

North Cavan

PUBLIC SCHOOL

This 2016 - 2017 Agenda belongs to:

Grade: _____ Room # _____

Teacher: _____

Bus Route # _____

Driver: _____

Phone: 705 – 944 - 5366

Fax: 705 – 944 - 4013

<http://northcavan.kprdsb.ca>

<http://www.kprschools.ca/>

Students, Teacher, Parents / Guardians:
Working together to be the best we can be.

North Cavan Staff

Principal:	Mr. M Twiss	martin_twiss@kprdsb.ca
Kindergarten	Mrs. M. McGrattan	margaret_mcgrattan@kprdsb.ca
Early Childhood Educator		
Kindergarten	Mrs. E. Maxwell	elizabeth_maxwell@kprdsb.ca
Early Childhood Educator	Mrs. C. Moore	carrie_moore@kprdsb.ca
Grade 1	Mr. G. Heuval	gary_heuval@kprdsb.ca
Grade 2	Mrs. J. McRae	julie_martinmrae@kprdsb.ca
Grade 3 / 4	Mrs. B. Moncrieff	brenda_moncrieff@kprdsb.ca
Grade 4 / 5	Mrs. P. Caravaggio	pamela_caravaggio@kprdsb.ca
Grade 5 / 6	Mr. K. Woollacott	kevin_woollacott@kprdsb.ca
Resource Teacher/Library	Mrs. J. Mitchell-Agar	joanne_mithchellagar@kprdsb.ca
French	Mr. M. Hamel	mark_hamel@kprdsb.ca
Secretary:	Ms. P. Nolan	patricia_nolan@kprdsb.ca
Caretaker:	Mrs. A. Caban	angela_caban@kprdsb.ca

Inclement Weather Days:

Should weather conditions warrant the cancellation of transportation, public announcements will begin at approximately 6:00 am. **Please listen to any local radio stations or check stsko.ca** for accurate information. The school will remain open for students unless otherwise stated. If a bus is cancelled in the morning it will not do the return run in the afternoon.

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight. Printed on recyclable paper

1.0 School Hours 2016 - 2017

8:55am	Busses arrive & drop off	
9:10 am	Morning Entry	
9:10 – 10:50	1 st Instructional Block	100min.
10:50 - 11:30	Nutrition Break/recess	40min.
11:30 - 1:10	2 nd Instructional Block	100min.
1:10 - 1:50	Nutrition Break/recess	40min
1:50 - 3:30	3 rd Instructional Block	100min
3:30	Dismiss	
3:40 or sooner	Busses depart	

2.0 North Cavan History

North Cavan School 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 School in 1992. Portables were added in 1996. During the past 50 years our school has developed a very positive identity within this county. We are seen as a strong school with dedicated parents, teachers and students.

3.0 Volunteers

Family members are encouraged to participate in the education of their children in a variety of ways

- * School Council
- * classroom reading, 1 on 1 help,
- * trips, driving to & from events
- * Breakfast club
- * and many other areas.

ALL VOLUNTEERS MUST HAVE a completed Police Check. Including vulnerable sector screening check. You can pick up an application at the office, please bring 2 pieces of photo identification. Even if you're not sure about volunteering we recommend that you have the Police Check completed as it takes a few weeks to process and if you wish to join a trip last minute you might be disappointed.

4.0 Breakfast Club

We are very fortunate at North Cavan to have an outstanding Breakfast Club. This allows for every student to start the day with a fresh, nutritious, well balanced snack. Volunteers to help make the BC run successfully are always appreciated.

5.0 Yard Supervision

Yard Supervision begins at 8:55am. Students should not arrive to school before this time. Students should be picked up at 3:30 p.m.

Supervision is not available at the end of the school day.

6.0 Safe Arrival Program

The safe Arrival Program is an emergency response program to identify and report unexplained absences to parents.

Please help us with accurate attendance in case of an emergency.

By eliminating known absences from our list.

1. Phone the school (944-5366) between 4:30pm and 8:30 a.m. Calls made to the school before and after school hours will be recorded by an answering machine.
2. Leave a message stating your child's full name, teacher's name and reason for the absence.
3. State whether the absence is for 1/2 day or the full day.
4. If the absenteeism is only for the afternoon, a note to the teacher in the morning will be sufficient.
5. When returning to school your child should bring a dated and signed note to explain the absence.

7.0 It is expected that all students will:

7.1 Academic Success

- attend school regularly
- strive for personal excellence
- use self-discipline to stay on task
- come to class prepared to learn
- complete assignments by due dates
- develop a sense of pride
- participate in class
- contribute to a positive experience

7.2 Respect for Self & Others

- enter and leave the school quietly
- move about the halls quietly
- speak to adults in a polite manner
- speak to fellow students politely
- respect individual differences
- respond positively to adult direction
- use the playground in a co-operative manner sharing with others
- refrain from bullying, name calling or other forms of harassment
- accept the consequences of behavior

8.0 Extra Curricular Activities:

Participation in extra curricular activities is an essential part of a student's education. At North Cavan we value these activities and will provide meaningful opportunities for the students to take part in.

Some of these activities include:

- School Teams
- intramural Sports
- Clubs
- Entertainment events

For students to be included in these activities they must be demonstrating positive, respectful behaviour, be up to date with their school work and be working to the best of their ability.

9.0 Personal & School Property

- treat personal property and that of others and the school with respect
- keep personal classroom space, and the playground clean and safe
- demonstrate environmental awareness by recycling, composting and placing garbage in the proper containers
- cell phones are not required at school. If a cell phone comes to school it must stay in the nap sack.
- Other electronic devices – (computers, tablets etc.) are only to be used during instruction with the teacher's approval.

10.0 Internet Use and Safety

North Cavan has full internet capabilities through a wireless network system. All students are expected to follow safe and respectful internet practices.
Do not share passwords and logins.
Change them if you feel the need.

11.0 Illegal Substances & Dangerous Objects

- not possess or use drugs, alcohol, and/or tobacco
- not have matches, lighters, knives or weapons at school or on the buses
- refrain from throwing rocks, sticks or other dangerous objects

12.0 Personal Appearance

- hats, helmets, sunglasses and head gear will not be worn inside the school (including bandanas or sunglasses)
- leave outside footwear in the halls
- dress appropriate to weather conditions
- wear T-shirts and clothing with non-offensive logos and wording (as determined by the principal) * if deemed inappropriate, students may be asked to cover up, change, turn their shirt inside out or call home for a change.
- Wear clothing appropriate to a school setting or school activity (girls' shirts should have shoulder straps of 2 fingers wide)
- shoulders, backs and stomachs to be covered
- length of shorts should be at the finger tips when arms are at the side (or Principal's discretion)
- undergarments must not be visible

13.0 Some Basic School Rules

- Demonstrate **Respect** and **Responsibility**
- Hands and words are for **helping not hurting**
- Follow instructions given by teachers and cooperate

14.0 Consequences

- Consequences are the results of your actions. They can be positive or negative
Consequences of positive actions could include:
 - praise
 - good news calls
 - recognition of your accomplishments in class, at assemblies, on the announcements, or in the school newsletterDisciplinary action is usually progressive. Depending on the severity of the behaviour, or the nature of the offense the steps in progressive discipline may be omitted.

14.1 Consequences of negative actions could include

- time out
- problem solving activities
- changing clothes if deemed inappropriate or calling home for a change
- loss of privileges
- communication between home & school
- working in a supervised location away from your class
- suspension
- expulsion

15.0 Homework Policy

"We educate our students to excel in learning, succeed in life, and enrich our communities."

Definition: Homework is any activity that supports in-school learning and achievement of the curriculum expectations beyond school hours, without immediate and direct teacher interaction.

Introduction:

It is the policy of North Cavan School that homework will support educational programs and acknowledge divisional (primary and junior) guidelines. In addition, the school's homework policy meets the following expectations:

- homework shall be planned to acknowledge the essential partnership between the home and school;
- homework shall be supported by strategies to ensure student success in homework completion,
- purpose of homework, time management, study skills, etc.
- homework assignments shall acknowledge the student's abilities, needs, and interests;

15.1 Rationale

Homework is the continuation of the learning process developed at school and carried on outside school hours and the classroom environment. Its effectiveness in supporting learning depends on the teacher's instruction and expectations as well as supportive parental involvement. Homework can be an integral part of the learning process, ensuring that the curriculum taught in class is understood, learned and practiced. In addition, homework provides opportunities for the development of organizational skills, independent learning and responsibility. Homework provides an opportunity for the student, parent, and teacher to work closely together in an educational partnership.

15.2 Types of Homework

Creative: This type of homework is inventive and resourceful using student initiated ideas. It includes analysis, synthesis, and evaluation components.

Examples: Creative writing, visual arts, puppetry as an integrated unit with other subjects.

Extension: Provides students with opportunities to expand on concepts that were taught in class.

Examples: Projects, independent research, and book reports.

Practice: Provides students with the review and reinforcement about material or skills presented in a previous lesson. **Examples:** Review math facts (i.e. multiplication tables) and spelling lists.

Preparation: Assist students by informing themselves about the next day's lesson. **Examples:** Review, studying and reading.

15.3 Divisional Guidelines

The role and expectations of homework changes as a child progresses from kindergarten to grade six. The homework policy acknowledges the following divisional guidelines:

15.4 Early Years (JK-K)

Although homework in the traditional sense is not part of the JK/K program, students may voluntarily collect items/information for sharing from home.

Note: We cannot overstate the importance of Early Literacy initiatives both on the part of the school and home. Simply reading 10-15 minutes each day at home with a child at an early age can have a significant impact on the achievement level of the child.

15.5 Primary (Grades 1-3)

Homework may include work assigned at school, but not completed within the instructional time. Homework may be up to one half (½) hour per day.

15.6 Junior (Grades 4-6)

Students in this division may have homework.

Homework should include more than the completion of work assigned in class. The frequency and amount must be in keeping with the students' needs and abilities and directly support the educational program. Homework may be up to forty-five (45) minutes per day.

15.7 Principal's Role

The principal shall annually ensure staff awareness and use of the school homework policy.

Parent(s)/guardian(s) and students shall be provided with the school's Homework Policy at the beginning of the year or upon a student's registration.

15.8 Teacher's Role

The teacher will

- ensure homework is meaningful
- ensure student has a clear understanding of the expectations of the homework assignment
- monitor the completion of the homework
- recognize that the amount and type of homework assigned depends on a student's ability

15.9 Student's Role

The student will...

- ensure he/she is aware of all homework
- bring all materials/texts required to complete the assignment
- consult with the teacher regarding any problems with assigned work
- devote the time necessary to complete the task
- complete the task on time or request an extension prior to the date

15.10 Parent(s)/Guardians(s)' Role

The parent(s) /guardian(s) will...

- provide an environment in which the child can successfully complete the homework assignments
- assist and monitor their child during homework time
- contact the teacher(s) regarding any concerns about the homework
- ask the child's teacher(s) for more specific suggestions for helping their child at home
- encourage the child to take responsibility for keeping track of materials and complete work to the best of their ability

16.0 School Council

Another heartwarming aspect of North Cavan is the special partnership that exists between school, students, parents and the community. Parental input and involvement play a large part in the success of our students.

We have a very active and supportive School Council who meet monthly to discuss educational issues which impact our students. As an advisory body, School Council members provide ideas and opinions to assist us in improving student safety and student achievement.

Council keeps families informed of opportunities for involvement and encourages participation in various programs.

Council promotes co-operation between the school and other agencies or school/community groups (Local Library, Enrichment Centre, Health Unit) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

17.0 Footwear:

Suitable indoor footwear should be worn at all times during the school day. All students are required to have indoor shoes. Running shoes are required for physical education. 'Crocs' are not to be worn as indoor shoes because they are very slippery and unsafe on wet floors. During the warmer months 'Flip Flops' and 'Crocs' are not recommended for running and climbing activities due to the lack of support.

18.0 Nutrition Breaks

Students go outside for the first 20 minutes then inside for the second 20 minutes. Staff members provide supervision and students are expected to adhere to established routines and use good manners at all times. Two staff members rotate between classes. Please provide reminders for your child to wash their hands before they begin eating. Our caretaking staff makes every effort to clean the desk tops frequently as possible.

19.0 Hot Lunch Days

The School Council will hold hot lunch days. Order forms will come home with your child. **Please send in the money on the stated day. Early or late forms cause extra work for the volunteers.** Participation in the Hot Lunch day is optional.

20.0 Medication

According to the Board's policy, parents/guardians of any student requiring medication during school hours need to submit a 'Medication Administration Form' to the school office.

This form must be filled out by your physician and kept on file in the school office. The Principal supervises administration of medication at the office. Teachers are not allowed to administer medication to pupils.

21.0 Lost and Found

As in any community, articles are often misplaced or forgotten at school. All clothing is returned promptly to the owner if a label or other identification is evident. Anonymous items are placed in the lost and found. Running shoes, boots, gym clothing, jackets, lunch boxes, books and projects should all be labeled in some permanent fashion.

22.0 Snowball Policy and Procedure

It is the policy of North Cavan P.S. to respond to the behaviour of throwing snowballs or snow. ('snowing someone').

- a verbal warning
- nutrition break detention and letter home
- in school suspension (1 day)

Our school strives for an environment that is safe and secure. Students and staff will review this policy and announcements will be made to reinforce the need for safety for all students.

23.0 Fire and Lock Down Drills

To help ensure the safety of the students we will have 6 Fire drills and 2 Lock Down drills during the school year. In the event of an emergency we want the students to be prepared and to know exactly what their responsibilities are.

24.0 Bus Safety

It is the responsibility of each student to follow safety procedures both in the school and when traveling to and from school.

Bus rules have been clearly defined for all students whether they take the bus regularly or are walkers and who only use the school bus for school trips. Improper behaviour on the bus may create an unsafe condition and cannot be tolerated. In some cases the privilege of riding the bus may be suspended temporarily to help reinforce the safety requirements. Students will take part in school bus safety programs twice each year.

24.1 Passenger code of conduct on school bus

Your safety depends heavily on your behaviour while traveling on a school bus and as such it is important that you act responsibly not only on the bus but at pick up and transfer points as well. You are accountable to your principal for responsible behaviours while traveling on a school bus, for both regular home to school service and field trips, and at transfer points. Remember that school transportation is a privilege that entails certain responsibilities. Since the purpose of the bus (all school purpose vehicles but not limited to buses, taxis, minivans etc.) is to provide a safe means of transportation to and from school, any student whose behaviour threatens the safety of anyone may lose the privilege of using the school transportation service.

The Education Act defines the bus as an extension of the classroom. As such, the Principal is responsible for maintaining an appropriate level of conduct and discipline for all riders.

Please:

1. Be on time at your bus stop; the bus will not wait.
 2. Conduct yourself in an appropriate manner prior to the bus arrival.
 3. Stand well away from the edge of the road until the bus is stopped.
 4. Check for oncoming traffic before walking across the road.
 5. Board and depart the bus in single file and in an orderly fashion using the handrail.
 6. **Remain in your seat, facing forward for the entire trip and until the bus comes to a complete stop.**
 7. Use your designated bus stop.
 8. Keep school supplies on your lap and place large items in the area designated by the driver.
 9. Conduct yourself in an appropriate manner.
 10. Refrain from activities (yelling, fighting, etc.) that may distract the driver or endanger the safety of others.
 11. Be advised that eating or drinking is not permitted.
 12. Co-operate with the bus driver and/or student patroller.
 13. Keep your arms, legs and head inside the bus.
 14. Do not touch the emergency equipment.
- Parents or guardians are requested to contact the Transportation Department with any questions or concerns with respect to the safe operation of the school bus. Issues may be taken to the appropriate committee of the Board as needed or upon request.
- * Note that wherever the term student appears in this transportation document, other passenger (i.e. school volunteers) also applies.

**25.0 Restorative Practice:
Building Healthy Relationships**

North Cavan P.S. is a Restorative Practice School. Both the staff and the students have had education and training in the use and benefits of Restorative Practice (RP). The RP framework helps to foster healthier behaviours and relationships among people of all ages by asking specific questions. These are meant to help break down walls or barriers between people and create fair, firm and consistent relationships between individuals.

26. Restorative Questions:

When things go wrong:

- * What happened?
- * What were you thinking at the time?
- * What have you thought about since?
- * What has been affected and in what way?

* What do you think you need to do to make things right?

When someone has been hurt:

- * What did you think when you realized what had happened?
- * What impact has this incident had on you and others?
- * What has been the hardest thing for you?
- * What do you think needs to happen to make things right?

27.0 Bullying at North Cavan

Bullying is an unfortunate reality in all schools. All of us at North Cavan P.S. take bullying seriously and will actively support children who are victims of bullying to keep it from recurring. Bullying can take on many different forms: physical, verbal, silent (exclusion), and cyber (internet, text messaging). It is our responsibility as teachers, adults and parents to support our students and children to teach them how to deal with bullying. Students who experience or witness bullying, are asked to report it to a staff person or parent so that restorative action is taken. Reporting the bully is not the same as 'tattletaling'. Reporting the behaviour is meant to get someone out of trouble, not into trouble. When someone feels safe at school and in class they can truly take part in learning. If your child is the victim of bullying please let the school staff know so that we can support your child.

I acknowledge that I have read and understand the Code of Conduct.

Signed:

(Parent or Guardian)

(Student - please print)