



**Ear Falls Public School**  
**STUDENT HANDBOOK**  
**2017-2018**



**ALL STAKEHOLDERS CREATE A CULTURE OF  
LEARNING SO THAT STUDENTS COME FIRST**

## PRINCIPAL'S MESSAGE

This handbook has been prepared to provide students and families with information about our school. We have high expectations for all students, both academically and socially. This handbook will outline some of our policies and procedures.

Our #1 goal is that all students learn and succeed to the best of their abilities. It is very important that home and school work together to make this happen. Please review our CODE OF BEHAVIOUR as it outlines how students are expected to behave and conduct themselves at school and on school trips. Please review the CODE OF BEHAVIOUR with your child/children. The CODE OF BEHAVIOUR is reviewed each year with staff.

Please check your child's agenda daily for important messages/permission forms. Staff will use email, texts, closed class Facebook pages, and the school website to notify families of upcoming events and to highlight what is happening in the school/class. We will still send home information on paper. Please visit the school's website at [earfalls.kpdsb.on.ca](http://earfalls.kpdsb.on.ca).

Please feel free to call your child's teacher or myself at 222 3777 or drop in should you have any questions or concerns. If you would like to contact your child's teacher or someone on staff, you may do so by email. All staff email is the same: [firstname.lastname@kpdsb.on.ca](mailto:firstname.lastname@kpdsb.on.ca)

*Jennifer Olsen*  
*Principal*

### **Ear Falls Public School Mission Statement**

EFPS is committed to providing successful learning opportunities and an atmosphere supportive to the total development of each individual in the school. In this nurturing environment, we ensure authentic learning opportunities to encourage our students to become lifelong learners.

**"Learning today- Leading tomorrow"**

Ear Falls Public School believes in:

- Hard work
- Ownership of actions and behaviours
- We are a family of learners
- Trying our best (taking risks)
- We are all unique and learn in different ways

Ear Falls Public School students and staff are:

- Honest and Respectful
- Resilient
- Creative and Curious
- Concerned about others
- Determined

**Hours of Operation:**

7:00 am	Secretary arrives
8:00 am	Teachers on duty
8:20 am	First bell for students to line up
8:20-10:00 am	Class Instruction
10:00-10:12 am	Nutritional break
10:12-10:25 am	Recess
11:00-12:00	Secretary on lunch
10:25-12:05 pm	Class Instruction
12:05-12:30 pm	Nutritional Break
12:30-12:55 pm	Recess
12:55-2:35 pm	Class Instruction
2:35 pm	Dismissal
2:50pm	Bus duty ends
3:00 pm	Secretary leaves

**GO WOLVES**

### **Student drop off/Visitor Parking**

In an effort to ensure all students are safe in the mornings and afternoons, we are asking that all parents and visitors park in the parking lot. From 7:45- 9am and from 2-2:45 pm the area in front of the school is for buses only.

### **School Security**

All entrance doors to the school will be locked at all times. Any parents or visitors to the school will have to ring the buzzer outside the main entrance at which time the office will be able to see you through the video camera. You will be asked to identify yourself and the purpose of your visit before entering. Once buzzed in, everyone must sign in at the office and receive a visitor's pass. Safe schools mandates that all visitor check in.

### **Safe Arrival Program**

In order to ensure the whereabouts and safety of students when they are absent or late arriving to school, EFPS has a SAFE ARRIVAL procedure. Once attendance is taken in the morning and again in the afternoon, the office is required to investigate. If your child is absent and we have not heard from you, we will try to contact you to ensure your child is safe. The school does not make safe arrival calls for students in Grade 7 and 8.

Parents we need your help! When your child is going to be absent please call the school at 222 3777 and let the office know.

### **School Communication with Families**

The school uses many tools to communicate with families. Each student is given an agenda so please check daily for notes and important information. Staff will also phone, email, text, message and use closed classroom Facebook pages to communicate and highlight learning taking place in the classrooms. Please visit the school website as well.

### **Supervision of students**

Staff are on duty at 8 am daily. Please ensure that your child/children are not arriving too early.

### **Breakfast Program**

The school has a breakfast program running daily in the gym. Students can enter through the parking lot doors, eat and go outside. Students are not to be dropping off backpacks in classrooms at this time. Breakfast runs from 7:45 to 8:15 daily.

### **Medication at School**

Under KPDSB policy # 312, the following conditions must be met before medication of any type can be administered by school staff.

Prescribed Medication: where a doctor has prescribed medication, board form "A" must be completed and signed by the doctor and parent/guardian.

Non-Prescribed Medication: Parents wishing to have this type of medication administered at school, board form "A" must be completed and signed by the doctor and parent/guardian.

However, parents may come to the school and administer medication to his/her child. Please let the school know about your child's condition, medication and any side effects to watch for. For their own safety and the safety of others, students will not be permitted to administer or carry their own medication. All medication must be brought to the office for safe storing. Students with inhalers and epi-pens must have the board forms filled in and then their medication can be kept in the classroom.

### **Allergies**

We attempt to have a "scent conscious" school as we have staff and students who are extremely sensitive to strong odors. **Due to life threatening allergies we are a fish and nut free school.**

### **Cell phones/Electronics**

Students are not permitted to bring cell phones to school. There are phones in every classroom should students need to call home, and in case of emergency, parents can reach their child through the main office.

### **Cell phones/Electronics Continued**

Students are also not permitted to bring iPod, cameras, and electronic toys. All of these items are very expensive and the school will not and cannot be responsible for the safekeeping of these items.

### **Clothing/Dress Code**

For reasons of safety, loose scarves and drawstrings should not be part of outdoor attire.

Students are expected to come to school in clothing appropriate for the weather. Except for extreme weather, students will play outdoors during all breaks.

Students are expected to dress in clothing that is suitable for school. Keeping in mind that school is a place of learning, clothing that is revealing is not appropriate and students will be sent home to change.

Students are prohibited from wearing clothing that exhibits drug paraphernalia, are sexually explicit, incite hatred or biases, advertise alcohol or cigarettes, or are deemed offensive/inappropriate by any staff member, will be sent home to change.

Students and families are asked to check the lost and found table throughout the year as all clothing left in June will be donated.

### **Lunch Expectations**

All students will eat lunch in classrooms. Students are to remain seated while eating and are to demonstrate good manners. Running, throwing food, yelling and other inappropriate behavior will not be tolerated. Please ensure proper cutlery is packed, as the school does not supply spoons or forks. Students do not have access to microwaves.

**Please note:** Students who do not behave while eating lunch or while playing on the playground on their lunch break will have their lunch privileges suspended and alternate arrangements, including going home will be made.

If your child is allowed to leave the school during breaks, please ensure you have completed the necessary paperwork. Your child will not be

allowed to make "off school property lunch arrangements" the day of; they must do this ahead of time and have a note from a parent/guardian.

A canteen is available during second break for students to purchase items. There is also a snack bin in the office should your child's lunch need to be topped up on certain days.

We encourage students to eat their healthy food first. We ask that pop/chips/chocolate bars/energy drinks/candy not come to school.

### **Bicycles/Scooters/Skateboards**

For safety reasons, the above mentioned are not to be ridden on the playground. Students must park bikes and scooters in the bike racks. Skateboards are to be stored in the office. Students are reminded that by law they are to wear helmets. The school is not responsible for any lost, stolen or damaged bikes, scooters, or skateboards.

### **Student Fundraising**

Throughout the school year, our students are involved in fundraising activities. Families will be informed of the purpose of the fundraising. We encourage students to contact family and friends when they are fundraising and not go door to door. Families, where appropriate should provide supervision. Families who do not wish their child to participate in fundraising should inform the school.

### **Lice and Other Communicable Diseases**

If your child contacts lice or a communicable disease, please contact the school and follow the recommendations given by the clinic/health unit. Letters will be sent home only to the classrooms affected.

### **Freedom of Information and Protection of Privacy**

This act ensures that information about your child's educational needs and progress will be treated with the utmost care and confidentiality.

The above mentioned Act does permit some personal information to be disclosed when it is consistent with the purpose of educating students in accordance with the Education Act. Some school-

## Freedom of Information and Protection of Privacy

related activities and events are outlined in the following:

- Birthdays may be announced
- Student work may be posted in the school
- Pictures or videos of students participating in various school activities may be included in Board publications or used in school displays
- The media may be invited into the school to photograph and publish articles
- The school will share information with the NWHU
- In the event of an accident causing injury or damage, personal information will be disclosed to the insurer of the Board.

On an annual basis, the "Consent to Release Personal Information" form will be sent home as part of the first day package for families to review and sign.

## Transportation

The Board considers transportation to be a privilege not a right. Breaches of conduct detrimental to the safe operation of the bus or to others on the bus will not be tolerated. When warranted, the principal will suspend a student's bus riding privileges. For details please see the "School Bus Transportation Guide". All transportation issues must be communicated directly to the Transportation Consortium by calling 807 223 1256.

## Code of Behaviour

Our goal is to create a safe, non-violent playground and school. Students are encouraged to be courteous, respectful of others and their property, and to be responsible for their actions. Our students will have a clear understanding of expectations and guidelines. They will show self-discipline in all situations and display acceptable and appropriate behavior.

- Taken from the Education Act

\*a pupil shall

- a) Be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled

## Expectations

- Work hard in class
- Demonstrate problem solving and thinking skills
- Strive for personal achievement and personal improvement
- Set goals
- Use instructional time wisely
- Seek help when needed
- Finish tasks and homework on time and to the best of your ability
- Come to class prepared
- Keep work area and learning materials neat and organized
- Get caught up on missed work

\*a pupil shall

- b) Exercise self discipline

## Expectations

- Accept responsibility for actions
- Demonstrate mature behavior whether directly supervised or not
- Comply with the spirit and intent of all school rules
- Resist peer pressure that encourages unacceptable behavior

\*a pupil shall

- c) Accept such discipline as would be exercised by a kind, firm, judicious parent

## Expectations

- Listen and take direction from all staff
- Listen and comply to the requests of bus drivers
- Accept responsibility and consequences for their own actions

\*a pupil shall  
d) Attend classes punctually and regularly

### Expectations

- Be on time
- Attend all classes except when ill or have an approved absence
- Notify the school when absence will be for an extended period so homework may be sent home

\*a pupil shall  
e) be courteous to fellow pupils and obedient and courteous to teachers

### Expectations

- Treat others in a positive, polite, respectful and considerate manner
- Be open minded and considerate of other's views
- Show respect to the beliefs, backgrounds, and opinions of others by using proper language and behavior
- Act in a manner free of biases based on age, race, gender and disability
- Act in a non-aggressive manner, in language and actions
- Demonstrate social skills that are conducive to individual and group work

\*a pupil shall  
f) be clean in person and habits

### Expectations

- Exercise good personal hygiene
- Wear clothing free of offensive and inappropriate phrases or graphics
- Wear clothing that is acceptable for the occasion, activity, and weather
- Profanity, put downs, and swearing is not acceptable

\*a pupil shall  
g) take such tests and examinations as are required by or under the Act as may be directed by the Ministry

### Expectations

- Strive to do your best in tests administered by the school, board, or Ministry of Education

\*a pupil shall  
h) show respect for school property

### Expectations

- Take care of the school building, materials, equipment, property and grounds
- Show respect for personal belongings and belongings of others

### Definition of Bullying

(from Bill 13- Accepting Schools Act, 2012)

Bullying means aggressive and typically repeated behavior by a pupil where: a) the behavior is intended by the pupil to have the effect of, or the pupil ought to know that the behavior would likely to have the effect of causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or creating a negative environment at school for another individual

b) the behavior occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education; intimidation

## **Cyberbullying**

For the purposes of the definition of bullying included bullying by electronic means; commonly known as cyberbullying.

- a) creating a web page or a blog in which the creator assumes the identity of another person;
- b) impersonating another person as the author of content or messages posted on the internet
- c) communicating personal material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals

## **School Initiatives**

The following are some of the initiatives and activities that staff may use to assist and support students in functioning and thriving within the Code of Behaviour

- Strive to make learning activities interesting, challenging and relevant
- Compliment students for hard work, perseverance and success
- Involve students in the developing classroom rules
- Include Character Education in tasks
- Use Restorative Practices to deal with issues that arise
- Be highly visible and accessible
- Compliment the students for making good decisions
- Inform families with positives
- Teach self-regulation

## **Hands off**

Our school promotes a “hands off” policy that means all types of physical contact that could result in pain, injury or retaliatory actions are unacceptable. This means:

- No pushing
- No hitting

- No tripping
- No pinching
- No scratching
- No shoving
- No kicking
- No biting
- No grabbing, etc.

Students who cause fear or discomfort or injury to others through aggressiveness and inappropriate physical contact or other forms of bullying will be subject to disciplinary consequences

## **Cigarettes/Drugs/Alcohol**

Possession of tobacco/drugs/alcohol/lighters and matches by students at school, on school property or while on a school-sponsored activity is forbidden. Any student found in possession of the above-mentioned items will be subject to discipline up to and including suspension. Any of the above-mentioned items will be confiscated and parents and police (if needed) will be contacted.

## **Off Limit Areas**

The following areas of the schoolyard are off limits to ALL students unless accompanied by a staff member:

- The front of the school
- Bush area- far side of the track
- Bus area during school areas
- The parking lot
- The parking lot side of the school
- By the sheds

## **Possible Consequences**

The following consequences may include (but are not limited to the following):

- Time out
- Contact home
- Detention
- Wall time
- Documentation of behavior
- Withdrawal of privileges



### **Possible Consequences (Continued)**

- Verbal/written apologies
- Meeting with student and parent
- Behavior contracts
- Suspension
- Financial reimbursement
- Police involvement

### **Emergency Procedures**

Students and staff practice emergency procedures at various times during the school year. There are six fire drills, two lockdown, and one emergency evacuation drill done during the year. Should the emergency require student dismissal or if the emergency results in a lockdown, please DO NOT contact the school but refer to the board website and CKDR.

### **School Colours and Mascot**

Our school colours are black and white and our mascot is the wolf. Our teams are known as the EFPS Wolves.

### **Outdoor Footwear**

As we do not have a daytime caretaker, we are asking all visitors to remove their outdoor footwear when entering the building. As per Board policy, all our students are expected to have a pair of indoor non- marking shoes.