

Paris Central Public School School Information Handbook

School Staff

Junior/Senior Kindergarten Mrs. Ramoutar/Mrs. Sarkissian DECE

Junior/ Senior Kindergarten Mrs. Steckle

Grade 1/2 Mrs. Sloss

Grade 2/3 Mrs. Stewart

Grade 3/4 Mrs. Taylor

Grade 4/5 Mr. Muller

Grade 6/7 Miss Kitchen

Grade 7/8 Mrs. Hendel

Grade 6/7 FI M. Lien

Grade 7/8 FI Mlle. Dent

Prep/Library

Mr. Mallon

French/Prep Mlle Stevenson

Half Time Prep/Library Miss Deruytter

Learning Resource Teacher Mr. Hunter

Educational Assistant Mrs. Johnson

Half Time Education Assistant Mrs. Jean-Baptiste

Secretary Mrs. Nicholas

Daytime Caretaker Mr. Pardoe

Afternoon Caretaker TBD

Principal Ms. Reuben



**PARIS CENTRAL PUMAS
PRIDE**

Balanced School Day Nutritional Breaks & Dismissal Times

First Bell	9:00 am
Instructional Block	9:00 am - 11:00 am
First Nutrition Break	11:00 am - 11:40 am
Instructional Block	11:40 am - 1:20 pm
Second Nutrition Break	1:20 am - 2:00 pm
Instructional Block	2:00 pm – 3:20 pm
School Dismissal	3:20 pm

We Have a Balanced Day Timetable

The “Balanced School Day” timetable divides the school day into three blocks of instructional time. To facilitate a comprehensive literacy program, the first block is 120 minutes. The second teaching block is 100 minutes and the third block is 80 minutes. Two nutrition breaks are provided, one in the morning and one in the afternoon. Each of our nutrition breaks is 40 minutes long broken up into a 20-minute eating time and a 20-minute time to play outdoors.

Your child will need to bring two small nutritious lunches to eat during the two 20-minute nutrition breaks. For younger children it may be helpful to label the lunches as “1” and “2”.

Punctuality

Accepting responsibility for being punctual is an important life skill. Students are expected to arrive promptly for school. Late students interrupt classes, distract others and often miss routines and announcements.

If your child will be late for school, please call our secretary (519-442-4163) in advance. Students, who arrive late for any reason, should enter through the front door, and report to the office to fill out a late slip, before going to class.

Attendance

If your child is going to be absent, please phone the school (519-442-4163) prior to the absence. You do not have to wait until office hours to inform us as we do have voicemail. If you leave a message please remember to tell us your child’s name, your child’s teacher’s name and the reason for the absence. Regular attendance is necessary if a student is to achieve satisfactory progress in school. Please have your child get a late slip at the office if they arrive at the school after 9:00 a. m.

Illnesses or family emergencies occasionally prevent a child from attending school. To ensure full recovery and to avoid spreading germs to others, we respectfully request that parents keep children at home until they are feeling well enough to participate fully in all school activities. Under normal circumstances, children who are well enough to attend school are expected to participate in outdoor play.

If a student will be absent for longer than fifteen days for reasons other than illness, parents are asked to fill out our School Board's ***Request for Temporary Absence*** form which can be obtained from the school office.

Entrances

All students should enter the school through their assigned entrance with the following exceptions:

- Students should enter through the front door when a late slip is required
- Students returning from an appointment should enter through the front door and sign in at the office
- Students arriving on the bus during inclement weather conditions should enter through the front doors and go directly to class
- In order to track visitors in and out of the school and still ensure student safety, all our doors will be locked throughout the school day.

Our front door is equipped with a buzzer and surveillance camera. If you wish to come in, please ring the buzzer and wait for the secretary to release the lock. All visitors are required to visit the office to sign in and to get visitor identification.

Picking Up Your Child During School

If your pickup routine has changed or if you wish your child to be excused from school early you must send a note to the classroom teacher. It is preferable that parents/guardians do not call the school office to make this request as instructions can easily be confused or we may not be able to get your message communicated to your child in a timely fashion.

When picking up your child from school for an appointment, you must report to the office and have the secretary arrange for your child to be brought to you. This helps ensure proper safety and tracking for all our students in the school.

Children leaving in the middle of the day must sign out at the office (parents/guardians may sign out a younger child) and sign back in at the office when they return.

Children leaving and returning in the middle of the day must leave and return via the front doors of the school.

A note must be sent if you wish someone other than those listed on your "Emergency Contact Form" to pick up your child from school. A phone call will not suffice, as it is impossible to identify the caller.

Please, under no circumstances, should you **remove your child from the playground without notifying the person on duty *and* signing your child out at the office.**

Emergencies

An illness or an injury can happen at any time and our first concern is to give immediate attention to the student. If the injury is minor, the student receives first aid and when ready, returns to class. Parents will be contacted to pick up a student who is not feeling well enough to participate in the classroom program.

For serious injuries, emergency personnel will be called, and parents will be notified immediately. If a child is in distress, an ambulance will be called. Parents will be responsible for the cost of the ambulance. This emphasizes the importance of accurate and current information being kept on file at the office. Notify the office as soon as possible if there are any changes such as telephone numbers, employment, emergency contacts or guardianship.

Fire drills and lock-down drills are held regularly. A variety of reasons may necessitate the immediate evacuation of a school at any time. If circumstances warrant the evacuation of the school, students will remain safely at St. Paul's United church.

It is imperative that students wear shoes while at school. Leaving an extra pair of shoes at school is required. In an emergency dismissal, there may not be enough time for students to put on boots and coats.

Inclement Weather

Find all Grand Erie District School Board delays, cancellations or school closures at: <https://transinfobhn.ca/Alerts>

Learn how Student Transportation Services makes its decision here: <https://bit.ly/2IIVSk9>

Find the Board's Transportation Policies and Procedures here:

<http://www.stsbhn.ca/policies-procedures>

If there are any closures, they will be posted on the Board website <https://www.granderie.ca> by 6:30 a.m.

If weather conditions deteriorate after school has started in the morning, regular afternoon bus schedules may commence earlier than normal. Should the School Board decide to dismiss students early, a phone **fan-out system** is used to notify parents/guardians. If a parent/guardian cannot be notified that the child is coming home early, the child will be kept at school until a parent or guardian comes to pick the child up.

Peanut / Tree Nut, Egg, Shell-Fish Allergies – A Reminder

Students with severe peanut / tree-nut allergies are in danger of a life-threatening reaction if exposed to peanuts or other types of nuts or nut products. In some cases, just the peanut / tree-nut oil left on a chair or desk can trigger a reaction. In addition, students with egg and shell-fish allergies may experience the same life-threatening reaction.

We appreciate the co-operation of all families in keeping peanut, all nut products, egg and shell-fish products out of the school. We ask for your support by voluntarily avoiding:

- Peanuts or nuts in any form,
- Peanut/nut butter,
- Peanut/nut oil,
- Baked items containing peanut products or nut products.
- Foods cooked in peanut or nut oils such as home-style potato chips
- Eggs and all products containing eggs except for baked products
- Food containing shellfish
- Foods processed in a facility with all the above allergens.

Nutrition Breaks

During both nutrition breaks, students eat in their classrooms and are supervised by staff.

A **Lunch Permission Form** must be submitted to the office in September, which states **where your child has permission to be out during the second nutrition break**. All students are expected to remain at school during the first nutrition break.

If a student who usually stays at school during the second nutrition break plans to go to a friend's home or an alternate location, the student is required to give the classroom teacher a note from their parent/guardian advising of the change in routine. In this way, both the parents and school staff are aware of where the student will be during the nutrition break. If a note is not received, your child will not be allowed to leave school property.

Students who remain at school during lunch breaks should be aware of our positive expectations regarding behaviour at school, as well as our recycling and clean-up rules.

If you have given your child permission to leave the school property during the second nutrition break, you are responsible for your child's actions at this time. Please discuss responsible behaviour with your child.

Lunch Time Expectations

1. Remain seated in your own seat in your own classroom until dismissed
2. Eat your own food. Do not trade as someone might have an allergy to your food.
3. Put your lunch pails and garbage away when the supervisor dismisses the class at the end of the eating time.
4. When you are dismissed for outdoor play, leave right away and use the assigned door.
5. Use the crosswalk if you have a parent's permission to leave at the second break
6. Eat your food inside. No food or beverages should be on the playground.
7. For safety reasons, students must not use electrical appliances.
8. Remember our agreement of "Mutual Respect".

School Council

Please consider becoming a member of the School Council. There are many ways that parents/guardians can become active in the school. The first meeting for the 2020-2021 school year will be held in October. Please check our monthly school newsletter for information and the meeting date. Parents/guardians are always welcome to attend these meetings.

Visitors & Volunteers

All visitors must check in to the office when entering the school.

Volunteers contribute greatly to our school. They make a tremendous difference by offering supports to our students. They offer a variety of talents and skills and are a most valued resource for our staff.

We appreciate the many parents and members of our community who help in the classroom, accompany students on class trips, prepare learning materials, organize special events, publish students' books, listen to children read The list is endless!

If you are available to help in any way, please express your interest to your child's teacher. No experience is necessary! Time commitments and volunteer assignments can be negotiated.

According to our board policy, all volunteers must have police checks completed. Police checks are valid for three years. Ontario Regulation 429/07 now requires volunteers to also complete the Accessibility Training, which involves watching a short 20-minute video.

Forms will be available throughout the school year; however, the police department will not guarantee a quick turn-around time, and this may impact your involvement in the school, and the school's ability to run trips early in the year.

Transportation by Volunteers

We appreciate the many parent volunteers who provide transportation for our students who are on sports teams. It is the requirement of the Grand Erie District School Board that volunteer drivers have a minimum of \$2,000,000 public liability and property damage insurance and hold a valid Ontario driver's licence.

The Board has prepared a declaration form that must be completed and filed in the school office before a volunteer is permitted to transport students. This form needs to be completed only once during the school year. Please notify us of any subsequent change to your coverage. **All volunteers working at the school, including volunteer drivers require a police record check as required by Board Policy.**

Volunteer Code of Conduct

A "*Volunteer Code of Conduct*" has been prepared to protect students, staff and volunteers. School volunteers are asked to read and abide by the following rules while in our school:

1. Upon arrival, please report to the office to sign in and to obtain an identification badge to wear
2. Refrain from public criticism of the school, staff, students and other volunteers,
3. Speak and act in a professional manner while in the school
4. Keep the interest of the students in mind while performing your volunteer duties
5. Respect the confidentiality and privacy of students, staff and other volunteers
6. When dealing with students, if a situation arises that is beyond your scope as a volunteer, please involve the student's teacher or the principal
7. Be aware of the procedures for accident, illness or emergencies
8. Sign our confidentiality agreement, which will be kept on file at the office.

At Paris Central, we value the support and contributions of many enthusiastic volunteers. Your family is invited and encouraged to participate.

Crossing Guards and Bus Patrols

Our dedicated Crossing Guards are on duty **8:30 a.m. – 9:00 a.m. and 3:15 p.m. - 3:45 p.m.** Children are encouraged to cross with the Crossing Guard whenever crossing the street. All students must obey the instructions of all Crossing Guards.

Pets on School Property

Even the friendliest of dogs can jump up on a child or bite if they feel threatened by a large group of children. As some students have a fear of pets and other children have allergies, we ask parents to respect students' basic right to a safe school ground free from fear or unnecessary danger by not bringing their pets onto school property.

Administration of Medication

The Grand Erie District School Board procedures require the parent or guardian to complete the Administration of Medication and Verification Form. This form must be completed prior to the administration of your child's medication at school. We will need the name and address of the dispensing Pharmacy, name and address of your child's Physician, name of the prescribed medication, the dosage, the time it should be administered, the reason for the medication and the possible side effects. Please request this form from the school office if your child will be receiving medication during school hours.

Medication is kept in a locked cabinet in the school office and administered by designated staff. All medication must be brought to school in a pharmacist's container and clearly labelled with the name of the patient and the name of the drug. It is a parent's responsibility to ensure that medications, such as inhalers or EpiPens have not expired and that we have adequate supply.

School personnel cannot administer non-prescription medication, including Tylenol or cough syrup. For obvious safety reasons, students **must not** keep any medication in their desks, lockers or knapsacks.

Bicycles, Roller Blades, Scooters, Skateboards and "Heelies"

Parents who give permission for their child to ride a bike to school are encouraged to review the traffic safety rules with their child. The school cannot assume responsibility for loss or damage to a bicycle. It is strongly recommended that students lock up their bicycles with a combination lock as keys can be lost. Remember that the law requires children to wear a CSA approved helmet. Bicycles cannot be brought into the school for storage.

If students ride their bicycles to school, they must dismount and walk their bike on school property. For obvious safety reasons and in keeping with our "no wheels" playground policy, roller blades, skateboards, scooters and "heelies" (shoes with wheels in the heel) are not permitted on school property or on school buses.

Extra Curricular Activities

At Paris Central, we encourage students to become involved in a variety of in-school and out of school activities. When students are actively involved in a variety of academic, athletic and art activities, they can get a well-balanced elementary school experience.

Although extra-curricular activities are an important part of school, academics is a major focus for Paris Central. If students do not fulfil their academic requirements, they may be removed from school activities. Exceptions will be made for identified students (I.E.P., I.P.R.C.). Students who are suspended from school will not participate in any school related activities during the suspension period.

Telephones

Use of the school office telephone by a student is available at any time with staff member approval. The school phone cannot be used to make social arrangements. We encourage families to plan for after school activities, babysitting or transportation in advance, so that the school does not need to be contacted to relay such plans.

Cell Phone Guidelines

Cell phones or personal devices are not banned from school, however, students are not permitted to use them during the school day. Students are expected to follow appropriate etiquette and guidelines.

Students will be asked to:

- Obtain parental permission before a cell phone or personal device is brought to school
- While riding the bus, students may use their cell phone to text only and follow the Transportation guidelines of cell phone use
- Always keep their phone turned off and out of sight from the time they disembark the bus in the morning and return to the bus after school
- Each classroom teacher will explain where he/she expects cell phones or other devices to be kept during the day
- Use their devices only before school begins and after school ends
- All messages and emergency phone calls throughout the day will be communicated through the school office
- Never take a photograph or video from the time they leave their homes in the morning and arrive back home after school; it is very easy for students to post images on the Internet without parental permission; student involvement will result in disciplinary action.

As with all items brought to school, the school cannot ensure that items will not be damaged or go missing.

Acceptable Use of Technology

The Grand Erie District School Board provides and maintains Information Technology resources to enhance delivery of curriculum, instructional activities and administration of schools. The board has developed a procedure, for all users, which is intended to ensure the safe, secure, ethical and appropriate use of these resources.

Students should understand that the use of Grand Erie District School Board information technology resources are a privilege. They are required to use these resources solely for

educational purpose and comply with the directives contained in the procedure. Students are expected to treat these resources with respect. Teachers are responsible for communicating these expectations to students at least annually.

The following unacceptable activities involving the use of the Grand Erie District School Board's Information Technology resources are strictly prohibited:

- Etiquette: transmitting or accepting information which contains swearing, racism or indecent materials. Be polite and respectful
- Harm to others: any act harming another
- Illegal activities: making illegal copies of software (whether licensed or otherwise without the permission of the teacher)
- Fraud: attempts to deceive others
- Vandalism: the deliberate attempt to harm or disrupt any part of the computer facilities including hardware, software, data or any other component. This includes attempting to harm other installations
- Use of the computers for purposes other than education
- Personal safety: personal information that identifies the user should not be transmitted over the Internet.

Activities that are in contradiction of this Procedure will be reported to the appropriate level of supervision or management based on the user involved. Repercussions may include restrictions on the use of specific Information Technology resources, suspension of access to all Information Technology resources, suspension, expulsion/termination and criminal charges.

Dress Code

All partners in the education of our children at Paris Central Public School (Administrators, Teachers, Parents/Guardians, Support Staff, Community Volunteers and Students) promote a positive attitude and an environment that can maximize learning and mutual respect. Clothing worn at school should be conducive to an academic environment. Students, teachers, support staff, volunteers and visitors are expected to follow the dress code.

- Clothing should sufficiently cover the body
- Clothing should not be distracting or offensive e.g., no inappropriate advertising (alcohol, or illegal substances); no inappropriate language/graphics (e.g. profanity, violence)
- Shoes or slippers must always be worn in the event of an emergency evacuation
- Hats are to be removed when students are in class and during indoor field trips

Students are expected to be prepared for vigorous physical activity wearing the following items to **physical education classes**:

- Tops: T-shirt or sweatshirt
- Bottoms: Gym shorts or sweatpants
- Shoes: Running, court or cross-training shoes that will not leave black marks
- Jewellery: Not permitted for gym

In instances of inappropriate clothing worn to school, the student will be given the opportunity to change the clothing, which may involve contact with parents.

Grand Erie District School Board Code of Conduct

Progressive Discipline Approach

Grand Erie District School Board takes a Progressive Discipline Approach to promote positive student behaviour. Progressive discipline uses a continuum of interventions, supports and consequences that include opportunities for reinforcing positive behaviour while helping students make good choices. A progressive discipline approach includes:

- Early and ongoing intervention strategies
- Addressing inappropriate student behavior
- Opportunities for students to learn from choices

Bullying Prevention and Intervention

Bullying will not be accepted on school property, at school related activities, on school buses or in any other circumstance (e.g., Online) where engaging in bullying will have a negative impact on school climate.

Bullying is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear or distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. It is encouraged that students report instances of conflict that may be regarded as bullying incidents in a safe and timely manner.

Standards of Behaviour

The standards of behaviour for the school community as outlined in board policy are divided into two categories:

a) Respect, Civility, & Responsible Citizenship-All members of the school community must:

- Respect and comply with all applicable laws
- Demonstrate honesty and integrity
- Respect differences in people
- Treat one another with dignity and respect
- Respect and treat others fairly
- Respect the rights of others
- Show proper care/regard for school and others' property
- Take appropriate measures to help those in need
- Seek staff assistance, if necessary, to resolve conflict peacefully
- Respect all members of the school community, especially persons in positions of authority
- Respect needs of others to work in an environment that is conducive to learning and teaching
- To use respectful language when interacting with a teacher or at another person of authority

b) Safety - All members of the school community must not:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic in weapons or illegal drugs
- Give alcohol to a minor
- Commit robbery

- Be in possession of any weapon, including but not limited to firearms
- Use any object to threaten or intimidate another person or cause injury to any person
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs
- Inflict or encourage others to inflict bodily harm on another person
- Engage in hate propaganda and other forms of hate or bias motivated behaviours
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Roles and Responsibilities

The Role of the Students

Students must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Refrains from bringing anything to school that might compromise the safety of others
- Follows the established rules and takes responsibility for his or her own actions
- Attends classes punctually and regularly
- Is diligent in attempting to master such studies as are part of the program in which the student is enrolled
- Accepts such discipline as would be exercised by a kind and judicious parent
- Understands the nature of bullying and harassment, and refrains from engaging in any conduct of this nature

The Role of the Parents/Guardians

Parents/guardians play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents/guardians fulfil their role when they understand the nature of bullying and harassment and encourage and assist their child(ren) in behaving responsibly and refraining from any acts of violence, including bullying and harassment of any sort. They should:

- Show an active interest in their child's schoolwork and progress
- Communicate regularly with the school
- Help their child be neat, appropriately dressed, and prepared for school
- Ensure that their child attends school regularly and on time
- Promptly report to the school their child's absence or late arrival
- Be familiar with the School's code of conduct
- Encourage and assist their child in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues involving their child

Our Discipline Process

A problem-solving process will be followed when students do not follow school and classroom rules. Students will be treated fairly and given an opportunity to explain their point of view. The problem will be identified, and solutions will be discussed. Consequences will be in accordance with the severity of the situation.

School Rules and progressive discipline approaches will be posted in the foyer of the school.

If you have any questions or concerns, please call the Principal, Ms. Latha Reuben at 519 442-4163.

Lost and Found

Lost and Found Boxes are located on the top floor of the school. You are urged to check it often. Items remaining in the collection at the end of each term are donated to a local charity.

School Website

We want you to be informed of the programs and many activities occurring at our school. Visit our school website at <https://www.granderie.ca/schools/pariscentral>