



## **LANGTON PUBLIC SCHOOL**

23 Albert Street

Langton ON

N0E 1G0

**519-875-4448**

PRINCIPAL – Tracy Rodrigues

SECRETARY – Linda Mudford

## **STUDENT HANDBOOK**

**2018-2019**

**Bell Times**

<b>8:45 am</b>	<b>Entry Bell</b>
<b>8:45 - 10:25</b>	<b>Instructional Block</b>
<b>10:25 - 10:45</b>	<b>Nutrition Break- Recess (Outside)</b>
<b>10:45 - 11:05</b>	<b>Nutrition Break-Snack (Inside)</b>
<b>11:05 - 12:45</b>	<b>Instructional Block</b>
<b>12:45 - 1:05</b>	<b>Nutrition Break-Recess (Outside)</b>
<b>1:05 - 1:25</b>	<b>Nutrition Break-Lunch (Inside)</b>
<b>1:25 - 3:05</b>	<b>Instructional Block</b>
<b>3:05 pm</b>	<b>Dismissal Bell</b>



At 8:30 a.m. daily, teachers meet the school buses and begin supervising the playground. Students must not arrive at school prior to that time.

**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 (past 8:45 am), please call our secretary at 519-875-4448, in advance. Students, who arrive late at school 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 will be absent please phone the school (519-875-4448). We do have an answering machine. 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 and learn.

Illness or family emergencies occasionally can prevent a child from attending school. To ensure a 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.

### **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 has fallen and is in obvious 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 in the office.** Notify the office as soon as possible if there are any changes in your family such as telephone numbers, employment, emergency contacts or guardianship.

Fire drills are held and emergency procedures are reviewed regularly. Students also practice a safety drill which is used to prepare them in an emergency situation, such as a lock-down. 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 Sacred Heart School (or alternate location Langton Community Centre) until parents can be notified using the phone fan-out system.

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 sufficient time for students to put on boots and coats.

### **Nut Free - Reminder**

Students with severe nut allergies are in danger of life threatening reaction in seconds. In some cases just the nut oil left on a chair or desk could trigger a reaction.

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

**nuts in any form | peanut butter | peanut oil | baked items containing nut products |  
foods cooked in peanut oils, such as home style potato chips.**

### **Nutrition Breaks**

During both nutrition breaks, students eat in their classrooms and are supervised by staff. All students are expected to remain at school during the first and second nutrition break. A healthy snack is often provided to all students during the first nutrition break. All students will follow clear expectations for positive behaviour during the nutrition breaks and assist with recycling and clean-up.

### **Hot Lunches, Gum, Soft Drinks, Energy Drinks**

Hot lunches will be available on a regular basis at the school. On occasion other snacks and lunches will be available for purchase. Please check the monthly calendar to see what will be offered on what day. All choices will comply with PPM 150.

Milk will be sold on a daily basis. Soft drinks and energy drinks are not encouraged as nutritional drinks in lunches. Gum chewing is not allowed at school.

### **Inclement Weather**

On days when weather is unsuitable for outdoor activity, we advise walking students to arrive no earlier than 5 minutes before classes begin and go directly to their classrooms. Students benefit from active play outdoors and should come dressed appropriately for a variety of weather. In case of rain or freezing rain, students will have their break indoors.

In extreme weather conditions, parents should listen to 98.9 myFM or CKOT 101.3 FM early in the morning for announcements regarding the delay or cancellation of bus transportation. You may also check the board's website at [www.granderie.ca](http://www.granderie.ca) for information about cancellations due to the weather. If at all possible the decision to cancel buses will be made prior to or at 6:30 a.m.

The radio announcement and the website will refer to specific school zones. **We are in Zone 1.** Please note that if the buses are cancelled then the school will be closed to all teachers, students and custodial staff. Please do not send your child to school if the buses for Zone 1 have been cancelled.

In the event that 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. If a parent 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.

### **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.

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 students will be transported by school bus while on class trips.

### **Picking up your Child During School**

A parent wishing their child to be excused from school early must send a note to the classroom teacher. It is preferable that parents do not call the school office to make this request as instructions can easily be confused.

When picking up your child from school for an appointment, please come to the front doors of the school. Report to the office and have the secretary call your child out of class via our intercom system. This will ensure that we know where each child is and who they are leaving with, for safety reasons. Children leaving in the middle of the day must sign out at the office (parents 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.

For safety reasons, do not remove your child from the playground without notifying the person on duty and signing your child out at the office.

### **Entry into the School**

All students should enter the school through their assigned door, except: 1) when students arrive late and require a late slip, 2) when students return from an appointment and must sign in at the office. At these times, students should enter through the front doors. In order to track visitors in and out of the school and still ensure student safety, the front, side and back doors will be locked when the students are in the school.

### **Telephones**

Use of the school office telephone by a student is limited to important circumstances and approval must be given by a staff member. The school phone cannot be used to make social arrangements. We encourage families to make arrangements for after school activities, babysitting or transportation, in advance.

### **Head Lice**

Even though is it very common, many parents have never dealt with head lice and are not sure what to look for nor how to treat them. Head lice are tiny, greyish insects which live and breed on human hair. Nits (or eggs) appear as tiny white specks attached to individual hair shafts. Lice are most likely spread by head to head contact and cannot jump, fly or be spread by pets or animals.

Please check your child for head lice and/or nits (eggs) regularly, especially before they return to school after a holiday period. If you discover head lice, information about the best treatment can be obtained by contacting your doctor or pharmacist or the Health Unit <http://hnhu.org/health-topic/what-are-head-lice/>.

Please notify the school office if you find that your child has head lice. We understand parents' and students' need for confidentiality, but we need to inform the parents of students in the same class that lice has been found in the classroom (no names revealed). Once head lice have been found, students may not return to school until they have received proper treatment and all nits have been removed from the hair.

### **Administration of Medication**

Students who require the administration of medication at school **must** have a permission form signed by a doctor and parent on file in the school office. Please be advised that the school will not administer medication including over the counter remedies for colds, headaches, stomach aches, etc. However, for special circumstances, forms can be obtained at the school office. A new form is required every September.

### **School Newsletter**

We want you to be informed of the quality programs and many activities occurring at our school. Watch for the newsletters which are distributed at the end of each month. They are sent home with the youngest child in each family attending our school. If you are not receiving your monthly school newsletter please call us right away and we will make sure you get updated.

In addition, teachers may prepare a monthly newsletter, calendar and/or classroom newsletter. Please take time to review this information with your child.

### **Progressive Discipline and Promoting Positive Student Behaviour**

Progressive discipline is a whole school approach. It utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, students will be treated fairly and given an opportunity to explain their side of the situation. The problem will be identified and solutions will be discussed. Consequences will be in accordance with the severity of the situation.

**Consequences may include but are not limited to:** time out, removal of privileges, meeting with the parent(s)/guardian(s), student and principal, referral to community agency, suspension and/or expulsion.

### **Dress Code**

Langton PS has set standards for appropriate school clothing. Some types of clothing worn after school and on weekends may not be suitable for school. It is uncomfortable for school staff to have to address dress code violations and we would appreciate your cooperation with ensuring your child is dressed to meet the dress code. In informal discussion, our rule of thumb will always be we don't want to see undergarments or body parts that could be considered as a privacy issue. Even though some clothing will meet the conditions below when a student is standing, this may not be the case when sitting or active in a class or outside and may therefore be considered inappropriate for school. Similarly, if the student finds it necessary to continually adjust their clothing to make it conform to the code it may be deemed inappropriate.

These are our expectations

- no hats inside rooms (i.e., classrooms, library, lab, gym, etc.)
- footwear is worn at all times (indoor shoes suitable for phys. ed.),
- no undergarments visible,
- no clothing with inappropriate advertising (beer, liquor, illegal substances) or inappropriate language/pictures,
- shorts and skirts must be long enough to cover body parts that could be considered as a privacy issue (fingertip length is a good indicator for most students)
- tops should also cover any body parts that could be a privacy concern

Please take the time to clearly label all of your children's clothing, gym outfits and personal belongings. The school cannot accept responsibility for items lost at school.

### **Playground Behaviour and Safety**

We are fortunate to have a large playground. Students of all ages enjoy a variety of outside activities such as square ball, basketball and tag. During recess there are several staff members on duty in the areas of our yard.

General playground expectations include:

- Playing safely: **NO body contact**
- Keeping the snow, sticks and stones on the ground
- Include all who wish to play
- Lining up promptly when the entry bell rings
- Using only polite and appropriate language
- Listening to and obeying supervisors and peacekeepers
- Being respectful of our trees, buildings and equipment

### **Expectations for Behaviour at Langton Public School**

Students have the right to:

- Be treated with respect, courtesy and kindness
- Learn without interruption
- Be safe at school
- Be happy
- Help decide the consequences for unacceptable behaviour
- Receive encouragement and assistance with their work
- Express themselves politely
- Question the things of which they are not certain
- Attend school regularly

Students have the responsibility to:

- Treat others with respect, kindness and courtesy
- Work cooperatively in class without disrupting the learning of others
- Solve problems peacefully
- Use appropriate language
- Be punctual
- Come to school with appropriate materials
- Show respect for school property
- Accept the consequences for inappropriate behaviour
- Complete their work to the best of their ability
- Dress appropriately for the weather, activities and safety

### **Langton Parent Council**

Our LPC is an advisory body of elected volunteers who work together to maintain good communication among the school, parents and community. By sharing ideas and information, we strive to provide the best possible learning environment for all our students.

All interested parents are welcome to attend any or all LPC Meetings. Meeting times will be posted in our School Newsletters.

The LPC strives to facilitate a variety of special events and programs throughout the year, which meet the needs and interests of the families in our school community. Any parents, guardians or grandparents are more than welcome to participate in the LPC.

### **Volunteers**

Volunteers contribute greatly to our school. They offer a variety of talents and skills to our students; they 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. As per board policy, all volunteers must have a valid police check done before volunteering in the school or on class trips.

### **Treats from Home**

We are happy to accept snacks and treats for special occasions at school. However, the Ontario Public Health Association no longer supports home baked or prepared food for students. Food sent to school has to be purchased from a recognized facility that has been given approval by public health inspectors. We can only accept pre-packaged treats that are nut-free.

### **Computer Use and Personal Devices (BYOD-Bring Your Own Device)**

Computer technology is a powerful tool for teaching and learning when used in an appropriate manner. Computers, netbooks, tablets, etc. will be used to enhance educational programs and as tools to assist students in achieving the expectations of the Ontario Curriculum. Students will be given access to the Internet for research purposes and supervised by a staff member at all times. Students are allowed to bring their own personal devices (i.e., tablets, Ipads, cell phones, etc.) from home as well. In order to make the best use of the Internet, students need to be aware of proper etiquette and potential risks. These are outlined in the Code of Digital Citizenship. All students and parents will sign Grand Erie's Acceptable Use of Information Technology policy document. It will also explain that students are responsible for lost, stolen and/or damaged personal electronic devices, just as they are for any other personal items they bring to school. The following consequences will be given for the inappropriate use (i.e., texting, making phone calls, taking devices outside at recess, etc.) of technology (including personal devices):

**1<sup>st</sup> offence:** A warning will be given.

**2<sup>nd</sup> offence:** The device will be handed over to the teacher and returned to the student at the end of the day.

**3<sup>rd</sup> offence:** The device is taken to the office and parents(s)/guardians will need to make arrangements for an adult to pick up the device from the school.

***Repeated offences will result in student's loss of privilege to BYOD and/or the use of school provided technology.***

### **Bus procedures for students - While on the bus, students must:**

1. Take a seat of their choosing or, if applicable, go to the seat that has been assigned to them.
2. Remain seated at all times, facing forward, with their back against the back seat cushion and their legs facing toward the front of the bus.
3. Avoid distracting or speaking to the bus driver, except in the case of an emergency.
4. Refrain from being noisy, swearing or using abusive language.
5. Refrain from getting into fights, annoying, hitting or biting other individuals on the bus.
6. Refrain from eating, drinking, spitting, or dirtying the inside of the bus.
7. Refrain from smoking, drinking alcohol or using drugs.
8. Refrain from throwing objects inside or outside the vehicle.
9. Keep their hands, legs, and head inside the bus at all times.
10. Keep their books, school bags and any other objects on their lap and keep the aisle clear.
11. Refrain from bringing items on the bus that are overly large, cumbersome, dangerous, or offensive. Animals, firearms, explosives, water guns, and other dangerous or cumbersome items are forbidden on school buses unless prior approval, in writing, has been obtained by the school principal.
12. Be liable for any damage done deliberately to the bus.
13. Only board the bus to which he/she has been assigned, and embark or disembark only at their own bus stop.
14. Help to keep the bus safe and clean.
15. Take all their personal belongings with them when leaving the bus.
16. Follow all of the bus driver's instructions in the event of an emergency.
17. Refrain from engaging in activities or actions that bully other students or the bus driver while aboard the vehicle.

Where students do not follow these expectations, the following consequences will be applied:

- A bus report will be submitted to the school and parents will be notified.- Repeated bus reports (2) will result in a suspension from the bus.
- Continuing bus reports will result in permanent removal from the bus.



