



# APSLEY CENTRAL PUBLIC SCHOOL

Student and Staff Handbook

2016 - 2017



## Apsley Public School

and its community take pride in providing quality education for our children, in an atmosphere which is friendly, inviting and challenging. The achievement of this objective depends on an appropriate level of commitment from our students, their parents/guardians and our school staff. We value your co-operation.

The school staff provide a standard of discipline which is fair and consistent for all children. This involves adherence to policy and guidelines which are established by the Kawartha Pine Ridge Board of Education, the Ontario Ministry of Education and the Apsley Central School community.

Expectations are clearly communicated to our students. They ensure a quality learning environment for all.

Parental support of students and staff is critical to successfully fulfilling our responsibilities. This requires an atmosphere of mutual trust, respect, co-operation and ongoing communication. With good communication, most problems remain small. *If we all work together, our goals can be achieved.*

### SCHOOL HOURS

Apsley has a balanced day. A balanced day has three equal blocks for instruction and two 40 minute nutrition breaks.



8:40	Classes Begin
10:20 - 11:00	Nutrition/Recreation
11:00 - 12:40	Classes Continue
12:40 - 1:20	Nutrition/Recreation
1:20 - 3:00	Classes Continue
3:00	Dismissal

Playground supervision begins at 8:25 a.m. Students should not arrive prior to this time.

### CODE OF CONDUCT

Our *Code of Conduct* is available on our website. We use a positive, educational approach to behaviour and discipline. We believe that everyone within the school has the right to:

- respect one another,
- learn and to teach, and,
- feel safe.

### ABSENCES AND LATES

If your child will be late or absent, call our 24 hour Safe Arrival line (705) 656-4231. On return to school, a student must present a note to explain the absence. Habitual absenteeism or lateness is brought to the attention of the Principal.

### SHOES

A pair of non-marking rubber sole shoes is to be kept at school to be worn inside.

Running shoes can double as gym shoes. Not only does this help keep the school clean but also it is essential in case of fire drills or real emergencies.



### SCHOOL SUPPLIES

Consumable supplies such as pencils, pens, erasers, etc. will be supplied in September. Students may also wish to bring some of their own consumables. Textbooks and library books will be loaned to you free of charge, as long as you treat them with care. If you lose or damage a book, you will be asked to pay for it. If a book is damaged by an unavoidable accident, notify your teacher immediately.

### LOST AND FOUND

Found items are located in the office. Each term the lost and found items will be spread out for inspection by students. Anything remaining will be sent to a local charity.

### PROGRESSIVE DISCIPLINE, RESTORATIVE PRACTICE, SECOND STEPS



Progressive Discipline, Restorative Practice and Second Steps are three of the supports that will be used when working with inappropriate behaviour or conduct at Apsley Central. We will use all strategies when considering the most appropriate way to respond to each situation in order to provide students with the opportunity to learn from the choices they make.

Our goal for students is that they develop self-discipline and learn to respect themselves and others. Our goal for the school is to develop and maintain a positive learning environment. Discipline is a shared responsibility amongst staff, students and parents. Students will be provided with positive reinforcement, praise, and encouragement in recognition of their appropriate behaviour.



We are all responsible for our choices and actions. It is important that we learn from our experiences. The needs of the individual student will be considered when 'poor choices' have been made consequences is imposed.

#### These consequences may include:

- discussion
- parental contact
- a temporary loss of privileges (eg bus riding, recesses, etc)
- time-out
- detention
- student behaviour contract
- restitution of damages
- school community service
- referral for Board Support Services
- suspension

As part of provincial legislation (Reg 472/07), a Principal shall consider whether to suspend a pupil if they believe that the pupil is engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact of the school climate:

- uttering a threat to inflict serious bodily harm on another person,
- possessing alcohol or illegal drugs,
- being under the influence of alcohol,
- swearing at a teacher or at another person in a position of authority,
- committing an act of vandalism, or,
- bullying.

A Principal shall suspend a student if they believe that the student is engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact of the school climate:

- possessing a weapon, including possessing 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 illegal drugs,
- committing robbery, or
- giving alcohol to a minor.

#### DRESS CODE

Since school is considered a place of business, we are reminded that **all** staff and students are to dress as such. In discussion with School Council, CAST and staff, we have revised our Apsley dress code slightly. A simple rule to follow is:

*Keep chests, stomachs and bottoms covered.*

When choosing shorts to wear to school, it has been decided that if they need to be constantly pulled down because they are riding up too much or too tight, they should not be worn to school.

Shirts should be free of inappropriate language/comments and should cover the midriff, cover the chest and straps should be at least two adult/3 student fingers wide (no spaghetti straps or tube tops).

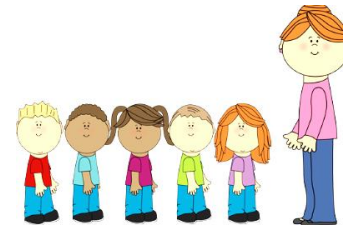
It is hoped that students will be mindful of these fair rules with regard to appropriate dress. However, if students choose not to remember these rules, they will be asked to call home to obtain appropriate clothing or will be given something from the office to cover up.

#### Cleanliness

- ✓ good hygiene is expected

#### Other Clothing Notes

- ✓ hats are outdoor wear
- ✓ parents are encouraged to label clothing as this greatly assists with returning lost items
- ✓ clothing with suggestive or offensive slogans or drawings is prohibited



#### CALLS HOME

Phones are for emergency use only. Students must have the permission of the office staff prior to using the office phone.

#### FIRE DRILLS

Fire drill routes are posted in each classroom. Fire drills are conducted by the fire department and can occur at any time. These fire drills simulate conditions we could expect during a real fire or emergency. Therefore, indoor shoes are very important as these drills can occur in any weather conditions.





### PERSONAL ELECTRONIC DEVICES

As per board policy, the Board expects that students, staff, parents, visitors and volunteers (including teaching and support staff) will power-off and put away ALL personal electronic devices during instructional time and while on duty, unless otherwise needed for educational purposes. PEDS include: iPods, MP3 players, cell phones, electronic gaming devices, Personal Digital Assistants and cameras.



### NEWSLETTER: THE INFORMER

A school newsletter, **The Informer**, will be published to focus on school wide items of importance. Newsletters can be viewed on our website at <http://apsley.kprdsb.ca>. Reports from School Council and its committees will also be communicated.

### BULLYING & HARRASSMENT

in any form is wrong and hurtful. Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions. Where bullying does occur, we respond fairly and appropriately, to build respectful relationships.

Restorative practice is one strategy we use to prevent, and repair the harm caused by, bullying and exclusion.



**Bullying, by definition:** is aggressive and typically repeated behaviour by a pupil where:

- the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of:
  - ✓ causing harm, fear, or distress to another individual, including physical, psychological, social or academic harm to the individual person's reputation or harm to the individual's property, or,

- ✓ creating a negative environment at a school for another individual

- ✓ the 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.
- ✓ the behaviour includes the use of any physical, verbal, electronic, written or other means.

*"Bullying is not a reflection of the victim's character, but rather a sign of the bully's lack of character"*

[www.mamainthenow.com](http://www.mamainthenow.com)

Bullying, in any form, has negative effects on:

- a student's ability to learn,
- healthy relationships and the school, climate, and,
- a school's ability to educate its students.

We will not accept bullying on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where bullying has a negative effect on school climate.

**Cyber-bullying** includes bullying by electronic means, including:

- ✓ creating a web page or blog in which the creator assumes the identity of another person,
- ✓ impersonating another person as the author of content or messages posted on the Internet, and,
- ✓ communicating inappropriate material electronically to more than one individual, or posting material on a website that may be accessed by one or more individuals.

## ROLES AND RESPONSIBILITIES

### *It is expected that students shall:*

- attend school regularly, be on time and be prepared for all classes and school activities,
- work to the best of their ability,
- behave in a courteous and tolerant manner towards others, regardless of individual differences, e.g. race, ability, sexual orientation, language or opinion,
- learn and act within boundaries of behaviour necessary to minimize danger to themselves and others,
- act within the limits of the law and not bring to school: drugs, alcohol, cigarettes (matches or lighters) or weapons of any sort,
- treat all school property and the property of others with care and respect,
- learn to use self-control when dealing with conflict or confrontation and develop alternatives to physical and verbal abuse,
- act in a manner that is free from abusive or profane language or offensive gestures,
- learn to express emotions in socially acceptable manner, and,
- use good manners at all times in the school (e.g., removing hats in the building).

### *It is expected that parents shall:*

- assist their children in developing responsible behaviour,
- nurture a positive self-image in their children,
- be an equal partner in the education of their children,
- support reasonable disciplinary measures taken by the staff,
- attend to their children's physical and emotional well-being,
- ensure and facilitate regular attendance, and,
- communicate information concerning their children's individual needs.



### *It is expected that staff shall:*

- foster in their students a positive self-image,
- treat students with respect and sensitivity,
- consistently implement the school wide, proactive approach to discipline,
- protect students from persons or conditions which interfere with the learning process, and,
- maintain regular communication between home and school (newsletters, phone calls, etc.).



## VOLUNTEER POLICY

Visitors and volunteers are always welcome in the school. When arriving at the school, it is important to visit the office first in order to sign in and pick up our visitor/volunteer badge.

Police Record Checks with Vulnerable Sector Screening will be required on an annual basis for all volunteers who are in direct and regular contact with students or where they are responsible for children (i.e., direct classroom volunteers or care of children on an outing). Volunteers will need to pick up a letter signed by our Principal to present to the police department in order to begin the process.

### *Tips to Being a Good Volunteer*

*Patience and respect for each other is important.*

*Every task that promotes learning is worth doing well.*

*Children love praise. Freely hand out praise, smiles, or kind words.*

*Enjoy Yourself!*





### LOCKDOWN DRILLS

Lockdown drills will be communicated to the parent community and practised during the year.

### COMPUTERS

Students in the computer lab and on computers in the classroom must be supervised at all times. Internet safety is very important to us. Students should not be using MSN or Hotmail during school time unless required for educational purposes.



### SCHOOL COUNCIL

The School Council is an elected board composed of parents, school staff and community members. Elections take place in the fall. School Council meetings are open to everyone. As well, there are a number of committees of council on which all members of the school community are invited to serve. We hope to see you there.

### PERMISSION TO LEAVE SCHOOL GROUNDS

Students may not leave the school grounds at break time unless the classroom teacher receives a note signed and dated by the parent giving the student permission to do so that day. Students are to have their classroom teacher sign the note and then bring the note to the office. Students leaving the school at break are expected to follow the guidelines set out for behaviour expectations. The school may rescind the privilege of leaving school grounds during lunch. In this event, parents are welcome to come to the school to pick their child(ren) up at break to take them off school property.

### EXCURSIONS

Class excursions are meaningful extensions of the classroom program and offer the student a different forum. All students are encouraged to participate. If finances are a concern, parents should contact their child's teacher to explore options. A pupil may be denied the opportunity to participate in a class excursion if the teacher, through consultation with the Principal, believes a child's behaviour would be dangerous to themselves, others, or impact negatively on other pupils' ability to benefit from the excursion.

### BUSES

Please make every effort to post the necessary information in a prominent place in your home.

Bus Company:	_____
Phone #	_____
Route #	_____
Driver's Name	_____

### BUS SAFETY

All students using the School Transportation System responsible to:

- abide by the Bus Operator's instructions,
- behave in an orderly manner,
- refrain from use of profane language,
- refrain from smoking,
- refrain from eating or drinking,
- respect the safety of the other students, and,
- you will be held responsible for any willful damage.

If your child should miss an afternoon bus, he/she is to report to the office. The secretary will contact you immediately to make arrangements for pickup.



Please remember that the bus companies will bring Kindergarten children back to school if there is no adult to meet them at their assigned stop.

### CHANGING TRANSPORTATION ARRANGEMENTS

The policy of the school board is that only students entitled to ride a specific bus may do so. In emergency situations only (e.g. hospital visit, death) parents can contact the Principal to see if this is possible. Sleepovers or daycare do not count as emergency situations.

**REMEMBER: Riding on a school bus is a privilege, NOT a right.**



### **CHANGE OF ROUTINE**

The school requests that, for safety and accountability, parents/guardians report to the office upon arriving to take students out of class prior to dismissal or to drop-off or pick-up items from students. Students will be called to the office when parent(s) have arrived. When a parent is leaving with a child, they will need to “sign-out” at the office.

Students are to ride the same bus home that they took to school that day. If a child is having a friend over after school, alternate arrangements besides the use of the bus must be made. Alternate arrangements should be made independent of the school and not involve staff passing on messages. In the case of an emergency, school staff will be pleased to support families in making alternate arrangements.

If your child is going home in a different way than they would normally do, a written, dated note must be sent with your child in the agenda/communication bag (JK/SK) or alternatively provide a written schedule to the office. We want to ensure the safe departure of all students.

### **EMERGENCY RESPONSE PLANS**

Parents are to contact their child’s teacher at the beginning of each school year to discuss their child’s needs and to complete the school board emergency response plan for allergies which includes a recent photo for all staff to easily identify the child. These plans will be posted for all staff. Appropriate information will be sent home by the classroom teacher alerting parents of food allergies in the class.



**Healthy Schools**

### **MEDICATION AT SCHOOL**

If medication is absolutely necessary during school hours, it may be given under certain conditions. These conditions include a signed authorization by the parent, signed directions from the physician and a properly labeled

container. The medication will be stored and administered at the office. Kawartha Pine Ridge District School Board Administration of Medication forms must be completed and kept at the office should your child require medication during school hours. To ensure the safety of all our students, medication is only to be kept at the office.

### **PEDICULOSIS**

Pediculosis is recognized as a social nuisance. It is our intent to manage issues surrounding head lice in the best interest of our students through partnership of students, parents/guardians, school staff and the school community as a whole. It is recognized that the treatment and eradication of head lice is the responsibility of the parents/guardians. Teachers need to report any case of pediculosis to the office. The Board pediculosis policy will be followed.

### **COMMUNICABLE DISEASES**

Children who are suffering from communicable diseases may be excluded from school for certain periods of time to safeguard the health of others. Please advise the school immediately if your child has one of the reportable diseases. A list of reportable diseases can be found at the Peterborough County/City Health Unit website: [www.pcchu.ca](http://www.pcchu.ca)

Students need to stay home when infected by impetigo, measles (Rubella), mumps, pink eye, ringworm, rubella (German Measles), scabies, scarlet fever, strep throat and whooping cough (pertussis)

### **ILLNESS AT SCHOOL**

During the year it is sometimes necessary to contact parents and have them take their children home because of the onset of illness at school. This respects the wellness and teaching and learning of other children and school staff. Children must go outside at regular nutrition breaks and must participate in gym, unless a dated physician’s note is provided.

### **NUTS**

Please note we are a NUT FREE school.

