before any funding can be considered. Should funds be received from any source, a budget and final reconciliation must be prepared.

- It is recommended that the committee maintain and pass down a binder of collected wisdom on how the event was organized each year.

AM-28 Peanut Butter Substitutes

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/guardians 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 response to Anaphylaxis (allergic reactions), please visit www.granderie.ca. Thank you for your cooperation.