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Welcome To L'Ecole Edward Johnson School!

This year's Handbook is organized to provide essential information about L'Ecole Edward Johnson School. Please look at the handbook carefully together, so that every member of your family is clear on school rules and regulations, our expectations of learners and commitments to you.

We are a wonderful, safe and secure school where everyone comes together for the sole purpose of ensuring our children learn – and learn in a fun, caring French Immersion environment. We develop self-confidence and self-esteem by encouraging our children to achieve School, Board and Ministry goals.

Our staff will work hard to communicate regularly and clearly with students and their families. Please feel free to call us if you have a question or concern about anything happening at school. Working together as a team will provide the greatest opportunity for our children to be successful.

Have a great year!

Anne Lehoux, Principal

Balanced School Day Schedule

8:30-8:45	Yard supervision in place
8:45	School entry and morning announcements
10:45 --11:30	First Nutrition (10:45) & Recess Break (11:05)
1:00--1:45	Second Nutrition (1:00) & Recess Break (1:20)
3:15	Dismissal
3:20	Bus pick up

Important Dates in 2011-2012

First Day of school September 6, 2011

HOLIDAYS

10 October
26 December – 6 January
20 February
12 – 16 March
6 - 9 April
21 May

PROFESSIONAL ACTIVITY DAYS

(No school)

21 October
18 November
23 January
23 April
8, 29 June

REPORT CARD DATES

9 November 2011
8 February 2012
26 June 2012

School Staff 2011-2012



Position	Name
Kindergarten	Julie Brownell, Melissa Cameron, Heather Johnson, Dunja Lukic, Maria Stolfi, Kathryn Prilesnik, Samantha White
Grade 1	Sue Burke, Shashana Hare, Katie Siversky
Grade 1/2	Vicky Pelchat
Grade 2	Sarah Donnelly, Danielle Downing
Grade 2/3	Dan Anderson
Grade 3	Andrea Kehrer, Tamara Owen
Grade 3/4	Nancy Anselmini-Lofton
Grade 4	Debbie Jakab
Grade 4/5	Sandya Lachmansingh
Grade 5/6	Josee Gratton
Grade 6	Siham Cauderella
Library	Armelle Mitzutani
Resource	Hilary Appleton
Planning Primary	Olga Clews, Caitlyn Evans
Planning Junior	Slobodan Majstorovic
Custodian	Ellen Burns
Office Coordinator	Lindsay Redpath
Principal	Anne Lehoux

Freedom of Information and Protection of Privacy Act

Sept, 2011

Dear Parent/Guardian and Student 16+ Years:

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 requires that students and parent/guardians of students under the age of 16, be informed of the uses, disclosures and maintenance of their personal information and that they be given the opportunity to make inquiries about the same. During the 2011/2012 school year, your child(ren) will be involved in a variety of school related activities and events consistent with the purpose of educating students in accordance with the Education Act. We bring to your attention the following areas that you and/or your child-s personal information **may** be revealed **without further notification to you**, so that you may express any concerns you may have:

Home phone numbers may be released to create telephone lists for distribution as follows:

- < **emergency procedures** - to **volunteers** for the purpose of making contact during an emergency, such as inclement weather situations, the safe arrival program etc.,
- < **school council** - to be used for soliciting parent involvement in a variety of school related activities that will benefit your child,
- < **safety patrols** - to be used for emergency purposes only, i.e., a student is sick and needs a replacement.

Medical information, the school will share and update necessary student information with the **Wellington-Dufferin-Guelph Health Unit**. The information will include your child's birth date, address, home telephone number and work number of parents, for the purpose of "establishing and maintaining a school health record according to the Health Protection and Promotion Act and Immunization of School Pupils Act".

Students with Life-Threatening Medical Conditions, their medical protocol may be shared with all staff members, the Wellington-Dufferin Student Transportation Services and appropriate bus operators.

Wellington-Dufferin Student Transportation Services

In order to determine eligibility of transportation and provide safe transportation to our students, it is necessary to share some of your/your child's personal information with the Wellington-Dufferin Student Transportation Services. This information is shared electronically and is kept secure and confidential. For the safety of those students who receive transportation their personal information is provided to the appropriate bus operator.

Cross Panel Sharing of Student Information

As students progress from elementary school to secondary school, important information is shared which eases a student's transition to secondary school. Sharing information also improves our ability to program effectively to the benefit of all students. Selected student information will be shared at different times as required and as authorized under the *Education Act*. Please note that all information used for the transition process is limited, secure and protected at all times.

Students' work with their **first and last name** and possibly **grade**, may be displayed in the classroom or school hallways, or may be shared with the public through science fairs, art projects, bulletin board displays, school newspapers and the Board's Administration Offices.

The **media** may be invited to the school to take **photos of students** and **write articles** about student achievements, graduations or special events. Once again, the student may be identified by **first and last name** and **grade**. The information gathered is used as part of the school's communication plan to share newsworthy events that occur at the school. Students in a **special education program**, however, would be photographed **only** after the school receives parental consent. Please note, most newspapers are published on the internet.

Photographs and videos of students (with their names and grade), collectively or individually, may be taken by Upper Grand D.S.B. staff and/or professional photographers that have been approved by the Board and may be used in the following manner:

- < bulletin boards that are displayed in the classroom and in school hallways,
- < school yearbooks, school newsletters, or for school identification purposes,
- < during classroom activities, graduations, school performances, open house or parents' night, etc.
- < in local newspapers and on local television,
- < Board Meetings or teacher training sessions, to provide information and/or training
- < on some school buses, to ensure passenger safety and security. All tapes will be copied over and/or erased daily. When deemed necessary, the tape would be viewed by the school principal, driver, student and parent/guardian. In this case the video would be retained for a minimum period of twelve months as per the Municipal Freedom of Information and Protection of Privacy Act.
- < in secondary schools and some elementary schools, video cameras are placed in strategic locations of the school such as hallways, exit/entrances, outside of the building, etc., for the purpose of ensuring student and staff safety and to prevent acts of vandalism. Notifications pertaining to this action will be placed in visible areas of the building.

Personal Information may be provided to **School Photographers** such as **student's first and last name, student number, student's three letter identification, school name and grade**. This information will be provided electronically and used for the purpose of providing the student with a security identification card. The card will allow the student to have access to library books and may be used in the school office for identification purposes. The photographer signs a confidentiality clause that states that the information may only be used for the purpose that it was collected and **no** other purpose.

Class lists with students' first names **only**, may be distributed to other parents for addressing greeting cards or invitations about Halloween, Christmas, Valentine's Day, birthday parties, etc. Some schools **may** post **class lists**, showing the student's new placement for the next school year, inside the school on the **Thursday** and **Friday** prior to school opening for parent/student information.

Internet Use: Students have been instructed not to disclose **personal information** over the Internet. Parents should be sure to read Policy 318 – Acceptable Use of Digital Technology. A copy of this and all other Board Policies can be obtained from the board website at www.ugdsb.on.ca or by calling the Board Office at (519) 822-4420.

IMPORTANT:

Please complete the attached consent form and return it to the school as soon as possible. This form will be kept for the current school year only.

If you have any questions to the use and disclosure of your child's personal information in any or all of the above related activities, please contact the School Principal.

NOTE: It is the responsibility of each parent to instruct their child on the procedures to follow when they are asked for their personal information, i.e., first and last names, address, phone number(s).



CONSENT FOR THE USE AND DISCLOSURE OF ROUTINE STUDENT INFORMATION

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, I/we have read the information in the attached letter pertaining to the routine use of students' personal information. Should you change your mind at any time, and wish to change your consent, contact the principal of the school immediately.

I/we **agree** to the use and/or disclosure of said information for the purpose outlined in this letter.

OR

I/we **do not agree** to the use and/or disclosure of our child's personal information at all times, as outlined in the attached letter.

OR

I/we **do not agree** to the following use and disclosure of our child's personal information in the following areas: *(please list all incidents where you do not wish your child's personal information to be disclosed)*

Name of Student: _____

Grade of Student: _____

Signature: _____ Date: _____

IN THE KNOW!

Shoes: All students are asked to have a pair of indoor shoes to change into, all year long. As stated in our Code, we wish to keep the learning environment as clean a possible. In addition, outside shoes are not allowed in the gym.

Valuables: Money and other valuable items should not be brought to school. Personal radios, tape or CD Players, games and other electronic devices often go astray and can be easily damaged. Card collections such as Pokèmon, Magic, etc. are very distracting and can be also be problematic. We urge students not to bring these items to school. It is impossible for us to make sure that nothing is lost or stolen. Board insurance does not cover the personal property of students and the school cannot be held responsible for loss or damage. If students do bring valuables to school for a class related purpose, please ensure the item is clearly labelled, and that the child knows his or her responsibility related to the item.

Lost and Found: All clothing found in the school or on the playground is placed in the Lost and Found Box near the custodian's room. Money, jewellery, or any other articles of value are turned in to the office. Students may claim them after proper identification.

It is most helpful if the student's name is clearly marked on boots, running shoes, etc. Items which become lost or found are more easily identified and return to the owner may be made with minimum delay. Several times per year, these boxes are emptied, with the clothing cleaned and given to various charitable groups.

Change of Address/Telephone: If, during the year, you change your address, phone number, emergency contact, place of employment, etc., please phone the school office so that appropriate changes can be made on our records.

Bicycles and Other 'Wheeled' Transportation: Students are allowed to bring their bicycles to school with the understanding that they will not ride on school property (they must walk the bike to and from the bike racks), and that all bikes will be locked. Bicycle helmets must be worn by all student riders. Also please note that the school is not responsible for any damage that may be done to bikes.

Board Policy dictates that skateboards, scooters, roller blades and "wheelie" shoes are not permitted on school property at any time. Please ensure your child leaves these 'wheels' at home!

COMMUNICATION



As parents and teachers, we share the responsibility of helping our young people grow. Open lines of communication help ensure that we work together in the best interest of our children. Constructive notes and telephone calls are welcome, and we encourage visiting the school, whether for an interview, special programs, or a social event. Please do not hesitate in contacting the school to inquire about any concerns.

If you have a concern regarding your son or daughter, please first approach your child's teacher and attempt to resolve the issue. If you feel your concerns have not been addressed, please then contact the principal.

If a sibling or extended family member is experiencing difficulties, please contact us so that we can support your child. If you require information about the availability of community and social services, speak with us and we'll try to put you in touch with someone who can help. A collection of relevant curriculum documents and publications is maintained and available in our school library. Check it out!

SAFE ARRIVAL PROGRAM

This program, which has been in effect for several years in our county, is now a Provincial policy. Your support is requested by:

- always calling the school office (763-7374 ext. 100) each day your child is going to be absent or late (use the answering machine prior to 8:30 and after 4:00)
- give your child's teacher a list of the days and times your child will be withdrawn from school for music lessons or other regular appointments
- always have your child check in or out of the office before going to class or leaving the school

When a child is absent or late and we have not heard from you, we will call home first, then your work place, then your emergency contact. In certain circumstances we will contact the police next.

ALTERNATIVE AFTER-SCHOOL ARRANGEMENTS

The school must be notified in writing or by phone of any requested change in a student's regular travel or walking arrangements. Unless an emergency arises, the school should be notified in writing or by phone before noon on the day of the requested change. Students will not be allowed to make changes in transportation without direct communication from the parent.

It is essential that we know the students have left the school safely according to our understanding of the parent's wishes. This is particularly important for bus students.

PROLONGED ABSENCES due to Illness (3 or more consecutive days)

When a student returns to school following a prolonged absence, the student must bring a

note of explanation from his parent or the doctor. This note will be kept on file by the classroom teacher. Upon excessive absences or in special situations, parents will be contacted by the teacher or school office. It is the responsibility of the student to check with the teacher to arrange for missed work.

When it is necessary for a student to be absent for an extended period of time because of illness, the school office should be informed in order that work may be sent home or that we may obtain the services of a home instruction teacher.

CHECKING IN AND OUT OF SCHOOL

Students who leave the school for any reason, including illness, must officially check out with their teacher and the school office. Students who are ill will not be allowed to leave until parents or a designated person have been contacted by the school office. It is our preference that younger children be picked up by care givers.

Once students are dropped off at the school they are deemed to be on school property and will not leave the property without proper authority.

During the lunch hour, students who normally eat at school are to remain on the school grounds only. Children are not to go to the Speedvale Plaza, unless picked up and accompanied by an adult. If a note is sent with the child, the parent will be contacted by the office to explain our situation. On an emergency basis only, we will provide a lunch for a student who has forgotten it.

We cannot control the actions and behaviour of other children and adults who sometimes visit the plaza at lunch times. In the past, children who went to the plaza were often bothered and sometimes late returning to school. Secondly, children visiting the mall in the past were often encouraged to buy inappropriate items for other students which then became a tempting distraction for others. Finally, the corner at Stevenson and Speedvale is extremely busy, and thus potentially dangerous for walkers, and has become more so with increased traffic in the area.

It is very important that we can account for each child at all times during the day. Attendance must be accurate and can only be so if children check in and out properly.

REPORTING TO PARENTS

Both formal and informal opportunities for ongoing communications between the home and school are offered at The Edward Johnson School. Frequent phone calls and written communications are encouraged between the teacher and parent, in addition to more formal opportunities for discussing the student's progress. Our emphasis is working together with parents in the best interest of the children in our care. To this end, communication and goal setting between the teacher and the parents may sometimes include the child.

In term one parents will be contacted to schedule an interview to discuss student learning

and progress to date. In term two, another interview may be requested, if desired.

Agendas have been distributed to all students in grades 1-6. Students are to record all homework in their agendas and have the parent sign that the homework is completed on a daily basis. If you do not see the agenda on a regular basis, please contact your child's teacher. In addition to recording daily homework, the agenda offers an opportunity for efficient communication between the home and school. Please make use of this important tool.

The first provincial report card will be sent home in early December. You will notice that the third page represents homework for parents! Please comment on your child's goals for the next term and their progress to this point. This page must be returned within three days. Either the teacher or the parent may request a formal interview at this time.

The second report will be sent home in early March and the final one in late June. In each case, page three is to be completed by the parent, signed, and returned to the school immediately.

PLEASE REMEMBER: you are encouraged to call the teacher/school (763-7374) at any time to make arrangements for a personal or phone interview to discuss the progress of your child or the program in general.

STUDENT ASSISTANCE

Sometimes children can find school work difficult. Please help your child understand that their teacher is there to help them and always ready to give extra assistance. Please encourage your child to ask for help if needed.



Typically, additional time and practice can help a youngster acquire a skill or master a concept; if, however, your child experiences ongoing difficulty, you will be contacted immediately. Initially, the classroom teacher will discuss your child's difficulties with our resource personnel and new approaches in the classroom may be tried. If the difficulty persists, we will talk to you about it.

After talking to you, our first step is to consult our support team. Several times a year, we meet with Board consultants with special skills in speech, special education, and psychology. The classroom teacher and the resource teacher will describe your child's work and behaviour, and present work samples. After careful consideration, the team makes suggestions that may help your child.

The teacher and the student try these suggestions. If they work, as they often do, we

observe the student closely over the next few weeks to make sure that the difficulty is truly cleared up. If the suggestions don't work, we discuss the student's case again at the next team meeting.

The team considers further help and action at the next team meeting. More suggestions to help the student are given to the classroom teacher. We also decide if we need a more detailed assessment of the student's strengths and weaknesses. If so, we choose the tests to be given and the person to administer them. This information will be brought to the next team meeting for discussion.

PARENTS ARE INVOLVED IN THIS PROCESS from the outset, and may be present in the team meeting. The classroom teacher and the resource teacher will contact you as needed.

HOMEWORK

Homework is part of the learning process. It supports, reinforces and enhances skills and concepts covered in class. Homework allows parents to be more aware of the curriculum expectations and the work being done in class. Homework can provide opportunities for the student to develop commitment, initiative, self-discipline, time management and responsibility. Students have the responsibility to fulfill the academic expectations of the curriculum; parents and teachers have the responsibility to work together to support students in achieving these expectations.

Homework is part of the "Learning Skills" section of the report card and is therefore part of a student's evaluation. The following are expectations from the 'Learning Skills' part of the report card which may apply to homework:

- ü completes homework on time and with care
- ü comes to class prepared for learning
- ü puts forth consistent effort
- ü follows directions and completes all homework tasks
- ü utilizes time effectively

Homework Responsibilities

Student

- ¶ Record homework in agenda daily.
- ¶ Make sure you understand homework before going home.
- ¶ Take your agenda (and any needed materials) home nightly.
- ¶ Show parents your work and have them sign agenda
- ¶ Set aside enough time to finish homework
- ¶ Complete work and return it to school when required.

Teacher

- ¶ Encourage student responsibility for homework.
- ¶ Ensure students are aware of homework assigned.
- ¶ Establish a homework 'return' and 'checking' routine to provide positive reinforcement for completing homework.
- ¶ Provide clear expectations for assigned work, especially long-term projects.

Parent

- ¶ Set up a regular homework routine, and provide a quiet work area that minimizes distractions (no TV, video games, telephone, etc.).
- ¶ Read and initial your child's agenda nightly.
- ¶ Support and encourage your child at home with school work, guide them - do not do their assignment.
- ¶ Let the teacher know if your child has made a good effort, but was unable to complete the assignment within a realistic timeline

Time and Frequency

- ¶ Homework might not be given every night.
- ¶ If no homework is assigned, students should always be encouraged to review daily work, read, write in a journal or practice math facts or times tables.
- ¶ Times may vary, but approximately 10 minutes per grade should be used as a guideline (i.e. Grade 1 - 10 minutes, Grade 2 - 20 minutes, etc.).

EMERGENCY DRILLS AND PROCEDURES

EVACUATION

Fire Drills are conducted a minimum of three times during the first term and, similarly, a minimum of three times during the last term. Detailed evacuation plans are posted inside the door of each classroom. Tornado drills (Severe Weather Drills) are also practised, and the children are taught their designated area and tornado drill procedures. Children are moved to these designated areas in less than fifty seconds in a quiet, orderly manner. Lock down drills are also practised with all classes within the school.

Our number one priority is the safety and well-being of our students.

INCLEMENT WEATHER

Please listen to radio stations 1460 - CJOY (AM) or Magic 106.1 (FM) for information regarding bus delays, cancellations, or early school closings. Also check the Wellington-Dufferin Student Transportation Services website at www.stwdsts.ca

It is now a policy of the Board that the decision whether or not to have buses run will be made only in the morning. Sending children home early will only happen in the case of a major emergency. Every parent will be contacted before students are sent home. Therefore, it is essential that we have a number where you can be contacted.

It is the responsibility of parents to ensure their students arrive at school safely.

VISITORS AND PARENT VOLUNTEERS



As a courtesy to the teacher and students and to avoid disruption of classes, please check in with the office before visiting your child's classroom or travelling anywhere in the school. Please sign the visitor's book in the office, and pick up a visitor's tag. If you are interested in visiting the class or in helping out in some way, please speak with the teacher in advance.

We at Edward Johnson School encourage parents, interested adults, teachers, and pupils to work together to implement a superior school program and to promote the interests of our wide ranging neighbourhood. Parents and adults can contribute a great deal to our school's program by volunteering to help. When you become an Edward Johnson team member, everyone is a winner! Just call 763-7374 and get involved. We encourage volunteers for two main reasons: to assist children in their learning, and to promote parental involvement with the school's programs.

CLASSROOM ASSISTANCE: Teachers and their classes benefit by having such tasks as small group activities and individual math or reading assignments performed and supervised by volunteers. Children of varied abilities require support in numerous ways, and volunteers can assist with their growth.

LIBRARY ASSISTANCE: Our resource centre is an extremely busy place and welcomes volunteer help in technology and circulation tasks. **No experience necessary - full training**

provided!



SCHOOL COUNCIL: As a member of school council and as a representative of the greater parent community, members advise the principal on the orientation and administration of our school. Working together we will be able to support and enrich our children's educational environment.

PARKING

Our parking lot continues to be a safety concern at the school. Parking spaces are for staff and school board vehicles. Given this, we ask that parents who are picking up or dropping off students please park on Balsam Drive across from the school. On some exceptional occasions such as evening school functions, we do permit parking on the side tarmac, but not during school hours !!

School patrols will restrict entrance to the parking lot before and after school. This is necessary because of the danger of cars backing up, turning, and exiting in a small area where there are often many children close by. Your cooperation and understanding are appreciated.



Please DO NOT STOP in front of the school: this is a bus loading area and must be kept clear at all times. It is also a no stopping zone.

Access must also be available for emergency vehicles to come through the gate at the side of the school. **PLEASE DO NOT PARK ALONG THE FENCE OUTSIDE THE KINDERGARTEN DOOR. THIS IS A FIRE AND EMERGENCY VEHICLE LANE.**

FOOD

PEANUTS & OTHER NUTS

As peanut and nut allergies continue to be a health concern for some of our students, we request that students do not bring any nut/peanut products for lunch or snacks (i.e. Nutella, peanut butter sandwiches, nutty cookies, etc.). In order to prevent exposure to these allergens, it is important that everyone do their part in this regard. Further information will come home in a newsletter early in the school year.

PIZZA LUNCHESES

Pizza is available every **Friday**. Order forms will go home in September, and you may order for a term or for the year. Payment can be cash or cheque, and you are able to post-date monthly cheques for pizza. We regret that late orders cannot be taken, and that credit for any absence cannot be given. **Please send a separate form for each child.**

MILK PROGRAM

Our school is once again participating in the successful Ontario Milk Marketing Board's Elementary School Milk Program. This program will provide parents and guardians with the

opportunity to order milk for children who eat lunch at school. This year we will continue to offer orange juice in addition to skim, 2%, and chocolate milk.

For families with more than one child at the school, please note that **a separate form is needed for each child**, however, all the money can be sent with one sibling. You may pay by cash or by cheque with the cheque written to Edward Johnson School.

This is a great opportunity for your child to have a cold, nutritious beverage at lunch time.

NOTE: Pizza and Milk orders need to be paid with separate cheques, as they are organized with different bank accounts. Thanks for your help.

HEALTH INFORMATION

1. If your child has **any medical condition** (i.e., allergies, diabetes, etc.), we must be notified. In the case of life-threatening illnesses, you will be asked to complete a special form.
2. Communicable diseases may cause a significant loss of time for school students. Many may be prevented by immunization while others are not as yet preventable. It is important that children **not be sent to school** when ill or return to school before an isolation period is completed. Observance of these precautions would reduce the number of illnesses and time loss for students.

The following is the isolation period of students from school for some of the more common reportable communicable diseases:

Chicken Pox	-if no fever and child is feeling well, they may come to school with spots (use your own judgement)
Jaundice	-until recovery
Red Measles	-for 7 days after rash appears
German Measles	-for 7 days after rash appears
Mumps	-until swelling has disappeared
Scarlet Fever	-7 days
Whooping Cough	-for 3 weeks after onset of the illness
Fifth's Disease (Slap Face)	-students are no longer contagious when rash appears, and may attend school.

Should your child contract any communicable disease, please let us know at the school office. We would also advise you to consult with your family doctor.

3. Parents who wish their child to be given **over-the-counter or prescribed medication** during any part of the school day must complete a consent form prior to the administering of the medication. Consent forms are available at the school office.
Please note that any prescribed medication cannot be given to a child unless the consent form is completed in advance. Prescribed medication will be given by the principal or secretary or a designated staff member.
4. If **head lice or nits** are found in your child's hair, the school **must** be notified. If we find

head lice or nits in your child's hair, we will call you and ask you to have the child treated immediately. This child may return to school when the child is nit-free. Please follow the following steps:

- A. Use a head lice shampoo and follow the directions carefully. Some are applied to wet hair, and some to dry.
- B. Use a metal nit comb to go through the hair carefully after the shampoo (and later on dry hair to check again). The shampoo WILL NOT KILL ALL THE LICE OR NITS. There is a 5% failure rate: but if even one egg lives, it will hatch and the cycle will begin again.
- C. The comb WILL NOT remove all the nits or lice. You will have to hand-pick each strand of hair carefully. It is very difficult to see the nits, so this picking must be repeated for several days.
- D. Most shampoos require a REPEAT application in 7 days.
- E. On the first day, all personal items, linens, clothing, etc., must be washed. Lice can live off the head for 55 hours and could be attached to a single strand of hair that landed elsewhere.
- F. Please call the school if you require assistance.



SECTION 1: RESPECT FOR OTHERS

Expected Behaviour

Students are expected to treat all people with consideration and respect. Racial, religious, and sexual comments and harassment are unacceptable behaviours, and will not be tolerated. Fighting or play-fighting, pushing, shoving, tripping, kicking, biting, and rough play are also not acceptable behaviours. Inappropriate displays of affection continue to be unacceptable at the K-6 school level.

Reason for Expected Behaviour

Every person needs a good self-image and has the right to be treated with respect. Getting along with others is a very important skill in making your way in today's world. In addition, rough behaviour may hurt someone's feelings or physically injure them.

Consequences of Misbehaviour

Disrespect or inappropriate behaviour both on and off school grounds during school trips will result in an immediate time-out period, a discussion of the incident with an opportunity to give a written account, possible recess or after school detainment, and parent contact. Serious acts of misbehaviour may result in student suspension, based upon our progressive discipline policy.

Repeated incidents of inappropriate behaviour may result in denial of opportunities to take part in extra curricular activities or school trips.

SECTION 2: HONESTY

Expected Behaviour

Students are expected to be honest in their relations with other students and with staff. Students are also expected to submit work which is original and represents their own best efforts. Lying, stealing, and cheating are forms of dishonesty and as such are unacceptable behaviours.

Reason for Expected Behaviour

We all benefit from relations with others only by being open and honest in what is said and done. Dishonesty in words or actions or written work has a negative effect on one's reputation and also on that of our school.

Consequences of Misbehaviour

Proof of dishonesty carries very serious consequences. In the case of stealing, restitution will be made at the expense of the thief. Cheating on a test or project will require that the work be redone to be marked by the teacher. In the case of lying, a meeting will be arranged for the student, parents, and teacher to discuss the situation and arrive at an appropriate consequence.

SECTION 3: APPROPRIATE LANGUAGE

Expected Behaviour

Language will be such that it shows respect for staff, students, and visitors to our school community. Racial, religious, and sexist slurs, name calling, swearing, rude or obscene language (spoken, written, implied, or gestured) are all unacceptable.

Reason for Expected Behaviour

Being able to use appropriate and tasteful language is a valuable life skill. When language is offensive to others, hurt feelings may lead to further conflict.

Consequences of Misbehaviour

An immediate time out period could also include a written account of the incident. Serious and repeated infractions lead to recess and/or after school detainment, parental contact, and possible suspension from school, based upon our progressive discipline policy.

SECTION 4: PERSONAL APPEARANCE

Expected Behaviour

The following Appropriate Dress Code has been reviewed by our School Council and is consistent with Board Policy and Provincial regulations on appropriate dress.

Clean, neat, modest, and appropriate clothing is expected for all students. Clothing with offensive words, slogans, or pictures is considered inappropriate. Tube, halter, and fishnet tops, as well as any top with "spaghetti straps", are not acceptable, nor is any clothing which allows underwear to be visible. All tops for both boys and girls will cover the midriff. As well, any clothing that promotes alcohol, drugs, or tobacco products is inappropriate at school. Hats are to be removed while the person is in the building. Coats and outside footwear are to be removed and neatly arranged in the places provided. Inside footwear is to be worn at all times throughout the year inside the school. Outside shoes are not allowed in the gym.

Reason for Expected Behaviour

Appearance reflects one's good judgement and respect for oneself and others. Changing from outside to inside shoes helps keep a healthy and safe environment for all students everywhere in the school.

Consequences of Misbehaviour

Parents will be contacted to help resolve the matter. This process may require that the student miss classroom or school activities until the problem is resolved.

SECTION 5: ACADEMIC SUCCESS

Expected Behaviour

To ensure success in the school year, students are expected to complete all related class

and homework assignments on time and to the best of their ability.

Reason for Expected Behaviour

Effort and determination are the keys to success. Work which does not reflect the student's best effort will not be accepted.

Consequences of Misbehaviour

Unacceptable class or homework must be re-done, possibly after class time.

SECTION 6: ATTENDANCE, ABSENTEEISM, AND TARDINESS

Expected Behaviour

Students will report to class promptly each day, ready, willing, and able to work. All late students, for any reason, are to report to the office before going to class. Parents/guardians are asked to call the school before 9:00 to state the reason for the absence or late arrival. Phone calls will be made to the home, the emergency contact, or the parent's place of work if we have not been notified.

Reason for Expected Behaviour

Punctuality is a form of courtesy towards the teacher and classmates. Punctuality is a learned skill in making good use of time at home and at school. Late arrivals disrupt the class. Students who miss a great deal of time are certain to encounter difficulty in keeping up with school work. Regular attendance is essential to achieve maximum potential.

Consequences of Misbehaviour

On some occasions, lateness and absences are unavoidable. However, if habitual lateness and absenteeism appear to be a problem, they will be investigated and parents will be consulted. Serious offenders will be referred to our attendance counsellor support team, and further disciplinary action may be taken.

SECTION 7: DESIGNATED AREAS

Expected Behaviour

Students are permitted in the following areas only with permission of school staff: "Naturalized Outdoor Area", gymnasium, equipment and supply rooms, library, kitchen, bathrooms, staffroom, classrooms other than the student's.

Use of the washrooms is encouraged at entry times and recesses. Access during class time is as per individual classroom procedures.

Reason for Expected Behaviour

These guidelines are necessary for the protection of students, to prevent vandalism, and for proper security of specialty equipment which assist in instruction.

Consequences of Misbehaviour

Restriction of privileges in the designated areas.

SECTION 8: CARE OF SCHOOL PROPERTY

Expected Behaviour

All school property is to be respected: classrooms, halls, bathrooms, kitchens, playground areas, gymnasium, library, all equipment, textbooks, and supplies.

The student's desk and the floor area around it are to be kept neat and tidy. Chairs are to have all four legs on the floor. Desks and tables are not usually used as sitting areas.

The same care and respect should be given to school property as to one's own valuable personal possessions. This care is expected to assist the custodians in their care of the school.

Reason for Expected Behaviour

In taking care of school property, the students display pride in their school. Attractive surroundings and useful facilities are necessary for successful learning for all students in the school.

Consequences of Misbehaviour

Whoever damages school property is expected to pay for repair or replacement costs. Textbooks, library books, or other school resources which are lost or stolen are to be replaced by the student or the student's parents. Repeated infractions will result in lost privileges and possible suspension from school. Intentional damage is a crime and will be dealt with by proper authorities.

SECTION 9: EXTRA-CURRICULAR ACTIVITIES

Expected Behaviour

Note: Participation in extra-curricular activities is encouraged for all students. However, repeated or serious misbehaviours at school or other school sponsored events may result in a student being denied the privilege of further participation, in consultation with parents.

All relevant school rules apply on school buses, at extra-curricular activities, or on field trips.

Reason for Expected Behaviour

Students participating in these activities are representative of the school. Misbehaviour reflects on the entire school community. We expect our students to be proud of Edward Johnson School.

A student who refuses to conform to expectations could put all other students at risk.

Consequences of Misbehaviour

Appropriate disciplinary action will be taken. A serious offense could result in removal from the event. Parents would then be responsible for transportation home. Further action could be taken upon return to school, and, depending on the severity of the offense, could result in suspension from school, based upon our progressive discipline policy.

SECTION 10: TOBACCO, ALCOHOL, AND DRUGS

Expected Behaviour

No student will partake of any tobacco, alcohol, or illegal drugs while on school property or on a school-sponsored event.

Reason for Expected Behaviour

Our goal is to help students develop good self-esteem and a healthy lifestyle. The use of tobacco, alcohol, and illegal drugs is dangerous both to the student and those with them. The law forbids the use of these items for the student's own protection.

Consequences of Misbehaviour

Parents and the proper authorities will be immediately notified to investigate the incident.

SECTION 11: CODE OF CONDUCT FOR BUS TRAVEL

General:

1. Every student is expected to behave in accordance with the expectations of the principal at the pick-up and transfer points and while travelling on the school bus.
2. Every student will follow the driver's directions and cooperate with and assist the patrols in carrying out their duties.
3. Each student is responsible for compensation for any damage or destruction done by them to school buses.

Loading Procedures:

1. Arrive at the bus stop five (5) minutes before pick-up time.
2. Stand well away from the road until the bus is stopped.
3. Line up in a single file, and when the bus is stopped, board the bus in an orderly fashion using the handrail.
4. If it is necessary to cross the road to board the bus, wait for the driver's direction before crossing and stay at least five (5) to eight (8) paces in front of the bus when crossing.

Unloading Procedures:

1. Stay in the seat until the bus comes to a stop.
2. Leave the bus in an orderly fashion, using the handrail.

If it is necessary to walk to his/her laneway, remain on the shoulder of the road at a safe distance from the bus (three (3) paces) until the bus has departed.

If it is necessary to cross the road, line up in single file, and when everyone is off the bus, walk along the shoulder for five (5) to eight (8) paces, then, when the bus driver indicates it is safe to proceed, cross the road while continuing to check for on-coming traffic.



“Code of Conduct for Bus Travel” continued...

A student shall:

- Follow the directions of the driver.
- Obey the patroller.
- Be courteous and respectful at all times.
- Keep off the travelled portion of the road on the way to the pick-up point.
- Arrive at the pick-up point no earlier than ten (10) minutes and no later than five (5) minutes before scheduled pick-up time.
- Ride only the bus assigned.
- Be picked up and discharged only at designated stops.
- Keep books, lunch boxes and bulky items on one’s lap.
- Leave windows closed, unless authorized by the driver to open them.
- Keep arms and head inside the bus at all times.
- Not carry potentially dangerous or objectionable materials.
- Not eat or chew gum on a school bus.
- Remain in the assigned seat while the bus is in motion.
- Whenever possible, leave the last row of seats vacant.



objects and/or

Finally:

Students must be aware that serious or repeated misconduct will be recorded and that the report may be placed in the Ontario Student Record folder. A student must also be aware that such conduct may result in the loss of the provision of transportation.

SAFETY GUIDELINES FOR OUR PLAYGROUND

GENERAL RULES

1. Fighting or play-fighting, pushing, shoving, tripping, kicking, biting, and rough play are not acceptable.

2. Running in crowded areas is not acceptable.
3. Take turns in whatever activity you are doing.
2. If someone is injured, report this to the playground supervisor immediately. Do not move this person.
3. Throwing stones, sticks, snowballs, ice, or any other object is not acceptable.
4. Eating or chewing gum while on the playground equipment is unsafe.
5. Garbage will be deposited in the appropriate receptacle.

WEATHER CONDITIONS:

Listen to morning announcements to be sure the playground equipment is safe to use.

2. On wet and snowy weather, playground equipment will probably be off limits.

CLOTHING

1. Loose strings and shoes laces must be tied securely to avoid them being caught on equipment
2. Scarves must be tucked inside coats when playing on playground equipment.
3. Long hair must be covered or secured before playing on the equipment.
4. Bicycle Helmets are not to be worn when playing on playground equipment.

SWINGS:

1. Hold onto the swing chains with both hands
2. Do not stand on the swing seat.
3. Only one person is allowed on a swing at a time.
4. Do not stand in front of or behind a swing when another person is swinging.
5. Do not run under the swing when another student is swinging.
6. Do not jump from the swing. Remain seated until the swing has stopped.
7. Do not twist the chains or throw them over the cross bar.

CREATIVE PLAY STRUCTURE:

1. Walk in the area of the play structure.
2. Do not jump from the platform or climb on the railings.
3. Sit down and face the front when sliding.
4. Watch for people at the bottom of the slide when sliding down.
5. Do not play tag on or around the playground structures.
6. Do not put stones/rocks on the slide.



EDWARD JOHNSON, PATRON OF THE ARTS

Born: 22 August 1878, Guelph, Ontario

Died: 20 April 1959, Guelph, Ontario

In 1899, Edward Johnson left his hometown of Guelph and moved to New York to study music. His first break came in 1908, when he was cast in the operetta, *A Waltz Dream*. The following year, he moved to Florence, Italy to study with Vincenzo Lombardi and he made his operatic debut in 1912 in *Andrea Chenier*, billed as Edoardo di Giovanni. In 1914, he made his first appearance at La Scala and a few years later, Johnson sang in the premieres of Puccini's *Il tabarro* and *Gianni Schicchi*.

Johnson moved back to the United States in 1919 and was the leading tenor at the Chicago Opera until 1922. He was unhappy there and when New York's Metropolitan Opera came calling, he gladly left. By the early 1930s, the Met was in financial trouble and Johnson became not only the leading tenor, but also the star fundraiser. He became assistant general manager in 1934 and general manager a year later.

Edward Johnson left the Met and moved back to Guelph in 1950. He was the first chairman of the Toronto Conservatory of Music and continued to promote Canadian composers worldwide and music education locally. He died of a heart attack upon arrival at a ballet recital at the Guelph arena in 1959.

Additional Information

Edward Johnson's daughter married George Drew who was the Premier of Ontario from 1943-1948 and later, leader of the federal Conservative party.

The Edward Johnson Building at the University of Toronto houses the university's Faculty of Music and the Opera School.

The Edward Johnson Music Foundation in Guelph continues to promote an awareness of and appreciation for music and the arts in the community.

Thank you for taking the time to read through this handbook. We hope this will help you enjoy your association with Edward Johnson Public School.