

North Cavan Public School

Student Name: _____

STUDENT HANDBOOK 2019-2020

2001 County Road #10, RR #2

Cavan, ON

L0A 1C0

Telephone: (705) 944-5366

Fax: (705) 944-4013

Safe Arrival: 1-844-434-8119

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTALCODE _____

HOMEROOM _____

Principal's Message

It is with great pleasure that we take this opportunity to welcome you to North Cavan Public School. We are extremely proud of the programs we offer our students. We value the partnership between home and school and invite you to participate in your child's education.

This handbook has been developed by our staff and school administration to help students and parents learn as much as possible about school policies and procedures and the services we offer students.

We also hope that students will learn to use this agenda effectively. With consistent use, the student agenda is an effective means of communication between home and school.

Students will be encouraged to daily record any homework or upcoming events. It is essential that parents check their child's agenda each night, initial it and ensure that it is returned to school the next day. We appreciate your support in making the agenda an effective communication and time management tool to assist your child.

Mr. Twiss

Principal

General School Information

Telephone Directory

Telephone.....705-944-5366

Fax.....705-944-4013

Safe Arrival.....1-844-434-8119

School Staff

Principal	Mr. Twiss
Head Secretary	Ms. Nolan
Head Custodian	Mrs. Caban
Night Custodian	Mr. Pilon
Kindergarten	Mrs. Cotarello
	Mrs. Farris (E.C.E.)
Kindergarten	Mrs. Woollacott
	Ms. Moore (E.C.E.)

Grade 1/2	Mr. Heuvel
Grade 1/2	Mrs. McGrattan
Grade 3/4	Mrs. Moncrieff
Grade 4/5	Mrs. Caravaggio
Grade 5/6	Mr. Woollacott
Special Education & Library	Ms. Mitchell-Agar
Phys. Ed./Planning & Core French	Mr. Hamel

Educational Assistants are assigned before school begins in September as student needs require.

Daily Schedule

Event	Time
Supervision Begins	9:00
Entry Bell	9:15
Instructional Time	9:15 - 10:55
First Nutrition Break	10:55 - 11:35
Instructional Time	11:35 - 1:15
Second Nutrition Break	1:15 - 1:55
Instructional Time	1:55 - 3:35
Dismissal	3:35

North Cavan Public School operates on an organizational structure referred to as a 'Balanced Day'. This structure allows larger instructional blocks for literacy/numeracy and fewer transitions throughout the day. Students will get two forty minute nutrition breaks throughout the school day. The first twenty minutes the students go outside to play and in the second twenty minutes they eat in their classrooms.

Parents are reminded that supervision does not begin on the yard until **9:00 a.m.** each day. **Please do not drop your child off at school prior to this time.**

All students must go directly home at the 3:35 p.m. dismissal bell. Students may not stay and play on the school yard at dismissal as there is limited supervision only until 3:35 p.m. Thanks for your support in ensuring that all our children are safe.

School Mission Statement

"Students, Teachers, Parents/Guardians: working together to be the best we can be."

North Cavan School History

North Cavan P. S. is a small rural public school located in Cavan Township on County 10. It is situated approximately 12 km south west of Peterborough and approximately 4km south of Mount Pleasant. All students have to travel by bus and reside in the villages of Cavan, Ida, Mount Pleasant and the country side surrounding these communities. The school was constructed in 1963 and has undergone many changes. Originally a K – 8 school, Intermediate students were re-routed to James Strath P. S. in 1992. Portables were added in 1996. During the past 54 years our school has developed a very positive identity within this county. We are seen as a strong school with dedicated students, teachers and parents.

School Colours

The official school colours for sports teams, spirit days and other school events are red and white. Our team jerseys, however, are neon green.

School Mascot

The official North Cavan P.S. mascot is the Cougar and her name is Roaree!



Safe Arrival Program

Absences

Safe Arrival is a mandatory program in all Ontario schools. If your child is ill or will not be attending school, please phone the Student Absence Reporting System and leave a message. **The phone number is 1-844-434-8119.** You may also report the absence online at studentabsence.kprdsb.ca or you can do it through the mobile app. If your child

becomes ill while at school, we will attempt to contact parents. If we are unable to reach parents, we will contact the people listed on the emergency contact form to take the child home. Please be sure to carefully check your child's verification form when it comes home in September to be sure we have the correct information and emergency contact information.

Late Arrival

If your child is going to be late for school, it is necessary for parents to call the Safe Arrival Program and leave a message. Upon arriving at the school, students must report to the office prior to going to their classroom.

Leaving Early

Students who need to leave school early are required to bring a dated note signed by their parent/guardian. If you need to pick up your child, please report to the office and we will make a call to the classroom to get your child to come to the office to meet you.

Please do not take your child from the yard as we may assume they are missing.

Arrival and Dismissal Procedures

Our Parking Lot is an extremely busy place during arrival and dismissal times. **The bus zone in front of the school is for bus students and emergency vehicles only. As this is a fire zone, no other vehicles are permitted in this area at any time.**

To ensure student safety, parents are requested to park only in the parking lot. Please do not park your vehicle in the flow of traffic as this presents safety issues and obstructs other vehicles which are trying to leave.

At dismissal time, children will be dismissed through the fence gate at the north and west side of the school (near the portable). We request that parents not pick up their children until 3:35 p.m. when the dismissal bell rings. We also respectfully ask parents to wait for their children at the front entrance of the school so as not to disrupt

instructional time and congest the busy hallways during dismissal time.

Dress Code

Staff and students are expected to dress in a neat, clean, modest and inoffensive manner which is deemed acceptable within the school's learning environment.

This **dress code** applies to **all staff and students**. We ask guests to the school to respect the dress code as well.

- shorts may be worn, but they need to be of proper length and fit (fingertip rule).
- tank tops may be worn if the shoulder straps are wide enough to cover undergarments (2 finger rule)
- clothing that exposes the midriff is inappropriate
- boys are to wear a shirt or t-shirt at all times
- clothing with offensive slogans and pictures or that promote substance use and/or smoking are not permitted at school.

Students wearing inappropriate clothing will be asked to change or to go home to change. Hats may be worn outside only. Indoor footwear is required for hygiene, safety and emergencies and must be worn at all times. Proper running shoes must always be used in the school's gymnasium or other areas in the school and also for outdoor activities. **Please know that the dress code is in place to keep our students safe.**

Skateboards, Scooters, Roller Blades & Heelies

For safety reasons, skateboards, scooters, roller blades, heelies and other wheeled devices are not allowed on school property. Since our school is

located on an 80 km/h highway, it is strongly recommended that students not ride bicycles to school.

Homework Policy

Homework is defined as **“work that students do at home to practice learned skills, and/or prepare for learning in the next class.”** It will vary by student depending on the age and grade and be differentiated based on student needs identified during instructional time.

Homework supports the instructional program and will help teachers to adjust instruction and provide feedback to students to focus learning and next steps.

Assignments for evaluation will be worked on under the supervision of the teacher. Such tasks will be instructed upon by the teacher, worked on largely in class, and students will be provided with ongoing descriptive feedback. At times, assignments for evaluation may be refined at home, but the content of such work, in these circumstances, is expected to continue to reflect the work and learning completed under teacher supervision.

Parents/guardians play a significant role in establishing a routine for homework. You can help by:

- Providing a quiet place for your child to complete homework.
- Turn off the television, computer, cell phone, tablet and other sources of distraction.
- Make homework a nightly priority before activities occur.
- Plan projects over several nights to avoid the pressure of completing larger assignments in one evening.
- **Please remember that we strongly encourage parents to read with their child for 20 minutes every night in the primary grades. As children learn to read they can also read to their parents. In the junior grades students can still read to their parents for 20 minutes and/or silent read.**

Textbooks and Library Books

Students are given textbooks to use for the school year. It is an expectation that all textbooks are kept in good condition and returned to the teacher at the end of the school year. The library program encourages students to borrow and enjoy books from the library. Please help to remind your child to return library books on their designated library day each week. Lost or damaged texts and library books are the responsibility of the student and must be paid for.

Breakfast Program

Proper nutrition plays a key role in children's ability to focus and learn. We are fortunate at North Cavan to have a dedicated group of volunteers who provide a breakfast program for all students who wish to partake. Nutritious items are available each day at the start of school (bins are sent to each classroom). We thank our volunteers and sponsors for providing this valuable service for our students!

North Cavan Code of Conduct

The school's full and detailed Code of Conduct is available on the school website at:

<http://north.cavan.kprdsb.ca/>

It is aligned with the Code of Conduct provided by the Ministry of Education and that of the Kawartha Pine Ridge District School Board. The following is a basic summary of its content.

It is expected that students shall:

- Attend school regularly, be on time and be prepared for all classes and school activities
- Work to the best of their ability
- Behave in a courteous and tolerant manner towards others regardless of individual differences, (e.g. race, gender, language or opinion)

- Live and act within the boundaries of behavior necessary to minimize danger to themselves and others
- Act within the limits of the law and not bring to school: drugs, alcohol, cigarettes (matches or lighters) or weapons of any sort (**real or toy weapons**)
- Treat all school property and the property of others with respect and care
- Learn to use self-control when dealing with conflict or confrontation and develop alternatives to physical and verbal abuse
- Act in a manner that is free from abusive or profane language or offensive gestures
- Refrain from throwing and/or hitting others with rocks, sticks or other dangerous objects
- Bullying (physical, verbal, emotional and/or electronic) is not tolerated
- Learn to express emotions in a socially acceptable manner
- Use good manners at all times in the school (e.g., removing hats)
- Use personal mobile devices during instructional time **only** under the following circumstances:
 - for educational purposes, as directed by an educator
 - for health and medical purposes
 - to support special education needs

It is expected that staff shall:

- Foster in their students a positive self-image
- Treat students with respect and sensitivity
- Discipline fairly and consistently while also considering individual needs and circumstances
- Maintain an environment where all students are able to learn and feel safe
- Communicate on a regular basis with home

It is expected that parents shall:

- Assist their children in developing responsible behaviour

- Nurture a positive self-image in their children
- Be an equal partner in the education of their children
- Support reasonable disciplinary measures taken by the staff
- Attend to their children's physical and emotional well-being
- Ensure and facilitate regular attendance
- Communicate relevant information concerning their children's individual needs
- Provide a quiet place, free from distractions, for your child to complete homework.

Consequences

Our goal is to work closely with students, parents, guardians and the community to provide a safe, caring and restorative environment. Acts of positive character and responsible citizenship are promoted in our school. We strive to have students develop self-discipline and learn to respect others. Our goal for the school is to develop and maintain a positive learning environment. We use firm but fair discipline. Through an approach called restorative practice, the school will focus on repairing the harm caused by hurtful behaviour. Those who have acted inappropriately take responsibility for the hurt they have caused and take steps to "make it right" – while victims have a say in what those steps should include.

We are responsible for the choices we make and the actions or behaviours we exhibit. Consequences for misbehaviour will be appropriate to the needs and mitigating circumstances of each individual student. Progressive discipline may be used if an individual continues a pattern of inappropriate behaviour.

Consequences may include:

- Discussion/warning
- Apology
- Parental contact
- Loss of privileges (e.g., bus riding, school trips, school teams, recesses, dances)
- Time-out

- Detention
- Student behavior contract
- Restitution for damages
- School community service
- Referral for Board Support Services
- Suspension
- Expulsion

For more information on any of these areas please do not hesitate to contact the principal at any time.

Acceptable Technology Use

The Kawartha Pine Ridge District School Board maintains Information Technology resources to enhance delivery of curriculum, instructional activities and administration of schools.

Students need to understand that the use of these resources is a privilege. They are required to use these resources solely for educational purposes. Students are expected to treat these resources with respect.

The following activities are considered unacceptable involving the use of Kawartha Pine Ridge District School Board Resources and are prohibited:

- **Etiquette:** transmitting or accepting information which contains swearing, harassing or indecent materials.
- **Harm:** any act that harms another person or their reputation.
- **Illegal Activities:** making illegal copies of software or committing any crime using technology.
- **Fraud:** Attempts to deceive others or represent themselves as someone else.
- **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 and netbooks for purposes other than education.**

- **Personal safety:** personal information or pictures that identify the user should not be transmitted over the Internet.

Personal Electronic Devices (PED's)

The board has developed an acceptable use policy for personal electronic devices to ensure the safe, secure, ethical and appropriate use of these resources. The Personal Electronic Devices (PED's) Policy Code: ES 1.6 can be found on the Kawartha Pine Ridge District School Board website: <http://www.kprschoools.ca/>.

Students have been asked to:

- **Obtain parental permission** before a cell phone, camera or PED is brought to school
- **Never take a photograph or video** of other students, parents or staff (It is very easy for students to post images on the internet without parental permission. This can, in some situations, compromise a person's safety.)
- Keep the cell phone or PED turned off and keep it out of site while at school unless the teacher gives permission for its use.
- With teacher or office assistance, **use the office phone for ALL calls while at school.**

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

Social Skills Programs

Conflict resolution, problem solving and decision making are essential skills that children need to learn to develop into cooperative and successful citizens. We are fortunate at North Cavan to have a Board Counsellor and an Educational Assistant who assist staff with developing these skills in our children. The following lists some of the social skills programs.

Offered at North Cavan:

- Restorative Practice
- Kelso's Choices (Primary Grades)
- Zones of Self-Regulation
- Value, Influence and Peers Program (Grade 6 Students – delivered by the community police liaison)
- Individual and group instruction
- Conflict Resolution/management support
- Character Education
- School Culture – building initiative and leadership.

Discipline is a shared responsibility amongst staff, students and parents. Students will be given positive reinforcement, praise and encouragement in recognition of their positive efforts.

Character Education

Character education encourages all members of our school community to be the best they can be. Through intentional teaching of the ten character attributes, staff, students and parents develop a common language in which to interact, communicate and solve problems in a responsible and respectful manner. The ten attributes are:

- Respect
- Responsibility
- Courage
- Empathy
- Optimism
- Fairness
- Integrity
- Perseverance
- Honesty
- Initiative

Each month, our school will focus on one of the ten character attributes. Students are recognized monthly at our Character Education assemblies.

Bus Expectations

Please be on time at your bus stop; the bus will not wait. Conduct yourself in an appropriate manner prior to the bus arrival

and stand well back from the edge of the road until the bus is stopped and the doors open. Check both ways for oncoming traffic before crossing the road.

Student Behaviour

Riding the bus is a privilege. Students are expected to remain seated at all times, facing the front and refrain from yelling, throwing things and/or eating or drinking on the bus. Students are required to abide by all the expectations outlined in the School's Code of Conduct while on the bus. Failure to do so will result in progressive discipline and/or possible removal from the bus.

Bus Cancellations

If there are bus cancellations due to inclement weather, it will be announced at www.stsco.ca or you can call (705) 748-9240 or 1-888-433-4441. It will also be available on your local radio stations before school. Keep your bus route number handy to identify if your bus is cancelled. If buses are cancelled in the morning, they will not run in the afternoon. Therefore, if you drive your child to school when the buses are cancelled, you must arrange transportation for your child to get home at 3:35 p.m. dismissal.

Bus Policy

Students who do not travel by bus to get to school will not be given permission to ride on the bus to go to a friend's house. Parents/guardians will need to make their own transportation arrangements in these circumstances.

Communication at North Cavan P.S.

Communication between home and school is extremely important to your child's success at school. The staff at North Cavan P.S. is committed to ensuring this link between home and school in the following ways:

- Monthly school newsletter
- Class newsletter highlighting areas of study
- Daily student agendas for all students in Grades 1 to 6

- Zipper bags for students in Kindergarten
- Meet the teacher night in September
- A parent-teacher conference in December
- Two official report cards in February and June (Grades JK to 6) with a progress report for Grades 1 to 6 in November
- An open invitation to meet with staff and administration when needed.

The **Student Agenda** is only successful for your child if all the partners involved meet their responsibilities.

Responsibilities

Students:

- Will have the agenda at school each day
- Will record required homework and/or other important information in their agenda
- Will bring the agenda back the next day initialed by parent/guardian with the finished homework
- Will replace the agenda with a suitable workbook if it is lost.

Parents:

- Will initial the agenda after checking the completed homework.

Teachers:

- Will allow time for student to fill in the agenda each day
- Will check the agenda for parent initials to ensure consistent use of the planner.

School Council

The School Council plays an extremely important role in helping the school work collaboratively toward the best interests of our students. We would encourage anyone interested to come to a meeting or approach the booth at the Open House in September to find out more about the many different roles that are available to all. All parents

are welcome to attend any School Council meeting.

The School Council will organize hot lunch days through 'Lunchbox Orders'. Ordering instructions will come home with your child. Please pay for the lunches by the stated day. Late forms cannot be added because the order has to be completed by Sunday at noon each week. Orders can be made for weeks ahead. Participation in the hot lunch days is optional.

If you have any questions or concerns or would like more information please call or drop by the school office.

Medical Concerns

Nut Safe – Scent Sensitive School

We have students at our school who have peanut/nut allergies and we would ask that you not pack any food that contains items with these elements. Given the variety of medical concerns and allergies in the building, we would also ask that animals not be brought into the school (this does not mean service animals). As well, we ask everyone to refrain from the use of perfumes and other scents as we have a number of staff and students that have reactions to such. Your cooperation is greatly appreciated in helping make North Cavan Public School safe for all!

Serious Medical Conditions

If your child has or develops a serious medical condition, allergy etc., we kindly ask that you inform your child's teacher as well as the school office so that together we can create an appropriate emergency medical response plan for their safety.