

École Port Elgin Saugeen Central School

STUDENT HANDBOOK 2019-2020

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Our Vision

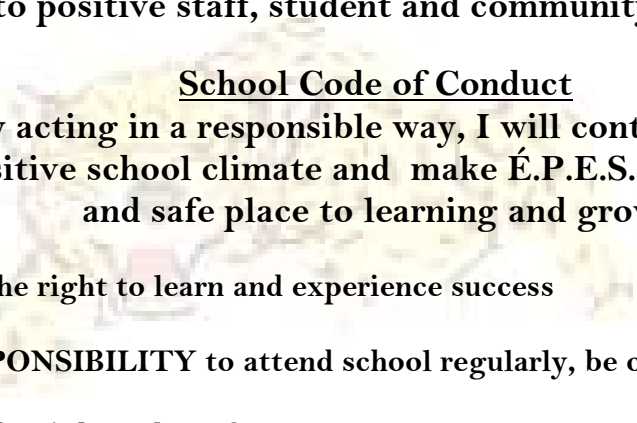

“All students and teachers learn together”

Our Mission

Together, students, staff, administration and parents create an effective working/learning environment which leads to positive staff, student and community moral

School Code of Conduct

By acting in a responsible way, I will contribute to a positive school climate and make É.P.E.S.C.S a caring and safe place to learning and grow.

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- 🐾 We all have the right to learn and experience success
Therefore...
It is my **RESPONSIBILITY** to attend school regularly, be on time and be prepared for learning.
 - 🐾 We all have the right to be safe
Therefore...
It is my **RESPONSIBILITY** to not harm others emotionally or physically.
 - 🐾 We all have the **RIGHT** to be valued
Therefore...
It is my **RESPONSIBILITY** to use caring words and actions.
 - 🐾 We all have the **RIGHT** to be part of a positive learning environment
Therefore...
It is my **RESPONSIBILITY** to show respect for teachers and fellow students.
 - 🐾 We all have the **RIGHT** to a safe and healthy environment
Therefore...
It is my **RESPONSIBILITY** to protect school property, to show consideration for the property of others and the natural environment around our school.
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Student Behaviour – Both In School and Out of School Activities

We continue to expect that students will treat themselves and others with respect. One of our on-going goals is to continue to work on a non-violent approach to conflict resolution. As part of this process, staff will continue to encourage children to foresee the consequences of their actions, and we will continue to expect students to accept responsibility for their choice of behaviours. In all cases, we are all expected to speak to each other in a respectful, courteous and considerate manner.

When participating in school trips, athletic events, or school business of any type, students are expected to use the same positive behaviour that is expected at school. In the past, we have been very proud of our students when they visited places away from our school. They were good ambassadors of É.P.E.S.C.S.! Let's keep up the good work!

On the Yard... We expect differences to be settled through discussion, and not through physical aggression. This means that aggressive physical contact (e.g. hitting, kicking, etc.) is not an option for students, even in fun. Likewise, "name-calling" and the use of inappropriate language is not an option for solving differences. **Use your words. Walk away. Get an adult for help.**

In the classrooms... ***All students are expected to attend school classes regularly.*** In classes, each student is entitled to learn without unnecessary distraction, and for this reason, inappropriate behaviour by individual students cannot be tolerated. Parental involvement in behavioural concerns may become necessary, and in severe cases of unacceptable student behaviour, suspension from regular classes and/or school may result.

School Property... Students are expected to treat the school grounds, the school building, and everything in the school with respect. In order to keep the building and the grounds clean, students are expected to deposit all scrap paper, wrappers, etc. into waste baskets in lunch areas, classrooms and on the school yard. Students are expected to return all borrowed play equipment to the shed and all library books on their due date. Wildcats show pride in their school!

Gum chewing is NOT allowed in school as it is a choking hazard and also causes unwanted messes. Gum gets dropped and ends up on furniture and carpets as well as inside musical instruments.

Cell Phone Expectations: Cell phones are only to be used as learning tools at school, under the direct supervision of a classroom teacher. When not in use, cell phones should be safely stored away. If students are found using a cell phone for purposes other than learning, the cell phone will be brought to the office until the end of the day. A repeated occurrence will result in a parent being contacted to pick up the cell phone from the office. Cell phones are NEVER to be brought into the bathroom or change room.



At ÉPESCS we are committed to a safe and respectful learning environment. Our dress code is one that welcomes individuality while requiring standards that are appropriate to the workplace/classroom. Please review the dress code and ensure that your choices of clothing are appropriate for the school day. Students not meeting the school dress code requirements will be asked to change immediately.

Thank you for your support. 🙏



Clothing must not contain inappropriate slogans or graphics. (alcohol, drugs, racism, violence, innuendo)

Midriffs should not be visible at any time. (tank tops under are fine)



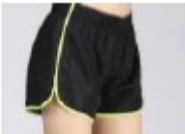
Hats and hoods are not to be worn in the classroom.

Short shorts, skirts or leggings with high cut outs... no thanks.



Tops must not be low cut, have spaghetti straps/no shoulders or show undergarments.

Health and safety rules state that shoes must be worn at all times. (no sock feet/bare feet) Proper running shoes are required for PE class.



Soccer and longer loose fitting athletic shorts are acceptable.



Tight fitting/short "volley ball" shorts not acceptable.

* Repeated issues with dress code violations will result in a contact home *

Assemblies

Assembly programs will be presented throughout the school year. All are welcome to attend. Monthly newsletters and the ÉPESCS website will give advance notice of assemblies as soon as dates are set.

Attendance

Attendance is monitored on a daily basis. Letters will be sent home to parents regarding late arrivals and absences from school if it becomes a concern to the teacher or principal.

Bicycles/Scooters

If your child rides a bicycle to school, please encourage him/her to ride safely on the proper side of the road.

Students must walk their bicycles when on school property during school hours and must place bicycles in the racks provided as soon as they arrive on the school grounds; bikes are to remain in the racks until dismissal. Students riding bicycles must wear bicycle helmets. Students are not permitted to play in the area of the bicycle racks.

Bicycles should be **locked** in the bicycle racks to prevent possible theft. The school is not responsible for loss or damage. Scooters must be folded up upon entry to the yard and stored on the class room racks.

Clothing Identification

Please mark your child’s name on clothing and other belongings that he/she brings to school. This increases the chances of us matching misplaced and lost items with the owner.

We do maintain a “Lost and Found” bin across from the library. Encourage your child to check the lost and found as soon as they realize that something has been lost.

Before the end of each term, we will attempt to display lost and found items for students and parents. Sometimes it takes a parent’s practiced eye to spot items that belong in your home.

Communication Guideline for Parents - Please refer to **Process for Resolution of Issues** in the Bluewater District School Board inserts.

Dismissal/Pickup

Parents who are picking up or dropping off their children must obey all NO PARKING and DIRECTIONAL signs that are posted on the school property and on the street. All non bus students will exit at the back of the school. Parents are reminded not to park in the drop-off lane in the back visitor parking lot.

When exiting the school, walkers are reminded to avoid the front of the school for safety reasons. **The area in the front of the school is for buses and bus students only.**

If you are picking up or dropping off your child please ensure that the office is aware of this change. **Please do not park in the front of the school.** This is for your child’s safety as well as the safety of all within the building.

Extra Curricular Activities

We offer a variety of extracurricular activities at ÉPESCS, with something of interest for everyone. These activities include school teams, bands, choirs, clubs, bus monitors, etc.

Food Items for Sale at School

The purchase of food items at school is entirely voluntary. Sales are offered throughout the year so that families may make purchases, if they wish, whenever it suits their personal schedules. Although reminders are given about upcoming sales, no pressure is applied to students to purchase items. We hope that the type of fundraising we have chosen will offer our families good value for money spent.

Head Lice

When head lice are discovered, parents will be notified and a letter will be sent home with the rest of the class.

Homework

Please refer to **A Guide to Homework** in the Bluewater District School Board insert pages.

Hours of the School Day

Morning

8:45 Yard Supervised
8:55 Entry to building
10:55-11:35 Nutrition break (lunch) and Recess

Afternoon:

1:35-2:15 Nutrition Break and Recess
3:15 Dismissal

Illness While at School

If your child becomes seriously ill while at school, or if a serious accident should occur, you will be notified by the office as soon as possible.

Insurance

Reasonably priced insurance is offered annually at the start of the school year. This is an excellent way to provide your child with coverage, including dental coverage. This insurance is endorsed by the Bluewater District School Board. Participation is voluntary.

Items from Home

Students are **NOT** to bring skateboards, video games, remote controlled cars or expensive toys to school. They present a distraction on the bus and can create security problems at school; we are not responsible for such items if they become lost or stolen. Cell phones, iPads, iPods, etc. can be used at school **with teacher permission**, but the school is not responsible for any lost or stolen articles. When not permitted, electronic devices should be kept in the class lock box.

Any sports equipment brought from home (e.g. skipping ropes, soccer balls, etc.) should be well marked with your son/daughter's **name and grade**. **Please note:** Custodial staff goes onto the roof approximately once a week (if the weather is good) to collect any balls that have been kicked onto the roof. We have had cases of expensive sports equipment disappearing from the roof (after school hours between custodial checks). Our chances of finding such missing items are poor, so please give careful thought before sending expensive athletic equipment to school. Lost items are not the responsibility of the school

For safety reasons, youngsters are not to bring baseballs or bats from home at any time.

Library Use

The Library Resource Centre is an important part of the school program. Through formal and informal learning activities, students will be assisted in developing independent library and research skills. The goal of such instruction is to equip students with the additional tools that are needed for lifelong and independent learning. Furthermore, through library and classroom programs, the students will be exposed to a variety of literary forms and styles, with the hope that a love of recreational reading will be nurtured. It is the hope of the staff that students will borrow books and magazines on a regular basis, both for personal enjoyment and class-related needs. We ask that students return borrowed resources as promptly as they finish with them so that others may use them. **If books are lost or damaged, the cost of replacing the book, or of repairing it will be charged to the student. A receipt will be issued, and a refund will be made, if a lost book is returned in good condition.**

Lost and Damaged Property

When equipment (e.g. a musical instrument) or supplies (e.g. textbooks) belonging to the school are issued or lent to students, it is expected that reasonable care will be taken of these articles.

If misuse or loss of such items occurs, the cost of replacement or repair will be charged to the student.

Lunch/Nutrition Break

A nutrition time is provided twice daily (see **Hours of the School Day**). During this time, students are expected to be responsible, co-operative, and polite to fellow students and supervisors. Co-operation in the lunchroom clean-up is expected and respect for desks, classroom materials, equipment, and chalkboards is also expected as the room will be used as a classroom after the nutrition break.

Students may only leave school at lunch break if picked up and signed out by a parent/guardian.

Medication

If it is necessary for your child to take medication while at school, you will need to complete a form AF6802. Medication must be in a properly labeled container (e.g. pharmacists' label).

If your child has an Epi-pen, please note the expiry date on the pen and ensure that the pen is current.

New medication forms must be completed at the beginning of each school year.

Newsletter

Our newsletter is available on our website www.ptc.bwdsb.on.ca on the last Thursday of each month. We highly suggest that you sign up for School Messenger at the beginning of the school year in order to receive notice of the newsletter and other key messages. In an effort to save paper, we do not photocopy newsletters unless a parent requests it. Copies of the newsletter can be picked up at any time in the office.

NO NUT PRODUCTS

Some of our students and staff have a life-threatening allergy to nuts. For safety reasons, parents are asked to ensure that the ingredients in the food their children bring to school have **NO TRACES OF NUTS**.

Physical Education

All students are required to wear non-marking running shoes in physical education classes. Each teacher, from grades 3-6, will explain his/her requirements for changing into shorts & T-shirts for gym classes.

A note from home is needed to exclude a student from physical education class; long-term exclusion (i.e. more than a week) may require a letter from a doctor. Alternative assignments will be provided for students who have been excluded from Physical Education.

Reporting Student Progress

Report cards are sent home in February and June. An interim progress report will be sent home in November. All parents are invited to attend an interview with their child's teacher following the progress report.

Interviews may be arranged at any time by contacting the school (519-832-2038); we welcome parental contact when there are concerns or when there is a need for information to be shared.

Safe Arrival/Safe Departure – Please also refer to Policy BP 6810-D.

As part of our *Safe Arrival/Safe Departure* program, it has been directed that bus lists must be checked at the end of the day, each day. In order to ensure that all students are on their regularly scheduled buses, our bus lists **must be accurate**. Your child's absence must be reported by contacting the school in advance by phone or note, at any time by leaving a message on **519-832-2038 ext. 100 before 8:55 am, or by calling the office directly after 8:55 am**. Always make sure that the school has current phone numbers for home, work, cell and a local emergency contact. Your emergency contact should know that you have given the school their number. Any last minute bus changes must be cleared through the office. **We kindly ask that all bus changes be reported to the office by 2pm daily.**

When you are picking children up or dropping them off at bus time, please do not park in the bus zone at the front of the school and across the street from the school. For safety reasons, this has been designated a "No Stopping" zone. The back parking lot should be used for dropping off and picking up children.

School Bus Riding

One of our major concerns each year is the safe transportation of your children to and from school. Please review the accompanying bus rules (provided by the Bluewater District School Board) with your child and impress upon him/her the importance of these rules. Copies of the **Transportation Code of Conduct (TCP B005) and Transportation-Bus Safety (AP 6502-D)** are available online at www.bwdsb.on.ca (Policies and Procedures). If a student is experiencing difficulty with any of the bus riding regulations, parents will be notified by the Principal/Vice Principal. If the problem is not solved, the parents may be informed that transportation privileges are withdrawn for a period of time.

School Community Advisory Council

The School Community Advisory Council works with teaching staff, non-teaching staff, and community members to provide advice to the Principal and the Bluewater District School Board on various matters relating to both school and board. Meetings are held during the months of Sept. Oct. Nov. Dec. Feb. Mar. Apr. and May. Dates will be posted in the June newsletter and on the school website. All parents are welcome to attend.

Student Planners

Student planners are used by most students in Grades 1-6. These books help your child to keep track of homework and assignments and can act as a good communication method between home and school. They are available for purchase, through the school, in September of each year.

Student Records

Please assist us in keeping your child's record up-to-date. Contact our school office to report changes in address and/or home, business, and emergency telephone numbers. Feel free to make us aware of additional information regarding any health problems that your child may be experiencing.

Supervision – Yard

The playgrounds are supervised by the teaching staff from 8:45 a.m., until 8:55 a.m. Students walking to school should arrive no earlier than 8:45 a.m. The entry bell rings at 8:55 a.m. Our instructional day begins at 8:55 a.m. Students

who arrive after 8:55 a.m. are required to report to the office for a late slip. The yards are supervised during the 2 (40 minute) nutrition breaks. We ask students to leave the school property following dismissal at 3:15 p.m. because the playground is not supervised after 3:25 p.m.

Telephone Use

The phone in the office is available to students on **an emergency basis only**, when teacher permission is granted. Students must plan ahead for rides, games, practices, etc.

Valuables

Students are asked to leave valuable possessions at home. **Please don't leave valuables in school bags, backpacks, or desks.** Usually, only small amounts of money need to be brought to school. When it is necessary to bring money or valuables, students are asked to leave the funds or item(s) with homeroom teachers or at the office for safekeeping. The school is not responsible for any lost or stolen articles brought to school.

Volunteering in the School

We welcome the assistance of parent volunteers in our school. All visitors and volunteers are required to sign in at the office and pick up a volunteer badge to be worn at all times, to clearly identify themselves as volunteers. There is often a need for help with classroom activities, class trip supervision, special class projects, reading programs, and library organization. **A current criminal background check, with vulnerable sector screener, is required for all volunteers working in a 1:1 setting with students.** Volunteers are reminded to complete and submit to our office staff an Offence Declaration Form (AF 7384) in June. This allows the volunteer to continue volunteering during the upcoming school year. Please refer to **Volunteers Screening Procedure (AP 7381-D)** at www.bwdsb.on.ca (Policies and Procedures). We value our many volunteers and the important role they play within our school community.

