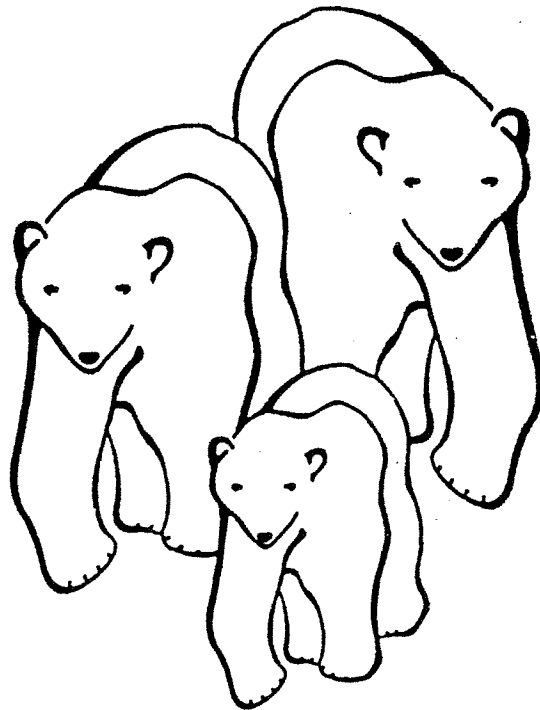


The Upper Grand District School Board

CENTRE PEEL PUBLIC SCHOOL

**Parent Handbook
2011 - 2012**



“Helping Hands, Caring Hearts, Learning Together”

7623 Sixth Line, R. R. #2, Drayton, Ontario N0G 1P0

Telephone: 519-638-2668

Fax: 519-638-5530

Centre Peel Public School Mission Statement

“Recognizing and building upon the primary importance of family and community, the mission of Centre Peel Public School is to provide for every student a quality education which cultivates honesty, respect, and responsibility, through effective use of resources and a responsive learning environment.”

Welcome to Centre Peel P.S.

We are pleased to welcome all students and their families to our Centre Peel Public School community. Our school has a dedicated staff who truly care about the education and well-being of our students. We invite all families to become involved in our school through activities such as assemblies, concerts, special events, or volunteering in classrooms. It is the partnership between home and school that makes Centre Peel P.S. the special place it is.

This Parent Handbook has been written to help you become aware of our school routines and policies and to assist you in becoming familiar with some of the policies of the Upper Grand District School Board. If you require information that is not in this handbook, please feel free to call the school office.

Yours in education,

The Staff of Centre Peel Public School

School Council Members 2011- 2012

Arnold Bauman	-	638-3742	Gerald Bauman	-	638-3633
Jacob Boese	-	698-1049	Larry Martin	-	638-5982
Dennis Frey (chair)	-	638-5824	Cleon Martin	-	638-8946
Melvin Martin (vice)	-	669-2476	Oscar Martin	-	638-5819
Paul Martin	-	698-2213	Paul Weber	-	698-2387

School Staff

Mrs. Gingrich	Principal
Mrs. Mayne	Office Coordinator
Mrs. Pearson	Kindergarten
Mrs. Anderson	Grade 1
Mrs. McCutcheon	Grade 1
Ms. McKenna (until December)/Mr. Neufeld	Grade 2
Ms. McFarlane	Grade 2/3
Mrs. Fear	Grade 3
Mrs. VanderVelden	Grade 4/5
Ms. Heeley	Grade 4/5
Ms. Osborne	Grade 5/6
Mr. Lubenkov	Grade 5/6
Mr. Bowman	Grade 7/8
Mrs. Lichty	Grade 7/8
Mrs. Pardy	English As A Second Language
Mr. Rathbone	Gym
Mrs. Curry	Library
Ms. McClure	Music/Art/Drama
Miss Bauman	Drama
Mrs. Nauta/Mr. Rathbone/Mrs. Playford	Student Resource Support
Mrs. Kelly/TBA	Special Education Educational Assistants
Mrs. Vogel/ Mrs. Kelly	ESL Educational Assistants
Mr. Ziegler/ Mrs. Schmidt	Custodians
Director of Education	Dr. Martha Rogers
Superintendent	Mr. Doug Morrell
Trustee	Mr. Bruce Schieck

Our Daily Schedule

9:00 - 10:40.....	Instructional Block
10:40 - 11:20.....	Nutrition/Activity Break
11:20 - 1:00.....	Instructional Block
1:00 - 1:40.....	Nutrition/Activity Break
1:40 - 3:20.....	Instructional Block
(Early Bus Dismissals at 3:10 and 3:15)	
3:20 - 3:30.....	Recess
3:30.....	Dismissal

Safe Arrival Program - 519-638-2668

Centre Peel P. S. operates a Safe Arrival Program in conjunction with daily attendance. Parents or guardians are requested to notify the school in writing or by telephone when a child will be late or absent. **Please call the school at 519-638-2668 before classes begin and talk to Mrs. Mayne or leave a message in the office mailbox indicating your child's name, grade and reason for absence. Please do not leave a message in your child's teacher's mailbox indicating an absence.**

Parents are expected to provide the names and current telephone numbers of emergency contacts to be notified in the case of an unexplained absence. In all cases where a child is absent from school and the school does not receive a phone call or a note, the school will initiate phone calls in this order: child's home, parent/guardian's workplace, emergency number. **However, to keep our phone calls to a minimum we request that you please call the school.**

Students who arrive at school late must report to the office. In this way, Mrs. Mayne knows that the child has arrived safely and will revise the school attendance record to read "late" and not "absent"

Safe Departure

To ensure safe departure from Centre Peel P.S. our bus patrols take attendance each day. **Please send in a note with your child if he or she is NOT taking the bus home.** Students **may not** ride on buses other than the one they are assigned to take.

Please send in a written note if someone other than a parent or legal guardian is picking your child up from school.

Student Bus Code of Conduct

The UGDSB considers 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. The Board will co-operate with the Provincial and local Police in all matters related to school bus safety.

Every student is responsible to the school principal for personal behaviour on the school bus. The bus driver is in charge of the bus and to ensure students' safety, all students must abide by the bus driver's instructions. Video surveillance equipment may be installed on school buses.

1. A student is expected to behave in accordance with the expectations of the principal, at the pick-up and transfer points, and while travelling in the school bus.
2. A student will follow the driver's direction and co-operate with and assist the patrols in carrying out their duties.
3. A student is responsible for compensation for any damage or destruction to school buses.
4. Bus students may only be picked up or discharged at designated stops.
5. Books, lunch boxes, and bulky items must be kept on the student's lap.
6. A student must keep his or her arms and head inside the bus at all times.
7. No eating or smoking is allowed on the bus.
8. Only small personal radios with headphones may be brought onto the bus.
9. Profane language is not permitted on the bus at any time.
10. Students must be aware that serious or repeated misconduct will be recorded. Such actions may result in the loss of transportation privileges.

Transporting of Equipment on Buses

1. Skates must be covered by guards, tied, in a bag, and placed on the floor.
2. Skis and poles are transported only if bus has underfloor storage.
3. Hockey sticks are not to be brought on the bus.
4. Musical instruments are to be stored on the student's lap.
5. Skateboards may not be transported on a bus.
6. Other items to be determined in advance with the principal and transport department.

Inclement Weather Procedures

The UGDSB has procedures in place to deal with inclement weather. These include cancelling bus transportation on days when it is not safe to operate school buses (due to snow, sleet, fog, ice, extreme cold temperatures, etc.) and in cases when severe weather requires the closing of schools to all students. Procedures are also in place to ensure the safety of students during their outdoor breaks at recess and lunchtime during periods of extreme cold.

In the event of inclement weather, the Director of Education will make the decision to close schools or cancel transportation. Announcements are made by local radio stations and this information is also posted on the Board's website.

School Visitors

We invite parents to visit our school and encourage volunteers in our classrooms. **All visitors must report to the main office before proceeding to classrooms or onto the yard.**

Nutrition Breaks

During our nutrition breaks, students have the opportunity to participate in a wide variety of indoor and outdoor activities. Activities will vary from year to year, and may include: floor hockey, volleyball, dodge ball, soccer, three pitch, choirs, harmonic singing, scrap booking, etc.

Music Lessons

Private piano and guitar lessons are available on an optional basis during the school day, with costs paid for by parents/guardians. For further information please contact Derek Moore at 519-638-9977.

Report Card Dates

Report Cards for Grades 1-8 are written two times a year (February and June). A Progress Report will be sent home in November followed by a parent interview. Formal Kindergarten Report Cards are sent home twice a year (March and June) for Senior Kindergarten students and once a year (June) for Junior Kindergarten students.

Report cards are written two times a year for students in Grades SK - 8, and once a year for students in Junior Kindergarten. Report Card dates for the 2011 - 2012 school year are:

November 9, 2011: Progress Reports go home for students in Grades 1 - 8.

February 8, 2012: Report Cards go home with students in Senior Kindergarten and Grades 1 - 8.

June 25, 2012: Final Report Cards go home with students in Junior and Senior Kindergarten and Grades 1 - 8.

Parent - Student- Teacher Meetings

Parent - Student - Teacher Progress Meetings will be held on the evening of Thursday, November 17, 2011 from 3:30 - 8:00.

Immunizations

Provincial law requires that all students have up-to-date vaccinations. Please consult your family doctor or local Health Unit for more information.

Oral Medication Policy

1. Medication for pupils should be administered at home whenever possible.
2. The pupil's parent/guardian may be permitted to administer oral medication during school hours. Every attempt should be made to arrange times for such administration with the least possible disruption to all concerned.
3. When prescription or non-prescription oral medication is to be administered to pupils by school personnel, it shall be in the following manner:

The parent/guardian must:

- a) provide written authorization on the **Consent for Administration of Oral Medication Form 509-2**
- b) deliver the medication to the principal in a tamper-proof container
- c) ensure the container is labelled indicating the child's name and the directions for the administration and storage of the medication
- d) instruct their child to attend the school office for medication as per the schedule for administration as established in conjunction with the school principal

4. Administration of medication by school personnel will be recorded and retained in an Oral Medication Log.

5. All medication to be administered by school personnel will be kept in a secure location with only authorized staff having access to the stored medication.

Student Records

The Ontario Student Record (OSR) is the confidential, ongoing record of a student's educational progress through schools in Ontario. The information in the OSR is available to supervisory officers, the principal, and teachers only for the purposes of improvement of instruction. Except for clerical staff involved in its management, the OSR is not available to any other person.

Students, and parents of students under age 18, may examine the OSR and receive a copy of its contents if they desire. They may also request to the principal that inaccurate or inappropriate information be removed.

Fundraising

Fundraising at Centre Peel P.S. occurs in the fall. Money raised from our fundraising activities is used to support educational trips and school activities. The Centre Peel P.S. community is a generous one. Charitable fundraising rotates in a three year cycle between Heart and Stroke (Jump Rope and Hoops for Heart), Multiple Sclerosis (Read-a-thon), and a charity of our choice (e.g. Sleeping Children Around the World). We participate in the Terry Fox Run/Walk each fall. Participation in our fundraising program is always optional.

Lost and Found

Please write your child's name on all belongings that come to school. Parents are welcome to check the lost and found box located in the primary hall for missing items. These items will be displayed prior to the December holiday break and before the end of school in June so that students may claim their forgotten or missing items.

Valuables

Sometimes students bring expensive or very special items to school and become upset when they are damaged or lost. The best way to prevent this is to leave such items at home or bring them in only for a very short 'show and tell' to the class.

Electronic Games/Toys/Media Devices/Cameras

I-Pods, MP3 players, Game Boys, PSPs and CD players should not be brought to school. If any of these items are brought to school, the school will not be responsible if they are lost, stolen or damaged. Cameras are not permitted at school. Cell phones and cell phone cameras are not to be used at all during the school day. Please discuss this issue with your child to help them comply with the expectations.

School Emergencies

A plan has been developed for Centre Peel P.S. to guide staff and students to deal effectively with a range of possible emergencies. During the school year there will be three fire drills in each of the fall and spring terms, with or without notice. There will be two tornado drills. Two lockdown drills will be held each year, with parents and students notified of the date. For further details, please contact Mrs. Gingrich.

Library

Library books may be signed out for two weeks. All library books must be treated with respect.

Parent Library

Parents may sign books out from our parent section in our school library. Many books are available including books on parenting, novels, craft books, and books in Deutsche.

Book Fairs

There are several opportunities to purchase books at our school. Funds raised at all of our Book Fairs support our school library.

Living Books by Laurie Frey	Date To Be Determined
Scholastic Books	May Grandparents' Day
Used Book Sale	June Community Picnic

Home Reading Program

Primary students participate in a structured home reading program. All students are expected to read at home to the very best of their abilities. Parents are asked to sign

their child's reading log on a regular basis. Home Reading awards certificates are handed out at our monthly "Celebrate Reading" assemblies.

Student Performances

Each year, our students have the opportunity to participate in a school performance. These are very special events not to be missed. Dates and times of the presentations will be shared with our school community through our school newsletters.

Computer Use Guidelines

Students are expected to abide by the UGDSB Acceptable Use Guidelines when they use computers. **Misuse and/or abuse of the Board and school facilities and resources is subject to consequences as explained in the school's Code of Conduct.** All Upper Grand schools offer Internet access to enable students to achieve learning outcomes and fulfill research requirements.

Teachers and office staff supervise students' use of the Internet. Administration has access to all computer screens through a program called Teacher Town. This gives staff the ability to observe from their computers what site each student is in and if they are in an inappropriate site they can freeze the student's screen so that the student can not delete it. Teachers are also able to go in and block inappropriate websites and pop-ups.

Each user will comply with the following conditions:

- ◆ use Internet access in support of education and research, and in a manner consistent with the beliefs and objectives of the school and Board
- ◆ accept full responsibility for his/her own exploration of the internet
- ◆ respect the privacy of others
- ◆ adhere to school standards of courtesy and behaviour
- ◆ promptly report to staff any inappropriate e-mail or internet data

Unacceptable practices include but are not limited to:

- ◆ accessing or distributing inappropriate material
- ◆ using the network for any unauthorized, illegal or obscene purpose
- ◆ using the network for financial gain or commercial activity
- ◆ plagiarizing or violating copyrights
- ◆ violating network security
- ◆ accessing, vandalizing, damaging or disabling the property of another user
- ◆ allowing others the access to personal passwords or accounts
- ◆ posting personal contact information

- ◆ engaging in any demeaning, harassing, bullying or threatening behaviour
- ◆ re-posting or forwarding personal communication without the approval of the author

Students using computers or internet connectivity improperly will lose all internet privileges.

Centre Peel P.S. Code of Behaviour

Centre Peel P.S. is a TRIBES School. We operate all of our classrooms according to the TRIBES AGREEMENTS of:

1. Attentive Listening
2. Appreciation and NO Put Downs
3. The Right to Participate
4. Mutual Respect

LONG RANGE GOALS

Our goal is to help each student become a self-disciplined responsible person, to feel and show respect for himself/herself and others, and to accept the consequences of his/her own behaviour.

Our Code of Behaviour is based on the Ontario Code of Conduct and the Upper Grand District School Board Code of Conduct (Policy # 213) which applies to all members of the school community.

GENERAL EXPECTATIONS

Each student should:

- learn to become responsible for his/her own actions
- learn to discriminate between time and place for certain kinds of behaviour
- develop a respect for the rules and laws of society
- to develop a set of personal values which recognize the rights, values and safety of others.

Good discipline is expected by parents, students and teachers. While many factors influence the nature and quality of discipline within a school, more than anything else, good discipline results from fair and reasonable expectations being set and being clearly understood by the students of the school. The following summary of expectations for student conduct at Centre Peel Public School is provided so that all who are involved - students, parents and teachers - understand what is expected of our students and the reasons for the expectations.

EXPECTATIONS FOR STUDENT CONDUCT IN THE CLASSROOM

1. Students will respect all classroom rules and routines, established to ensure a safe, comfortable and pleasant learning environment for all.
2. All students are expected to be co-operative and courteous to all staff, fellow classmates and guests in our school.
3. All students are expected to apply themselves diligently to all tasks, thereby gaining maximum benefit from the learning environment provided.
4. All students will be on time for classes and regular in their attendance.
5. Students shall use care in the treatment of school books, furniture, and the school buildings and grounds.
6. Students shall not chew gum or eat candy in class/school unless it is for medicinal purposes and then only with parental notification.

EXPECTATIONS FOR STUDENT CONDUCT IN HALLWAYS AND BETWEEN PORTABLES

It is expected that all students will **WALK** through the hallways in a safe, orderly fashion with a minimum of noise at any time - i.e. before and after classes, during all recess periods, during fire drills etc. Consideration for the safety of others and for the rights of others to work in a quiet atmosphere is expected of all students.

EXPECTATIONS FOR DRESS

1. Students will dress in a manner that ensures personal safety, cleanliness and modesty.
2. Clothing must fit properly and be free of any offensive messages.

3. Shorts must be a reasonable length (no more than 3" above the knee).
4. Students must not wear belly tops, muscle shirts, halter tops, or spaghetti straps narrower than the width of three fingers.
5. Students will remove hats upon entering the building and when speaking to adults.
6. Students will wear shoes at all times; running shoes must be worn for all Phys. Ed. activities.

EXPECTATIONS FOR STUDENT CONDUCT ON THE PLAYGROUND

1. Students will play within the supervised play area of the playground.
2. Students will use appropriate language while on the playground.
3. Rough games involving body contact are not permitted.
4. Students will report injuries to the teacher on yard duty.
5. Students will respect the rights of others to play peacefully and constructively. Fighting is strictly forbidden.
6. Students shall not leave the school grounds without written permission to the teacher from a parent. In case of an emergency, permission may be obtained through the school office.
7. Throwing snowballs is not permitted.
8. Only pre-authorized playground equipment shall be brought to school.
9. No weapons or replicas of weapons shall be brought to school. This includes toy guns and knives of any kind.
10. Lighters and matches are prohibited at school.

CONSEQUENCES

A. Most incidents which are contrary to our Code of Behaviour will be handled in the following manner:

a) The first time a student is sent to the office for an incident, the student will be counselled regarding the choice of more appropriate behaviour in the future. The student may lose recess privileges and may be expected to apologize if appropriate. Students will complete a "Think About It" sheet which will be sent home to parents. Most students need no further consequences.

b) If the student is sent to the office for a second occurrence, the student will again be required to examine and reflect on his/her behaviour. The student will receive one or more detentions. Parents will be informed that misbehaviour has occurred and together the school and home will plan any necessary future action.

B. At the discretion of the school principal, and subject to mitigating factors, under the EDUCATION ACT (2008), a student may be suspended from his or her school and engaging in all school related activities if the student commits any of the following infractions while he or she is at school or is engaged in school related activities:

- a) Uttering a threat to inflict serious bodily harm on another person;
- b) Possessing alcohol or illegal drugs;
- c) Being under the influence of alcohol;
- d) Swearing at a teacher or at another person in a position of authority;
- e) Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
- f) Failure to comply with Acceptable Use of Computer Guidelines;
- g) Engaging in another activity that, under a Policy of the Board, is one for which a suspension may be considered.

Following notification of a suspension, a pupil or parent/guardian may appeal the decision of a Principal to suspend through written notification to the Superintendent of Education within ten (10) school days of the start of a suspension.