**Courtland Public School**

2022-23

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Message from Administration

Welcome to the **2022-23** school year at School Name!

It is a pleasure to welcome each student and family to Courtland Public School. Providing a safe, caring, engaging, and inclusive learning environment is of utmost importance to all who belong to our Junior Kindergarten to Grade 8 school community.

This agenda will serve both as a means of communication and as an organizational tool. Students are reminded to bring it to class and take it home each day so that parents can learn about school events and homework. Parents are requested to sign any notes from the teacher

to acknowledge that they have been read. Parents may also write any of their own notes to the teacher in the agenda. This routine will help to keep parents informed and students organized.

Let’s work together to have an outstanding year!

Ryan Tyndall

Principal

**Daily Schedule**

Office hours: 8:30 am - 3:30 pm

At 8:30 a.m. daily, teachers meet the school buses and begin supervising the playground***.*** *Students are unsupervised prior to that time and should not be on the playground.*

Our school has a nutrition program. Healthy food is offered to staff and students as we begin our school day at 8:50 a.m.

Entry Bell 8:50 a.m.

Nutrition Break and Recess 10:50 a.m. - 11:30 a.m.

Nutrition Break and Recess 1:10 p.m. - 1:50 p.m.

Recess, walkers are dismissed 3:10 p.m.

Buses leave the yard 3:20 p.m.

Our balanced school day timetable divides the school day into three blocks 120, 100, 80 minutes of instructional time. Two nutrition breaks are provided, one in the morning and one in the afternoon. Each of the breaks is 40 minutes long, broken up into 20 minutes to eat, followed by 20 minutes for recess. Our school is a bus transfer point for Valley Heights Secondary School, Delhi District Secondary School, Langton, Houghton and Our Lady of Fatima Catholic School. We have an additional recess, for bus riders at the end of the day, to allow time for buses to arrive from these different locations.

**Important Dates**

September 6 First day of School

October 2 PD Day (Norfolk County)

October 10 Thanksgiving

November 11 PD Day

Dec. 26 - Jan 6 Winter Break

January 16 PD Day

February 20 Family Day

March 13 - 17 March Break

April 7 Good Friday

April 10 Easter Monday

April 21 PD Day

May 22 Victoria Day

June 2 PD Day

June 28 Last Day of School

**Safe Arrivals and Departures**

The majority of our students are transported by bus and we are also the transfer station for an additional five schools. Bus arrival and pick-up times vary depending on weather and the number of pick ups and drop offs for that day. If you are dropping your child off at school in the morning between 8:30-8:50, please park on the side of the road and walk your child if needed to the open gate. At the end of the school day 3:10, all walkers and pick ups exit through the front doors, please park on the side of the road and meet your child if needed at the front entrance. Please do not park in any of the entrances or exits to the school parking lot, these act as our fire and bus routes.

Our school doors are locked at all times. In order to enter the school, the buzzer located at the front entrance must be activated and then office will open the doors.

**Attendance and Absences**

Regular attendance and being on time are essential for school success. Students are expected to be in attendance and at school on time each school day except for instances of 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, please call or email the school. 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 signed and dated note from the parent to the teacher is required for every period of absence if you have not contacted the office directly. When a student has missed 15 days of school, a letter will be sent home from the office. If a pattern of poor attendance persists, our attendance counsellor may be contacted. It is the student’s responsibility to complete work missed during periods of absence.

**Bus Transportation**

Riding the bus is a privilege. We want to ensure the safety of all students while riding the bus and the student behaviour should not infringe on this safety. All bus riders are expected to:

* Get on and off the bus in an orderly fashion and remain seated while the bus is in motion
* Be reasonably quiet and well-behaved. Refrain from using profane or crude language/gestures
* Avoid bringing hazardous or dangerous items on the bus
* Be courteous to the bus driver and patroller and obey his/her requests immediately
* Refrain from eating or drinking on the bus

Students who break one of the bus rules may receive a bus incident report from the bus driver. It is important to note that ONE severe rule infraction could lead to the loss of bus privileges immediately.

Students may not ride a bus other than their own. Also, students who do not regularly ride a bus may not ride the bus to a friend’s home. This type of transportation is the responsibility of parents or guardians.

**Inclement Weather**

The safety of all Grand Erie students is our top priority. In the event that the forecasted road conditions will not allow for the safe transportation during the morning or afternoon travel times and/or when visibility is expected to be significantly impacted, transportation services will be cancelled, resulting in schools being closed to students and staff. If school is closed, asynchronous learning opportunities will be available for students online. Teachers will be in touch with students directly on how to access this.

The decision to cancel transportation services in a particular zone or across the district is made by 6:30 a.m.

Additionally, in the event of extreme cold weather (defined as minus 30-degree temperatures without wind-chill), transportation services will be cancelled – either by zone or across the district – however, schools will remain open to students and staff.

Our school is included in **Zone 1**.

Find Information about school closures and/or transportation cancellations:

•             On Grand Erie’s website: [www.granderie.ca](http://www.granderie.ca)

•             On Student Transportation Services’ website: [www.stsbhn.ca](http://www.stsbhn.ca).

•             On Grand Erie’s Twitter account: @GEDSB

**Paying for School Trips, Food Days, Miscellaneous Items:**

Grand Erie uses School Cash Online to as a safe and easy way manage payments for trips or food programs. This program eliminates the need for students to carry cash to school for such purchases. For safety and efficiency, Grand Erie Is reducing the amount of cash and cheques coming to our school.

Through School Cash Online, you can pay for purchases and check out either through eCheque (which requires you sharing some of your banking information) or your credit card (like most online shopping experiences).

Visit www.schoolcashonline.com to register, and follow the process outlined on that site. There are flyers at the school outlining more detail about School Cash Online. For more information and support contact the Parent Help Desk at:

1-866-961-1803 or parenthelp@schoolcashonline.com

**Student Cell Phones and Devices**

Although we do not encourage students to bring cell phones to school, we do appreciate their use for safety reasons when students are traveling to and from school and on occasion a teacher may give permission for students to utilize them as an **educational tool in class**. While on school property, however, cell phones must be out of sight. Electronic devices are not allowed in the washrooms, gym change rooms, or in classrooms during recess. The school will not take responsibility for lost or stolen devices. Students using electronic equipment on school property will receive one warning and the equipment will be kept at the school office until the end of the school day, when it will be returned. If students continue to use their electronic equipment at school, the equipment will be stored at the office and a parent/guardian will need to come to the school to pick it up. We request that parents do not text their children at school, nor should students be texting home. We are happy to pass on messages through the school office or permit a child to use a school phone when needed.

**Dress Code**

Student dress guidelines apply principles of anti-oppression, anti-racism, anti-colonialism, equity and inclusion to what students wear to school and school functions. They support student health, well-being and safety and foster positive school climates, affirming the diversity of social and cultural identities reflected in student clothing and respecting student choice and freedom of expression.

Students, staff and volunteers are required to wear proper attire that displays good taste and demonstrates respect for themselves and others.

* Hats (or headwear) must be removed when inside the building, unless for a specified activity or cultural purpose. i.e. spirit day. Hair bands are permitted.
* Appropriate footwear must be worn at all times, both inside and outside. Inside shoes, with no scuff soles for the gym floor, are required. Shoes with wheels are not allowed at school.
* Clothing must be appropriate to a school setting:

1. Shirts must be at least waist length and overlap pants at all times
2. Shoulder straps on tops must be at least two fingers wide (no “spaghetti” straps)

3. Necklines, shorts and skirts should fit appropriately and reflect modesty.

4. Pyjama tops, bottoms and nightshirts are not acceptable clothing at school.

5. Appropriate undergarments are necessary and must not be visible.

6. Clothing with inappropriate language/graphics or messages (promoting/ depicting drugs, tobacco, alcohol, racist content, sexual content or violence) is unacceptable at all times.

If a student is dressed inappropriately, he/she will discuss with the teacher or principal the reason why the clothing is inappropriate. The student will be asked to change or cover up until appropriate attire is available. The student may need to call home for a change of clothing or the school may provide something temporarily from the lost and found box.

Please take the time to clearly label all of your child’s clothing, gym outfits and personal belongings. The school does not accept responsibility for items lost at school.

**Illness and Injury at School**

At all times, the safety and well-being of students is our priority. It is extremely important that illnesses, undiagnosed rashes, infections (Pink Eye/Conjunctivitis) and lice/nits be treated prior to your child arriving at school. Students should stay home if they are not feeling well and not return for 24 hours after vomiting or receiving medical treatment in order to prevent infection to others.

School is a busy environment in which accidents can occur. We do have First Aid trained staff members who will access an injury when necessary. Parents or guardians will be notified through a phone call or note in the planner when a child has injured themselves while at school. All blows to the head, known to staff, are reported to parents. If a child is in medical distress, an ambulance will be called, and parents will be responsible for the cost of the ambulance. Please ensure that the school has updated contact information at all times.

If your child is too ill to attend class, you will be asked to take them home.

**Contagious Diseases/Head Lice**

Students found to be at school with contagious diseases, undiagnosed rashes or eye infections will be sent home for medical attention and/or treatment. All cases of these conditions should be reported to the office as soon as possible to reduce spreading to other students.

Head lice needs to be managed in the best interest of students through the partnership of parents or guardians, students and the school community. The treatment and eradication of head lice is ultimately a parent or guardian responsibility. Students diagnosed with head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

**Medication**

Students bringing non-prescription medicationto 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.

In the case of prescribed medication, a Request for Administration of Prescribed Medication in Schoolform (available from the school) must be completed and forwarded to the principal. Prescribed medication needs to be in the prescription container, clearly labelled, and must clearly indicate dosage. authorization form must be completed by the parents or guardians and forwarded to the principal for each school year, or whenever a modification of the prescribed medication occurs. It also must be received prior to medication being administered.

**Bicycles, Skateboards, Roller Blades, Scooters**

Parents who give permission for their child to ride a bike, scooter, skateboard or rollerblades to school are encouraged to review the traffic safety rules with their child. Remember that the law requires children to wear a CSA approved helmet. Storage racks are provided for bicycles or scooters at the school, however, the school cannot assume responsibility for loss or damage to a bicycle or scooter. Students should lock up their bicycles or scooters since they are not permitted in the school. Skateboards and rollerblades are to be kept at the cubby area.

If students ride to school they must dismount and walk their bike, scooter or skateboard and remove their rollerblades while on school property.

**Nut-safe environment**

Some people 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, or may contain, peanuts or traces of any nutproducts in them. It is critical for the children’s safety to keep the classrooms free of peanut or nut-related products e.g., products that say “may contain traces of nuts” which may have traces of nuts such as cashews, hazelnuts, walnuts, pecans, brazil nuts, or almonds in them.

Peanut butter substitutes are often indistinguishable from peanut butter, and therefore are also not permitted at school. Parents who wish to find a list of snack foods that are peanut-free can find such information at snacksafely.com.

**Standards of Behaviour**

Grand Erie is committed to partnering with parents and guardians to build a culture of learning, well-being and belonging to inspire each learner.

It is our goal to provide a positive school climate in which each student can reach his or her full potential. This is a place where we foster 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.

All students and staff members will:

* Show respect for the rights, property and safety of themselves and others at all times
* Accept personal responsibility for their behaviour
* Demonstrate socially acceptable behaviour
* Refrain from all forms of bullying by respecting and appreciating the diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, national or aboriginal origin, socio-economic status or appearance
* Attend regularly and punctually
* Show respect for the roles and responsibilities of students, principals, teachers, parents, volunteers and the school board
* Demonstrate and promote positive behaviour through the avoidance of all types of violence
* Use information and communications technology, including the internet, digital resources and e-communication and all forms of social media in a responsible and acceptable manner

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.

**Progressive Discipline**

Grand Erie District endorses early and ongoing prevention and intervention to promote positive behaviour. Opportunities for students to learn from their choices is a critical element. We use a whole-school approach that employs 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.

**Lost & Found**

Found items are placed in a bin by the office. Please have your children check if items are missing. You can assist us by putting your child’s name on all belongings including gym bags, jackets, shoes and boots. Unclaimed items are given away at the end of each term.

**Personal Information**

Student/family information must be kept up-to-date. Any changes in information throughout the year should be reported to the office by phone, fax, e-mail or note. Please report all changes in address, phone numbers, emergency contact numbers and custody arrangements as soon as possible so that all information will remain current.

Personal information is securely stored centrally by Grand Erie on servers located in Canada.

**Voluntary, Confidential Indigenous Student Self-Identification**

If you are of First Nations, Métis or Inuit ancestry, we encourage you to let us know. Through voluntary self-identification program, we are able to further improve the educational experience so that Indigenous students can thrive in school.

The information collected through voluntary self-identification helps Grand Erie determine the effectiveness of current programs, monitor student achievement and provide important information for future decision making.

Students can self-identify their First Nations, Métis and Inuit ancestry at any time. This can be done when completing registration forms, or by simply notifying the school. The decision to self-identify is voluntary. Information on individual students will not be released and is kept completely confidential.

**Visitors**

All visitors to the school must check in at the office. Visitors include everyone who is not a student or staff member. For safety reasons no one is permitted to be in our school without a specific purpose approved by the office and known to the staff. This not only increases our security, but also minimizes hallway activity, which distracts many students if their classroom doors happen to be open.

**Volunteers**

We are grateful for those who are able to volunteer their time. An active school relies on the support of families and friends. There is a wide variety of volunteer opportunities available in our school that enhance the programs and school life. Contact your child’s teacher or the office to let us know if you are interested in becoming a volunteer.

Volunteering that involves direct contact with students requires a police check with vulnerable sector clearance to be done. Police checks are valid for three calendar years and are available if a letter from the school is presented to your local police service with the request. 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). There is also a one-time only mandatory Accessibility Awareness Training (AODA) session that is completed online (approx. 20 min). A certificate of completion can be printed out and brought in or emailed to the school.

**Parent Council(COPE)**

The Parent Council meets regularly to support and promote student learning, achievement and parent involvement in our school. Notice of meetings will be shared in the school newsletter and posted on our website. Information can be found on the Parent Council bulletin board in our front hallway. Contact the school if you would like to get involved.

**Communication**

Newsletters, notes in the agenda, marked work sent home, conferences, phone calls, presentations and performances are all excellent ways for parents to learn about what their child is doing at school and the levels of their achievement. Report cards and interviews represent the formal evaluation of student progress. If you wish to speak directly with a staff member, please phone the school so that a mutually convenient time can be arranged.

**Safety Drills**

Grand Erie schools are required to practise a minimum of six fire drills throughout the year. We make every effort to practise when the weather is conducive to being outdoors. Typically, these drills are spread throughout the year. Grand Erie schools also practice a minimum of two lockdown procedures in the school year.

**School Security Protocols**

**“Hold and Secure”** – Used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., significant police action occurring near a school but, not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

**“Lockdown”** – Only used when there is a major incident or threat of school violence within the school, or in relation to the school. During a lock down students and staff are directed to a secure room, doors locked, windows and curtains closed, and all sight lines into rooms blocked.

**“Shelter in Place”** – Used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation (ex. chemical spills, blackouts, explosions or extreme weather conditions).