



# South Crosby

## STUDENT HANDBOOK



Time	Activity
09:25	Entry
09:25 - 09:45	Recess
09:45 - 12:15	Instructional time 150 mins
12:15 - 12:55	Recess
12:55 - 01:15	Lunch
01:15 - 03:45	Instructional time 150 mins
03:45	Dismissal

### Daily Schedule

Our daily schedule is from 9:25 a.m. to 3:45 p.m. When students arrive at 9:25, they will enter the yard and go to their designated zone. We have designed our day to ensure your child's health and safety, while maximizing his/her instructional learning time. Our dismissal time is 3:45 p.m.

### Attendance

Regular attendance without tardiness is a key component to a successful school experience. In accordance with the U.C.D.S.B's Safe Arrival Policy the school is required to phone home, work or cell numbers, emergency contacts and, as a last resort, the local Police Department to contact parents/guardians for any unexplained absences. To assist the office staff in ensuring student safety ***Parents are requested to contact the school by phone or by using My Family Room ([www.myfamilyroom.ca](http://www.myfamilyroom.ca)) if their child/children will be absent or late.***

### Communication

We have two main communication tools for fast, up-to-date news and events:

- 1) South Crosby Facebook page: <https://www.facebook.com/SouthCrosbyPublicSchool>
- 2) MyFamilyRoom (if you have not registered, please do): [My Family Room Link](#)

Your child's teacher will also communicate with you through private pages, emails and phone.

### Walkers

Walkers/drop-offs will line up at pilons placed in the parking lot and enter the gate at the entrance to the school once staff have given the ok at 9:25. At dismissal, walkers/pick-ups will be dismissed after the buses have left the property.

### Recesses

Each class has a designated entry and exit door, a rigid process for entering and exiting and a recess bin with their own recess equipment. The yard has been divided into zones and we have a rotating schedule for each class, so everyone has a week at a time at each recess zone.

### **Late Arrival**

As always, we encourage families to be prompt for school arrival. Because no parent is allowed on the yard at this time, if your child is late, you can call the school or ring the door buzzer once you arrive and we will greet your child at the main door (613) 359-5933.

### **Hand Sanitizer**

We have hand sanitizer in many areas of the school. We will also make sure students are washing their hands frequently, especially when entering and exiting the classrooms.

### **Hot Lunch**

Hot lunch is offered through Kudrinkos of Westport and is available Tuesday & Friday each week. Lunch and or milk must be purchased by the month.

### **Nutritious Snacks**

We have nutritious snacks available to all students throughout the day. We are hoping to have this up and running shortly.

### **Reusable Water Bottle Station**

Water fountains have been turned off. Please make sure your child has a labelled, full water bottle to bring to school each day. Students will have access to sinks for re-filling water bottles when necessary, but students coming with a filled bottle each day will be much appreciated.

### **Communication Tools**

Agendas will be going home with all students in Gr. 1-6. It is one of the ways to communicate with your child's teacher and vice versa, as well as to note important class events.

### **Personal Items**

We ask students to bring only what is necessary to school. We will have the necessary materials provided by the school for each child. If you wish to send your child with their own supplies in a pencil case, it must remain at school. Please label your child's clothing and items.

Your child will require:

- Water bottle
- Lunch kit
- Backpack
- Indoor shoes

### **French Programming**

Our Core French Program focuses on fundamental communication skills. Students will receive 50 minutes daily of Core French instruction from JK to grade 6. In our French immersion program students will receive 150 minutes of French instruction from JK to grade 6.

### **Allergies**

We would like to remind you that South Crosby Public School is an allergen aware school. There are children in attendance who suffer from severe and life-threatening allergies to certain foods or items, such as peanuts and nut products. Exposure to the smallest quantities can cause severe life-threatening reactions. Anaphylaxis is a severe and life-threatening allergic reaction. The most common allergen triggers are food, insect stings, medication, exercise and latex.

South Crosby would appreciate the co-operation of the entire school community in **NOT sending any lunches or snacks that contain peanuts or nuts**, which could potentially harm a child. Carefully read all packaging of food

products being included in your child's lunch. Items that "may contain" the allergen should not be sent in the child's lunch or snack. Imitation Peanut Butter or any soy butter are not permitted in the school as it is hard to differentiate these products from peanut butter or nut spreads. Please make sure that your children's caregivers are aware of the food restrictions. We may have certain classes that have strict rules regarding other restricted foods. The classroom teacher will make Parents/ Guardians aware of these. *Please do not send food for birthdays or special occasions.* There are many other alternatives such as stickers and pencils. Your cooperation in this regard could save a life and is greatly appreciated!

### **Bicycles/Skateboards/Roller Blades**

It is the law that children must wear helmets when riding their bikes. Please note that bicycles are brought to school at the student's own risk. Locks are recommended. *We assume no responsibility for the bikes.* Skateboards, scooters and roller blades are **NOT** to be used on the property at anytime.

### **Transportation**

The Student Transportation of Eastern Ontario provides detailed guidelines for parents and guardians regarding the transportation of students. An information booklet is given to every student at the beginning of the school year and is also posted on the STEO website at [www.steo.ca](http://www.steo.ca). Parents/guardians should be aware that school bus drivers can only pick up and drop off riders at one authorized regular daily stop. Drivers cannot make changes to stops without authorization from the Transportation Department. Transportation for all non-school related functions is the responsibility of parents/guardians. Transportation cannot be provided for sleepovers, a homework project, to complete community service hours or for an after-school job. These requests cannot be permitted for safety reasons. Students in Grades 4-6 must wear masks on the bus. Although it is not mandatory for students in Grades K-3 to wear masks, we strongly encourage it for everyone's health.

### **Child Safety & Yard Security**

Parents who drop-off their children at school in the morning, should plan to arrive as close to 9:25 as possible, as there is no supervision on the yard before 9:25 a.m. At this time, parents are not permitted on the yard or in the school.

It is important that your child remain in class for the entire day, but if there is an emergency or appointment to attend, please advise the teacher in writing. You will need to call or ring the buzzer when you have arrived for pick-up, and your child will be called down to the office.

There are occasions throughout the year when students believe they will be picked up at dismissal rather than ride the bus home. In order to avoid unnecessary worry for parents and caregivers, our policy is that students will be sent home on their regular bus if they do not have a note or a parent phone call has not been received.

### **Computer & Network Services**

In order to use the computer and network services, each student and their parent/guardian are required to sign a usage form outlining responsibilities. These will be sent home with students in the first few weeks of school. Inappropriate use will result in limited or full loss of computer access.

### **Dress Code**

In creating a **positive atmosphere**, dress and appearance play an important role in both school and in life. Certain standards of dress and appearance are expected for the business of attending school, just as certain standards are acceptable for other activities. Clothing displaying violent, vulgar or scary images should **not** be worn.

One of the goals of education is to have children make healthy lifestyle choices. Clothing displaying beer logos or drug slogans are **not** suitable for school. Clothing displaying messages that are racist, sexual or obscene in nature are **not** acceptable at any school. **SAFE FOOTWEAR must be worn at all times.**

### **Electronic Devices**

If it is necessary to bring an electronic device to school (cell phone, iPod, etc.) it must be kept in the students' backpack and turned off while on school property. Only under the direct supervision and at the discretion of the teacher, will these devices be used and only for educational purposes. The school takes no responsibility for lost or stolen electronic devices. A good rule to follow is that if it is too valuable to lose, it is too valuable to bring to school.

### **Fire Drills**

When an alarm is sounded, the building is evacuated. Each classroom has a fire exit instruction sign posted near the door which directs students to the appropriate exit.

When the alarm sounds, students must file out in a calm and orderly manner while moving with their class. Once outside they must move away from the building with their class. Attendance will be taken outside once the class is a safe distance from the school. You must cooperate fully with school officials and fire fighters. A similar procedure is to be followed in all emergency evacuations.

Students participate in fire drills throughout the year and practice emergency bus evacuation in the fall. Each school also practices responses to "Shelter in Place" (weather or environmental situation), "Hold and Secure" (threat outside and not related to the school) and "Lock Down" (only used for immediate threats to safety – active shooter) outlined in the Emergency Response Plan.

### **Head Lice**

Parents are asked to be diligent in checking your child's hair on a regular basis. If head lice or nits are found, the student should receive treatment and the school be contacted. Student's hair must be nit-free before returning to class. The school will follow Board Policy and Procedure regarding pediculosis.

### **Illness or Injury of Students**

Parents of students who become ill at school will be called immediately to pick up their child. Parents of a child who is injured during the school day are contacted if the student is judged to require medical attention. **It is critical that we have emergency contact number on our files.** Student Information Verification forms are sent home early in the school year for parents to update. You **MUST** have a working number for emergencies and inform the office of any changes over the course of the year so we can update our records. Families with a MyFamilyRoom account should make the necessary updates directly.

### **Medical information**

The administration of prescription and/or non-prescription medication to a student is the responsibility of the student's parent(s)/guardian(s). Treatment regimens should, where possible, be adjusted to avoid administration of medication (prescription/non-prescription) during school hours.

The Board recognizes that there may be exceptional cases where a student must have medication administered during regular school hours. Students are not permitted to self-administer without the appropriate supervision and authorization on file. For students to take medication or have medication administered at school the following steps must be followed:

1. The Authorization for the Administration of Medication form must be completed and signed by a licensed physician and/or the parent(s)/guardian(s). This form will need to be completed for every new school year and/or for each medication which requires administration by the school. Should there be a dosage change for any medication a new form must be submitted.
2. All prescribed medication must be received within a pharmacy bottle and the label on the bottle must provide instruction on how to administer such medication. The pharmacist medication information sheet must also be provided with the Authorization for Administration of Medication form. Non-prescribed medication must be in its original packaging.

3. Medications stored at school, for self/school administration, must be appropriately labeled (in original container) with the student's name, medication name, amount required, frequency, proper storage of medication, expiration date, and include any special instructions regarding side effects or emergency procedures. Medication must be stored in a secure and designated location to avoid loss or tampering.

[The Authorization for the Administration of Medication Form](#) is available on our school website [www.southcrosby.ucdsb.on.ca](http://www.southcrosby.ucdsb.on.ca) For Families > Forms > Medical Forms.

NOTE: Students are not permitted to transport or keep medication with them for safety reasons. **The exception is an epi-pen or asthma inhaler if students have a signed permission form** to carry their epi-pen or asthma inhaler in school. For more information regarding medication please contact the main office.

**Asthma:** Please notify the school if your child has asthma. An Individual Student Asthma Management Plan is required and will be kept on file at school. In accordance with Ryan's Law (Bill 20).

**Concussions:** If your child suffers a concussion please notify the school. As per the U.C.D.S.B. Concussion Policy/Procedure the Return to Learn/Return to Physical Activity guidelines will apply. Please take a moment to review the Concussion ~ Procedure 4001.1 which can be found at <http://www.ucdsb.on.ca/aboutus/policies/Pages/default.aspx>

### **Release of Children During School Hours**

If you wish to have your child leave the school during the day, call the school, indicating the reason for leaving, as well as the time. Parents must call the school when they arrive, and a staff member will release the child at the main door to walk to meet the parent in their vehicle.

- When it is necessary for a child to go home during the day because of illness or for any other reason, you will be contacted before the child is permitted to leave.
- If an unidentified caller or a person other than the parent/guardian requests the release of a student without prior **written** consent by a parent/guardian, the office will call the parents either at home or at the workplace to verify the authenticity of the request.
- If someone other than a named emergency contact is picking-up your child, the parent must first have called to make this arrangement, and the person picking-up the child must show picture identification.

### **School Council**

South Crosby has an active school council. The purpose is to provide an effective advisory role to the principal. Our council operates under the School Council Guidelines, revised 2002.

The council may be comprised of the following:

- |   |                          |
|---|--------------------------|
| - a majority of parents                 | - one non-teaching staff |
| - the principal or vice-principal       | - one teaching staff     |
| - one or more community representatives | - one student (optional) |

Our belief is education is a partnership involving parents, students, teachers, principals, school boards, government and the community. Parental involvement in the council gives you the opportunity to strengthen that partnership, and to be part of a dedicated team working to ensure a high quality of education. Your participation can make a difference. During our Covid sanctions, we will endeavour to meet virtually.

### **No Smoking**

It is against UCDSB policy to smoke anywhere on school property. This includes personal vehicles parked on school property. Students are not permitted to be in possession of tobacco products, cannabis products, e-cigarettes and vaporizers at school at any time. If a student is found with tobacco, cannabis, e-cigarettes or vaporizers in their possession on school property it will be confiscated by the school staff, parents/guardians will be contacted, and consequences may be imposed.