

STUDENT NAME

STUDENT/PARENT
HANDBOOK

Northumberland Hills
Public School

Board Motto:

We educate students
to excel in learning,
to succeed in life,
and to enrich our communities.

School Day

Entry Bell	9:20 a.m.
Nutrition Break	11:00 am
Morning Recess	11:20 am
Nutrition Break	1:20 pm
Afternoon Recess	1:40 pm
End of School	3:40

Attendance/Safe Arrival System

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. A note to the teacher upon the child's return is necessary. If your child will be late or absent, please call the school at any time during the day or night (answering machine) to inform us. If we have not heard from you, we will call your home number.

The bell rings at 9:20, students who are late must report to the office to be admitted to class. Yard supervision begins at 9:10 am. Students should not arrive prior to this time.

Children who are ill should stay at home so that they don't expose other children to their illness. If a child is well enough to attend school but shouldn't go outside, a doctor's note is necessary to support your request.

Please be advised that students will only be permitted to leave the school when picked up by a parent (other than normal dismissal times). If your child is being picked up by a relative or friend, a note signed by the parent is required. Send a note to the teacher and report to the office if you are picking your child up early. We will not release your child into the care of anyone other than parents without written communication.

In cases of illness or serious injury in school, the school will notify, in order: the parents, or the emergency contact person(s) and/or the ambulance (if emergency). Therefore, it is important that all student records regarding residence or phone 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.

Students will not be allowed off school property during the breaks unless they are going to their own home to eat lunch. A child going home for lunch needs to have a permission form signed by their parent or guardian.

Visitors

Under the Safe Schools Act, all visitors to the school **MUST** report to the office and sign in before proceeding elsewhere in the school. Visitors should enter and exit the building through the front doors.

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. Throughout the school year, parents, community members and secondary school students are encouraged to assist the staff and the students in a variety of ways: in the school library resource centre, typing stories, listening to students read, supervising on class excursions or special events and preparing learning resources.

Your assistance on either a scheduled basis or on occasion is welcome. Volunteers require an **annual Police Records Check with a Vulnerable Sector Screening**. These take a few days to a couple of weeks to be processed. Police require a Letter of Request for Police Records Checks signed by the principal of the school. Stop by the office to complete the paperwork; we do the rest for you. Police Record Checks are good for one year and are submitted by the school for filing at the Board Office.

Northumberland Hills School Council

The School Council meets at least four times a year at the school. Meeting dates and times will be noted in the school newsletters. Agenda items are finalized one week prior to the meeting. Parents wishing to add items for discussion are asked to call the Chair who will place requests on the agenda. Teacher and student issues are not appropriate topics for discussion at School Council meetings.

Nut Safe Classes

In order to protect students and staff from an anaphylactic reaction (which could result in death) all classes are nut safe classes. Please do not send peanut butter or any foods that contain nuts, nut oil etc. to school. Your co-operation in this regard is greatly appreciated. The safety of every child is our utmost concern.

Busing

It is the policy of this Board to provide within the Board's regulations and operating procedures, transportation for pupils who, because of a lack of public transportation, distance from school, hazardous walking conditions, physical disabilities or emotional problems would suffer undue hardships as a result of traveling to and from school on foot.

A child may ride only the bus to which they are assigned. A child can only be let off the bus at a different stop along his/her usual route in the case of emergency. A STSCO bus pass is required.

PLEASE REMEMBER: Riding on a school bus is a privilege, not a right.

RULES OF CONDUCT FOR PUPILS RIDING ON A BUS

PUPILS MUST:

1. Line up and board the bus promptly in single file without crowding or pushing.
2. Be picked up and discharged only at their designated stop (students may only ride their assigned bus.)
3. Take seats 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.
4. Keep all belongings under the bus seat.
5. Do not eat or drink on the bus.
6. Remain seated at all times and refrain from opening door and windows unless authorized by the driver.
7. Refrain from creating a disturbance through the use of dangerous toys, bothering other students or using inappropriate language.
8. 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 Cancellation

Bus operators are responsible for cancelling, shortening or delaying bus runs. Bus changes are broadcast on local radio stations. As well, you will find any changes on the Board's website: 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 can be address to our transportation department at 1-800-757-0307.

Bicycles

Parents who permit their child to ride their bikes to school should be satisfied that the bike is in good riding condition and know their child knows what is safe. **Helmets** must be worn. A lock for the bike to be secured at the school should be provided. Neither the school nor the school board accepts any responsibility for bicycles parked on school property. Skateboards, scooters, wheelie shoes, and roller blades **MUST** be left at home.

(No) Garbage Policy

Parents are asked to pack their child's lunch so that they do not contain any garbage that is not recyclable. This can be accomplished with reusable containers and lunch kits (please label with child's name and teacher). Any food not consumed or packaging brought to school will be returned home. Food will be eaten during nutrition breaks and not during outside recesses.

Telephones / PEDs

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 their child's normal routine (appointments, early dismissal, etc.). Cell phones are not needed and should not be used during the school day unless to augment instruction and with teacher permission. While cell phones may be kept for emergencies before or after school, students do not need to use them during school time. If cells are observed in school they will be kept by the staff and returned at the end of the day or to the parent/guardian. In the event of illness or other circumstances where a phone is necessary, students and/or teachers will use the office phone to contact home, or can use their cell phone with permission in the office.

Head Lice (Pediculosis)

Head lice is a social problem, but not a health risk. It is the responsibility of the parent/guardian to ensure, through regular examinations, that each child's hair is free of lice and nits. If we are aware of a problem, a note will be sent home with the other students in the class. The school will provide information on the care and treatment of this social pest upon request. However, in accordance with the Board Policy, children with head lice are excluded from school until their hair is free of lice. Students will be checked upon re-entry and if they are lice free they can remain at school. Approximately 10 days later, that student would be checked again, and if they have lice they would again be sent home. Picking nits is an important part of ridding your child's head of these pests. Nit combs do not do a thorough job. Let your fingers do the nit picking!

Character Education at Northumberland Hills P.S.

NHPS is a school where every individual is valued. 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

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

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

NHPS recognizes the partnership that exists between the home and the school in establishing consistent patterns of self-discipline and appropriate behaviour. Simple rules are established to ensure safety, common courtesy, and maximize learning in the classroom.

1. Treat all people with respect and consideration.
2. Work to the best of your ability.
3. Attend classes regularly and punctually.

4. Exercise self-discipline and accept responsibility for your actions.
5. Treat school & other people's equipment/ property with respect.
6. Contribute positively to the learning environment.

The staff at NHPS 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-discipline rather than one that is externally imposed.

The complete Code of Conduct can be found in Appendix 1.

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 clothing 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 emergencies.

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.

Aggression is seen by students in many areas of their lives, for example in movies and on television. Aggression can be a lifestyle, a series of defense postures, modeling behaviour on T. V. shows, or a form of put downs 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 put down. 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, name calling, hitting) and using those actions as an excuse for aggression will not be tolerated. 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. 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, hurtful and persistent over time.

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 shall be appropriate to the individual and the circumstances and may include the following actions:

- reminder or warning
- reflection time
- conference with student (s)
- Restorative Practice
- contact with parent/guardian
- removal of privileges, including out of school trips
- preferential seating within classroom
- removal from class
- alternative work location (formerly "in school suspension")
- pupil/teacher contract
- restitution
- involvement of outside agencies
- suspension
- expulsion (Board action)

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.

Prevention Strategies

- ▶ Positive school climate
- ▶ Expectations and Consequences in Code of Behaviour introduced, discussed, and reviewed with student input by staff
- ▶ Effective classroom management and Restorative Justice questions
- ▶ Use of encouragement, reinforcement and rewarding
- ▶ At risk reviews for the identification of risk in areas of academics, behaviour, social/emotional health.
- ▶ Parent contact (early and regular)
Organized activities - extra help, classroom activities, D.A.R.E.
- ▶ Teach and model social skills

Supportive Intervention Strategies

- Use of teachable moment and Restorative Justice questions
- Use of verbal redirection, reminders, reinforcement
- Use of active listening
- Use of choices
- Resource support for work & project completion
- Detention: recess or lunch to reflect/problem solve inappropriate behaviour
- Behaviour contracts
- Time-out: to calm down and relax between initial conflict and resolution and to write student's version of incident
- Student/group counselling possibly involving Board Counsellor, school staff or community organization
- Case Conference (principal, community organization rep., parents/guardians, Board Counsellor, student)

Homework Expectations

Homework is a part of the learning process. If students consistently complete homework, their efforts will improve their level of success. Homework teaches students to assume responsibility for their own work, prepares them for upcoming tests and supports achievement of expectations. It helps develop organizational and time management skills.

For students in the Primary Division, although no regular homework may be assigned, it is recommended that at least 10 to 20 minutes be set aside for:

- parents to read to their children
- children to read to their parents
- family discussions as a follow-up to a special event or TV program
- family participation in games or sports activities.
- completing work from class

Students in the Junior Division are expected to spend 30 minutes each evening on homework, while students in the Intermediate Division are expected to spend between 45 and 60 minutes on homework. This may include any of the following activities:

- completing work from class
- doing research for projects
- reviewing for tests and quizzes
- reading for pleasure and/or to improve fluency and comprehension
- writing/revising pieces of writing
- completing additional math exercises in areas of difficulty or enrichment

In developing the 'homework habit', parents are asked to support the school's homework policy by providing an atmosphere conducive to the successful completion of assignments. Parent involvement and interest in their child's school work is desirable. Teachers will keep parents informed as to what curriculum units are being covered and what skills are being taught.

Administration of Medication

Generally, administration of medication shall be conducted outside of school hours by parent(s)/guardian(s). If a child requires long term oral medication to be administered at school, parent(s)/guardian(s) MUST complete the Administration of Medication form available at the school office. This form must also be signed by your doctor. School staff will not administer medication without the appropriate documentation. Medication MUST be in original containers.

Report Cards

Report cards are issued to Kindergarten to Grade 8 students in Feb. and June. A progress report will be sent home in November for Grades 1 to 8 and interviews will be held relating to this report.

Co-Curricular Activities

At times, co-curricular activities (such as sports practice or club meetings) may be offered to students before/after or during regular school hours. For bus students, parents will need to make alternative transportation plans. Co-curricular activities add to student life. Students whose curriculum obligations are being met and who demonstrate positive behaviours will have the opportunity to represent the school in a wide variety of activities.

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. NOTES WILL NOT BE ACCEPTED - MUST BE ON SCHOOL-ISSUED FORM. Non-participating students will attend school as normal and work under supervision in a 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. Please be sure you have an up to date Police Record Check, with a Vulnerable Sector Screening, if you plan to volunteer. These can take up to four weeks.

Personal Items

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 should leave valuable items (such as electronic games) at home. As well, lasers, personal cameras, and walkie-talkies are not permitted on school property. 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. Labeled clothing assists in returning misplaced items to their rightful owners.

Student Records

A Student Information Sheet is sent home for each child in September. If there are changes in job, emergency contact person, doctor, custody, etc., this information should be reported to the school secretary so that our records are accurate and up to date.

Lost & Found

Children should be encouraged to bring a minimum of personal belongings to school. What is brought should be well marked with the student's name. Articles that are lost will be placed in the lost and found container. Students are encouraged to check for lost articles. Unclaimed clothing will be given to a charitable organization at the end of each term. Money and small articles are to be taken to the office.

Library Information Centre

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.

Computer Technology

Computers 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 K to Grade 8 use computers across the curriculum. Students are taught their legal and ethical responsibility when using this form of technology. Inappropriate use of the computer will result in the loss of computer privileges and if necessary the use of progressive discipline.

APPENDIX 1: 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 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 co-operatively with each other; and
- ▶ model appropriate behaviour and to support the Code of Conduct by upholding the standards of behaviour

Additional Student Responsibilities

Each student has the additional responsibility to:

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

Additional Teaching Staff Responsibilities

Teaching staff have the additional responsibility to:

- ▶ help students work to their full potential and develop their self-worth;
- ▶ assess, evaluate and report student progress;
- ▶ communicate regularly and meaningfully with parent(s)/guardian(s);
- ▶ discipline fairly and consistently in a manner in keeping with the Administrative Regulation on Discipline/Code of Conduct, and the school Code of Conduct;
- ▶ be on time & prepared for all classes and school activities;
- ▶ prepare students for full responsibilities of citizenship; and
- ▶ safeguard students from persons or conditions which interfere with the learning process.

Additional Parent(s)/Guardians(s) Responsibilities

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; and
- ▶ assist school staff in dealing with disciplinary issues.

Standards of Behaviour

Respect, Civility and Responsible Citizenship

All school members must:

- ▶ respect and comply with all applicable federal, provincial and municipal laws;
- ▶ demonstrate honesty and integrity;
- ▶ respect differences in people, their ideas and opinions;
- ▶ treat one another with dignity and respect at all times, and especially when there is disagreement;
- ▶ respect and treat everyone fairly, regardless 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.);
- ▶ respect the rights of others;
- ▶ show proper care and regard for school property and property of others;
- ▶ take appropriate measures to help those in need;
- ▶ use non-violent means to resolve conflict;
- ▶ dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message;
- ▶ respect persons who are in a position of authority; and

- ▶ respect the need of others to work in an environment of learning and teaching.

Physical and Emotional (or Psychological) Safety

Weapons - The following will not be tolerated:

- ▶ possession of any weapon or replica weapon, including but not limited to firearms;
- ▶ use of any object to threaten or intimidate another person; and/or
- ▶ causing injury to any person with an object

Alcohol and Drugs - The following will not be tolerated:

- ▶ possession of, or being under the influence of, or providing others with, alcohol or restricted drugs.

Physical Aggression - The following will not be tolerated:

- ▶ inflicting or encouraging others to inflict bodily harm on another person; and/or
- ▶ intimidation.

Non-physical Aggression - The following will not be tolerated:

- ▶ emotional, sexual or racial actions that hurt an individual or a group of individuals;
- ▶ threatening physical harm, bullying or harassing others; and/or
- ▶ use of any form of discrimination.

Further to all these standards of behaviour, it is expected that all school members will seek staff assistance, if necessary, to resolve conflict peacefully. PLEASE NOTE: "will not be tolerated" means just

that. It means we will deal with the issue, rather than tolerating it. It DOES NOT mean automatic suspension or expulsion.

School Code of Conduct Rules

Students must be allowed to learn. Teachers must be allowed to teach.

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.

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.

Strategies to Promote Acceptable Behaviour

Prevention Strategies

- ▶ establish a positive school climate;
- ▶ maintain effective classroom management;
- ▶ use of encouragement, reinforcement, and rewarding;
- ▶ promote social skills development;
- ▶ provide information regarding anger management programs;
- ▶ utilize peer counseling and conflict resolution; and/or
- ▶ use of home-school communication.

Supportive Intervention Strategies

- ▶ use of teachable moment;

- ▶ use of verbal redirection, reminders and reinforcement;
- ▶ use of active listening;
- ▶ use of choices;
- ▶ use of restorative practices and other problem solving techniques;
- ▶ use of behavioural contracts;
- ▶ use of outside agencies;
- ▶ use of interviews/discussion; and/or
- ▶ use of school / Board /community resources.

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, i.e. financial, community service;
- ▶ suspension; and/or
- ▶ expulsion

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, and/or
- ▶ 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 wellbeing 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 & 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 willful destruction of school or Board property,
- ▶ the use of profane or improper language, and
- ▶ conduct injurious to moral tone or to the physical or emotional well-being of self or others in the school.

For others unable to follow the school Code of Conduct, the principal, in consultation with the supervising superintendent, may exclude the individual through Section 265(m) of the Education Act.