

# *Upsala Public School*



# **Student Handbook**

**2016/2017**

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## Daily Schedule – Bell Times

8:50 a.m. \_\_\_\_\_ First Instructional Block

10:50 a.m. \_\_\_\_\_ 1<sup>st</sup> Nutritional Break

11:20 a.m. \_\_\_\_\_ Second Instructional Block

1:00 p.m. \_\_\_\_\_ 2<sup>nd</sup> Nutritional Break

1:40 p.m. \_\_\_\_\_ Third Instructional Block

1:45 p.m. \_\_\_\_\_ Elementary recess & Secondary break

3:00 p.m. \_\_\_\_\_ Dismissal

## Upsala School Mission

*Upsala Public School works at creating a positive, caring and open environment for both students and staff. With a strong sense of community, family ties and a commitment to student success, we provide opportunities for learning, growing and building responsible students.*

## Character Education

The following seven character attributes will guide behaviour:

**Responsibility**

**Kindness**

**Respect**

**Humility**

**Bravery**

**Honesty**

**Wisdom**

## 7 Habits of Happy Kids

**Be proactive**

You're in charge.

**Begin with the End in Mind**

Have a plan.

**Put First Things First**

Work first then play.

**Think Win-Win**

Everyone can win.

**Seek First to Understand, then to be Understood**

Listen before you talk.

**Synergize**

Together is better.

**Sharpen the Saw**

Balance feels best.

## Websites

**Check out the board website- <http://www.kpdsb.on.ca>** some examples of information that you will find are:

- School Year Calendar
- Transportation Information (Including Cancellations)
- Board Policies
- Media Releases
- Bullying Portal
- Educational Resources
- School Information

## Code of Ethics

This Code of Ethics outlines the philosophy of Upsala Public School regarding the treatment of individuals, the delivery of education and the values upon which all school policies are based. It is our intention that our school reflects a safe, secure, positive and caring environment.

Staff and students must be aware that they are “ambassadors” of Upsala Public School and the Upsala community and that, at all times, their conduct and deportment should reflect a positive image of the school and community.

Each individual is expected to:

- Be courteous, honest, polite, friendly, and supportive of others.
- Show respect for and be respectful and considerate of each other, school policies and school property.
- Refrain from the use of language that is offensive to others, including profanity and sarcasm.
- Refrain from comments or actions of harassment and discrimination.
- Follow school policies and procedures.
- Recognize that they have an important role and belong within the school and the community.
- Strive to improve skills and knowledge and aim for high standards of performance in learning/teaching.
- Participate in school activities
- Develop good leadership skills.
- Respect the confidentiality of others.
- Attend regularly and punctually. Always be prepared for class.
- Dress in a neat, clean and appropriate manner that reflects personal pride and respect.
- Show respect for and/or appreciation of others. Respect the beliefs and opinions of others.
- Assume academic responsibility for schoolwork and work missed during absences.
- Exercise self-discipline and strive to do the best in every aspect of school life.
- Exercise safety in the school and in the school yard.
- Think critically, act critically, and be accountable for actions taken and understand what is and is not acceptable behaviour.

## Dress Code

Students should dress appropriately.

- Students are expected to dress in a neat and clean manner.
- Pictures or writing on clothing must not be offensive to other students or staff.

- Footwear must be worn. We request that you purchase indoor shoes without black soles, as they mark the flooring.
- We appreciate the fact that parents/guardians normally send their children to school dressed in a tasteful and appropriate manner.

## Rules

These rules are few in number but *must* be followed to protect everyone and to maintain a positive school atmosphere.

### **Students at Upsala Public School shall not:**

- Be physically and/or emotionally abusive, or socially exclude others.
- Bring to school or use on school property laser lights, drugs, alcohol, ammunition or weapons of any sort.
- Verbally threaten others, use profane or abusive language, make discriminatory remarks, offensive gestures or harass others.
- Destroy, remove, deface or damage school property or the property of others.
- Defy authority.

## Bullying

Bullying can take many forms. It can be:

PHYSICAL – hitting, shoving, stealing or damaging property.

VERBAL – name calling, mocking, or making sexist, racist or homophobic comments.

SOCIAL – excluding others from a group or spreading gossip or rumours.

ELECTRONIC – (cyber bullying) spreading rumours and hurtful comments through the use of e-mail, cell phones, social networks and text messaging.

If you have any concerns about bullying please contact the school. Additional information about bullying can be found on the Ministry of Education website @ [www.edu.gov.on.ca](http://www.edu.gov.on.ca). Families are also able to report bullying through the KPDSB's Bullying Report Portal. There are links to this method on the school website, KPDSB website, or directly <https://safeatschool.kpdsb.ca/>. the Keewatin Patricia District School Board has a web based bullying reporting portal at <https://safeatschool.kpdsb.ca/> .

## Harassment

Students are advised that the school will not tolerate any incident of harassment by any person while at the school or while involved in any school sponsored activity.

Harassment are inappropriate comments or conduct, (verbal or physical) related to race, ancestry, place of origin, gender, colour, or status, which is directed at an individual by another person or group who knows, or ought reasonably to know, that it is unwelcome. Students may view or obtain a copy of Policy 709 from the Keewatin Patricia District School Board website: [www.kpdsb.on.ca](http://www.kpdsb.on.ca).

## The Keewatin Patricia District School Board Policy Statement #319:

*It is the policy of the Keewatin-Patricia District School Board that the use of designated substances by students will not be tolerated in order that schools can create and maintain a safe and healthy environment in schools and all school-sanctioned activities.*

*The Keewatin Patricia District School Board will cooperate with students, parents, and families, including addiction service providers through prevention education, discipline procedures and assistance for students with problems regarding substance use and abuse.*

### Care of School and Property of Others

It is important that students have pride in their facilities and equipment and realize that they are responsible for the cost of repairing damage whether it is deliberate or accidental.

Students are expected to:

- Refrain from defacing or vandalizing school property/equipment.
- Pick up litter in the halls or on the school grounds, even if they were not the ones who did the littering.
- Report to the staff any theft, accidental damage, or vandalism they are aware of.

### Consequences of Misbehaviour

The consequences for student misbehaviour will be matched to the seriousness of the offense. The following list outlines possible consequences of misbehaviour:

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1. *Restorative Practice is an essential component of repairing relationships and damage.*
  2. *Speak to student / verbal reminders*
  3. *Problem solving / Reflection sheet*
  4. *Review Code of Conduct / Character Attributes*
  5. *Note to parents/guardian*
  6. *Reinforce / Reward improved behavior*
  7. *Watch instructional video*
  8. *Phone call to parents / guardian*
  9. *Parent/Guardian meeting*
  10. *Time out*
  11. *Loss of Classroom Privileges*
  12. *Behaviour Contract*
  13. *Detention*
  14. *Consultation with School Specialists (e.g.: guidance, spec. ed.)*
  15. Internal suspension – students will work in a supervised area away from other students.
  16. External suspension – more serious offenses may result in external suspension, transfer to a different program, or expulsion. The terms of these consequences are governed by the *Education Act/Ministry Code of Conduct/Board Policies*. The Parent(s)/Guardian(s) will be notified.
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## Attendance

Regular attendance at school is necessary in order for a child to succeed academically. Students under the age of 18 are legally required to attend school. When a student has been absent from school, a note or phone call to the office is required explaining the absence. The note must be dated and signed by a parent/guardian.

If you know your child will be absent for more than three days, please notify the classroom teacher and/or office. Homework will be arranged upon request. Chronic absenteeism will be referred to the Board Attendance Counselor.

All students are to be punctual for class. Students who are late miss out on valuable instruction and interrupt the learning of others.

The Keewatin-Patricia District School Board and Upsala Public School agree that regular attendance is essential. The learning that takes place through interaction with the teacher and other students is critical to the learning process. Poor attendance will result in a student missing valuable learning.

Acceptable reasons for absences are:

- School sponsored activities
- Prolonged illness (doctor's note)
- Bereavement

Unacceptable (Truancy) reasons for absences are:

- Sleeping in/missed the bus
- Haircuts/Concerts/Shopping
- Personal reasons when the student is not willing to give a reason.

NOTE: By law, students who are less than 18 years of age must attend school, unless they have obtained their Ontario Secondary School Diploma.

## Access to the School

Parents and visitors are required to report to the main office upon entering the building (Section 305-Ed Act Reg. 474 – Access to School Premises Regulations). Please see a member of the staff when visiting the school. Schools are required to lock all outside doors; the main entrance door is equipped with a buzzer system. This requires all parents, students and visitors to use the main office entrance when entering the school.

## Personal Items

We strongly encourage students to keep valuables and any other irreplaceable items at home. When such objects are misplaced or broken students become upset.

## Insurance

The property insurance carried by the Keewatin Patricia District School Board does NOT cover loss of personal effects of students or staff while located at the school or while on school sanctioned trips and activities. Any loss of personal effects will have to be claimed through the parents' homeowner's insurance.

The school administration strongly recommends that students do not bring valuables or large sums of money to school.

## Student Accident Insurance

The Keewatin-Patricia District School Board does not provide accident insurance for student injuries. For your convenience, the Board makes available through the school on a direct mail plan, a Student Accident Insurance Policy from the Reliable Life Insurance Company.

Participation in such a program is voluntary and costs are to be paid by the parents or guardians. Coverage may include:

Dental expenses (resulting from an accident)

Major bodily injury benefits

Fracture or dislocation benefits

Special disability benefits

Paralysis benefits

Accidental death benefits

Life insurance options

The coverage is especially valuable if a student participates in co-curricular activities, sports, or is enrolled in the outdoor education program. The Keewatin Patricia District School Board recommends that parents/guardians give serious consideration to purchasing this low cost insurance for the protection of their children.

## Freedom of Information

The Municipal Freedom of Information and Protection of Privacy Act, 1989 places requirements on institutions regarding the collection, use and disclosure of personal information.

Parents are informed by a letter of non-publication at the beginning of the year. It is the policy of this school to:

- Display students' work publicly on bulletin boards, etc.;
- In the event of an accident causing injury or damage, disclose personal information to the insurer of the Board;
- Publically photograph and publicize school events;
- Acknowledge achievements/events;
- Videotape classroom activities, school plays, concerts and special events.

## Safe Arrival Policy

**Parents/Guardians will inform the school of their child's absence before 9:00 a.m. on or before that day.**  
**Please contact Mrs. Johnstone at 986-2352 ext#1**

**Parents/Guardians have a responsibility to ensure that up-to-date information on home, work and emergency numbers are available and updated at the school office.**

Your child's teacher will send home a *School Index Card* that should be updated and returned to school with your child. Please inform the school of any updates or changes to this vital information.

Please ensure that the name and number that you provide the school with your Emergency Contact person is reliable/available. We should be able to reach this person at all times. In case of an emergency, your child may be released in the care of this person.

Teachers will inform the office when a student is absent in the morning or after lunch. When a child, in grades K-6, is not accounted for, the school will make every effort to contact parents/guardians or their emergency contact. Where all reasonable attempts to verify the student's absence are made, and the student remains unaccounted for, the principal will make a determination regarding the next steps to be taken.

## Safe Dismissal Policy

Parents/Guardians of children in grades JK – 4, must come into the building to pick up their child(ren) from the classroom or office, whether it be, pick up for an appointment or when they are sick. They will not be allowed to meet you outside for safety reasons.

## School Closure

In the event that the school closes due to inclement weather, your child(ren) will not be dismissed early without knowledge of the parent or the designated contact person. It is important that current emergency contact information is given to the office.

If the bus is instructed to leave earlier than regular dismissal time, you or your emergency contact will be notified by telephone. In the event that every effort to make this contact has failed, the principal will make a determination regarding the next steps to be taken.

## Emergency Preparedness Plan

In the event that we are required to evacuate the building for an extended period, all staff and students will report to one of the temporary relocation sites:

- Upsala Fire Hall

Students will walk to these temporary locations under the supervision of their teachers and administrators. Parents are requested to meet their children at the temporary location, rather than attempting to come to the school during an emergency situation. Parents/guardians will be informed by an appointed staff member of the place where their child is. If you have any questions or concerns about this procedure please contact the school.

## **Fire Alarms**

Upsala Public School has 6 fire drills throughout the school year. Students must move quickly to the nearest fire exit. A sign above the door in each classroom indicates the direction of evacuation. Students must remain well away from the school until the Principal/Vice-Principal/designate gives an all-clear signal.

## **School Lock Down**

Upsala Public School has a lockdown procedure. There will be two lockdown drills throughout the school year as mandated by the Ministry. It will be used if there is a need to protect students' safety. Please reinforce with your child(ren) that it is their responsibility to follow directions during a crisis. Any student with information or knowledge prior to or during a crisis situation must come forward with that information immediately. In almost every incident of major violence at a school, it was later learned that a student(s) had prior knowledge of what was going to take place but failed to tell anyone. The "code of silence" must be broken in these types of situations. During a lockdown, cell phones are not to be used by staff or students unless communicating vital emergency information (excessive cell phone use in other violent incidences has shut down access to vital communication lines).

## **Bomb Threat**

Upsala Public School, along with the Keewatin District School Board have bomb threat policies in place should the threat ever arise. Please discuss with your child the importance to carefully and fully follow staff instructions during emergency situations.

## **Public Health Services**

The Thunder Bay District Health Unit provides information to assist teachers in promoting health and preventing illness. The Public Health Nurse provides school based immunization clinics and connects with the school to stay informed on and address current risks, such as communicable diseases and injuries. The Public Health Nurse and/or Health Educator may interact with students to address risks and to offer risk reduction measures.

Please notify the school immediately at 986-2352 if your child is absent from school with one of the following communicable diseases or nuisances:

Chicken Pox	Diphtheria	Measles (Red or German)
Whooping Cough	Mononucleosis	Ringworm
Hepatitis	Head Lice	Dysentery
Scarlet Fever	Scabies	Hand, Foot, & Mouth Disease
Influenza	Impetigo	Mumps

Meningitis  
Molloscum Contagiosum

Pink Eye  
RSV

Fifth Disease

If you wish to contact the Public Health Nurse in Thunder Bay for information regarding any of the above communicable diseases, please phone 625-5900.

## Parent Volunteers

Upsala Public School welcomes parent volunteers within the school community. Volunteers enhance the quality of education for students and provide opportunity for community involvement in our school. We welcome all parents to work within classrooms assisting students and staff.

Volunteers are asked to sign an "Oath of Confidentiality". All volunteers who are required to work alone with students, who work with students for an extended period of time, or who accompany students on overnight trips, must submit a "criminal reference check which includes vulnerable sector screening". Please contact the classroom teacher or the principal for more information.

## Communication

Efficient communication between school and home is important to your child's success at school. Staff members welcome both formal and informal communication from parents regarding students.

Encourage your child to complete his/her homework. If you wish to contact a teacher at Upsala Public School, please call the office at 986-2352 and make an appointment rather than dropping in during teaching time. This will allow the teacher to give you his/her undivided attention to students and prevents disruption of classroom teaching.

We encourage all staff and parents to maintain open lines of communication between the home and school. Please feel free to communicate any successes or concerns your child has shared with you.

## Riding the School Bus

Riding the bus to and from Upsala Public School is a privilege and inappropriate behaviour on the bus can result in the removal of this privilege. Parents/Guardians are encouraged to review the Board policy document, *Rules of Conduct for Students on a School Bus*, with your child(ren), which is available from our Board website.

If there are **changes to drop-off and pick-up locations for your child, please call our Board's Transportation Department at 223-1256.**

## **Cancellation of the Bus**

Notification of bus cancellation due to inclement weather is broadcast on CBC Radio, CKDR (Dryden) and the Board's web site (<http://www.kpdsb.on.ca>). Parents are encouraged to listen or check for cancellation messages prior to telephoning the board, school or the bus driver.

## **General Rules of Conduct for Students while on the Bus**

The privilege of riding the school bus may be withdrawn if a student is guilty of any misconduct that is a threat to the safety of himself or others on the bus.

While riding on the bus, the students are responsible to their Principal. The bus driver, under the Principal's jurisdiction, will have the authority to control and discipline students being transported. If a teacher is in charge of a group, he/she will be responsible along with the driver. Students will observe the following rules of conduct while traveling on a school bus:

- Arrive at the pickup point 5 minutes prior to pick up time.
- Use appropriate language at all times.
- Keep arms and head inside the bus at all times.
- Take seat promptly and remain in seat until arrival at destination.
- Keep books, lunch boxes, etc. out of the aisle.
- Noise and horseplay can be very distracting for the driver.
- Don't throw things while on the bus.

The driver shall report students who misbehave on a school bus to the student's Principal.

## **Life Threatening Medical Conditions**

The Transportation Department of the Keewatin-Patricia District School Board requests that parents contact the transportation department if their child uses bus service and has any type of potentially life threatening medical condition. We suggest and strongly recommend that parents develop a contingency plan should a medical emergency occur on the bus requiring the use of an epi-pen or administration of any other medication.

## **Special Education (I.E.P.)**

The Special Education Program is designed to recognize the needs of exceptional students. Students that are identified as exceptional have an Individual Education Plan (IEP). The Special Education teacher will contact parents of students with an IEP those that may need an IEP.

## Counseling Services

In consultation with parents, students may be referred for counseling through services provided by the Keewatin-Patricia District School Board in the areas of attendance, behaviour and social needs.

For more information please contact your child's teacher or Mrs. Moore, Principal.

## Ontario Student Record

The Ontario Student Record illustrates the progress of each pupil by noting such details as schools attended, subjects studied and achievements obtained. Students and their parents or legal guardians have the right to access the record, the right to challenge the information stored in it and the right to appeal the information in its contents. An appointment is required in order to review the contents, this may be done by contacting the school office 986-2352.

Should a student transfer to another Ontario school, the OSR is forwarded to that school (upon written request by the receiving school). Information contained in the OSR may not be divulged to non-school personnel except by the written consent of the parent or a student who has attained the age of 18 years.

## Netbook Information

The Keewatin Patricia District School Board provides students with access to digital technology for the purpose of enhancing classroom teaching and learning. KPDSB strives to promote responsible global digital citizenship when students use both Board-owned and non-Board owned devices. It is essential for each user to recognize his/her responsibilities with such access and to adhere to the terms on the agreement form. Violation of these terms may result in discipline such as loss of access, suspension or expulsion as deemed by the school's code of conduct and the Ontario Safe School's Act.

## Lunch Hour Procedures

Staying for lunch at Upsala School is a privilege and inappropriate behaviour can result in the removal of this privilege. Elementary students will eat their lunch in the lunch room under the supervision of the lunchroom supervisor.

General rules of behaviour for the lunchroom are:

- Students shall remain seated as they eat.
- Students must ask permission from the lunchroom supervisor to leave the lunch room, for any reason.
- Students are responsible for cleaning up their eating area and placing all garbage in the proper containers.
- Excessive noise is to be avoided.
- Students shall show proper respect to other students and to the lunchroom supervisor.
- Students will leave the lunchroom when dismissed by the lunchroom supervisor.
- Except in severe and inclement weather, students will go outside after they have eaten.

## Healthy Students Policy

Elementary students are not to bring pop, sugar drinks, candy, chocolate bars or chips to school. The Ministry of Education has placed restrictions and regulations on the types of food that can be sold in school. These regulations address the amount of sugar, salt and fat that can be sold in schools. The Ministry allows for 10 days throughout the school year in which special treats can be sold. We want our students to be healthy, to be able to regulate their behaviour and to be ready to learn. Junk food is not healthy and does not help our students to be calm and ready to learn. We appreciate that many parents do ensure that their children are sent to school with healthy snacks and we thank you for this.

## Playground Rules

1. Students will stay within school grounds and not leave school property.
2. Respect others.
3. Respect the playground equipment.
4. Horse play or rough housing is not permitted.

## Play Structure Rules

1. Feet first down the slide. No climbing/walking up the slides.
2. Students are not to be on top of the monkey bars.
3. No running on equipment.
4. One person on the slide at a time.
5. No food or drink on the equipment.
6. No use of other equipment when on structure (i.e. skipping ropes, balls...)
7. No pushing, pulling or shoving on/or around the structure.