

# **W. E. Miller PUBLIC SCHOOL**



**W. EARLE MILLER PUBLIC SCHOOL**

# **STUDENT - PARENT HANDBOOK**

**September 2016**



**DISTRICT SCHOOL BOARD ONTARIO NORTH EAST**

[www.dsb1.ca](http://www.dsb1.ca)

September, 2015

Dear Families,

On behalf of W.E. Miller P.S. and Mrs. Mary-Ann Nielsen our Vice Principal, I would like to take this opportunity to extend a warm welcome to those returning to the school and to those who are new this September..

Within a school community, I believe in a strong, dedicated and flexible commitment by all stakeholders (families, students, staff, and community members) to believe in the potential and success of each child. It is our collective responsibility to find ways to nurture and develop the young leaders in our schools in productive, meaningful and individual ways.

Families play such an enormous role in education and I encourage families to become involved in the school community by becoming a volunteer, visitor, or simply by taking time each day to engage your child in a conversation on the daily events.

This Student-Parent Handbook outlines our school philosophy, policies and procedures, our expectations for conduct, information about our school events, (i.e. Student of the Month assemblies) and additional related items regarding our school operations. Every month, our school events, school field trips and other pertinent information will be forwarded to you on monthly calendars. Additional reminders or information items will be forwarded to you by email/Remind Program by our school secretary, Mrs. Pollock, on stickers affixed to a pages in your child's agenda, or through letters and flyers sent throughout the year.

Finally, we, the staff of W. E. Miller Public School are committed to providing the best opportunities for students in partnership with families and the community as we work together to prepare pupils for lifelong learning.

If you require any assistance, please don't hesitate to contact the school at 705 268-5555 or by email at [rosemary.quinn@dsbl.ca](mailto:rosemary.quinn@dsbl.ca) or Mary-Ann Nielsen at [mary-ann.nielsen@dsbl.ca](mailto:mary-ann.nielsen@dsbl.ca) and together we will work to support your transition back to school this fall.

Sincerely

Ms. R. Quinn

## TABLE OF CONTENTS

### SCHOOL GOALS

- **Philosophy**
- **Student Leadership (extra-curricular activities)**
- **Sense of Community**

## **SCHOOL PROCEDURES**

- Allergy Alerts
- Appropriate Dress for School
- Attendance management
- Balanced School Day
- Bikes
- Bus Procedures
- Field Trips
- Fire Drills
- Fundraising
- Handheld Electronic Devices
- Homework Guidelines
- Lock Down and Hold and Secure Drills
- Medication (Prescribed and Non-Prescribed)
- Parking
- Pick up and Drop off of students
- Scent-Free Zone
- Volunteers

## **HOME – SCHOOL COMMUNICATION**

- Email
- Parent – Teacher Meetings
- Student agenda
- Report cards
- Monthly Calendar of Events

<b>School Goals</b>
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**Philosophy:** If students are valued, and we as a school community have strong beliefs that all students can achieve, then we will succeed.

**Student Leadership:**

Our older students will act as leaders, ambassadors in organizing, leading and supporting various school activities such as:

- Extra-curricular activities (students leading students based on their interests)
- Support the monitoring of younger students during transition times
- Support the maintenance of our school community (shoveling rink, helping with pizza and milk days)

All students are expected to lead with positive choices while understanding that mistakes are opportunities to learn.

### **Sense of Community:**

W. E. Miller has both a school song and pledge. The pledge is recited daily after morning announcements and O' Canada.

#### **SONG**

I get a happy feeling here at Miller school  
Here at Miller school  
Here at Miller school  
I get a happy feeling here at Miller school  
We are a step above the rest!

Here we are a team, reaching for our  
dreams  
All the staff and the students work and play  
Cheer for the Grizzlies, and all our green  
trees  
We try to be the best that we can be!

I get a happy feeling here at Miller school  
Here at Miller school  
Here at Miller school  
I get a happy feeling here at Miller school  
We are a step above the rest!

#### **PLEDGE**

I pledge to treasure W.E. Miller School as a  
place to learn and grow by being honest and  
fair to all I know.

To show respect and be kind to all I meet  
and to be responsible and fair each day of  
the week.

To strive to be the best I can be so all can  
succeed in our school family.

### **SPIRIT BANNER**

Every month, two classes or groups will be selected to receive the Spirit Banner. The Spirit Banner represents acknowledgement of their positive contributions to our school community as well as the broader community of Timmins.

Over the course of the year, each class will endeavour to complete a school or community event. Each will be awarded an equal amount of money, generated from school fundraisers, to use as a donation, or to use to help make a community event realized, (i.e. pay for transportation to read with seniors or donate a specific amount to a particular organization).

### **STUDENT CONDUCT**

Students must follow the expected behaviours, as outlined in the District School Board Ontario North East Student Code of Conduct and the following school expectations both in the classroom and on the playground. A copy of the District School Board Ontario North East Student Code of Conduct will be distributed to parents/students along with this Student-Parent Handbook.

### **Opportunities for Learning**

It is understood and expected that throughout the course of the school year students may require additional time to learn and review expectations to create a positive school community. Below is a list of expectations as well as potential review strategies that will be in place this school year:

Overall School Expectations for all Students	Strategies (Progressive Discipline)
<ul style="list-style-type: none"> <li>• Be kind and caring in our words and actions; be courteous, respectful and use good manners</li> <li>• Students will respect the rights, safety, feelings, and opinions of others.</li> <li>• Be respectful of school property and show proper care when using school materials or equipment</li> <li>• Learn from our mistakes and ensure that we take responsibility for our choices and actions.</li> <li>• Always do and try your best; academic honesty is expected from all students; come to class prepared</li> <li>• Acknowledge the work of others in positive ways.</li> <li>• Be consistent in your work (be at school on time, complete your work to the best of your ability, listen attentively, and continue to set goals for growth).</li> </ul>	<ul style="list-style-type: none"> <li>• Redirection and modeling.</li> <li>• Reminders and practice through role playing during recess.</li> <li>• Debriefing with students.</li> <li>• Work with parents to share strategies and come up with an action plan to change repetitive choices resulting in negative interactions with peers or adults.</li> <li>• Time out (inside or outside).</li> <li>• Time spent at home (sent home).</li> <li>• Formal time at home (suspension).</li> </ul>

## 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 was February 1, 2008.

***W. Earle Miller Public School has a Safe Schools Team comprised of the following members: The Principal, Vice-Principal, teacher representatives, support staff members, our School Liaison Officer and parent representatives. Two times a year, our team reviews our Bullying and Intervention Plan, (i.e. goals, strategies, activities/initiatives, responsibilities, community partners).***

### 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.

## SCHOOL POLICY:

*W. Earle Miller 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.*

### School Procedures

<b>Allergy Alerts</b>	<p>We are designated nut safe/free school. Please, avoid packaging nut based products, or items that may contain traces of nuts in your child's lunch. Many nut free food alternatives are now available for purchase. Due to allergies and to assist with healthy food choices classroom shared food (cake, cupcakes, donuts, muffins, candy etc) for celebrations are not allowed into the school. Shellfish and scent free classes may be designated if the need arises.</p>
<b>Appropriate Dress for School</b>	<p>Please be reminded that school is a place where children work and play. It is important that children dress appropriately for their work and therefore, beach clothing (spaghetti straps, clothing that exposes the mid-section, or clothing which is too short, along with clothing with inappropriate sayings) is not permitted. In the event that your child is not appropriately dressed, a phone call will be made to ask that you bring school appropriate clothing to the school.</p> <p>No baseball caps are allowed to be worn in school. Hats and caps must be removed prior to entering the building. Caps that display inappropriate sayings or pictures i.e. reference to beer or other alcoholic beverages, are not allowed to be worn. Winter hat/toques may be worn indoors when students are getting ready for recess/home (during the winter months).</p>
<b>Indoor Footwear/Physical Education</b>	<p>Physical Education is a very important component of the school's program. Generally, running shoes and T-shirts are quite sufficient. <b>Running shoes worn as street shoes are not satisfactory</b> for gym wear as sand, which collects on them, ruins the gym floor and makes the shoes slippery and dangerous. We request that all students have an extra <b>CLEAN</b> pair of running shoes (preferably white-soled) that are left at the school for use in the gym. Students who are unable to attend physical education classes must bring a note of explanation from the doctor. Students are expected to wear clean footwear (i.e. clean running shoes) inside the school building. Outdoor shoes are not to be worn while inside the building.</p>
<b>Attendance</b>	<p>Any student absent from school must provide a note signed by his/her parent upon their return to school.</p> <p>Please ensure that you contact the school by phone/Remind Program or note should you know of planned absences from school (i.e. appointment, vacation, sport activity, ill). Please contact the school prior to 9:00 a.m. to indicate any change in your child's attendance.</p> <p>The secretary is available at 8:00 each morning or you can leave a voice-mail message regarding attendance outside regular school hours. Please ensure all home and contact phone numbers are current.</p> <p>Students <b>must</b> report to the office when arriving late or leaving early. It is imperative that your child attend school regularly and that your child arrives on time for school each day. Students missing excessive amounts of school will be contacted by the</p>

	Principal and the Attendance Officer. Lack of attendance may result in loss of privilege within our school community.
<b>Balanced School Day</b>	<p>Playground and student supervision will begin at <b>8:30 a.m.</b> No student should arrive on school property before this time.</p> <p>8:30 Yard supervision begins. Earliest arrival time for drop off and walkers  8:30 – 8:50. Outside supervised play  8:50 – 10:30 Instructional Block  10:30 – 10:50 Morning snack  10:50 – 11:10 Morning Recess  11:10 - 12:50 Instructional Block  12:50 – 1:10 Lunch  1:10 – 1:40 Lunch recess  1:40 – 3:20 Instructional Block  3:20 Dismissal</p> <p><b>**NOTE:</b> All students who eat lunch at school <b>must</b> remain on the school property. between 12:50 – 1:40 p.m., unless <u>written permission</u> is provided.</p>
<b>Pupils in the School</b>	<p>Pupils <b>must have permission</b> from the Principal to be in the school before <b>8:50 a.m.</b>, at recess and during the lunch hour. <b>Supervision begins at 8:30 a.m.</b> Walkers are asked to not arrive before that time. Students may go to the washroom with the permission of a staff member.</p> <p>In the case of inclement weather, students will be allowed to enter the school early. Decisions will be based on the safety and well-being of the students. Students are expected to dress appropriately for the weather conditions.</p>
<b>Bikes and Scooters</b>	<p>Students who intend on bringing their bike to school should first practise how to properly lock their bikes with a parent/guardian. All bikes are locked against the fence facing Reg Pope Blvd, near the portable entrance. To avoid disappointment, please ensure your child locks his/her bike. Also, please verify that your child's helmet meets current safety standards. Scooters must be secured with a chain and lock at our bike rack area. <b>Skateboards <u>should not</u> be brought to school as safe storage cannot be provided.</b></p>
<b>Bus Procedures</b>	<p>Proper behaviour on the school bus is a necessity and transportation rules, as distributed by the District School Board Ontario North East, will apply to all students. A process is in place for each formal bus complaint a student receives from the driver.</p> <p>If your child will <b>not</b> be taking the bus home after school, please send a note to the teacher or call the office <b>before 2:00 p.m.</b> Please communicate with us any change in routine. Students are assigned to busses and, according to the School Board's Bussing Procedures, may <u>not</u> take a different bus.</p>
<b>Field Trips</b>	<p>JK – 6 students will participate in various field trips throughout the school year. All students must have signed DSB1 field trip permission forms to attend EACH field trip. Verbal permission or handwritten/typed notes are unacceptable.</p> <p>Criteria for school field trips include: student attendance, consistent effort, positive communication and interactions with both adults and students.</p>
<b>Fire Drills</b>	<p>We will practise a minimum of 6 fire drills throughout the year. Please ensure you practice a fire drill at home, including knowing your safe place.</p>

<p><b>Fundraising</b></p>	<p>Our school will host several fundraisers. All proceeds go directly to funding all extra-activities at the school as well as resources to support classroom learning. Proceeds from fundraisers such as, i.e. Jump Rope for Heart, Relay for Life will be directed to each respective charity.</p>
<p><b>Handheld Electronic Devices</b></p>	<p>Elementary students are prohibited to use and/or display handheld electronic communication devices (e.g. cell phone), listening devices (i.e., music) and related equipment (i.e. earphones) on all school property during regular school hours of operation. Students who bring electronic devices (e.g. cell phone, iPod) to school do so at their own risk. These items must be stored in their backpack and turned off during class time or they will be confiscated and brought to the office. Students may only use handheld electronic devices to and from school.</p> <p>Consequences if such a device is seen or heard:</p> <p><u>First incident</u> Device is confiscated until the end of the school day when the student can pick it up from the principal at the office.</p> <p><u>Second incident</u> Device is confiscated until parent picks it up from the principal at the office and student receives a two day internal detention.</p> <p><u>Third incident</u> Two day out of school suspension.</p>
<p><b>Homework Guidelines</b></p>	<p>Most often homework is comprised of the following:</p> <ul style="list-style-type: none"> <li>• Reading and reading responses</li> <li>• Completing work not completed in during class time</li> <li>• Review for upcoming assessments</li> <li>• Research for studies to continue in class</li> <li>• Math games/reviews</li> <li>• Practice activities to consolidate in class learning</li> </ul> <p>If your child experiences difficulty with his/her homework, then please make a note in the agenda. All homework should be something your child can complete independently.</p> <p>If you would like more homework for your child or have questions about homework, please contact your child's teacher or the principal.</p> <p><u><b>Vacations:</b></u> A student taking a family vacation will be provided with a scrapbook or journal to create during his/her holidays. Your child will be asked to share this learning when he/she returns.</p>
<p><b>School Supplies</b></p>	<p>We will provide the following supplies for your child: pencils, rulers, paper, notebooks, and erasers. Teachers may have specific requests that will be communicated to you through a welcoming letter that you <b>may</b> wish to purchase. It is expected that all school materials will be kept clear of graffiti and doodling. Damaged or marked materials will be cleaned up and/or replaced by the student. Lost or damaged items may also be required to be replaced by the student. <b><i>It is recommended that parents purchase a set of earphones (labelled with child's name in a clear, plastic bag) for your child's use while in our computer lab.</i></b></p>



<b>Lock Down</b>	Our school will undergo two lockdown drills this year. A lockdown involves students remaining inside their class in a safe, hidden spot with the doors locked.
<b>Medication (Prescribed and Non-Prescribed)</b>	<p>Prescribed medication and over the counter medication must be registered at the office using appropriate medical forms. Please contact the school should your child require distribution of medication during the school day.</p> <p>NOTE: All efforts should be made to give medication at home rather than at school.</p>
<b>Epinephrine Auto-Injector</b>	<p>Anaphylaxis is a growing health issue. As the parent or guardian of a child with a potential life threatening allergy, we all share your concern that time is of the essence in an emergency situation. In our ongoing attempt to be proactive, and for the welfare and safety of our students, we have a school policy to reflect this serious health condition.</p> <p>Since the efforts of staff are directed toward administering Epinephrine immediately, <b>we require that all students at risk carry their auto-injector with them <u>at all times</u> in a pouch around their waist.</b></p>
<b>Inhalers</b>	All students with asthma must carry an inhaler on their person, preferably in a pouch or pocket, at all times for easy access and availability. A second inhaler may be stored in the student's classroom, in a known location chosen by your child and his/her teacher. Older students may store the second inhaler in his/her backpack.
<b>Parking</b>	<p>We have <b>three</b> entrances into W. E. Miller School property.</p> <ol style="list-style-type: none"> <li>1) Bus loop – This area is for <b>busses</b> only.</li> <li>2) Kiss and Ride – Parents can use this one way to drive to the curb and drop off or pick up their child(ren). Be cautious when maneuvering in this area as it is a busy area and children can be unpredictable when leaving their parents vehicle. <b><u>THIS IS NOT A PARKING AREA.</u></b> Parents wishing to park and come inside <b>MUST</b> park in the parking lot or on Reg Pope or another side street.</li> <li>3) Parking lot – Reserved for staff, parents and guests. Parents and guests may also park on Reg Pope (school side) or on Simone Court (school side fence, facing south).</li> </ol>
<b>Pick Up and Drop Off of Students</b>	<p>For the safety of all students, parents/guests must report to the main office. All students will be called to the office, or when dropping your child off, he/she must proceed to class independently.</p> <p><b>Parents who pick their children up on a regular basis are encouraged to meet them outside at a predetermined spot.</b></p> <p>The designated area for parents to pick their children is at the front entrance of the school. No other entrance/exit is to be used, for the safety and protection of your child and the other children in the school.</p> <p><b><i>Parents are respectfully requested to meet their children at this location. This allows all teachers to have consistent dismissal routines with their students and eliminates unnecessary interruptions. If it is important to have your child released before regular dismissal, please check with the secretary or principal.</i></b></p> <p>If a student is to leave the school with somebody other than his/her own parent, the school needs to be contacted by the child's parents, otherwise, the child will not be permitted to leave the school.</p>

	<p>Reminder: If you are picking up your child, and he/she normally takes the bus, please ensure that a note is written in your child's agenda or that you call the school <b>before 2:00 p.m.</b></p> <p>Please review parking expectations to keep everyone safe.</p>
<b>Volunteers</b>	<p>Volunteers are always welcome within the school. Every year our need changes depending on interest of volunteers and based on time availability.</p> <p>Please check for notices regarding volunteers. Also, if you have a specific or a regular time you can commit throughout the year, then please touch base with either your child's teacher or the principal. <b>Our school policy is that parents are not to volunteer in their child's classroom unless it is a special classroom activity or field trip.</b></p> <p>All volunteers must sign a confidentiality agreement and have a police background check (vulnerable sector screen) as per Board policy.</p> <p>Thank you for helping wherever and whenever you can!</p>

## Home – School Communication

All staff members at W.E. Miller believe and understand the importance of home school communication and the positive impact it has on student engagement and learning.

Please feel free to contact the school at any time via telephone, email, note or in person. Arranging mutually agreed upon times is always appreciated.

### EMAIL

Regular updates will be provided by email/Remind Program. Please advise the office of your email connection so that you are on the email list. Some teachers may also use email. Please review their expectations for their class.

### Parent Teacher Meetings

Every effort is made to communicate with parents/guardians on a regular basis. If, at any time, there is concern about your child's progress, please contact the teacher to arrange a time to meet.

### Student Agenda

Each student will receive an agenda which is an excellent communication tool both for school and home. We will send notices home by writing or sticking labels in the agenda or by placing a notice in the plastic pouch in the front of the agenda. Teachers do review the agendas regularly. Helping your child use this as a tool for communication (i.e. showing the teacher your note) is appreciated.

### Report Cards

**Friday, November 18, 2016 - Progress Term I Report Card**  
**Friday, February 10, 2017 - First Term Report Cards issued**  
**Wednesday, June 28, 2017 - Final Report Cards issued**

### Monthly Calendar of Events

A monthly calendar of events will be forwarded through email and with your child outlining all the activities, upcoming events as well as extra-curricular leadership schedule. Parents have an open invitation to attend anything on the calendar. We look forward to seeing you!

### **Staff Newsletters and Letters**

Regular letters or news items will be forwarded to you by your child(ren's) teacher throughout the year as another way to keep you informed as to upcoming events, learning and successes.

### **Student Led Conferences**

We will be hosting student led conferences again this year. Further details regarding dates will follow.

### **BOARD WEBSITE**

Policy documents pertaining to school-related operations can be accessed on the Board's website ([www.dsb1.ca](http://www.dsb1.ca)). Click on "Policy Manual" – Section 2.1 to view these and additional/related policies:

- ◆ Student Code of Conduct Policy (2.1.6)
- ◆ Anti-Harassment Policy (1.2.2)
- ◆ Appropriate Dress Policy (2.1.14)
- ◆ Appropriate Use of Information Technology (2.1.1.0)
- ◆ Hand-held Electronic Communication & Listening Devices (2.1.28)
- ◆ Fees for Learning Materials & Activities (1.2.33)
- ◆ Safe Schools: Student Discipline, Bully Prevention and Intervention (2.1.18)
- ◆ Bullying Policy (2.1.26)
- ◆ Bullying Prevention and Intervention Plan Policy (2.1.18)
- ◆ Violence Prevention Policy (2.1.7)
- ◆ Drug Education Policy (2.1.13)
- ◆ Police and School Protocol (2.1.10)
- ◆ Suspension/Expulsion Policy (2.1.15)

Also available on the Board Website:

- ◆ School Year Calendars
- ◆ School Bus Regulations
- ◆ Resources for Students
- ◆ Resources for Parents
- ◆ Nutrition Policy
- ◆ Inclement Weather Information

***HAVE A WONDERFUL SCHOOL YEAR!***