



**TILBURY AREA
PUBLIC SCHOOL**

2022-2023

HOME OF THE FALCONS

INFORMATION GUIDE AND SCHOOL PLANNER

Student Name: _____

Teacher: _____ Class: _____

If this planner is found, please return to:

TILBURY AREA PUBLIC SCHOOL

5 MABLE STREET, BOX 489
TILBURY, ONTARIO, N0P 2L0
519-682-2260

Principal – Mrs. Karyn Byatt-Millington

School Website:

<http://www.lkdsb.net/school/tilbury/Pages/default.aspx>

School Bus Zone 7

2022-2023 SCHOOL CALENDAR

September 6, 2022.....	First day of Classes
September 16, 2022	Professional Activity Day
October 7, 2022	Professional Activity Day
October 10, 2022	Thanksgiving Day
November 2, 2022.....	Take Our Kids to Work Day
November 18, 2022.....	Professional Activity Day
Dec. 26, 2022 – Jan 6, 2023.....	Christmas Holidays
February 3, 2023.....	Professional Activity Day
February 20, 2023	Family Day
March 13 - 17, 2023	Winter Break
April 7, 2023 >>>.....	Good Friday
April 10, 2023.....	Easter Monday
April 28, 2023	Professional Activity Day
May 1 – 5, 2023	Education Week
May 22, 2023.....	Victoria Day
June 9, 2023.....	Professional Activity Day
June 29, 2023	Last Day of School
June 30, 2023	Professional Activity Day

To balance the teaching schedule, the following adjustments have been made to the 5 day cycle:

Day 1's that do not fall on a Monday

Feb 21, May 23

Day 5's that do not fall on a Friday

Nov 17, April 27,

Tilbury Area Public School - Our Mission

STAFF OF TILBURY AREA PUBLIC SCHOOL IS A TEAM COMMITTED TO...

OFFERING ENGAGING AND AUTHENTIC LEARNING AND LEADERSHIP OPPORTUNITIES TO INSPIRE STUDENTS TO LEARN, GROW AND REACH THEIR POTENTIAL...

ALWAYS IN A SAFE, CARING, RESPECTFUL, EQUITABLE AND INCLUSIVE ENVIRONMENT...

REJOICING THAT ALL STAFF, STUDENTS AND THE SCHOOL COMMUNITY VALUE AND SUPPORT EACH OTHER.

LIKE A FALCON!

School Timetable

Playground supervision starts at 9:00

Time	Day 1	Day 2	Day 3	Day 4	Day 5
9:15-					
11:15					
11:15- 11:55	Nutrition Break: Snack / Lunch, Outdoor activities Gr. 4-8 outdoors first 20 min, Gr. K-3 outside second 20 min				
11:55-					
1:45					
1:45- 2:25	Nutrition Break: Snack / Lunch, Outdoor activities Gr. 4-8 outdoors first 20 min, Gr. K-3 outside second 20 min				
2:25-					
3:35					
3:35	Dismissal – bus lines in gym				

THE LEADER IN ME

TAPS EMBRACES HELPING STUDENTS BECOME LEADERS

With help from the School Leadership Team and Believe Squad

- Habit 1 **Be Proactive**
You're in charge! Be responsible. Take initiative. Do the right thing even when no one is looking. Don't blame others.
- Habit 2 **Begin with the End in Mind**
Have a plan. Set goals. Make a difference. Contribute to the class, the school, the community.
- Habit 3 **Put First Things First**
Spend your time on the most important things. Say no to things you should not do. Set priorities, make a schedule, and follow the plan. Be disciplined and organized. Get homework done.
- Habit 4 **Think Win-Win**
Balance courage for getting what you want with consideration for what others want. Make deposits in the emotional bank accounts of others. When conflicts arise, look for win-win alternatives.
- Habit 5 **Seek First to Understand, Then to be Understood**
Listen to other people's ideas and feelings. Try to see things from their viewpoints. Don't interrupt. Be confident in voicing your opinion. Look people in the eyes when talking.
- Habit 6 **Synergize**
Value the strengths of others and learn from them. Get along with others, even if they are different from you. Work hard in groups and work as a team. We accomplish more by working together.
- Habit 7 **Sharpen the Saw**
Take care of your body by exercising, eating healthy and getting sleep. Spend time with family and friends.
Learn in lots of ways and in lots of places. Find meaningful ways to help others.

MAKE IT HAPPEN – BE A LEADER

CURRICULUM NOTES - With help from TAPS Teachers

TAPS Reading Plan

Students at TAPS are taught reading daily – in Language and across other curriculum subjects.

Students' reading is assessed on an on-going basis using a variety of assessment methods such as DRA. Your child should be able to explain his/her DRA level and explain his/her goals to improve in reading.

We focus on strategies that your child could explain to you at home, including: Prior knowledge & schema; Making Connections; Asking questions; Visualizing; Inferring; Summarizing; Evaluating Point of View
You can help your child a great deal by: -Reading to your child each night -Setting aside a time and quiet place for reading -Providing your child with reading materials of interest -Having your child summarize what she or he has read

TAPS Writing Plan

Writing is taught on an on-going basis and students are provided with specific feedback to improve writing. We focus on different forms of writing at different times.

Forms taught in detail consist of:

Recount	Report	Procedure
Narrative	Explanation	Persuasive

You can help by encouraging your child to write lists, letters, and keep a journal or diary.

Assistance through technology is available– talk to the resource teacher for more information.

TAPS Math Plan

Math is taught daily. Emphasis is put on group work, problem solving and communicating how students find their answers. Seven mathematical processes are taught: problem solving, reasoning and proving, reflecting, selecting tools and computational strategies, connecting, representing, and communicating.

TAPS Character Education Plan

Character education is intertwined with all subjects. We highlight our leaders, goals and accomplishments. Class meetings (Community Circles) deal with student issues. We try to fill people's buckets with positive comments. This year we will promote and cultivate leadership skills in our students.

MAKING OUR SCHOOL SAFE – TAPS Code of Behaviour

Students, Staff and Parent Council work together to create a Code of Behaviour for our school. We are a Tribes school, and we have 4 school rules posted throughout the school, and these strategies are integral to expected behaviour.

Responsibility is key. Students, staff and parents are expected to act responsibly. This includes showing respect for each other, respect for oneself, respect for authority and respect for property and the environment.

Our Tribes agreements include the following:

Attentive Listening: We pay close attention to one another's ideas, opinions, feelings, & check that we understand.

Appreciation: We treat others kindly, stating appreciation and we avoid put-downs and hurtful negative remarks or gestures.

The Right to Pass: We decide to what extent we wish to participate in a group activity. There may be times when one would rather observe quietly.

Mutual Respect: We value the uniqueness of each person, appreciating cultural and individual differences.

Our 4 School Rules are achievable by all. Simply stated they are:

1. Respect yourself, others and all things.
2. Keep your hands & feet to yourself.
3. Follow instructions the first time.
4. Use appropriate language and gestures.

"Treat others the way that you would like to be treated and always try your best."

ALLERGIES – Puffers/ EpiPens

Schools within the LKDSB promote safe environments for all students and staff. Due to life threatening reactions to such allergens as latex, bee stings, scented products, nut products etc. specific restrictions and procedures will be in place. A number of children are required to have puffers or Epi-pens available for emergencies. Parents are required to have the authorization of medication form completed by the family doctor each school year. In consultation with parents, students will be permitted to carry their puffers or Epi-pens with them.

All students, staff and visitors are asked to refrain from wearing strong perfumes and colognes.

ALLERGIES - PEANUT/NUT AWARE SCHOOL

This means that we have students with allergies to peanuts & nuts. These allergies can be fatal. We ask that all of our school family (students, parents, staff, visitors) respect this safety issue. Signs at entry points alert people to this concern.

Lunches and Treats

Students and staff are requested to NOT bring peanut butter, Nutella, imitation peanut butter or items with peanuts/tree nuts to school.

We ask that all families pack lunches using items that indicate on packaging that they are manufactured in a peanut/tree nut free facility.

We only sell foods that are manufactured in peanut/nut free facilities.

We **do not allow artificial peanut butter**, such as WOW Butter.

We just cannot take the risk. Peanut/ tree nut items will be returned home in the lunch bag with a note from the teacher.

Please do not send items marked as *“may contain traces of peanuts/nuts”* or *“processed in a facility that processes peanuts/nuts”*.

Special Days - Special Days like Halloween, Christmas and Valentines always create new challenges. We try to handle them consistently by insisting that **homemade goodies are not permitted**. We cannot guarantee peanut/tree nut-free products were used, or cross-contamination from a counter top etc. Only packages indicating **“manufactured in a peanut/nut-free facility”** will be distributed and possibly eaten in the classroom. Other items will be sent back home with the student.

If items are attached to Valentines etc. (such as suckers or candy) and we do not have the packaging, they will be sent home with students at the end of the day and not opened at school. Our goal is to send no items (unless clearly marked with the peanut free symbol) home with students with peanut/nut allergies.

ARRIVAL TIME FOR STUDENTS

The school yard is supervised 15 minutes before bell time. **Students should not be dropped off at school before 9:00**. Students are expected to wait outside in the designated play area until directed to enter the school by a staff member. In the case of inclement weather, students will be directed indoors by staff.

ATTENDANCE / SAFE ARRIVAL

Regular attendance is necessary for student success. It is the policy of LKDSB to follow the Safe Arrival Procedures to enable the school and parents/guardians to account for any student's unexplained failure to arrive at school. It is the responsibility of parents/guardians to inform the school prior to the start of classes, if their child is going to be late or absent. An answering machine is available to assist with this requirement. Please call (519) 682-2260.

Your message should state:

- the full name of your child
- your relationship to the student (eg. father, mother)
- the name of the classroom teacher
- the reason for the absence
- date/time you expect your child to return to school.

If no notification is given, the school office will contact the home or parent's and/or guardian's place of employment to confirm the whereabouts of the student.

BICYCLES/ ROLLER BLADES / SCOOTERS / SKATEBOARDS, ETC.

The school cannot accept any responsibility for loss or damage to students' personal property. When bikes or scooters are brought to school, they must be walked, not ridden along the sidewalk or on school premises, and must be parked (preferably locked) in the bicycle stands. It is recommended that all students wear appropriate safety helmets and follow the same laws as vehicles. Rollerblades are to be removed and regular outdoor shoes put on before entering the playground. Skateboards are not to be used on school property.

BUS PRIVILEGES AND REGULATIONS

Riding the school bus is a privilege not a right. Bus privileges are limited to those who live on bus routes and qualify for consistent bus transportation. Students must behave on the bus in a way that ensures that the driver can concentrate on driving and all passengers are safe and comfortable.

Parent Responsibility:

- Parents are responsible for the safety and conduct of their children at the

bus stop and while riding a bus.

Student Responsibility:

- Students must take their place on the bus as directed by the driver and remain in their seats.
- Students are not to eat or drink on the bus.
- Students and parents will be financially responsible for any damage done to the bus resulting from inappropriate behaviour.
- Students must follow the instructions of the bus driver.
- Students must use polite language only.

Improper conduct may result in the withdrawal of this privilege.

Courtesy Seats

Students who are not eligible for bus transportation may apply for a courtesy seat. Student Transportation Services, the principal and school bus operator may approve transportation. The following guidelines must be met: there must be available space on the bus; the stop is an existing location or one on the existing bus route; the stop is outside of the walk boundary; the request must be completed on-line at:

<http://www.schoolbusinfo.com> select courtesy seat information; the stop is the same for every morning and every afternoon each day and the bus provides a ride to school and/or home (not for extra-curricular activities, etc.). Keep in mind that:

- Permission to ride the bus may be withdrawn at any time.
- Courtesy seats must be applied for each school year.

<http://www.schoolbusinfo.com/courtesy-login.asp>

Shared Custody Transportation

Bus transportation to two locations will be considered for Joint Custody agreements, Legal Separation agreements, or a Children's Aid Society request.

These conditions must be met: both addresses must be in the attendance area and outside the walk area for the school

Parents shall: complete and submit the application forms at <http://www.schoolbusinfo.com> .

STS-PR-013-2011 <http://www.schoolbusinfo.com>

LKDSB Transportation of Students Policy: **P-BU-505** www.lkdsb.net

CELL PHONES & ELECTRONIC DEVICES

The Lambton Kent District School Board recognizes the benefits of using technology to engage students in learning. The expectation is that these electronic devices may be used with permission of school staff and must be used in a responsible and appropriate manner. Please refer to the LKDSB admin procedure R-PR-200.1-12 Acceptable use of Technology. Further Bring Our Own Device guidelines may be implemented by administration.

**The school is not responsible for lost, damage, or stolen property.

COMMUNICATION BETWEEN HOME & SCHOOL

Open communication between home and school is essential for student success. The first point of contact should always be the classroom teacher.

There will be a number of occasions when you will be invited to the school for special events. We hope that you will attend if at all possible. We will keep you informed of upcoming events and activities. Staff members will contact you if they have concerns about your child's progress. Please feel free to contact the school when you have questions.

The school maintains a dedicated phone line to receive information regarding student well-being or bullying concerns. The phone auto attendant provides instructions for leaving a message for the Principal.

CONCUSSION POLICIES:

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps whenever a student suffers a concussion or whenever a concussion is suspected. As with any potential injury, our first goal is prevention; concussion awareness and prevention is part of ongoing professional training for staff and is integrated into students' Health and Physical Education curriculum. Since concussions can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered concussion. If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided. Schools will follow our Return to Learn/Return to Play Policy as outlined through the board website. These resources can also be accessed by contacting the school directly.

DISMISSAL

Students are to leave the school property as soon as they are dismissed, unless they are involved in a supervised school activity. Playground supervision is not provided after hours.

At dismissal, parents are asked to meet their children outside the appropriate exit door or in the foyer. When picking students up during the school day please report to the office and staff will page your child to meet you. If you are sending someone to pick up your child, we need a call or a signed note, otherwise we cannot release the child to an unauthorized person.

DRESS CODE

The Dress Code is currently under review and once all stakeholders have been consulted, will be published in the newsletter. Until that time, student clothing should be such that is appropriate for a school environment, as determined by school staff. Clothing that advertises alcohol, tobacco, drugs, weapons or violence will not be permitted. In addition, clothing with oppressive language or messages are also not permitted.

EMERGENCY RESPONSE:

During any school year, there are a number of situations that can occur which require us to use Emergency Procedures. These may include a fire, a tornado warning, and a drug search by police officers or an intruder. There are procedures for each situation that the students will practise. Although real situations are rare, students, staff, parents and visitors need to be aware of what is expected.

Hold And Secure

Used for: a situation that requires students to remain in their classrooms or a situation OUTSIDE that is not related to the school occurs i.e. bank robbery, community tragic event, etc.

- Staff assigned to monitor exits move to their area
- Any students outdoors should return to the school immediately
- Exterior doors are locked and monitored by staff
- Unassigned staff to the office
- All staff and students within the school are to remain within the classrooms until further notice

- No one is allowed outside; emergency response crews are allowed to enter
- Staff quick look, halls adjacent to classrooms cleared
- Wait for directions

Shelter In Place

Used for: when it is necessary to keep all occupants within the school to protect them from an external situation involving environmental or weather-related factors i.e. chemical spills, blackouts, explosions or extreme weather conditions

- An announcement is made to “Shelter in Place”
- All staff and students within the school are to remain within the classrooms until further notice.
- Students in hallways or washrooms must return to class immediately.
- Staff adjacent to washrooms do a quick check
- All students outdoors should return to the school immediately
- Exterior doors locked/ windows closed/ ventilation systems turned off.
- Assign one staff member to monitor each exit.

Note: To safeguard students and staff inside the building, exterior doors need to remain closed during a Shelter In Place situation. Travel to a school through conditions requiring a shelter in place creates its own risk. Efforts to pick up children can complicate already challenging circumstances, so parents are asked to wait until conditions improve. In the meantime, coordinated efforts to communicate ongoing updates to families and the community will be made. Once the all-clear has been given, access to the school can once again be provided.

Lock Down

Used for: major incident or threat of school violence within the school or in relation to the school- An announcement is made to “Lockdown”

Once inside a secure area, staff and students should:

- remain in classrooms; clear the halls
- Classroom doors and windows will be locked, curtains drawn, lights off
- cover the window of the classroom door;
- be aware of sight lines
- stay away from doors and windows;
- take cover if available (get behind something solid);

- Students and staff remain away from windows and doors until further notice, cell phones are to be put on quiet mode and only use them if it is necessary to communicate regarding the incident
- If in the washrooms and it is possible get to an area which can be safely locked down and if trapped, enter and lock stall and climb on toilet
- Everyone should be on the floor if gunshots are heard
- have attendance taken by a staff member;

When the potential for danger is over, an announcement of “Deactivate Lock Down” will be made to indicate it is safe to resume activities as usual and that the threat no longer exists.

** In Emergency Situations everyone in the building needs to respond immediately and co-operatively.

EXTENDED ABSENCE DUE TO VACATION

When students are absent from school for a vacation/travel that has been planned outside of the scheduled school breaks, they will be provided with general replacement activities designed to maintain basic reading, writing and math skills when at least three days of notice is given. This process recognizes the importance of being present in the classroom during direct instruction prior to completing the connected independent work.

As with any student absence, missed work will be available for the student to be completed upon their return.

Prior to taking a trip, ensure the school office is aware of the planned departure and return dates, in support of the safe arrival procedures.

EXTRACURRICULAR ACTIVITIES

We appreciate the time and effort our staff members put into coaching, intramurals and clubs. It is all voluntary and we are blessed with staff members who will give of their time.

House Leagues / Intramurals: Classes in grade 3 and up are invited to participate in intramurals in the gym at recesses. You have to be a good sport and follow the school agreements to take part.

Travel Teams: Students in grades 7, & 8 can try out for travel teams that play against other schools. Students are expected to make practices and games once they make the commitment to be on the team. Good sportsmanship is essential. Often we need parent drivers for away games. A volunteer driver

form is available in the office and must be completed before driving students. Criminal background check may be required.

Spectators: Parents are invited to watch our teams at home and away games. Spectators must obey school staff and follow school rules and agreements. A spectator code of conduct is posted in both of our gyms and other gyms within the LKDSB. Student spectators must be accompanied by a parent.

Clubs: Many extra-curricular activities are offered throughout the year and often include Student Council, Lunch Monitors, Playground Monitors, Environment Club, Custodial Helpers, Library Helpers, Chess Club, Card Club, Homework Club, Yearbook, Announcement Club, and more. Hopefully your child will find something of interest.

Student Council: Students are elected to a Student Council which organizes events that make the school year exciting. Classes collect Spirit Points for taking part in the events such as Bully Awareness Day, Colour Days, and dress up events. Student Council also runs dances for grades 6, 7 & 8. They do great charity work as well, collecting goods at Christmas and running days to raise money for United Way and many other community charities.

FIELD TRIPS

Throughout the school year, a variety of field trips may be planned. Participation of parents is always appreciated. While these are an extension of classroom activities, trips are also privileges earned by students who obey school rules, who are responsible, and who have demonstrated acceptable behaviour. Students who are negligent in any or all of the above may lose the privilege of going on a class field trip.

FOOD AND BEVERAGES

Snack Program – the school provides a healthy snack available to all students daily.

Special Food days – Pizza and Harvest Fresh meals are available to purchase.

Please see the Allergy guidelines regarding foods at school.

Food is not permitted to be taken outside due to attracting bees.

LKDSB Food Policy - Our school promotes healthy food and beverages to contribute to improved student learning. This applies to students only.

Principals, staff, parents or guardians, volunteers, and guests will support healthy food choices for students.

This applies to food and beverage items that are sold or given to students at school and through all programs (catered lunch programs, breakfast programs and school lunches). The policy also covers all day or night events such as sports events, special events and extra-curricular activities.

The standards do not apply to food and beverages that are brought from home or purchased outside of school and are not for resale or food that is available for purchase during field trips away from school. However, **we need to be consistent by insisting that homemade goodies are not permitted.** We cannot guarantee peanut/tree nut-free products were used, or cross-contamination from a counter top etc. Only packages indicating “**manufactured in a peanut/nut-free facility**” will be distributed and possibly eaten in the classroom

Energy drinks and bars will not be given or sold to students and are discouraged from being consumed at school or on school activities such as sporting events and field trips. Fund raising activities will follow the guidelines when suitable. Ten events are excused from these standards and will be decided by the Principal and School Council.

Ministry of Education School Food and Beverage Policy Resource Guide, 2010 www.edugovon.ca

LKDSB Policy No.: P-AD-155-11; Regulations No.: R-AD-155-11
www.lkdsb.net

FOOTWEAR

Students must wear footwear at all times. Children should be sent to school in proper footwear. Flip flops or shoes with high heels or wheels are not safe when running, skipping, and playing on the playground or on playground equipment. Students must have separate shoes for indoor use. Running shoes are required for gym. Appropriate footwear is required for outdoor play during winter weather.

FREEDOM OF INFORMATION NOTICE TO PARENTS RE: CONSENT FOR IMAGING OR AUDIO RECORDING OF STUDENTS

During the school year, your child(ren) will be involved in a variety of school related activities consistent with the purpose of educating students in accordance with the Education Act.

Examples may include but are not limited to:

- School Yearbook
- School Plays
- Field Days/Athletic Functions
- Science Fairs
- Annual Report of the Director
- School/Board Curriculum Presentations or Teaching Aids
- School and Class Photographs
- Education Week events
- School/Board memorabilia
- Electronic Communication from Teacher to class
(i.e., Seesaw, Google classroom)

In addition, public media organizations, upon notification, may be present to cover these events by photographing, audio taping or videotaping students involved in the above-mentioned routine in-school activities.

If you wish your child to be excluded from photographing, audio taping, or videotaping as a part of activities such as outlined above, please notify the Principal of the school in writing of the specific activities you wish to have your child excluded. Otherwise the school will assume your consent.

A Special Event Student Release Form is required for the imaging or audio recording of specific programs or activities of the School or Board which are **not** considered part of routine activities and which may be shared outside of the jurisdiction of the School or Board.

Release forms will be sent home for students participating in these types of out of school/special Board-sponsored activities, or special projects, as they occur.

A signed release is also required for images or audio recordings to be included on School/Board websites. Consent will be obtained each year on student profile sheets for elementary students and as part of the option sheet process for students entering or continuing in secondary school.

These procedures are designed to ensure the privacy of students in the school and for students within the jurisdiction of the Lambton Kent District School Board. This is also in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

HOMEWORK

Homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive habits.

Homework is effective when it is actively supported in the home and when it represents an ongoing, three-way communication that involves student, teacher, and parent. Homework is not necessarily assigned by a teacher.

Homework could involve:

- Web-based assignments or tasks that are an extension of the topics being discussed in class
- Quality daily reading & writing
- Work completion (daily assigned work, missed work, projects, assignments)
- Weekly review of math concepts
- Ongoing review of notes and materials for evaluation

Teacher assigned homework will be appropriate to age, ability, special needs, and grade level of the students. It will also support the expectations of the Ontario Curriculum.

Suggestions on how parents might assist their child with homework include:

- Provide a quiet work place
- Prioritize activities to do in the evening
- Provide appropriate materials and supplies
- Be sure lighting is adequate
- Be consistent in checking for notes, permission slips, notices, and other school communication
- Check student planner on a regular basis
- Help your child to write lists, schedules, reminder notes
- Have a consistent routine for homework, activities, bedtime
- Reward good organizational skills at home

HOMEWORK FOR ABSENT STUDENTS

When the student is absent due to illness for more than one day, homework for the previous day will be provided upon parental request and will be available for pick up after the second nutrition break.

ILLNESS / INJURY

For the health of the entire school community, parents are encouraged to keep their child at home when they are not well enough to participate in all school activities including outdoor recess. When a student is ill, a parent will be contacted to take the child home as soon as possible. If a student gets injured at school, we will do as much as we can for the child. The school will call home / work / emergency numbers until we get in touch with someone especially in cases of head or back injuries. The school provides minor first aid (ice packs, band-aids) for bumps and bruises. In extreme cases an ambulance will be called.

INCLEMENT WEATHER / EMERGENCY SCHOOL CLOSING / FOG

Any decision about school closing or buses not operating is made by the Director or alternate at the Lambton Kent District School Board. Closing due to adverse weather conditions or other specified reasons will be broadcast on CFCO (AM 630 / FM 92.9) and CKSY (94.3 FM) Stations by 7:00 a.m. Weblink to: www.schoolbusinfo.com. BUSES WILL BE CANCELLED BY ZONE. **Our school is in zone 7**

Buses cancelled due to fog in the morning will run in the afternoon if the fog has cleared, to transport students who have been dropped off. Buses cancelled due to snow conditions in the morning will not run in the afternoon. However, classes will continue as usual and students are encouraged to attend if parents deem it is safe and are able to arrange transportation.

In the event that buses are cancelled or there is an early dismissal while students are at school, we will call home, and then the emergency contact or a neighbour or friend, to notify that children are being dismissed early. Please be sure that your child has a place to go should this occur. When feasible, radio stations make announcements.

If the safety of your child is of concern, it is ultimately your decision as to school attendance during inclement weather.

LICE/PEDICULOSUS

Full school head lice checks are completed each term. Lice spread very quickly and require much work to eliminate. Parents must call the school if their child has lice. Parents must keep the child at home until a full treatment has been completed and they have ensured the child's hair is nit free. The child must report to the office upon return to school for an additional head check before re-entry to class is permitted. Classes will be checked to prevent further spread of the lice. Letters will be sent home to affected classes asking parents to check their children for signs of lice or nits. It is recommended that students do not share hats, scarves or hair brushes.

LEAVING SCHOOL PROPERTY

Once at school, students may not leave the property unless accompanied by a parent. (Special permission may be accepted under exceptional circumstances only).

LOST AND FOUND

All student belongings should be clearly marked with the student's name. The school cannot take responsibility for personal belongings but will assist in whatever means possible in locating lost items. It is the student's obligation to look for and inform teachers about missing articles. In addition to the lost and found located in the Front Foyer, there may be a lost and found in the classroom. Throughout the year, unclaimed articles are forwarded to local community agencies.

MEDICATION

The LKDSB has a policy concerning the administration of medication to students by school personnel. Administration of medication at school requires the parent to annually complete an authorization of medication and/or an individual medical emergency plan. These forms are available at the school office and require a doctor's signature. All medication is the responsibility of the parents and must be delivered to school in the original container, including the student's name and the prescribed dosage and frequency. All medication is stored in a secure location. Any pills, puffers, or other medications are to be brought to the school office by parents. In

consultation with parents, students will be permitted to carry their puffers or Epi-pens with them.

NECKWEAR / JEWELLERY

To ensure the safety of our students, necklaces and neckwear (whistle straps, chokers, neck key-chain holders, etc.) are to be constructed of breakaway material. Students are not permitted to wear heavy chain necklaces or bracelets or jewelry with metal studs.

PHYSICAL EDUCATION

All students are encouraged to wear proper clothing for gym class. Students in Grade 4 to 8 are encouraged to change and will be excused from physical education only with a doctor's note or special note from parents. Students are required to wear CSA approved helmets when participating in skating activities. Other protective sports' equipment may be required depending on the sport. Please label all physical education clothing and equipment.

Playground Equipment

Rules and Guidelines apply during school time as well as outside of school hours.

Playground equipment structures are inspected and safety rated for students of specific ages. Please see the safety label on the structure.

Playground Equipment is unsafe for use during winter months and when it is wet.

The following conditions can make equipment unsafe for use:

Freezing temperatures - At temperatures below 0 C, very few types of protective ground surfacing remain resilient enough to offer any degree of protection to a falling child - regardless of depth. If the ground cover is frozen, the play equipment is NOT safe for use.

Snow build-up - Snow can cause two problems on a play structure - firstly, it can make play surfaces very slippery; secondly, it can create suffocation hazards if the openings at the end of tube slides or similar structures become closed in by drifting snow.

Dew, Rain, Frost, Ice or freezing rain - As noted above, these conditions can make play surfaces, hand grips and stairways very slippery, increasing the risk of slip and fall injuries.

Clothing - Winter clothing is much different than normal clothing. Synthetic materials, such as nylon, reduce sliding resistance, particularly on plastic slide beds. This can increase the travel speed on this equipment to a dangerous level, and if combined with frozen ground cover, as described above, can increase the chance of injury. Winter clothing is also very bulky and is more likely to have drawstrings or hooks and clips which can become entangled in components of the equipment.

PLAYGROUND - DANGER OF STRANGULATION

Each year in Canada, thousands of children get hurt at playgrounds playing on slides, monkey bars or swings. Some children have died when their clothing or drawstrings have become caught on playground equipment or fences or when they have become entangled in ropes or skipping ropes attached to playground equipment. Loose clothing, hoods, scarves, drawstrings, mitten cords, ropes and skipping ropes can strangle a child!

Safety Tips

- Remove cords and drawstrings from children's hoods, hats and jackets.
- Tuck in all clothing that can get caught on playground equipment.
- Wear a neck warmer instead of a scarf.
- Take off bicycle helmets before using playground equipment. Bicycle helmets can get trapped on equipment and strangle a child.
- Make sure children do not tie ropes or skipping ropes to slides and other playground equipment.
- Supervise children on the playground.
- Teach children how to use playground equipment and play safely

PROHIBITED ITEMS

Students may not bring the following items onto school property, on school buses or to school authorized events or activities:

- all weapons including knives
- all explosive materials including fireworks and caps
- any other item deemed unsafe or disruptive at the discretion of the principal

REPORT CARDS / STUDENT ACHIEVEMENT

Level	Description	Grade 1-6	Grade 7&8
4+	Demonstrates required knowledge and skills thoroughly, exceeds the provincial standard	A+	95-100
4		A	87-94
4-		A-	80-86
3+	Demonstrates required knowledge and skills to a considerable degree, meets the standard	B+	77-79
3		B	73-76
3-		B-	70-72
2+	Demonstrates some of the required knowledge and skills, approaches the standard	C+	67-69
2		C	63-66
2-		C-	60-62
1+	Demonstrates, in limited ways, the required knowledge and skills, much below the provincial standard	D+	57-59
1		D	53-56
1-		D-	50-52
	Demonstrates achievement below level 1, additional learning is required to achieve success in meeting expectations.	R	Below 50
	Insufficient evidence is available to determine a letter grade or percent mark.	I	
LEARNING SKILLS: are reported on according to the following categories: Responsibility, Organization, Independent Work, Collaboration, Initiative & Self-regulation		Excellent Good Satisfactory Needs Improvement	

The **Provincial Report Cards** are designed to give clear, detailed information about student learning in relation to the expectations and standards outlined in the Provincial Curriculum. While communication of student achievement is ongoing, formal sharing takes place three times a year. The Elementary Progress Report Card goes home in November and

shows a student's development of the learning skills and work habits during the fall of the school year, as well as a student's general progress in working towards the achievement of the curriculum expectations in all subjects. Student-led Conferences: After the November progress report, parents are asked to attend a conference at school where the student shows his or her work and explains the report card and shares their goals. The Elementary Provincial Report Card is designed to show a student's achievement at two points in the school year: February and June. The report cards will reflect the student's achievement of curriculum expectations, as well as the student's development of the learning skills and work habits during that period.

SAFE SCHOOLS: CODE OF CONDUCT

The Lambton Kent District School Board **Code of Conduct** is established in keeping with the requirements of the provincial Code of Conduct and the standards of behaviour as set forth by the province of Ontario. The Lambton Kent District School Board Code of Conduct sets clear standards of behaviour in order to ensure the rights and responsibilities of all members of the school community.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

Respect, Civility and Responsible Citizenship

All participants involved in the school system – students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities. All members of the school community are to be treated with respect and dignity. All members of the school community must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Respect the rights of others;

- Exercise self-discipline;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- Respect the need of others to work in an environment that is conducive to learning and teaching;
- Show respect for school property; and respect all members of the school community, especially persons in positions of authority.

Safety

All members of the school community including students, parents and guardians, teachers and other staff members, volunteers and visitors must

NOT:

- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic weapons or illegal or restricted drugs;
- Commit robbery;
- Be in possession of any weapon, including firearms or replicas;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object;
- Be in possession of, or be under the influence of, or provide others with alcohol, or illegal or restricted drugs;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, and ready to learn;
- Shows respect for himself or herself, and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own actions.

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- Show an active interest in their child's work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately dressed, and prepared for school (i.e., good nutrition, hygiene and exercise)
- Ensure that their child attends school regularly and on time;
- Report promptly to the school their child's absence or late arrival;
- Show that they are familiar with the provincial Code of Conduct, the Board's 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 involving their child.

LKDSB Policy No.: P-AD-110-1-13

LKDSB Procedure No.: R-AD-110-13

www.lkdsb.net

Community Partners and the Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community agencies and members of the community (e.g., Aboriginal Elders) may also be created. Community agencies are resources that Boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community agencies, and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

Bullying

Bullying is typically a form of repeated, persistent, and aggressive behaviour that occurs in a context of a real or perceived imbalance of power between individuals. In any form, bullying adversely affects a student's well-being and ability to learn, undermines healthy relationships, and compromises the school climate.

Bullying means aggressive and typically repeated behaviour by a pupil where,

a) The behaviour is intended by the pupil to have the effect of, or the pupil ought to know that it would be likely to have the effect of,

i. Causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or

ii. Creating a negative environment at a school for another individual, and

b) Behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education

Bullying behaviour may occur through the use of physical, verbal, electronic, written, or other means.

Bullying by electronic means (cyber-bullying) includes but may not be limited to:

a. Creating a web page or a blog in which the creator assumes the identity of another person;

b. Impersonating another person as the author of content or messages posted on the internet;

c. Communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Social Aggression: May be intentional or unintentional, direct or indirect. It can take many forms, sexist, racist, homophobic, or transphobic comments. If it is social or relational aggression, it is more subtle and may involve such behaviours as gossiping, spreading rumours, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology.

Students are responsible to:

1. Refrain from bullying behaviour.

2. Report incidents of bullying behaviour to the principal, teachers, or other school staff.

3. Refuse to participate in circumstances involving bullying behaviour.

4. Remove themselves immediately from circumstances involving bullying behaviour.

5. Seek adult intervention for circumstances involving bullying behaviour

LKDSB Policy No.: P-AD-110-13

LKDSB Regulation No.: R-AD-110.2-13

www.lkdsb.net

Progressive Discipline

The principal or designate will use a progressive discipline strategy to address student infractions if a student has engaged in inappropriate behaviour. School leaders practice progressive discipline as part of a whole-school approach that involves a continuum of prevention programs, strategies for fostering and reinforcing positive behaviour and helping students make good choices, and age-appropriate interventions, supports, and consequences used to address inappropriate student behaviour.

A teacher or the principal or designate, as appropriate, will utilize early and/or ongoing intervention strategies to prevent unsafe or inappropriate behaviours and to guide students to more appropriate choices. For students with special education needs, this includes referring to their Individual Education Plan (IEP) and consulting with appropriate staff to determine the best possible approaches.

Interventions may include:

- Contact with student's parent(s)/guardian(s);
- Oral reminders;
- Review of expectations;
- Written work assignment addressing the behaviour, that has a learning component;
- Volunteer services to the school community;
- Conflict mediation and resolution;
- Peer mentoring;
- Referral to counseling; and/or consultation.
- Meeting with the student's parent(s)/guardian(s), student and principal;
- Referral to a community agency for counseling or intervention related to anger management, substance abuse, or other;
- Detentions;
- Withdrawal of privileges;
- Withdrawal from class;
- Restitution for damages;
- Restorative practices;
- Safe schools transfer

In some cases:

- a. Suspension may be considered an appropriate progressive discipline step
- b. Contact with CAS where required
- c. Contact with police services where required

A bias-free approach is one that respects all people and groups, and reflects human rights principles. A bias-free approach helps build and foster a positive, safe, accepting, and respectful school culture and climate and helps students and their families, school staff, and other members of the school community.

LKDSB Policy No.: P-AD-110

LKDSB Regulations No.: R-AD-110.2-13

www.lkdsb.net

SCHOOL COUNCIL

School Council is made up of parents and staff who meet to support the school and to problem solve and talk about school events and issues. The meetings are held four times during the school year. Meetings are noted in the newsletter and on the school website. If you leave your e-mail with the office, they can add you to the e-mail list. All parents are encouraged and welcomed to attend the meetings.

SCHOOL ITEMS ON LOAN

Most items necessary for school programs are supplied by the school. These items are loaned to students with the understanding that they will be returned in good condition. Students may also have the opportunity to borrow school equipment such as, iPads, Chromebooks and sports uniforms. Replacement costs may be charged for any school articles or equipment lost or damaged. Students are also assigned desks and sometimes lockers. These are Board property and are subject to search under the direction of school administration. Students are not to leave valuables in their desks or unlocked lockers.

SCHOOL RECORDS

Changes of address, telephone number, custody status, job, emergency contact person, doctor, etc. must be reported to the school secretary so that

records are accurate and current. If your information changes during the school year, please let us know.

SCHOOL SUPPLIES

A list of supplies needed for specific grades will be sent home with the students. We ask that parents check these supplies at the beginning of each school term and replace as necessary.

SPECTATOR CODE OF BEHAVIOUR

1. Cheer in a positive manner
2. Respect Officials' decisions
3. Do not interfere with the competition
4. Keep off the playing area
5. Be Courteous and Respectful

Failure to comply with this "Code of Behaviour" may lead to ejection from the gymnasium/location.

STUDENT PLANNER

A planner will be provided to students at a minimal cost determined by the school. They are expected to carry this planner to every class. If it is lost, a replacement may be purchased at the school office.

Teachers will direct the students in the use of the planner. Parents are encouraged to check the planner with the student on a regular basis. Parents may be asked to sign the planner.

Students and staff should review the planner daily, to make sure the planner is up-to-date and that they have the necessary materials for homework.

TECHNOLOGY - ACCEPTABLE USE OF FOR STUDENTS

Students use technology to support their academic goals. The LKDSB may monitor the system and LKDSB devices at any time.

Students: are responsible for any activity using his/ her password; not share passwords; change passwords as directed; not connect any electronic devices without written permission from the IT Dept. of the LKDSB

For personal safety students: will not give their own or other's full name, address, picture, etc.; must report messages that are inappropriate or make them feel uncomfortable; should not have addresses, telephone numbers, etc., on Web pages and must NEVER meet with keypals unless supervised by a teacher.

Students must: not access director or proxy sites that circumvent security measures; immediately close and report a site with unacceptable information; not download messages or graphics that are illegal or support illegal acts; not participate in chain letters or other junk mail; not misrepresent their identity as the sender and not damage computers or equipment.

Students who break any of these guidelines could result in sanctions including the loss of computer privileges and access to technology, have disciplinary action, legal action, or police involvement.

LKDSB Policy No.: P-AD-155-11; Regulations No.: R-PR-200.1-12
www.lkdsb.net

TELEPHONE

The school telephones are used for school business. Students are not permitted to use the school telephone, except in an emergency, or with the permission of school personnel.

TOBACCO, ALCOHOL AND DRUGS

It is illegal for anyone to use tobacco, alcohol or drugs on school property and prohibited at school related activities. If students are suspected of using, or are in possession of these substances, disciplinary action will be taken. When appropriate, police will be involved.

VISITORS, PARENTS, GUESTS

All parents, visitors and guests must report to the school office. To ensure a safe environment for all students, access is restricted to the front door/office entrance. Parents are not allowed to go directly to classrooms. Students will be called to the office at the break to pick up any forgotten lunches, homework, clothing or messages.

When dropping off students, please drop them off at the parking lot or near the laneway by the old gym. Please be aware of the bus lane, and do not block it. Please do not block neighbours' driveways.

Police may issue a ticket if you are parked or blocking either the bus lane or neighbouring driveways.

VOLUNTEERS

We love to have volunteers to help in various ways: snack programs, reading to students, teaching vocabulary, coaching, driving, chaperoning on field trips. People interested in volunteering should ask for our Volunteer Information Pamphlet. Volunteers need to check in at the main office when they arrive and pick up a name badge.

The following volunteers require a Vulnerable Sector Criminal Background Check (C.B.C.) every five years at their own expense and must undergo the formal screening process and provide an annual Offence:

- a) Parent/guardians and community volunteers who assist in the school on a daily or weekly basis
- b) Elementary parents/guardians and community volunteers on overnight excursions of any kind
- c) Parent/guardians and community volunteers accompanying secondary students on overnight excursions with exceptions only to be approved by the principal.
- d) Non-parent, non-guardian volunteers not known to the school community
- e) **All volunteers drivers of all students**
- f) Others, as deemed necessary by the principal.

A copy of the document must be given to the principal and need to be screened by the principal.

****PLEASE NOTE****

Board policies and regulations are available on the LKDSB web-site at www.lkdsb.net if parents wish more details.

What students have told us - Top 5 Lists

<p>WHY WE LOVE TAPS -</p> <ol style="list-style-type: none"> 1. We love our special events like Bucket Parties, assemblies, Play Day, Art Show, Science Fair, Christmas Carolling, Swimming, Student Council Spirit days! 2. We raise money and help others. 3. We love the iPads and Smart Boards! 4. We have awesome teachers! 5. We love having almost no bullies in the school. 	
<p>COMING TO SCHOOL</p> <ol style="list-style-type: none"> 1. Take your shoes off and put on indoor shoes. 2. Clean up before going to the carpet. 3. Don't be mean and don't throw toys. 4. Don't be a bully. 5. Raise your hand and wait to speak. 	<p>MEDICATION, ILLNESS and INJURY</p> <ol style="list-style-type: none"> 1. Stay home if you are sick. 2. Parents need to call if you are home sick. 3. Don't share medication or let others use it. 4. Get lots of sleep and be healthy. 5. Make sure the school has a phone number to call.
<p>FOOD AND EATING</p> <ol style="list-style-type: none"> 1. No peanuts/tree nuts at school. 2. No junk food - eat healthy. 3. Strawberries are the best food. 4. Bring enough food for two lunches. 5. No Sharing Food. 	<p>BEING GOOD STUDENT</p> <ol style="list-style-type: none"> 1. Listen to your teacher. 2. Use your manners. 3. Don't touch your teacher's stuff. 4. Don't bring junk food. 5. Don't quit school.
<p>VOLUNTEERING/VISITING</p> <ol style="list-style-type: none"> 1. Sign in at the office so we know what you are here for. 2. Get a Background check 3. Call the school if you want to volunteer. 	<p>PHOTOGAPHING/TAPING</p> <ol style="list-style-type: none"> 1. Let us know if you do not want your picture taken. 2. You can buy Fall and Spring pictures. 3. Dress nicely.

<ul style="list-style-type: none"> 4. We need help with snacks 5. The office has Visitor and Volunteer badges. 	<ul style="list-style-type: none"> 4. You need permission take a picture of someone. 5. Have a smiling face.
<p><u>What students have told us - Top 5 Lists</u></p>	
<p>THE WEATHER</p> <ul style="list-style-type: none"> 1. If it rains get your raincoat, boots and umbrella. 2. When it's hot wear sunscreen so no sunburn. 3. In summer wear light clothing. 4. When snowy bring snowsuits and snow pants. 5. Always wear sunglasses. 	<p>BUSSES and BUSSING</p> <ul style="list-style-type: none"> 1. Don't get off the bus while the bus driver is driving. 2. No feet out the windows. 3. Don't walk past the yellow bus line. 4. No saying bad words, or drinking, or eating, or standing. 5. Keep the noise level down.
<p>DISMISSAL</p> <ul style="list-style-type: none"> 1. Double check everything so you don't forget something. 2. Listen for the bell so you don't miss the bus. 3. Parents shouldn't park their car in a bus lane. 4. Put sports on your calendar or in the planner. 5. Don't cross over the yellow bus lines. 	<p>ALLERGIES/MEDICATION/ HEAD LICE</p> <ul style="list-style-type: none"> 1. We're nut free so don't bring any. 2. Keep puffers and EpiPens close 3. Fill in the medication forms from the office. 4. Try to take your medicine at the same time each day. 5. We are a fragrance-free school.
<p>SPORTS/EXTRA-CURRICULARS TOP 5 LIST</p> <ul style="list-style-type: none"> 1. Some sports are after school, some are before. 2. School work comes before sports. 3. You sometimes have to make arrangements for rides. 4. Pay a deposit for uniforms and don't get stains. 	<p>COMMUNICATION</p> <ul style="list-style-type: none"> 1. Make sure the school has your phone number! 2. Use your planner - write homework in it and show it to your parents. 3. Come to Meet the Teacher and Parent Conferences. 4. Check the school web-site and twitter.

<p>5. If you sign up and don't make the team, don't be disappointed. Try intramurals.</p>	<p>5. If you need to talk, write a note in the planner or call.</p>
<p><u>What students have told us - Top 5 Lists</u></p>	
<p>SCHOOL COUNCIL / STUDENT COUNCIL & STUDENT LEADERS</p> <ol style="list-style-type: none"> 1. Watch twitter and the web-site for information. 2. Parent Council helps our school. 3. Student Council plans activities for students. 4. Our Believe Squad is made of our student leaders. 5. Adults help us solve problems. 	<p>REPORT CARDS / ASSESSMENT</p> <ol style="list-style-type: none"> 1. Come to school for parent conferences. 2. The rubric shows you how to get a good level. 3. Sign and return report card sections. 4. You have to set goals for yourself. 5. Follow the feedback that the teacher wrote.
<p>TECHNOLOGY AT SCHOOL</p> <ol style="list-style-type: none"> 1. Don't go to inappropriate games and sites. 2. If you bring electronics to school, they are your responsibility. 3. Don't share your password. 4. No pictures in change rooms, washrooms or posted on internet. 5. Respect computers and iPads at school. 	<p>RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Bring your planner home to get signed. 2. Don't talk back. 3. Raise your hand and don't talk when others are talking. 4. Walk quietly on the right hand side of the hall. 5. Do unto others as you would have them do to you.