

Ganaraska Trail Public School



# **Student Handbook**

2018/2019

## **GANARASKA TRAIL SCHOOL DAY**

9:00	School Begins
9:00–10:40	First Instructional Block
10:40–11:20	First Break
11:20–1:00	Second Instructional Block
1:00–1:40	Second Break
1:40–3:20	Third Instructional Block
3:20	Dismissal Bell

## **CHARACTER EDUCATION**

Our Code of Behaviour is rooted in the 10 Character Attributes of KPRDSB:

*Respect; Responsibility; Honesty; Optimism;  
Integrity; Empathy; Fairness; Initiative;  
Perseverance; Courage*

## **CODE OF BEHAVIOUR FOR ELEMENTARY SCHOOLS**

KPRDSB has adopted a code of student behaviour for all schools. The intent of this policy is that:

- Discipline should be a progressive growth process leading to self-regulation and co-operation.
- Students should develop basic values and accept the responsibility and consequences of their actions.
- Young people should develop the ability to distinguish between socially acceptable and unacceptable behaviour and make the right choices.

Ganaraska Trail Public School recognizes and welcomes the partnership that exists between the home and the school in establishing consistent patterns of self-regulation and appropriate behaviour. Fox's Five Rules are

established to ensure safety, common courtesy, and maximize learning in the classroom and in the school.

Although there is some overlap, Fox's Five rules have established 5 expectations for behaviour in the classroom, gym, library (Den), hallways, stairs, outside equipment, outside field, assemblies and nutrition breaks. More information about our Fox's Five will be shared with families throughout the year.

The staff at Ganaraska Trail believe that the school environment should be positive and supportive and that student-teacher interactions should be based on an attitude of mutual caring and respect. The discipline for which we strive is an inner self-regulation rather than one that is externally imposed.

## **SCHOOL CODE OF CONDUCT RULES**

1. Students must be allowed to learn.
2. Teachers must be allowed to teach.
3. Physical, verbal (oral or written), sexual or psychological abuse, bullying, or discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or handicap (Human Rights Code, R.S.O. 1990, c. H.19, s.1.) is not permitted.
4. Damage to property in the school environment (including school grounds, school buses, on school excursions) is not permitted.

**NOTE:** The principal may also apply these rules to a pupil when the pupil's conduct outside the school environment negatively impacts on the school.

## **SCHOOL CODE OF CONDUCT**

The Ministry of Education requires that all schools develop a code of conduct which communicates the standards of behaviour to all the members of the school community the types of behaviour expected from them. Members of the school community include: students, staff, parent(s)/guardian(s) and others such as visitors, volunteers.

Codes of Conduct must be reviewed at least every three years. School principals must consult with students, staff, the School Council and the superintendent in this review. School Codes of Conduct must be consistent with the provincial code and aligned with Board Policy No. ES-1.1, Safe, Caring and Restorative Schools and this Administrative Regulation. The Board recognizes that all students, parent(s)/guardian(s), teachers and staff have the right to be safe, and feel safe in their school community.

This school Code of Conduct has been developed in accordance with guiding principles of the Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct in order to create a common philosophy & understanding upon which safe learning & working environments can be maintained for all school community members. It is applicable to students while at school or engaged in a school related activity or in other circumstances where engaging in the activity has an impact on the school climate.

## **SCHOOL CODE OF CONDUCT RESPONSIBILITIES**

In order to uphold the right of all school members to access a safe school community, there are a number of responsibilities for which all school members must be

accountable to ensure a safe and/or positive learning environment.

### ***Every member of the school community has the responsibility to:***

- contribute to make the school environment safe and conducive to learning/working, free from discrimination, physical and/or psychological abuse;
- be a partner in the school community and to work cooperatively with each other; and
- model appropriate behaviour and to support the Code of Conduct by upholding the standards of behaviour.

### ***Each student has the additional responsibility to:***

- exercise self-discipline, follow established rules and accept responsibility for their actions based on age and individual ability;
- come to school prepared, on time and ready to learn;
- show respect for themselves, for others and for those in authority;
- refrain from bringing anything to school that may compromise the safety of others.

### ***Parent(s)/guardians(s) has/have the additional responsibility to:***

- attend to their child's physical and emotional well-being;
- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, clean, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;

- assist school staff in dealing with disciplinary issues.

## STANDARDS OF BEHAVIOUR

### RESPECT, CIVILITY, RESPONSIBLE CITIZENSHIP

**Students will not be allowed to violate the safety, rights or property of others or to interfere with the learning of their fellow students.**

### Consequences for Unacceptable Behaviour

Consequences shall be appropriate to the individual, related to the circumstances and/or actions & progressive when appropriate.

#### *Consequences may include the following:*

- *restorative practice;*
- *warnings;*
- *time-outs;*
- *time-owed;*
- *restricted privileges;*
- *restitution (eg., financial, community service);*
- *suspension;*
- *expulsion*

These **progressive disciplinary** measures will be imposed to improve behaviour and support a positive school climate. The Provincial Code of Conduct clearly states which infractions are punishable by suspension and/or expulsion. Students are thoroughly informed of expectations.

In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that **the following infractions will result in**

### **a suspension and will be considered for expulsion:**

- the pupil commits one or more of the following infractions while at school or engaged in a school-related activity:
  - possessing a weapon including a firearm
  - using a weapon to cause or to threaten bodily harm to another person
  - committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
  - committing sexual assault
  - trafficking in weapons or in restricted drugs
  - committing robbery
  - giving alcohol to a minor.

In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that **the following additional infractions may result in a suspension and may be considered for expulsion:**

- the pupil commits an infraction in the school community, and the infraction has an adverse effect on the school;
  - pupil's pattern of behavior is so refractory that pupil's presence is injurious to effective learning environment of others;
  - the pupil has engaged in activities that:
    - cause the pupil's presence in the school to be injurious to the physical or emotional well-being of other pupils or persons in the school, and/or
    - cause extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school; and

- the pupil demonstrated, through a pattern of behaviour that the pupil has not prospered by the instruction available and that the pupil is persistently resistant to making the changes in behaviour which would enable the pupil to prosper.

In accordance with directives, parents/guardians and pupils are advised that **the following infractions may result in a suspension:**

- uttering a threat to inflict serious bodily harm on another person,
- possessing alcohol or restricted drugs,
- being under the influence of alcohol,
- swearing at a teacher or at another person in a position of authority, and/or
- committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.

In addition, the Kawartha Pine Ridge District School Board will also consider a **suspension for the following infractions:**

- persistent opposition to authority,
- habitual neglect of duty,
- the wilful destruction of school or Board property,
- the use of profane or improper language, and conduct injurious to moral tone of the school or to the physical or emotional well-being of self or others in the school

## **LEARNING ALTERNATIVES TO AGGRESSION**

Our students will learn that there are alternatives to aggression and that life is much more pleasant when relationships are based upon trust and respect rather than upon suspicion and the need 'to get even'.

Aggression can be a part of many children's lives. It results in either physical or verbal abuse being directed at other students and even adults in the school. Aggression can be a lifestyle, a series of defense postures, modeling behaviour on T.V. shows, or a form of putdowns which serve to make the aggressor feel bigger or superior. It can be simply a form of attention-seeking. Regardless of the reasons, its effect is to create and/or escalate interactions into problems.

Our message to pupils when potential problem situations arise is that individuals always have a choice about their actions and reactions. They can choose to try and make others feel good or they can attempt a putdown. If they are tripped in the yard they can assume it was an accident and accept an apology or they retaliate. We will talk to pupils about the right choice. Choosing to repeat actions of others (such as tripping, spitting, name calling, punching) and using those actions as an excuse for aggression will not be allowed. Making choices and being accountable is our focus.

All students are accountable for what they say and do. Staff are always available to listen and assist when a student has concerns.

Students are encouraged to seek staff support when there are social problems they cannot solve independently. Students learn the difference between tattling and telling, teasing and bullying, teasing and taunting. Tattling is a purposeful attempt to get someone in trouble. Telling is an attempt to prevent someone from being hurt - either physically or emotionally. Teasing is friendly - a part of positive relationships. Bullying happens when teasing is negative and hurtful.

## ATTENDANCE/SAFE ARRIVAL

In order for children to receive the most benefit from the school program, students must attend school daily, unless they are ill or have received permission from the principal. Frequent and/or lengthy absences may affect individual student progress.

- **ABSENCES:** If your child will be late or absent, please call the Safe Arrival number or submit on the Safe Arrival website before 9am to let us know. Please make sure you use this system – letting your child's teacher know of the absence will not stop the system from calling out to you. If we have not heard from you, we will call you (and the emergency numbers you have left if we are unable to reach you) to confirm the safety of your child.
- **ARRIVAL:** Adult supervision begins at 8:45 until 9:00am so it is important to time student arrival DURING this time. Please do not send your child to school before 8:45am.
- **SIGN IN:** Late arrivals (after the bell at 9:00 am) need to check in at the office and receive a late slip to be given to the teacher. We appreciate your help in teaching the importance of promptness by having your child here each day on time. Regular tardiness causes disruptions in the classroom and confusion for your child since they miss announcements and beginning of the day instructions and lessons.
- **SIGN OUT:** If your child is occasionally leaving prior to end of day dismissal, please send a note to the teacher, and report to the office when picking up your child. Children will be called to the office to meet you. If your child is being picked up by a relative or friend, **a note signed by parent or guardian is required. WE WILL NOT RELEASE YOUR CHILD**

## INTO THE CARE OF ANYONE OTHER THAN PARENTS OR OTHER INDIVIDUALS AS INDICATED ON YOUR CHILD'S VERIFICATION SHEET, WITHOUT WRITTEN COMMUNICATION FROM YOU.

Unless students leave the school yard unattended at dismissal time (as indicated by you on the annual information forms), ALL adults picking up children at the end of the day are requested to sign the sheet in the school office.

- **ILLNESS/INJURY AT SCHOOL:** In cases of illness or injury in school, the school will notify the parents, and then the emergency contacts in the order that you have indicated. It is **CRITICAL** that all student records regarding address or telephone numbers be kept up to date. Inform the school office as soon as any changes take place. All such information is kept confidential. Parents **MUST** provide a **LOCAL** emergency contact name and phone number.

## DRESS CODE

We support the view of families that school is a place to learn and is not a place where clothing is competitive or where clothing is used to make exaggerated statements.

**Appropriate clothing for school, therefore, is expected.** Clothing with minimal body coverage, or shirts with obscene or inappropriate writing are not permitted. Hats are **NOT** worn in school. Shoes for inside use are required for cleanliness and for gym classes, fire drills and/or real emergencies.

## HEALTH/MEDICATIONS

Administration of medication should be conducted outside of school hours by parent(s)/guardian(s). For cases of long term oral medication to be administered at school, **an ADMINISTRATION OF MEDICATION FORM must be filled out and filed at the office.** This is for regular daily medication, epi-pens, inhalers or emergency medication. A physician's signature is needed on the form and the medication **MUST** be in original containers. School staff **WILL NOT** administer medication without the appropriate documentation. **ALL MEDICATION, INCLUDING INHALERS,** must be kept, locked, in the school office. The only exception is a child with an epi-pen, and this would have been previously been discussed with school administration. If you need a form to complete, or have any questions, please call the office.

An Individualized Emergency Response Plan may also be necessary to complete for the safety and well-being of your child. This is completed for life threatening conditions.

### PEDICULOSIS (HEAD LICE)

Head lice is a social problem that becomes a school problem when discovered among the students. It is the responsibility of the parent/guardian to ensure, through regular examinations, that each child's hair is free of lice and nits. We support families in addressing this social nuisance by conducting occasional school-wide head checks. In accordance with the Board Policy, children with live head lice are excluded short term from school until their hair is free of live lice.

## NUTRITION

**STUDENT LUNCHES: (NO) Garbage Policy** - Parents are encouraged to pack their child's lunch so that they do not contain any garbage. This can be accomplished with reusable containers and lunch kits. (Please label with child's name.) Food will be eaten during nutrition breaks and not during outside recesses. Students will take home any leftover lunch items as well as material to be recycled or composted.

**NUT SAFE:** We have several students with severe nut allergies, so food with nut products **MUST NOT** come to school.

**DAIRY SAFE:** There is a life threatening dairy allergy at our school. Please note this is **NOT** the same as lactose intolerance. School wide nutrition initiatives strive to contain no dairy (eg., hot lunches, snack program). Where possible, we invite families to support dairy safe nutrition as well.

### REPORT CARDS/INTERVIEWS

Progress Reports and Report cards are issued to Kindergarten to Grade 6 in November, March and June. Formal interviews for Kindergarten to Grade 6 students will be scheduled in late November or early December. In March, interviews for some students may be requested if there is a concern by either the parent or teacher. Please contact your child's teacher in the meantime should you wish to set up an additional interview.

### STUDENT RECORDS

A **Student Verification Sheet** is sent home for each child on the first day of school. Please sign and return as soon as possible. If there are changes in job, emergency contact person, custody, etc., this information should

be reported to the school secretary as soon as possible so that our records are accurate and up to date.

The Ontario Student Record (O.S.R.) for elementary school pupils consists of an O.S.R. folder, report cards, and other documentation such as French hours, EQAO results, disciplinary paperwork, medical paperwork, etc. Other materials may be included at the discretion of the principal. The O.S.R. is an important record of a child's progress in school. Parents and students have the right to examine the Ontario Student Record by notifying intent to the Principal. The O.S.R. may not leave the school.

## **FIELD TRIPS AND EXCURSIONS**

Class trips are approved through the school office as worthwhile, safe, learning experiences. Adult supervision is mandatory on all excursions. Permission forms for **ALL EXCURSIONS** off school property **MUST** be signed by a parent/guardian and returned to the school or the child will not be allowed to participate. Non-participating students will attend school as normal and work under supervision in another class. Every effort will be made to ensure that students wishing to participate will not be excluded. No child will miss out on a trip or special event due to financial constraints. Please contact the Principal if you have any concerns.

Parent volunteers are often required to assist with supervision on school trips. Supervising parents **MAY NOT** bring other siblings on school trips. They **MUST** leave with, and return with, the accompanying class. Please be sure you have an up to date Police Record Check, with a Vulnerable Sector Screening, if you plan to volunteer.

## **BUSING**

It is the policy of this Board to provide busing within the Board's regulations and operating procedures. A child may ride **ONLY** the bus to which they are assigned.

***RIDING ON A SCHOOL BUS IS A  
PRIVILEGE,  
NOT A RIGHT.***

### **RULES OF CONDUCT FOR PUPILS RIDING ON A BUS PUPILS MUST:**

- Line up and board the bus promptly in single file without crowding or pushing.
- Be picked up and discharged only at designated stops (**students may only ride their assigned bus.**)
- Sit on the bus as directed by the driver. The bus driver is in complete charge of his/her bus and passengers, at all times, subject to regulation.
- Keep all belongings under the bus seat.
- Not eat or drink on the bus.
- Remain seated at all times; refrain from opening door and windows unless authorized by the driver.
- Refrain from creating a disturbance through the use of dangerous toys, bothering other students or using inappropriate language.
- Not have in their possession or use any contraband substances.

**A student guilty of any misconduct may lose the privilege of riding a Board bus.**

Restoration of this privilege will be at the discretion of the Supervisor of Student Transportation after consultation with the Principal, student and parent or guardian. Bus operators are responsible for cancelling, shortening or delaying bus runs. Bus changes are broadcast on 93.3 FM or 107.9 FM. As



well, you will find any changes on the Board's website: [www.STSCO.ca](http://www.STSCO.ca).

**IF A SCHOOL BUS DOES NOT RUN IN THE MORNING DUE TO INCLEMENT WEATHER, IT WILL NOT RUN AT NIGHT. THEREFORE, IF YOU CHOOSE TO BRING YOUR CHILD TO SCHOOL WHEN THE BUSES ARE NOT RUNNING YOU MUST PICK THEM UP AFTER SCHOOL.**

The decision about whether or not the student is sent to school in bad weather rests with the parent.

**Transportation questions should be addressed to STSCO at 1-800-757-0307.**

## **VISITORS TO THE SCHOOL**

Under the Safe Schools Act, all visitors to the school **MUST** report to the office. Visitors should enter and exit the building through the front doors. We appreciate you bringing forgotten items for your child to the office. We will ensure their safe and timely delivery. The teachers appreciate minimal interruptions to their class.

## **VOLUNTEERS**

Volunteers in the school provide additional human resources for improving instruction and assisting in the development of better understanding and support for student achievement. Volunteers can enhance student attitudes and skills in a variety of ways: in the school library, listening to students read, assisting on class excursions or special events, and preparing learning resources. Please recognize that we greatly value our volunteers but cannot accommodate pre-school age

children attending with their parent when volunteering.

Your assistance on either a scheduled basis or occasionally, is welcome. Volunteers will require a Police Records Check with a Vulnerable Sector Screening, obtained through the local Police Department. If you are unsure if your Police Record is up to date, please check with the office. Police Records Checks are good for one year from date of approval.

## **SCENT FREE SCHOOL**

Please be advised that we are a scent-free school. We request that students and volunteers in the school do not wear any scented after-shave, cologne, body spray, soap or other skin products.

## **COMMUNICATION**

Your child's teacher will communicate regularly with you to provide curriculum information, student expectations and news about special activities which are happening in the classroom. This may be in electronic or paper form. Regular newsletters from the office to keep you up to date on school related activities and community information will be emailed to families, posted on the school website and posted on our Twitter and Instagram accounts. **IF YOU REQUIRE A PAPER COPY OF THE NEWSLETTER, PLEASE CONTACT THE SCHOOL OFFICE.**

Daily postings about the wonderful things happening at our school are made on:

Twitter at [@Ganaraska\\_Trail](https://twitter.com/Ganaraska_Trail)

Instagram at [Ganaraska\\_trail](https://www.instagram.com/Ganaraska_trail)

School Website at [ganaraskatrail.kprdsb.ca](http://ganaraskatrail.kprdsb.ca)

## TELEPHONES

Unless a student is ill, personal calls are discouraged. Parents are requested to send notes with their children to school to inform us of any changes to your child's normal routine. ANY PHONE CALLS HOME FROM STUDENTS TO PARENTS **MUST** BE IMPORTANT, AND MADE FROM THE PHONE IN THE OFFICE.

## PERSONAL ITEMS/LOST AND FOUND

In order to reduce the loss of items brought to school, articles of clothing should be clearly **Labeled** with the child's first and last names. Students are asked to leave valuable items (such as electronic games) at home. The school will not assume responsibility for the security of any personal items brought to school. We teach honesty and trust. It is impossible for us to police alleged infractions when valuable items go missing. Lost and Found items will be displayed during the last week of each month. Any unclaimed clothing items will be given to local charitable organizations.

## PERSONAL ELECTRONIC DEVICES

While the Board recognizes the need for students to have PEDs on their person before and after school hours, the Board's policy is that PEDs (such as cell phones and iPods) are **NOT TO BE USED DURING SCHOOL TIME unless requested by a teacher.** Any time a PED is being used inappropriately, school personnel will confiscate until the end of the day.

## LIBRARY/COMPUTER TECHNOLOGY

Students are encouraged to use the Library for research and pleasure reading. Encourage your child to take care of the books and to return books promptly. Any books damaged or lost must be replaced. Parents will be notified of the cost in order to make restitution.

Computers and tablets have become an integral part of learning. It is our goal to provide every student with a wide range of computer skills and knowledge. Students from Kindergarten to Grade 6 use computers and tablets across the curriculum. Students are taught their legal and ethical responsibility when using this form of technology.

## BICYCLES AND SCOOTERS

Bicycles, skateboards, scooters and roller blades **MUST NOT** be used on school property. If students are riding these items to school, they must be walked once they arrive on school property. There is a rack for the items on the paved play area; items should be secured to the rack with locks. Neither the school nor the school board is responsible for bikes, scooters, etc. parked on school property. Due to space limitations and the Fire Code, none of these items can be stored inside the school building.

## **GANARASKA TRAIL SCHOOL COUNCIL**

School Council meets on a regular basis to discuss educational issues and policies that impact student achievement. It also fundraises to support programs for the students. School Council meetings are held in the school library, beginning at 6:30 pm. Dates and times of Council meetings will be in the school newsletter and posted on the school website.

Any parent wishing to add items for discussion should contact the Chair one week prior to the meeting, who will place the requests on the agenda. All parents are welcome to attend any School Council meeting. To become a voting member of Council you must be present at the first meeting of the school year.