



# École Amherstview Public School

**At Amherstview, we care.**

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## **Belief Statement**

We believe that all students can learn and achieve success. We belong to a school community where we will work together to provide a welcoming and inclusive environment that supports mental, physical, social and emotional well-being in a culture of perseverance, growth and high expectations.

## **Student & Parent Handbook 2017 - 2018**

Amherstview Public School is a great place where students, staff and parents all work together. There are many wonderful learning experiences in French and English that take place in our school as well as activities beyond the classroom, from hands-on learning in our design and technology room to choirs, clubs, school sports, public speaking and much more. Please encourage your child to take part in these opportunities. The energy, enthusiasm and effort put forth by staff, parents and students make our school strong.

At Amherstview Public School we are dedicated to providing a caring and safe learning environment for all the children. The communication between home and school is an important aspect of our school success. Our staff will use a variety of tools to keep you informed of school happenings. We invite you to use this agenda to send any notes or quick messages to your child's teacher.

Thank you in advance for going over the information at the front of the agenda with your child. As we work together, we look forward to a successful year at Amherstview.

Anna Pacheco and Gemma Zelmanovits  
Principal Vice-Principal

École Amherstview Public School  
Limestone District School Board

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# Safe Schools: In Diverse and Inclusive Communities

Ensuring the safety of all students and staff is of utmost concern. A positive school climate is necessary to support an inclusive, responsive learning environment for all students and to maximize student success. A positive school climate exists when all members of the school community feel safe, included, and accepted, and actively promote positive behaviours and interactions. The Whole School Approach including parents, students, staff, and community partners is critical to promote a positive school climate and acceptance for all.

## CODE OF BEHAVIOUR

This code of behaviour sets out the standards of behaviour which are expected of all members of the school community in order to create a positive climate in the school. Respect, responsibility, civility and academic excellence are promoted so that all members of the school community will feel safe, comfortable and accepted. The purpose of this code of behaviour is:

- to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
- to ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity
- to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
- to encourage the use of non-violent means to resolve conflict
- to promote the safety of people in school
- to discourage the use of alcohol and drugs

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn
- shows respect for himself or herself, for others and for those in authority
- refrains from bringing anything to school that may compromise the safety of others
- follows the established rules
- takes responsibility for his or her own actions

Students are to comply with the behaviour expectations while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate.

### Respect

Expected Behaviour	Reasons for Expected Behaviour
<ul style="list-style-type: none"> <li>• respect differences in people, their ideas, and their opinions</li> <li>• respect all members of the school community, especially persons in positions of authority</li> <li>• treat one another with dignity and respect at all times, and especially when there is a disagreement</li> <li>• respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability</li> <li>• respect the rights of others</li> <li>• respect self and others</li> </ul>	<p>All members of the school community have the right to:</p> <ul style="list-style-type: none"> <li>• be treated with respect and dignity</li> <li>• an environment where conflict and differences can be addressed in a manner characterized by respect and civility</li> <li>• the use of non-violent means to resolve conflict</li> <li>• a learning environment free from the influences of drugs and alcohol</li> <li>• an environment conducive to learning</li> </ul>

## Civility and Responsible Citizenship

Expected Behaviour	Reasons for Expected Behaviour
<ul style="list-style-type: none"> <li>• seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully</li> <li>• take appropriate measures to help those in need</li> <li>• demonstrate honesty and integrity</li> <li>• participate appropriately in the civic life of the school community</li> <li>• refrain from swearing at a teacher or at another person in a position of authority</li> <li>• respect and comply with all applicable federal, provincial, and municipal laws</li> <li>• show proper care and regard for school property and the property of others</li> </ul>	<p>Responsible citizenship involves:</p> <ul style="list-style-type: none"> <li>• appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.</li> <li>• taking care of our school buildings, furniture and supplies</li> <li>• understanding that the costs associated with vandalism and theft are an additional financial burden to students, their parents/guardians and other taxpayers</li> </ul>

## Academic Excellence

Expected Behaviour	Reasons for Expected Behaviour
<p>Each student is expected to maintain good <b>work habits</b> by:</p> <ul style="list-style-type: none"> <li>• completing all homework, assignments, and projects as directed by the required deadline</li> <li>• making up missed work</li> <li>• coming to class prepared and ready to participate (with the necessary books, pens, calculators, gym wear etc. as appropriate)</li> <li>• participating constructively in class</li> </ul>	<ul style="list-style-type: none"> <li>• students who are engaged in the learning process are more successful</li> <li>• good work habits learned and practised in school will be valuable throughout life</li> </ul>
<p>Each student is expected to:</p> <ul style="list-style-type: none"> <li>• maintain regular <b>attendance</b></li> <li>• be punctual</li> <li>• notify the school in case of absences and late arrivals</li> </ul>	<ul style="list-style-type: none"> <li>• good attendance helps students achieve goals and benefit from all school activities and services</li> <li>• arriving late interrupts the learning of others</li> </ul>
<p>Each student is expected to maintain <b>academic honesty</b></p> <ul style="list-style-type: none"> <li>• submit work which represents the student's own efforts and acknowledges the source of information used in completing your work.</li> </ul>	<ul style="list-style-type: none"> <li>• students have the right and responsibility to be assessed and evaluated on their own work</li> </ul>

## Safety

Expected Behaviour	Reasons for expected behaviour
<p>All members of the school community <b>must not</b>:</p> <ul style="list-style-type: none"> <li>• engage in bullying behaviours</li> <li>• commit sexual assault</li> <li>• traffic weapons or illegal drugs</li> <li>• give alcohol to a minor</li> <li>• commit robbery</li> <li>• be in possession of any weapon, including firearms</li> <li>• use any object to threaten or intimidate another person</li> <li>• cause injury to any person with an object</li> <li>• be in possession of, or be under the influence of, or provide others with alcohol or illegal</li> <li>• inflict or encourage others to inflict bodily harm on another person</li> <li>• engage in hate propaganda and other forms of behaviour motivated by hate or bias</li> <li>• commit an act of vandalism that causes damage to school property or to property located on the premises of the school</li> </ul>	<p>All members of the school community have the right to be safe and to feel safe in their school community.</p>

## **Bullying Awareness, Prevention, and Intervention**

Bullying will not be accepted on school property, at school-related activities, on school buses, online, or in any other circumstances where engaging in bullying will have a negative impact on the school climate.

Staff are teaching students to identify bullying behaviour and giving them tools to respond and to stop it from happening as part of our awareness and prevention strategies. WITS, LEADS and the FOURTH R are the bullying prevention programs that are used at our school.

Bullying is typically a form of repeated, persistent and aggressive behaviour directed at another person that is intended to cause (or should be known to cause) fear, distress and/or harm to that person's body, feelings, self-esteem or reputation. Bullying occurs when there is a real or perceived imbalance of power. Bullying can be physical, verbal, social, or occur through electronic (cyber) communication. Cyber bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, cell phones and websites. Parents and students should be aware that cyber bullying is behaviour that can result in school suspension or expulsion.

When someone experiences or observes bullying behaviour, he/she is expected to report it to a teacher, teaching assistant or school administrator immediately. Bullying behaviour will be addressed using a progressive discipline approach with a range of interventions and consequences.

## **Progressive Discipline**

Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports and consequences that include opportunities for reinforcing positive behaviour while helping students make good choices. The focus is on a corrective and supportive approach, providing opportunities for students to learn from their mistakes.

We recognize that each student is a unique individual and that every situation that requires disciplinary action has its own set of extenuating circumstances. All factors that may have affected the student's behaviour will be considered before progressive discipline is applied. Students who behave inappropriately will receive an age and developmentally appropriate consequence. For a student with special education or disability-related needs, all progressive discipline approaches will be consistent with his or her Individual Education Plan and his or her demonstrated abilities.

We encourage students to take responsibility for their behaviour and to accept the consequences of their actions. A progressive discipline approach will be used to deal with inappropriate behaviour. This may include: oral reminders, review of expectations, contact with parent(s)/guardians(s), written reflection, changing clothing to meet the dress code, implementation of behaviour/safety plans, volunteer services in the school community, conflict mediation and resolution, peer mentoring, referral for support services, suspension, expulsion, referral to police as outlined in the LDSB Safe Schools policy.

Administrators do have jurisdiction for investigations and potential consequences when incidents occur outside of school and adversely impact the safety of people at the school or the school climate. In some circumstances, short-term suspension may be a useful tool. In the case of a serious incident, long-term suspension or expulsion may be the consequence.

### **Food Allergies**

To ensure everyone's safety, Amherstview Public School is a peanut/nut aware school. This means we are asking that no peanut/nut products be brought to the school due to allergies. As well, we have students with other food allergies; thank you for checking with the classroom teacher before bringing food for special events or celebration. Food products are **not** allowed on the school yard.

### **Scent Aware**

Some of our students/staff have allergies to scented products, eg. perfumes/colognes. Use of these products should be avoided.

### **Attendance and Safe Arrival**

Each student enrolled in our school is expected to attend regularly, be punctual and participate in all classes. For the protection and welfare of all of the children, parents are asked to notify the school on the safe arrival line (613-389-0656) if their child is going to be late or absent. Please leave a message on the answering machine before 8:50 am or 12:55 pm identifying the caller, the child and the reason and the length of time for the absence.

Classroom teachers take attendance morning and afternoon and notify the office of the absence of any students for whom they have not received prior notification. The office administrator will compare this information with the phone calls that have been received by the office. For any students who are unaccounted for, the office will attempt to contact the parents. All latecomers must report to the office upon arrival and sign in.

**In order to ensure student safety during the instructional day, parents should not proceed directly into the school.** When a parent is picking up a child during the school day, the parent must report to the office and sign out his/her child. The student will be called to the office to meet the parent. If the child returns during the school day, he/she must sign in at the office. The student can then proceed to his/her class. Students shall leave the school only with a parent unless communication from the parent indicates otherwise.

### **AVPS School Day:**

8:50 a.m.	Entry bell
10:30 - 11:15	First Nutrition Break & Recess
12:55 - 1:40	Second Nutrition Break & Recess
3:20 p.m.	Dismissal

Any changes in dismissal routines should be communicated to the office **prior to 2:30 pm** in order to ensure that students are dismissed to the correct location. **Please adhere to a 3:20 dismissal time whenever possible.**

### **Bus Safety**

Safety rules and expectations for proper behaviour are in effect on the school bus.

Students should:

- remain seated, keeping the aisles clear
- avoid loud talk or distracting noises
- refrain from throwing objects in or from the bus
- not damage or deface the bus in any way
- respect the safety of others
- refrain from swearing or the use of inappropriate language
- refrain from eating or drinking on the bus
- sport balls should be kept in bags/backpacks

Failure to abide by these rules will result in an appropriate consequence. It is important for your child to know the name of the bus company, route number and driver's name to ensure they load the correct bus at dismissal and in case of bus cancellation.

Periodically a student requests permission to ride on a bus with another student. A note from a parent authorizing this request is mandatory. This note should be brought to the office and the student will be issued a bus pass to be presented to the bus driver.

### **Care of Personal Property**

We ask each student to take care of his/her personal belongings. Money and valuables should not be left in the classroom, change room or cubby. The Lost and Found boxes are located in a few areas around the school and periodically all lost articles are placed on display. Please check or encourage your child to check for missing apparel. After being displayed in the hallway for an appropriate number of days, the clothing, etc. is donated to the Sharing Centre. We urge you to label clothing, especially outerwear.

## School Dress Code Policy

Different forms of dress are appropriate in different situations. All members of the school community must dress in a way consistent with a scholarly tone: dress that reflects personal pride and respect for others. Clothing that may be appropriate at home, at a party, or at the beach may not be appropriate at school.

At our school, we are committed to a safe and orderly environment. We believe in fostering student maturity and responsible decision making. Students are encouraged to dress for success and to come to school ready to learn.

### Students should:

- wear clothing to be adequately covered and consistent with a scholarly tone
- wear clothing or footwear which ensures health and safety
- wear proper indoor footwear during gym classes and in the classroom
- be prepared to take advantage of our school's outdoor breaks by having proper outdoor wear available. On such occasions when heavy rain occurs or when the temperature falls too low, students will remain indoors.
- wear clothing that does not discriminate through pictures or slogans against gender, race, ethnic or cultural groups
- wear clothing that does not convey vulgar or sexually offensive language and is not reflective of violent or anti-social culture
- wear clothing/jewelry that does not contain pictures, emblems, symbols, slogans promoting the image of substances which, if used by a minor, would be harmful and illegal
- remove hats inside the school building
- remove heavy or sharp jewelry that will pose a personal safety hazard to the student or to other students.

**School Yard Safety:** keep your feet on the ground, keep your hands and feet to yourself, and be respectful.

Students are to walk their **bicycles** on school property. All bicycles should be secured in the bike racks. **Skateboards, rollerblades, wheelie shoes and scooters** are not permitted on school property.

**Playground Equipment** is to be enjoyed but must be used in a safe manner. Children using the slide must line up and slide down one at a time on their

seat. The climber is to be used by the students for safe climbing.

Nerf balls, tennis balls, basketballs, volleyballs and soccer balls are acceptable for play. No hardballs. The throwing of objects such as snowballs, stones and sticks is not acceptable.

## Use of Electronic Devices by Students

Cellphones and similar types of communication devices carried by students are not to be used or displayed during school hours while on school property **unless it is for instructional purposes at the invitation of the teacher.** Students accessing the BringIT wireless network on their personal devices must abide by the code of conduct and computer/electronic device use agreement rules. Non-compliance will result in loss of privileges and parents may be notified to pick up personal devices.

Parents needing to speak with their children during the instructional day should contact the office. Students who need to call home during the school day should not use their personal devices. Office phones are available for use with teacher permission.

The taking of photographic images of a person or persons, on school property, at school events, and during school activities is prohibited without the permission of the person being photographed, the permission of their parent or guardian if the person is under 18 years of age, and the principal.

## Medication for Students

The Limestone District School Board has a detailed policy concerning the administering of prescription drugs to students during school hours. Parents should be aware that:

- medications are not supplied to students by the school
- all medication supplied by parents must be kept at the office, with the exception of epi-pens and inhalers, for emergency use
- if in the opinion of your doctor, your child may require medication during the school day, a prescription label or note from the doctor will be required
- a permission form for the dispensing of medication, signed by the parents, is to be kept on file in the school office
- a small amount of prescribed medication will be kept at the school
- a record of administration shall be maintained in the school office.

## **SCHOOL INFORMATION ITEMS**

### **Provision of School Materials**

Supplies are provided by the school for student use, and these materials are to be cared for in such a way as to maximize their useful life. Where materials are lost, damaged or defaced the student may be asked to reimburse the school for the cost of replacement. The school does provide a limited number of pens, pencils and erasers. It is appreciated if parents can provide a pencil case, markers, pencil crayons, a glue stick, etc. for their child's personal use.

### **Physical Education**

All students should have non-marking running shoes available for physical education classes. These shoes must be kept for indoor use only. Shorts or sweat pants, socks and a short sleeve shirt are required. Change rooms are available for use by students in grades 4 to 8 subject to teacher direction. Students who occasionally are unable to take part in a physical education class should have a note from a parent. For prolonged periods of non-participation for medical reasons, a doctor's certificate is required.

### **Reporting Student Achievement**

There will be three reporting times during the school year for students, the first of which is a progress report followed by two term report cards. Communication with parents about student achievement should be continuous throughout the year. Parent/teacher conferences may be requested at any time by the parent or teacher.

**Dogs are not permitted** on school property, with the exception of service dogs, in order to ensure the health and safety of our students and staff. In situations where a parent brings a dog when walking a child to school or picking the child up at dismissal time, the dog is expected to be on a leash and well clear of the bus loading zones and entrance ways of the schoolyard.

**The School Milk Program** will continue at Amherstview Public School this year. Ordering details will be communicated to parents at the beginning of the school year.

### **Student Accident Insurance**

The Limestone District School Board has adopted a practice whereby all parents whose children participate in school sponsored athletics are

required to provide proof of student accident insurance coverage for their children. **Board sponsored student accident insurance** information is sent home at the beginning of the year. Parents wishing to enroll their child may subscribe.

### **Photographs**

Photographs are taken each year of individuals and classes. Parents have the opportunity to purchase any of these pictures.

### **Volunteers**

Parent and community volunteers play an essential role in our school community. It is with pride and appreciation that we not only welcome, but solicit, your participation in our school. Volunteers bring a wide range of talents and skills to school life that enrich and support both students and staff. **A list of volunteer opportunities will be shared at the start of the year. Please contact the school if you would like to volunteer.**

Volunteers are asked to sign in and out at the office and wear a visitor badge. All volunteers must follow the screening process in accordance with Board Policy, and are required to complete a CPIC form which is available at the school office and is valid for a period of three years. In interim years, volunteers are asked to sign an annual offence declaration form that may be requested at the office. Volunteers are encouraged to complete their CPIC application forms or annual offence declaration form early in the school year, as there may be a waiting period involved with the processing and approval.

**Hot Lunch Days** are organized by parent council at various times through the year. Online ordering details and dates will be communicated in advance.

**The School Newsletter** will be shared electronically. Hard copies will be available at the school upon request. The newsletter is intended to help keep your family informed about the ongoing learning, upcoming events and school life at AVPS.

**Classroom Communication** will occur in a variety of formats such as newsletters, blogs, websites, apps, Twitter, etc. This communication is intended to inform you about the instructional activities and events that your child's class has participated in and prepare you for upcoming learning.

## Drop Off and Pick Up

Parents who drop their children off at school in the morning should be aware that yard supervision begins at **8:35 a.m.**

Parents who pick up their children at the end of the school day (3:20 p.m.) are asked to wait outside at their designated exit door. In order to ensure student safety, please **do not** wait outside your child's classroom door.

Any changes in dismissal routines should be communicated **prior to 2:30 pm** in order to ensure that students are dismissed to the correct location. **Please adhere to a 3:20 dismissal time whenever possible.**

## Our School Advisory Council

Our School Advisory Council is made up of a majority of parents along with school staff and members of the community who meet monthly to provide an avenue of communication between the school and the community. There is an executive elected by the parent community.

Meetings are held in the staff room and all interested parents are encouraged to attend. The School Council works in partnership with parents, students and school staff to provide a positive learning environment for the benefit of all.

An election will be held early in the fall for our 2017-2018 Council. If you are interested in a position, please watch for a form to indicate your interest coming home in the fall.

**Emergency Forms** need to be updated each year for each child. Often this seems like a duplication of the previous year's information but, for a variety of reasons, changes in information occur over the course of a year. If parents have forgotten to notify us, then we have no other way to update our records. If an emergency should occur the staff will have accurate up-to-date information. If at any time through the school year this information changes, please notify us promptly. Your assistance with the completion and return of these forms is appreciated.

## Safe Schools ... Building Positive Places to Grow and Learn Together. What You Need to Know...

All schools have established procedures for Shelter in Place, Hold & Secure, Lockdown, and Evacuation. Staff and students will be trained in how to implement the procedures.

### Threats to School Safety

In order to facilitate common understanding among all community partners, school boards across Ontario, police services, Emergency Medical Services, and fire safety officials are using the following terminology:

- **Shelter in Place** - used for an environmental or weather-related situation where it is necessary to keep all occupants within the school (protecting them from an external situation). Examples: chemical or extreme weather concern.
- **Hold and Secure** - used when it is desirable to secure the school due to an ongoing situation outside but not related to the school. School functions normally with exterior doors locked until the situation is resolved. Example: armed robbery in the community, threat outside.
- **Lockdown** - used only when there is a major incident or threat of school violence within the school. Example: Armed intruder, threat inside.
- **Evacuation** - used in the event that students and staff must leave a school building due to some environmental concern in the school. Example: gas leak in the school, bomb threat or fire.