

Eramosa Public School

5757 Fifth Line

R. R. 1

Rockwood ON N0B 2K0

519-856-9529

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www.ugdsb.on.ca/eramosa



Family Handbook

2011 - 2012

“Working Together”

Dear Eramosa Families,

Welcome to the 2011/2012 school year at Eramosa Public School. I take great pride in our small rural school and the supportive interactions we have with our families and community.

We have prepared this handbook as a reference and resource for you. It is designed to familiarize you with school information and common school routines. Some policies and procedures have been summarized in this handbook. All Upper Grand District School Board policies are available at: www.ugdsb.on.ca

Working together as partners, we are confident that our students will have a memorable year of learning and growth. We value your comments, questions and feedback.



Ann Charles
Principal

School Hours

8:20	Bus Arrival - students play outside	2:20-2:35	Recess
8:50	Entry Bell		
8:55	Classes Begin	3:25	Students prepare for dismissal or parent pickup at office.
10:35-10:50	Recess		
11:40	Lunch - students eat in their classrooms	3:25-3:50	Recess for bus students only.
12:00	Lunch recess - students play outside	3:40	Bus 375 arrives
12:40	Afternoon classes begin	3:50	Other buses arrive

Students enjoy playing outside during recess times. It is important that they dress appropriately for the weather conditions. We recommend sunscreen and hats for sunny days in the fall and spring, splash pants and raincoats for wet days. In winter we urge children to wear snowsuits (or jackets and snow pants), hats, boots and mitts. Students in all grades benefit from having extra socks, mitts and hats in their backpacks to use when these items get wet.

We request that the children have two pairs of appropriate footwear, one for indoor use and one for outdoor use. Indoor shoes need to have soft, non-marking soles. High heels and flip-flops are not safe for school activities.

We recommend that all student belongings are labelled with each child's name. Often several children wear the same brand and size of boots, coats, etc.! It is surprising how quickly our Lost and Found Box gets filled and how many of these items are never claimed.

Code of Positive Behaviour

Our Eramosa Public School Code of Positive Behaviour is based upon the Ontario Code of Conduct and the Upper Grand District School Board Code of Conduct.

The school follows a progressive discipline plan that includes a range of interventions, supports and consequences. These include learning opportunities for reinforcing positive behaviour while helping students make good choices. For a complete copy of our Code of Positive Behaviour please follow the link from our web-site www.uqdsb.on.ca/eramosa or request a printed copy from the school.

Staff

		Extension
JK / SK	Mrs. L. Eisen	403
Grade 1A	Mrs. F. Follas	404
Grade 12B	Mrs. J. McKnight Mrs. A. Semanyk	407 402
Grade 3A	Mrs. D. Shaw	406
Grade 45A	Mr. I. Eastmure	405
Grade 56B	Mrs. P. Demysh	409
Teacher Librarian	Mrs. K. Cyr	401
Core French	Mme B. McMorris	408
Music and Junior Resource	Mrs. A. Semanyk	402
Primary Resource	Mrs. A. Charles	223
Educational Assistant	Mrs. J. Betts	410
Caretaker	Mr. T. Baker	400
Office Administrator	Mrs. M. Kucyla	0
Principal	Mrs. A. Charles	223
Superintendent	Ms. R. Fyfe	519-822-4420 ext. 1747

Communication

Maintaining open communication between home and school is crucial to students' performance and success. Every month we will send home a school newsletter by paper or e-mail which includes a calendar of events for the upcoming month. Teachers also send home regular newsletters with information specific to their classes. Every child receives a student agenda, which is an excellent tool for communicating back and forth between home and school. There are spaces for students to write homework assignments and reminders, parents to write notes to

the teacher, and a pouch in the front for permission forms, class newsletters, and so on. Please check your child(ren)'s agenda each evening and initial the date so we know you have seen it. Each teacher also has a voice mailbox (see staff list) which is checked daily. Please keep in touch!

Attendance - Safe Arrival

It is essential to your child's academic success to attend school on a regular basis. Teachers present skills and knowledge that increase in complexity throughout the year and students learn through regular, repeated practice. Persistent absenteeism or lateness creates a genuine disadvantage for a student and is regarded as a serious problem.

If a student is going to be absent use our 'Bell Answer' service (519-856-9529 ex. 100) and leave a message (day or night) giving the child's name, teacher's name, and reason for absence. If a student must be away for an extended period, please notify the teacher (in writing) in advance.

According to Upper Grand District School Board Policy, it is the responsibility of parents to:

1. Provide current telephone contacts such as: home phone number, cellular phone number, work number of parents, number of caregiver and emergency contact numbers on the student admission/information form.
2. Update the information during the school year.
3. Communicate with the school, prior to the start of school in the morning or afternoon, when the child will be absent or late for any reason.
4. Provide written permission to their child to leave the school during the day.

Any unexpected absence will be checked by the school secretary. Call the school EACH DAY that your child is absent or late, unless you can tell us exactly how long he/she will be away. Except when a bus is late, any pupil who is late must obtain a late slip from the school office. A note or phone call is required for all pupil lateness.

When students are absent without explanation, parents and caregivers will be contacted in the following order: at home, at work, caregiver (if appropriate), emergency contact and if warranted, the police.

Please do not leave children at the school before 8:20 a.m. Supervision is provided from the unloading of the first bus (8:20 a.m.) until the departure of the last bus at the end of the school day. When your child arrives, please have them deposit their backpack in line and join their friends on the playground. Students do not enter the school until the bell rings at 8:50, unless they have been given permission from a teacher.

Classes end at 3:25, at which time students who are going home by bus have an outdoor recess. Please inform the office by 3:00 at the latest if you are picking up your child. If the school has not received a note or phone call (in emergency cases) from the parent/guardian by bus time, pupils will be sent home on the bus. Students going home by car do not go outside for recess and should be picked up at 3:25 in the front foyer.

If pupils are going to be picked up by someone other than the parent/guardian, it is necessary to send a note from the parent/guardian in order to ensure the safety of the children.

For the safety of all at our school we require ALL visitors to always report to the office when entering the school.

Custody of a Child

Unless otherwise directed by a court of law, both natural parents have full access to their children and their school records. If for some reason these rights are restricted, legal documentation must be on file at the school.

Students Picked Up During the Day

If you are picking up your child, please come to the main office and sign him or her out on the appropriate bus attendance clipboard. Please remain at the office until your child meets you at the front foyer.

Visiting the School

We encourage and appreciate volunteers at Eramosa P.S. Please be sure to sign the "Visitor Sign-In" book just inside the entrance of the school and pick up a volunteer badge to wear while you're in the school. Please check at the office so that we can direct and assist you and remember to sign out in the Visitor's Book when you leave.

School Council (EPSAC)

Education is a partnership involving parents, students, teachers, school boards, government and the community. Within our school community, joining the Eramosa Public School Advisory Council (EPSAC) is one way to become more involved in this partnership. Members meet monthly throughout the school year with the purposes of hearing updates of school initiatives, discussing ways in which they can support these programs, voicing opinions and strengthening social contacts within our community. There are parent, teacher and student representatives on EPSAC. Co-chair, Secretary and Treasurer positions are elected each September. We invite and encourage you to attend our monthly meetings which are held on the last Tuesday of each month at 6:30 in the school library. Snacks are provided and babysitting is available. Watch the EPSAC bulletin board in the front hall for updates, meeting information and upcoming events!

Volunteers

Volunteers play a valuable role by supporting students and teachers. We welcome parents, grandparents and community members into our school to assist with many activities. Under the direction of teachers and the principal, volunteers assist by reading to and with students, assisting children with computer activities, supervising on field trips, distributing food and many other jobs

Volunteers uphold complete confidentiality and work with the direction of a staff member. As part of the entry process for new volunteers, we ask you to complete a 'Volunteer Information' application and confidentiality agreement.

Transportation

The Upper Grand District School Board and our bus drivers consider the safety of students to be of paramount importance and will take all reasonable precautions to ensure that all aspects of the transportation system comply with the appropriate Acts, Regulations and Safety Standards.

All students in junior kindergarten, senior kindergarten and grade 1 who ride on a school bus must be accompanied to their bus stop in the morning and met at their bus stop after school. For more information, please go to the Wellington-Dufferin Student Transportation Services website at: <http://www.stwdsts.ca/>

Bus Patrols

All buses transporting Eramosa P. S. Students have trained Bus Patrolters on board. The patrolters are trained in emergency procedures and attend meetings once a term. The job of the patrolters includes ensuring the rules of the bus are followed and supporting the driver. All students have a responsibility to respect and listen to the instructions of the bus patrols.

School Bus Code of Conduct

1. Follow the directions of your driver.
2. Be at your bus stop 5 minutes before your pick-up time.
3. Stay seated while the bus is in motion.
4. No smoking, eating, chewing gum or swearing.
5. Keep books, lunch boxes, and other bulky items on your lap.
6. Students are responsible for any deliberate damage done to the bus.
7. Whenever possible, leave the last row of seats vacant.

Bus Routes

Route 200 - Denise Fisher
Route 371 - David Wilson
Route 372 - Randy Parkinson
Route 373 - Paul Pick
Route 374 - James Trimble
Route 375 - Rhonda Bauman

Parent/Guardian Responsibilities

- the safety and conduct of their children at bus pick-up points
- determining if it is safe for the children to go to school in inclement weather

Student Responsibilities

These regulations are intended to help ensure the safety of students:

- Students are expected to behave in accordance with the School Code of Conduct at the pick-up points, and while travelling on the school bus.
- Students must follow the rules outlined by the driver and must respect the authority of the bus driver.
- Students will cooperate with and assist the patrols in carrying out their duties.
- Students must remain seated on a moving bus.
- Students are responsible for compensation for any damage or destruction to school buses.
- Students may only be picked up or discharged at designated stops.
- Books, lunch boxes and bulky items must be kept on the student's lap.
- A student must keep his or her arms and head inside the bus at all times.

- No eating or smoking is allowed on the bus.
- Profane language is not permitted on the bus at any time.
- Students must be aware that serious or repeated misconduct will be recorded. Repeated offences may result in removal from the bus.

Loading Procedures

Students must:

- be at the bus stop 5 minutes before pick-up time.
- stand away from the road until the bus is stopped, line up in a single file and board the bus in an orderly fashion when the driver indicates it is time to board.
- wait for the driver's direction before crossing the road to board the bus.
- stay 5-8 paces in front of the bus when crossing.

Unloading Procedures

Students must:

- stay in the seat until the bus comes to a stop.
- leave the bus in an orderly fashion, continue up his or her laneway if it is directly beside the door of the bus.
- stand away from the bus and wait until it has departed before walking to his or her laneway if it is on the same side of the road as the bus.
- wait for the driver's direction before crossing the road if his or her laneway is across the road.

Field trips and school-to-school trips are part of the regular school program and students are subject to the same rules and code of conduct as regular bus students.



Equipment

The following regulations guide the transportation of equipment:

- No firearms or anything of a dangerous nature.
- Skate blades must be covered by guards, tied together, carried in a bag, and placed on the floor of the bus at the student's feet.
- The decision to transport other objects shall be determined in advance by the principal, the bus driver, and the Transportation Department.

Inclement Weather Procedures

In case of severe winter weather, with poor driving conditions and bus cancellations and delays, please listen for bus cancellation announcements on **1460 AM CJOY, 106.1 FM (Magic), Oldies 1090 AM, 99.1 FM CBC, 105.3 Kool FM, NewsTalk 570AM, 96.7 FM CHYM, CKCO-TV**. Parents can also check the Board's web site (www.ugdsb.on.ca) for bus cancellations by clicking on the link in the yellow box on the home page. Information

will be posted daily by 6:30 a.m. from November to April or as required at other times of the year.

Transportation information is also available at <http://www.stwdsts.ca/>

Information on this site is continually refreshed and you will find up-to-date bus information. There's also a link to the Weather Network!

Announcements for Eramosa are included in 'Centre Wellington and the Town of Erin's division :

Please note that if buses are cancelled in this division, Eramosa School will be closed to students.

Personal Information

We keep enough personal information about your child on file to handle emergencies. This information is confidential to the Board staff and is kept secure.

It is important that this information be kept up-to-date. If during the year you change your address, home and work phone number, emergency contact, place of employment, etc. please phone the office so that appropriate changes can be made on our records. Telephone numbers, addresses, medical information and emergency contacts are vital in emergencies.

In September, we send home a pre-printed registration form. Please check that all information on this form is correct, make changes, sign and return it to the office immediately. We update our school records from this information.

The school does not release this information without your consent. Please do not ask for the names, address or telephone numbers of other parents/children because we cannot give them to you.

Insurance

The Upper Grand District School Board strongly recommends that parents have student insurance coverage and has endorsed the plan offered by the Reliable Life Insurance company.

Applications for the Student Accident Insurance Plan are sent home with the children in September. The plan supplements the Ontario Health Insurance compensation for specific major accidents and includes the treatment of specified injuries.

Applicants are covered during the enrollment period. Parents' contact is with the insurance company, not with the Board of Education. Claim forms are available at the school office.

Freedom of Information and Protection of Privacy

The Municipal Freedom of Information and Protection of Privacy Act sets guidelines that Boards of Education must adhere to when protecting the personal information of their students.

The Act refers to personal information that would make an individual identifiable; for example, student's work, photographs, videotapes and information on student registration. We will continue to seek your consent before releasing confidential information on your child; i.e., academic assessment or marks, etc.

RECORDING SCHOOL EVENTS AND PRIVACY

Throughout the year we have special events (assemblies, plays, choir performances, etc.) to showcase the talents of our students. We welcome and encourage families to be part of our audience.

If you take photographs or record video of these events, we ask you to respect the privacy of all families. Please do not post photos or videos on social networks like Facebook or YouTube. Thank you.

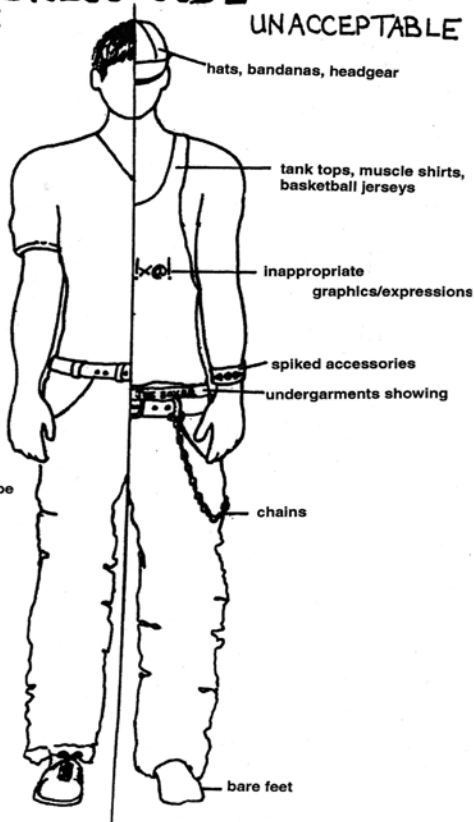
Appropriate Dress

DRESS CODE

ACCEPTABLE

UNACCEPTABLE

- An uninterrupted line of clothing covering the body from top of the shoulders to mid-thigh. Midrifts are to be covered at all times.
- Appropriate necklines and clothing that completely covers all underwear garments.
- Inappropriate jewelry including large metal chains is unacceptable.
- Any apparel that promotes the use of alcohol, drugs, profanity, degradation of an individual group, gang colours or method of dressing is unacceptable.
- Appropriate footwear must be worn for health reasons.
- Headgear is not to be worn in the school.

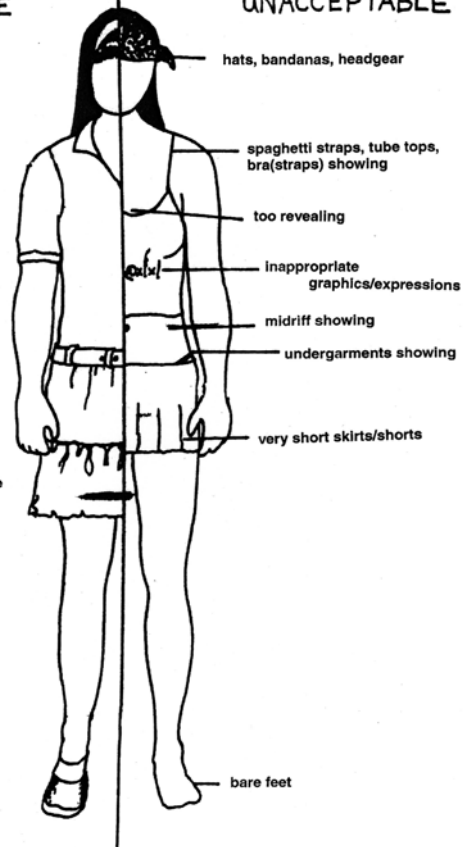


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All students are expected to dress in a manner appropriate for a learning/working environment.

Appropriate dress is defined as student attire that is free of symbols of hate, gang membership, or images that portray violence, death, abuse, alcohol, cigarettes, drugs, racial, obscene words, political or sexual statements.

- Jewelry or apparel (such as large chains, spiked bracelets) that present a safety hazard or distraction are not allowed.
- Hats and caps need to be removed upon entering the school.
- Fashion trends change over time. Any decision regarding clothing will be considered by the staff and School Council.
- Indoor shoes need to be appropriate for gym activities (soft-soled and non-marking).
- for safety reasons, 'flip-flops' are not appropriate footwear for school
- 'muscle shirts', spaghetti straps, low-scooped necklines and bare midriffs are not acceptable for school Girls' straps should be at least as wide as the width of two fingers; boys' sleeveless shirt straps should be at least as wide as the width of four fingers
- undergarments, including bra straps, should not be visible
- shorts and skirts must be a reasonable length

"Reasonable length" is roughly the location where a person's finger tips touch his or her legs in a normal standing position.

Coats, Outerwear, Backpacks:

These items must be left on classroom coat racks. Hats must be removed when students enter the school building.

Medication at School

All student medication must be stored and administered from the office. It is important for the safety of the child taking the medicine and the other students in the school. In order to give any medication, we must have the appropriate form completed and signed by a parent or guardian. Please call the school when you require these forms. As well, the container must have the pharmaceutical sticker on it indicating the name of the child and directions for administering the medication. Over the counter medications such as Tylenol, Graval, etc. must be in their original container indicating the child's name.



Children requiring medication such as EPI-PENS for life-threatening medical conditions are required to carry these medications with them at all times. We suggest a fanny pack. Additional EPI-PENS need to be kept in the school office.



If your child has a life threatening medical condition, please call the school for more information and to set up a "Life Threatening Management & Prevention Plan."



Food Allergies

Some students at Eramosa have allergies to specific foods. In order to create as safe an environment as possible for all students, we ask parents not to send products that contain nuts to school. We also ask students not to share or trade items from their lunch with other students.

Reporting

Ongoing communication between home and school is essential to maximize student learning and progress. All teachers meet with all parents at least once between September and December.

Effective instruction follows a cycle of assessment-teaching-assessment-teaching. Teachers assess students' understanding on a regular basis and design lessons and activities to match learning needs. In November children receive progress reports which indicate whether they are progressing with difficulty, well or very well in all subject areas. There are no letter grades for subjects on this report. In February and June students receive report cards that evaluate their knowledge and skills in different subject areas and indicate letter grades.

A letter grade of 'B' indicates that a child has met the provincial standard in that subject area. Other letter grades represent the following levels of achievement:

Level	Definition	Letter
4	The student has demonstrated the required knowledge and skills with a high degree of effectiveness. Achievement surpasses the provincial standard.	A+ A A-
3	The student has demonstrated the required knowledge and skills with considerable effectiveness. Achievement meets the provincial standard.	B+ B B-
2	The student has demonstrated the required knowledge and skills with some effectiveness. Achievement approaches the provincial standard.	C+ C C-
1	The student has demonstrated the required knowledge and skills with limited effectiveness. Achievement falls much below the provincial standard.	D+ D D-
	The student has not demonstrated the required knowledge and skills. Extensive remediation is required.	R
	Insufficient evidence to assign a letter grade	I
ESL/ELD - Achievement is based on expectations modified from the curriculum expectations for the grade to support English language learning needs. IEP - Individual Education Plan NA - No instruction for subject/strand for reporting period		

Six learning skills that affect student's academic growth are evaluated on the progress and term report cards. They are: Responsibility, Organization, Independent Work, Collaboration, Initiative and Self-Regulation. These skills are graded as being E (Excellent), G (Good), S (Satisfactory) or N (Needs Improvement).

We encourage parents to look for and celebrate successes that are documented on report cards, and work with your child(ren) to set goals for improvement. If you ever have questions or concerns about your child(ren)'s progress, please contact your child's teacher.

Board Name Upper Grand DSB (B66117)							
Calendar Title [2011-90035] ELEMNTARY 2011/2012	Panel Elementary	Calendar Type Modified	Date Created Feb 01, 2011				
Start of School Year Sep 01, 2011	End of School Year Jun 29, 2012	Status Reviewed					
Description Modified Calendar Elementary 2011/2012 - 5 DAY CYCLE CALENDAR							
Month	1st Week	2nd Week	3rd Week	4th Week	5th Week	PA days	Instr days
	M T W T F	M T W T F	M T W T F	M T W T F	M T W T F		
August	1 2 3 4 5	8 9 10 11 12	15 16 17 18 19	22 23 24 25 26	29 30 31	0	0
September Cycle Day		1 2 5 6 7 8 9	12 13 14 15 16	19 20 21 22 23	26 27 28 29 30	0	19
October Cycle Day	3 4 5 6 7	10 11 12 13 14	17 18 19 20 21	24 25 26 27 28 31		1	19
November Cycle Day		5 1 2 3 4	8 9 10 11 14 15 16 17 18	21 22 23 24 25 28 29 30		1	21
December Cycle Day		1 2 5 6 7 8 9	12 13 14 15 16	19 20 21 22 23 26 27 28 29 30		0	17
January Cycle Day	2 3 4 5 6	9 10 11 12 13 16 17 18 19 20	23 24 25 26 27 30 31			1	16
February Cycle Day		1 2 3 6 7 8 9 10	13 14 15 16 17	20 21 22 23 24 27 28 29		0	20
March Cycle Day		3 4 5 1 2 3 4	8 9 12 13 14 15 16	19 20 21 22 23 26 27 28 29 30		0	17
April Cycle Day	2 3 4 5 6	9 10 11 12 13 16 17 18 19 20	23 24 25 26 27 30			1	18
May Cycle Day		1 2 3 4 7 8 9 10 11	14 15 16 17 18	21 22 23 24 25 28 29 30 31		0	22
June Cycle Day		3 4 5 1 2 3 4 5 1	2 3 4 5 1 2 3 4 5 1	H 2 3 4 5 1 2 3 4		2	19
July	2 3 4 5 6	9 10 11 12 13 16 17 18 19 20	23 24 25 26 27 30 31			0	0
Total						6	188

Legend

P	-Professional Activity Day;	E	-Scheduled Exam Day;	B	-Board Designated Day;	H	-Statutory Day;	/	-Half Day;
P*	-Professional Activity Day Devoted to Provincial Education Priorities;								

Outline for Professional Activity Days Devoted to Provincial Education Priorities

November 18/11 - Facilitating Parent & Community Engagement

April 23/12 - Using differentiated instructional and assessment strategies and resources that are responsive to students' learning needs and that reflect our diverse student population

Outline for PA Days

October 21/11 AM - Developing and Implementing School Improvement Plans

October 21/11 PM - Assessment & Evaluation

January 23/12 - Assessment and Evaluation

June 8/12 AM - Promotion meetings to review student progress

June 8/12 PM - Assessment & Evaluation

June 29/12 - Professional Activities; Policy Review, Curriculum Planning and Development for 2012/2013 school year

Mission Statement

“In a caring climate of honesty, respect and enthusiasm, Eramosa Public School teaches and facilitates the development of independent thinking and problem solving skills to ensure that every student reaches his/her potential to be a responsible, flexible and confident life long learner.”

