**Jarvis Public School**

**2020-21**

**Student Planner**

Jarvis Public School

14 Monson Street, Jarvis, Ontario, N0A 1J0

519-587-2612 • 519-587-3130 (fax)

**Welcome to Jarvis Public School!**

September 2020

Dear Parents/Guardians, Students:

Whether you are a new student, or one who is returning to Jarvis Public School… Welcome back! Once again, we are looking forward to a great school year, filled with meaningful daily events and activities. In keeping with Grand Erie District School Board’s vision, *Success for Every Student*, we are united in our purpose to inspire and support all our learners to reach their full potential.

Students are given the greatest opportunity to achieve educational success when a strong partnership is maintained between the home and school. Your interest, involvement and support are both essential and greatly appreciated. Please feel free to contact the school at any time.

Our collaborative efforts will truly enable the pupils of Jarvis Public School to learn today and lead tomorrow!

***We are all looking forward to a wonderful school year together with your children!***

**JARVIS PUBLIC SCHOOL STAFF ☺**

**Balanced Day Schedule:**

8:30 a.m. Buses Arrive / Outdoor supervision begins

8:50 a.m. Entry Bell

8:50-10:50 a.m. First Instructional Block

10:50-11:30 a.m. First Nutrition / Exercise Break

11:30 a.m.-1:10 p.m. Second Instructional Block

1:10-1:50 p.m. Second Nutrition / Exercise Break

1:50-3:10 p.m. Third Instructional Block

3:10 p.m. Dismissal

3:30 p.m. Buses Depart

**Supervision:**

**Supervision only occurs between 8:30 a.m. and 3:30 p.m**. Parents are responsible for their children at all other times.

**Parent Pick-up/ Drop-Off:**

To minimize confusion for both students and staff in the morning, and at the end of the school day, please drop off your child in the morning and leave promptly with your child at dismissal. Thank you for your co-operation.

**Nutrition:**

Please make sure that your child has enough **food for two separate nutrition breaks**.

Jarvis Public also has a wonderful breakfast program, run by volunteers, which may be accessed by all students at the start of the school day to further enhance students’ readiness to learn.

**Lunch Privilege:**

Students in **Grades 7 and 8** may be given the privilege of going out for lunch on **Fridays**. This requires a written note from the parent at the **start** of the school day, giving your child permission to leave school property. This privilege is for Second Nutrition break, which is from 1:10 to 1:50 pm. Any issues will result in loss of this privilege for the remainder of the year.

**Before and After School Program:**

Jarvis Public School has a before-and-after-school program which is run by Parkway Day Care. Please contact [parkwaydaycare@rogers.com](mailto:parkwaydaycare@rogers.com) for information. For students not in the before-and-after-school program, please refrain from using the school grounds while in use by the program.

**Administration of Prescribed Medication**:

As a general rule, teaching personnel should not become involved with the administration of medication to, and/or the performance of physical procedures for pupils because such matters are primarily the responsibility of the pupil’s parents or guardians in conjunction with trained medical personnel. However, it is recognized that there will sometimes be the need for school staff to assist with such procedures during the school day in order to enable the education of such students to continue, or in emergency situations. Therefore, the following outlines the conditions under which the administration of medication to and/or performance of physical procedures for pupils by school personnel may be carried out.

Examples may include:

* Administration of required daily medication
* Anaphylaxis
* Diabetes management
* Seizures
* Asthma

In order to arrange assistance please:

1. Complete and return the form “Request for School Assistance in Health Care.” Forms must be returned to the principal before the administration of any medication by school personnel (available at the office).
2. Complete in consultation with the school safety plans & transportation plans (if needed).

* A revised authorization form shall be completed and forwarded to the principal for each school year, or whenever a modification of the prescribed medication is directed by the physician.
* Parents are responsible for ensuring that the school is advised of any changes in medication.
* A staff person volunteering to administer medication to a pupil shall give consent to such administration by signing the authorization form.
* Each parent shall be responsible for the delivery of prescribed medication to the principal at intervals as may be determined by the parents and/or physician.
* Where a staff person agrees to supervise the self-administration of medication by a pupil, it is necessary that an authorization form be completed.
* If you wish for your child to receive non-prescription medication such as Tylenol, please be advised that parents need to come to the school and administer such medications.

**Attendance:**

Daily attendance at school is not only required by Ontario law, but is essential for success in school and the establishment of good work habits.

* If a child is absent, please contact the school by 9 a.m. via phone or email: 519-587-2612 or

[s-jar@granderie.ca](mailto:s-jar@granderie.ca)

* You can always leave a message on our answering machine.
* For unreported absences, the office uses an automated call-back system in order to confirm the child’s absence from school.
* For pre-arranged absences three to 14 days in length (family trips, etc.) please let the office or teacher know in advance.
* For planned absences longer than 15 days, please complete the form Parental Request for Temporary Excuse from Attendance at School. The form can be requested through the school office.
* If a student is leaving the school early or arriving at school late, they need to be signed in/out by a parent or guardian.
* Students in Grades 7 and 8 may sign themselves in/out if they are going out for lunch.
* Students being signed out must be signed out by a parent, guardian or emergency contact.

A referral to the school’s Attendance Counsellor may be needed in order to help families when regular attendance is a concern.

**Behaviour Expectations and School Rules**:

Learning happens best when the environment is safe, distractions are minimized and everyone is welcomed. In order to protect our learning environment students are expected to:

* **Act in a kind, respectful and responsible manner**
* **Follow school and classroom rules**

**Specific School Rules Include:**

* Keep hands off
* Play in a safe manner on the swings and playground equipment
* No gum at school
* No wearing of hats, toques, or hoods in the school
* Remain on the hardtop when requested
* Students must ask permission from the teacher on duty to re-enter the school once outside during recess
* Permission is needed from the teacher on duty for students to retrieve a ball or other items from an out-of-bounds area
* Skateboards, scooters and roller blades are not allowed to be used on school property. Bicycles are not allowed to be ridden in the yard. (Please chain bikes to the bike rack.)
* Students are not permitted to play in front of the school
* Respect the boundaries designated for your division
* **No cell phone use at any time during the school day unless under the direct supervision of the classroom teacher for instructional use only**

**Bring Your Own Device (BYOD):**

Students in Grand Erie are able to bring personal devices (laptops, tablets, cell phones, etc.) from home to use at school. Please consult with your child’s teacher before sending a personal device to school. Although devices can be beneficial, they can also be a distraction. If personal devices become a problem, students may be asked to leave them at home. Should you decide to send a personal device to school, please note that the school is not responsible for lost, damaged or stolen items. **All electronic devices brought from home are now kept in locked boxes in each class; these may be used only if the teacher in charge has an assignment that requires the use of cell phones to complete the task.**

**Change of Information**:

Each pupil is required to return a completed Student Information Sheet (updated every September). This information is used to update records and assist us in contacting parents when necessary. If there is a change of address, telephone number, or emergency contact person, please call us at 519-587-2612 or send a note with your child. Please update the school if or when changes in custody happen. Current legal documentation is required in order for us to enforce custody and access to students.

**Character Attribute Themes:**

Character attributes are taught by classroom teachers in order to promote positive behaviours and relationships at the school. Below you will find the Character Attribute taught each month:

* September - Respect: showing consideration and thoughtfulness for others
* October - Responsibility: being accountable for choices and actions
* November - Courage/Loyalty: overcoming fears/being faithful
* December - Caring/Empathy: having compassion/showing care for others
* January - Ambition: wanting to be successful in life
* February - Citizenship: responsibility as a member of a community (for example, at school)
* March - Honesty/Trustworthiness: telling the truth/doing the right thing (for example, when no one is watching)
* April - Fairness/Sportsmanship: treating all people equally
* May - Tolerance: respecting the differences that exist between people
* June - Celebration of all character themes

**Dress Code**:

Jarvis Public School does not prescribe uniforms for its students or staff; however, we as a school community believe clothing should be modest, appropriate, comfortable and tidy. Clothing must be suited for the weather.

* Students need indoor shoes to be worn in the building at all times.
* There is no acceptance of offensive messages, language, slogans, brand names, pictures or designs on clothing worn to school.
* Shorts, skirts and shirts should be an appropriate length that reflects modesty and school appropriateness.
* Students will be asked to cover up or will be sent home when clothing does not meet this simple dress code or alternate clothing (for example, school jersey) will be provided.
* Pyjama tops, bottoms and night shirts are not acceptable clothing at school except for specified activities.
* Proper gym clothing:
  + **Tops**: T-shirt or sweatshirt
  + **Bottoms:** gym shorts or sweatpants
  + **Shoes:** running, court or cross-training shoes that will not leave black marks
  + Jewellery is not permitted for gym

**Emergency Procedures**:

Every year we are required to review our emergency procedures. We conduct the following drills each year:

* Fire Drills – We conduct six fire drills each year, typically three in the fall and three in the spring.
* Lockdowns – We conduct two lockdown drills per year, typically one in the fall and one in the spring.
* Evacuations – In the event of an emergency which requires the evacuation of the whole school, students will be taken to Knox Presbyterian Church and/or Jarvis Public Library.

Please note, when we are conducting a lockdown practice, there will be a sign posted on the front main school door indicating the practice. When the drill is completed, the sign will be removed.

**Field Trips**:

Field trips are designed to enhance curriculum and are typically booked to support student learning. Trips, however, typically come with a cost to students/families. Events will be posted through Cash Online for payment; please use this process to pay for your child. The cost of trips is often subsidised through school funds, Board or Ministry of Education Funding, School Council and student fundraising. Although attendance for school trips is not mandatory, they are highly encouraged. In the event that the cost of a trip may prohibit a child from attending, please contact either your child’s teacher or the principal to discuss financial assistance for trips. **Field trips are a privilege and at any time, the child can be removed for poor behaviour prior to the event**. It is expected that all students who attend an organized school field trip will adhere to all school rules as if they were at school.

**Head Lice**:

It is the policy of the Grand Erie District School Board to exclude from school property students who show any evidence of head lice. It is the responsibility of parents/guardians to ensure that their children are properly and thoroughly treated before returning to school. **All students are to be nit-free**. We do our best to conduct head checks during the school year in order to help families and to stop the potential spread of head lice. Head checks, however, are dependent upon the availability of volunteers.

**Prohibited Items**:

The following items are not to be brought to school:

* **PEANUTS OR TREE NUTS**. We are a **NUT-AWARE** school.
* Nut substitutes (e.g. Wow Butter) are also not permitted at school.
* Energy drinks (Red Bull, Monster Energy, etc.) should not come to school.

**Scent-Aware School:**

We are a **SCENT-AWARE** school.  We ask that all students and parents entering the school*refrain from using any scented products* such as perfume/cologne, essential oils, scented fabric softener or any other product that is not scent-free. Scented products may cause students and staff who have **asthma** to have an attack that could be life-threatening.

**Responsible Use of Computers and Computer Facilities**:

Computer Facilities, which include software, hardware, the internet and other components have been installed within the schools of the Grand Erie District School Board. These facilities are an important ingredient to each student’s education. The Grand Erie District School Board has developed a Responsible Use of Computers and Computer Facilities - to ensure that information technology is used in a moral, ethical, legal, responsible and acceptable manner. Students need to understand that computer facility use is a privilege and for educational purposes only. Contravention of this policy may result in access privileges being revoked, school disciplinary action and/or appropriate legal action taken.

**School Closings/Inclement Weather**:

The safety of all Grand Erie students is our top priority. In the event that the forecasted road conditions will not allow for the safe delivery of services during the morning or afternoon travel times and/or when visibility is expected to be significantly impacted, transportation services will be cancelled, resulting in schools being closed to students and staff. Grand Erie’s Inclement Weather Policy (FT7) outlines the procedures for the cancellation of transportation services, either by zone or across the whole district. The decision to cancel transportation services in a particular zone or across the district is made by 6:30 a.m.

Additionally, in the event of extreme cold weather (defined as minus 30-degree temperatures without wind-chill), transportation services will be cancelled – either by zone or across the district – however, schools will remain open to students and staff.

Our school is included in **Zone 2**.

Where to find information about school closures and/or transportation cancellations:

* On Grand Erie’s website: [www.granderie.ca](http://www.granderie.ca)
* On Student Transportation Services’ website: [www.stsbhn.ca](http://www.stsbhn.ca).
* On Grand Erie’s Twitter account: @GEDSB

**School Security & Student Safety**:

All visitors must report to the office. As per board policy and procedures, all exterior doors will be locked. The only access will be through a buzzer at the front door. The camera and buzzer is connected to the office computer. Once at the office, you may request a Visitor’s Pass if you have business to conduct within the school. All doors will be locked at all times.

**The Madison Montgomery Learning Centre**:

Jarvis Public School recognizes that students have special needs and is proud of its program at all levels. Classroom teachers work together with the learning centre staff to assist all students in achieving their greatest potential. Our Learning Resource Teacher and our Educational Assistants have much expertise and many resources with which to assist our students.

**School Volunteers/Criminal Background Checks/Accessibility Training**:

An active school such as Jarvis Public School relies on the support of families and friends. Additional funds are raised each year to provide equipment and opportunities for our students. All volunteers require a Criminal Background Check with **Vulnerable Sector** screening. Throughout the school year, many parents and community volunteers will be needed to assist with fundraising, special events and daily school activities. Police check forms are available in our office. Your police check will be free! The police check is valid for three years from the date of issue. In order to volunteer, accessibility training is also required. Please follow the link on the school’s website in order to access the training.

**School Advisory Council:**

Please consider volunteering as a School Council member. Jarvis Public School has a very active Council, with many projects and activities on-the-go at all times. It is a great way to be involved in our school, and a wonderful way to enhance your child’s total school experience.

**Student Recognition/A.C.E. Program**:

At Jarvis we celebrate student success every month through our A.C.E. program. Students are recognized for Academics (A), Character (C) and Effort (E). At our monthly assembly, students will be called forward, recognized and presented with a certificate.

**Telephone**:

The school phone is a business phone. Please make arrangements before the school day and send notes with your child rather than calling the school. If an emergency or special circumstance arises and you need to speak to your child, please call the school to talk to them; **do not call their cell phone or text them.** Cell phone use, which includes texting, is not allowed at school. Parents, please cooperate for the safety and security of all.