

Parent/Student Information Handbook

2016 - 2017



District School Board Ontario North East

www.dsb1.ca

Welcome to Golden Avenue Public School!

This Handbook is designed to introduce our school to you and act as a guide to our day-to-day procedures.

OUR SCHOOL'S MISSION STATEMENT

To provide the best possible educational opportunities and experiences for all learners of Golden Avenue Public School in a responsible and caring manner.

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CONDUCT AND BEHAVIOUR

This school code will be reviewed regularly in consultation with staff and the School Council. Parents who wish to make comments or suggestions are welcome to do so at any time.

Every student has a right to an education within a school environment that is free from fears, prejudices and distractions.

The rules are grounded in RESPECT for SELF, OTHERS and SCHOOL PROPERTY, are few in number. All students in our school are encouraged to take responsibility for their conduct. The expected behaviours, the reason for the expected behaviours, and consequences of misbehaviour are reviewed with students regularly. Families will also receive a copy of the District School Board's Code of Behaviour at the beginning of each school year.

Expectations

1. Students will use good manners at all times.
2. Students will show respect for authority. Appropriate words and tone of voice are to be used. Instructions are to be followed promptly.
3. There will be respect for school and personal property. Such acts as vandalism, stealing and littering are not acceptable.
4. Students will respect the rights, safety, feelings, and opinions of others. Inappropriate behaviours such as swearing, stealing, play fighting, bullying, or name-calling will not be tolerated.
5. Students are expected to do their best at all times.
6. Academic honesty is expected from all students.
7. Students are responsible for coming to class prepared. This includes:
 - a) bringing all necessary equipment (pencils, books, etc.);
 - b) being on time;
 - c) completing assigned work;
 - d) listening attentively;
 - e) working quietly;
 - f) entering building in an orderly manner and proceeding to their homeroom classes.



Playground Rules

- Hands Off! (Students are expected to play games that do not involve rough play or play fighting.)
- Use proper language and a respectful tone of voice.

- No throwing things such as rocks, snowballs, sticks or other similar projectiles.

Progressive Discipline

Our students are expected to demonstrate the appropriate behaviours and follow the rules outlined in this information handbook. We espouse the philosophy of Progressive Discipline which will be reviewed annually with staff members and Advisory School Council. Our schools progressive discipline policy will be in line with the Board's Student Discipline Policy and Student Discipline Procedures.

Dress Code

All students are expected to attend school well-groomed and dressed in suitable school clothing. It is recommended that students wear those items which will be conducive to a positive learning environment.

For safety reasons, proper shoes should be worn in the building at all times. **Running shoes (preferably white-soled / non marking soles) should be left at the school for this purpose and for gym class.** Winter footwear is not appropriate apparel in the classroom. **Jewellery, including piercings should not be worn during Physical Education classes.**

Caps are to be removed when entering the building and jackets are not to be worn in class. T-shirts, ball caps that display inappropriate sayings or pictures (e.g., reference to beer or other alcoholic beverages), **and pyjama bottoms are not allowed at the school.**

During warm weather, students may wear walking shorts to school, however they must be, in the opinion of the school, in good taste. (Walking shorts are usually worn so that they almost touch the knees. Anything shorter may be deemed inappropriate) **Flip Flops are not considered appropriate foot ware** and can present tripping hazards. Students are encouraged to wear T-shirts, short sleeved shirts, and other shirts/blouses/tops that have short or long sleeves. **Sleeveless tops are not considered appropriate attire (i.e., muscle shirts/under shirts).** Provocative clothing such as outfits which expose the stomach area or tops of thighs are not acceptable.

Rings in the nose, lips, tongue, bellybutton and eyebrows are becoming more acceptable. Our preference is that students save this type of adornment for outside of school. Students who do wear such rings will be allowed to do so only if no undue attention is drawn to it. **Students will be expected to remove all rings and jewellery items during physical education classes or sport activities in keeping with Health and Safety Standards.**

Attendance and Punctuality

Daily attendance is one key to school success. A student is required to attend **all** classes **regularly** and **punctually** except in the case of illness or other extenuating circumstances. Students who are persistently late without good reason may be assigned an appropriate consequence: A meeting with parents to discuss attendance; detentions; in-school suspension; formal suspension from school; a meeting with the District School Board. O.N.E. Attendance Councillor.

The Board's Safe Arrivals Policy indicates that the whereabouts of every child must be accounted for. In our office, the first order of the day is to go through the attendance cards. For absent students for whom we did not receive a call or a note, a call will be made to parents to ensure student safety.

Parents are asked to give the school a call if a child will be away from school. The secretary is available from 8:00 each morning or you can leave a voice-mail message regarding attendance outside regular school hours. Otherwise, we will try to contact parents at home or their work place. Failing that, we will attempt to contact the emergency number that we have listed to determine the whereabouts of the student.

VISITORS TO SCHOOL

As per Board policy, all visitors to the school must sign in at the office upon entry, wear a Visitor's Tag during the visit, then sign out and return the tag when leaving the building. **Otherwise, all visitors must wait at the office during the instructional day, where we will be happy to assist you.** Parents who pick their children up on a regular basis are encouraged to meet them outside at a predetermined spot. Preparing for home is a great way for students to develop independence. **It is possible that the entry system to the front door may not be directly monitored from 11:30 until 12:30.** Access to the school might not be possible during this time. Please consider this when planning to visit the school.



STUDENTS GOING OFF PROPERTY

We ask that parents provide us with a written note if they give their child permission to leave the property, especially at lunch time which is considered to be 12:45-1:35p.m.

SCHOOL MATERIALS

The following items are supplied to students: notebooks, rulers and paper supplies

Students may be requested by the classroom teacher to provide: pens, pencils, colouring pencils, binders, duo tangs, glue stick, calculator, markers, mathematical set, appropriate scissors.

It is expected that all school materials will be kept clear of graffiti and doodlings. Materials marked in such manners will be cleaned up and/or replaced by the student. Lost items must also be replaced by the student.

FIRE DRILLS

By law, each school must practise fire drills at least six times during the year. The fire department also conducts an inspection at each school. As these drills are spontaneous, students should be wearing shoes indoors at all

times. In the event that our school must be evacuated, students will be housed at the South Porcupine Legion Hall.

ACCIDENTS AND INSURANCE

Students injured on school property during the school day or injured during school-sponsored activities **must notify a teacher** so that an accident report form can be completed. Student accident insurance forms are given to every student at the beginning of the school year. It is suggested that all students taking part in athletic activities have some school insurance.



SCHOOL NEWSLETTER AND CALENDAR

A one-page calendar highlighting school activities will be sent home before the first of each month. A School newsletter including Parent Council News will be posted online on the school's website.

EARLY MORNING ENTRY PROCEDURE

Yard supervision begins at 8:30 a.m. **Students should not arrive at the school before 8:30 a.m. as no supervision is available before that time.** Parents who choose to drop off their children on school property before that time are to keep this in mind, and students will be allowed entry into the school at the regular 8:45 bell. Parents dropping off students or picking them up should not be doing so in the staff parking lot, as this could present safety issues for students who are walking unattended between parked vehicles.

In the case of inclement weather, students will be allowed into the school. Decisions will be based on the safety and well-being of the students. Students are expected to dress appropriately for cold or rainy weather.

NUTRITION BREAK PROCEDURE

Two nutrition/exercise breaks will be provided each day. The first break will be from 10:25a.m.-11:05a.m. and the second lunch break will be from 12:45p.m.-1:35p.m. All students who eat lunch at school **must remain** on the school property between 12:45p.m. and 1:35p.m., unless **written/dated/signed** permission is provided. Students who have lunch off property return to school at 1:05, when recess yard supervision begins. Students are to be seated during lunch period and remain in the room until they are dismissed at 1:05 p.m. All garbage must be placed in the containers provided. Following the eating period, students are to go directly to their lockers or coat hooks, get whatever clothing they require, use the washroom, and go outside. **Snacks/drinks are NOT permitted outdoors.** All refuse is to be deposited into the garbage cans.



With more and more students and staff members being diagnosed with **severe nut allergies**, we strive to be a **Nut Safe zone**. These allergies can be **life threatening**, and a reaction can result not only from eating food-containing nuts, but also from breathing the air during or after nut products have been

consumed by another child, or from touching a child or item that has come into contact with nuts. As you can imagine, we must monitor the situation carefully to ensure the safety of these students.

We are asking for your help to ensure the safety of all students, by avoiding sending snacks or lunches that contain nuts, including peanut butter.

In an effort to promote Healthy Eating Habits, **we ask that parents/guardians not send food to the school (i.e., cakes, cupcakes, candy) to celebrate occasions such as birthdays** that could otherwise be celebrated with family and friends at home. This is to continue to support our efforts to promote Healthy Eating habits, while also taking into account the increased number of food allergies and medical conditions that student present with in our schools. (i.e., nut allergies, lactose intolerance, diabetes, etc.)



BUS PROCEDURE

The rules for riding buses, as distributed by the District School Board Ontario North East, will apply to all students.

If you wish your child not to take the bus home after school, please send a note to the teacher or call the office during the morning or early afternoon well before bus time. Please communicate with us any change in routine. School buses are not part of the city transit system. Students are assigned to buses and, according to the Board's Bussing Procedures, may not take a different bus.

HEALTH SERVICES

A Public Health Nurse will visit the school regularly to pick up and deliver correspondence.

Students who are unable to attend physical education classes must bring a note of explanation from home or a doctor.

Should it be necessary for a student to be excused from physical education classes for an extended period of time, a doctor's slip is required.

BOARD WEBSITE

Policy documents pertaining to school-related operations can be accessed on the Board's website (www.dsb1.ca). Click on "Policy Manual" to view policies about:

- Safe Schools: Progressive Discipline Policy (2.1.15)
- Safe Arrival (2.1.2)

- Harassment Policy (1.2.2)
- Appropriate Use of Information Technology (2.1.1.0)
- Student Code of Conduct Policy (2.1.6)
- Safe Schools: Student Discipline, Bullying Prevention and Intervention (2.1.18)
- Violence Prevention Policy (2.1.7)
- Police and School Protocol (2.1.10)
- Drug Education Policy (2.1.13)
- Appropriate Dress Policy (2.1.14)
- Suspension/Expulsion Policy (2.1.15)
- Hand-held Electronic Communication & Listening Devices (2.1.28)
- Bullying Policy (2.1.26)



Also available on the Boards Website:

- School Year Calendars
- Resources for Students
- Resources for Parents
- School Bus Regulations
- Inclement Weather Information
- Nutrition Policy (1st reading)

TELEPHONE

The school's telephone number is 360-8054 and the fax number is 235-3260. Please feel free to contact the school during the day to obtain or give information. Teachers are not usually available during teaching times, but will return your call at the first opportunity. The school secretary will be pleased to handle your calls.



PARENT INTERVIEWS

Every effort is made to communicate with parents/guardians on a regular basis. Two report cards are sent home in February and in June. Two Interim Report Cards will be sent home in November and April. At the end of June, a report card is sent home indicating placement for the next school year. If, at any time, there is a concern about your child's progress, please contact the teacher immediately.

MILK PROGRAM

Chocolate and white milk will be available on a daily basis for \$1.00 per 250 ml carton. Because the milk must be ordered, the milk must be pre-paid using the online School Cash system for payment as of November 2016. Cash will no longer be collected at the school for the milk program. For more information about School Cash, visit the Board website at www.dsb1.ca. The Milk Program will only be offered if there is sufficient interest.

PIZZA LUNCH DAYS

Every Thursday is Pizza Day. Profits go into our student fund. Unfortunately pizza orders will not carry over to the following week. The pizza must be pre-paid using the online School Cash system for payment as of November 2016. Cash will no longer be collected at the school for the pizza program. For more information about School Cash, visit the Board website at www.dsb1.ca. The pizza program will only be offered if there is sufficient interest. Thank you for supporting our fundraising efforts.



PROFESSIONAL ACTIVITY DAYS

Throughout the year some P.A. days are held and staff is involved in professional development. These days are used to attend workshops and/or presentations. Some of the professional development activities are held at the school, while others are grade, or system-wide. It is through these activities and conferences that staff remains up-to-date on educational issues and practices.

ORAL MEDICATIONS (PRESCRIBED AND NON-PRESCRIBED)

1. Medication for pupils shall be administered at home whenever possible.
2. The pupil's parent/guardian may be permitted to administer medication during school hours. Every attempt should be made to arrange times for such administration with the least possible disruption to all concerned.
3. Permission for a pupil to possess and self-administer a medication is the responsibility of a parent/guardian at the discretion of the principal. A record of any parental permission received will be retained in the school and should be reviewed annually.
4. As per Board Policy, where oral medication must be administered to pupils by school personnel, it shall be in the following manner:
 - a) The administration of non-prescription oral medication (including Tylenol, Aspirin, Anacin and other over-the-counter medications) must have written authorization of the parent/guardian before administration by the principal; **(Form - Appendix A)**
 - b) The administration of prescription medication must have the written authorization of the parent/guardian, and the physician. **(Forms - Appendix A & B)**

Please contact the school to request the necessary form(s). Updated forms must be submitted before the start of each school year.

BICYCLES, SCOOTERS, SKATEBOARDS, IN-LINE SKATES, & “HEELIES”

Students are welcome to bring their bicycles to school during good weather. Please be sure to provide your child with a lock for the bike.

It is also expected that **students will wear helmets**, ride their bicycles on the street, **walk them on the sidewalk and school property**, and follow bicycle safety rules. Scooters, skateboards and in-line skates are to be carried on the property. Students on the upper floor may keep these items in their lockers. Students on the lower floor will be provided with a storage area in their classroom.

“Heelies”/shoes with wheels on the heels, are not to be worn on school property, so it is best to keep the wheels at home.

ADVISORY SCHOOL COUNCIL

Advisory School Councils were created in 1996 to enhance students' learning through the co-operative efforts of parents, students, staff members, and others in the community. The Advisory School Council is a body of volunteers who work together to provide ideas and opinions to help the principal make the school a better place for learning. The chair of the School Council is always filled by a parent.

Elections take place each September. A minimum of 4 Advisory School Council Meetings per school year will be scheduled.

Copies of the minutes of each meeting are on file at the school.

Visitors to Advisory School Council Meetings

The Advisory School Council welcomes and encourages parents and members of the community to visit Council meetings.

As with so many other organizations and committees, the G.A.P.S. School Council has guidelines and procedures for visitors at meetings:

- a) visitors are asked to sit in the reserved visitor section and will not be invited to sit at the discussion table;
- b) the Council courteously requests that visitors not speak during the meeting unless they are asked to do so by the Chairperson;
- c) if a visitor wishes to speak or to make a presentation, he or she must ask to be put on the agenda prior to the date of the meeting by calling the school office at 360-8054. Requests should be made at least one week before the meeting date and topics should be relevant to the entire school. Individual concerns about your child should be handled directly through the classroom teacher or principal;
- d) meeting agendas are available from the school office upon request;





- e) the Council will not discuss or vote on a visitor’s presentation until the next regular meeting date;
- f) the location of the meeting within the school may change according to the numbers expected. A sign will be posted on the front doors of the building to direct people to the meeting room.

SPECIAL EDUCATION DELIVERY

The Special Education and classroom teachers of Golden Avenue Public School decide collaboratively and continuously how their students can be best assisted by the Special Education teachers. On-going assessment by the classroom teachers determines the needs of the children. Most Special Education assistance takes place in the classroom in the form of individual assistance with in-class assignments and small group instruction. Some assistance is provided through small group withdrawal. As needs change, groupings and focuses of instruction are revised. This on-going re-assessment ensures appropriate Special Education assistance.

DAILY SCHEDULE

8:45	Entry Bell
10:25-10:45	Nutrition Break
10:45-11:05	Recess
12:45-1:05	Lunch Break
1:05-1:35	Recess/ Intermediate Activities
2:45	Dismissal Autism Program students
3:15	Departure of Buses for all other students

CROSSING GUARDS

The crossing guards at the Golden Avenue/Main Street intersection are on duty at the following times:

- 8:25 a.m. – 8:55 a.m.
- 12:45p.m. – 1:35 p.m.
- 3:05 p.m. – 3:35 p.m.

INTRA MURAL SPORTS FOR INTERMEDIATE STUDENTS

All students are encouraged to participate in the co-ed sports activities daily from 12:45 until 1:35 p.m. In addition to developing athletic skills and becoming more physically fit, the students grow socially and emotionally. Teamwork, participation, and the building of self-esteem are key elements of this program. The following sports are offered at different times throughout the year: cross-country running, basketball, handball, volleyball, and whiffle ball. All participants in the Noon Hour Sports Program enjoy day-long tournaments as a culminating activity for each event.

ACTIVITIES

ATHLETIC	ACADEMIC	SCHOOL TRIPS	SPECIAL DAYS
Cross-Country Running	D.A.R.E. (Grade 6)		Christmas Concert
Cross-Country Skiing	Family Literacy Day		Autism Awareness Week
Basketball	Public Speaking		Remembrance Day
Volleyball			Winter Carnival
Soccer			
Boot Hockey			Play Day
Swimming (Grade 4)	Poster Competitions		Eco-Book Exchange
Swimming (Grade 4)			Education Week
Jump Rope for Heart			Bike Rodeo
Badminton	Winter Carnival Writing Contest	Eco-Camp Bickell (Gr.6)	Special Olympics Torch Run
Terry Fox Run/Walk			Book Fairs
Track & Field			
Basketball Free Throw			

ELECTRONIC EQUIPMENT AND CELL PHONES

As per DSB1 Policy, *elementary students (Grades JK through Grade 6) are **prohibited** from using **handheld communication devices** to make telephone calls or texting during instructional time.* All elementary students requiring home communication in the case of an emergency or urgency must use the telephone system provided in the main office. The only exception to the above is when authorized school personnel (i.e., teacher, vice-principal, principal) have permitted the use of a handheld communication device to make a telephone call or text in the case of urgency (e.g., emergency lateness, school excursions, medical reasons, etc.)

While on school or board property, including school buses or vehicles used for transportation of students, **taking pictures** of students, teachers or any school personnel is not permitted. The only exception to the above is when authorized school personnel (i.e., teacher, vice-principal, principal) have permitted the use of picture taking for school purposes (e.g., class project, school concert, yearbook, public ceremonies, etc.).

If use of a handheld electronic communication device/camera is deemed to be in contravention of school and board policy, a teacher will direct a student to turn off device and put away. Failure to comply will result in direction of the student to school administration. Progressive discipline measures will be followed and consequences will be in line with The Board's related policies: 2.1.15, 2.1.18 and 2.1.10 which are located at www.dsb1.ca.

SCHOOL POLICY: BULLYING PREVENTION AND INTERVENTION

The Context:

The Ministry of Education has consulted extensively on the Safe Schools Provisions of the Education Act and from this process, several key components were identified; one of these being the Bullying Prevention Strategy. PPM (Policy/Program Memorandum No.) 144 or the Bullying Prevention and Intervention Policy was enacted to provide direction to school boards on the development and implementation of board policies on bullying prevention. This led to the development of the District School Board Ontario North East's Bullying Prevention Policy. The implementation date for this initiative is February 1, 2008.

The Definition:

The Provincial Definition of Bullying can be summed up as follows:

- Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual/individuals that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem, or reputation.
- Bullying occurs in a context where there is real or perceived power imbalance.

Our School Policy:

- Whereas at Golden Avenue Public School, we provide direction and experiences which help students to develop self-esteem and respect for others in a positive, "school family" atmosphere, and
- Whereas students' academic, social and personal growth enables students to learn, to think and to work independently and cooperatively, and
- Whereas principals, teachers, parents and other adults shape the school climate and they are responsible to serve as role models in creating a respectful, safe, environment for students, and
- Whereas students must take responsibility for their own behaviour and change it if necessary, and
- Whereas the establishment and use of activities designed to promote building relationships and appropriate behaviours is key to creating a positive school climate,

Be it therefore resolved:

- *That Golden Avenue Public School is committed to creating a positive school culture that is free of bullying behaviour. Bullying will not be accepted on school property, at school-related activities, on school busses, or in any other circumstance [e.g., online] where engaging in bullying will have a negative impact on the school climate.*

Consequences as they relate to confirmed acts of Bullying:

The PPM 145 from the Ministry of Education speaks to Progressive Discipline Promoting Positive Student Behaviour. At Golden Avenue Public School, we espouse the philosophy of progressive discipline measures. Within a continuum of interventions, supports and consequences may include opportunities for reinforcing positive behaviours while helping students make good choices. Parental awareness and involvement is a key component of this process.

When considering appropriate disciplinary action and subsequent intervention regarding acts of Bullying, the following shall be considered:

- the nature and circumstances of the act of Bullying
- the level of harm
- the nature of the behaviour
- past incidences or past continuing patterns of behaviour
- the context in which the alleged incident occurred

In recognition of the importance of addressing bullying, changes the Ministry of Education of Ontario has made changes to the Education Act. Because Bullying can have a significant impact on student safety, learning and school climate, **Bullying has been added to the list of infractions for which suspension from school may be considered.**

Staff members track inappropriate behaviours using a “Discipline Tracking Board” during each duty. The information recorded on the Discipline Tracking Board is then tracked centrally at the Office using the Maplewood software. This helps us track inappropriate behaviours (including bullying) and allows us to work within a continuum of interventions.

The School Bullying Policy will be reviewed annually by the school’s Bullying Prevention Committee in conjunction with the Golden Avenue Public School Advisory School Council. Please also refer to the ***Board Bullying Prevention and Intervention Plan***.

PEDICULOSIS

Refer to Board Policy 2.1.24 on the Board’s website at www.dsb1.ca under the policy section.

School Action Plan:

- The school will send a letter home with parents of the classroom(s) where head lice or nits have been detected so parents can check and monitor their children. This letter will be accompanied by a fact sheet on pediculosis.
- The treatment and eradication of pediculosis (head lice) is ultimately the parent(s)/guardian(s)’ responsibility
- Once the child has been treated and all nits and lice have been eradicated and the child is “nit free”, a parent or guardian must accompany the child to the school upon return. Appendix A (Parent/Guardian Response Form) must be completed outlining the dates of treatment.
- Personnel capable of detecting lice or nits will inspect the child before the child is readmitted to the classroom in order to ensure that **all lice and nits** have been removed.
- If there is evidence of head lice/nits, the process is again activated.
- Communication with parents will occur throughout the school year via regular newsletters and information letters to parents outlining procedures for detection and control of pediculosis (head lice).