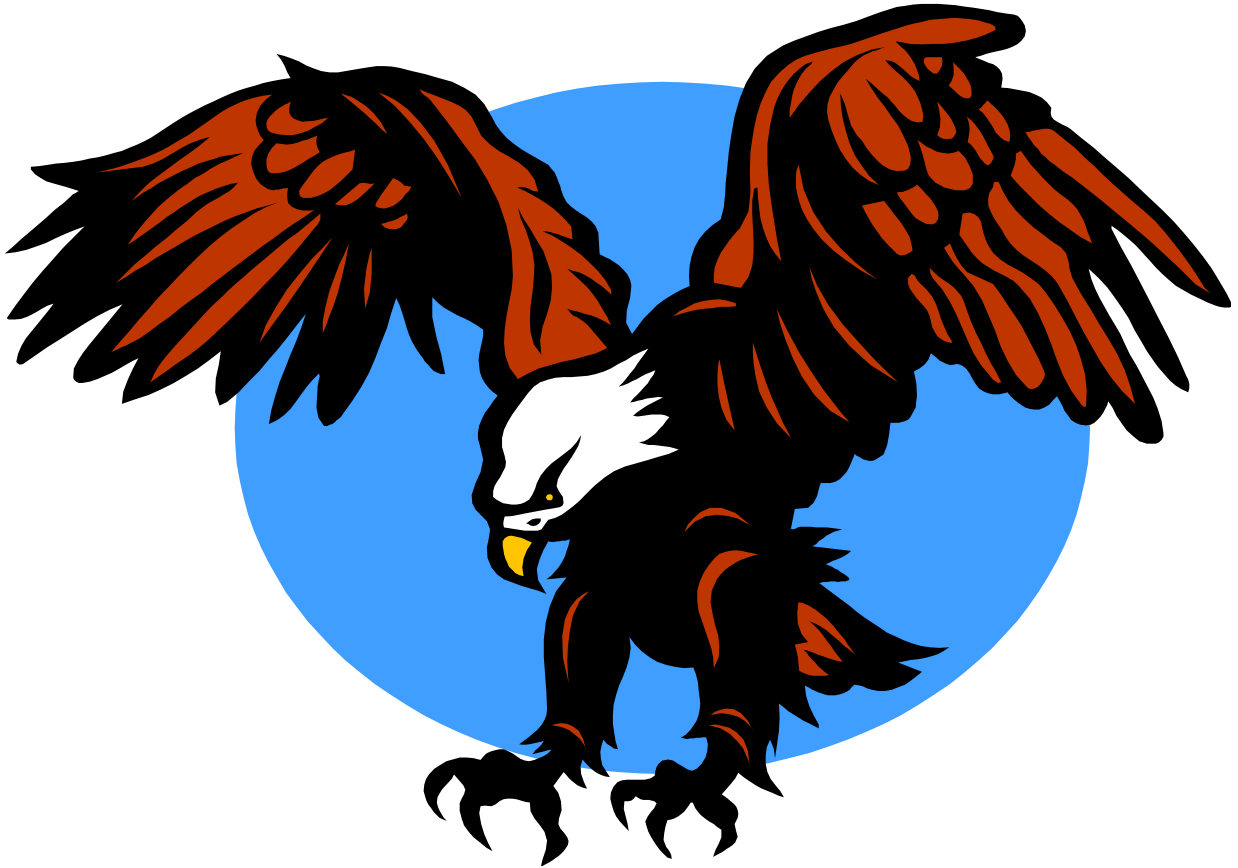


# **QUEEN ELIZABETH PUBLIC SCHOOL**

**100 Veterans' Memorial Boulevard  
Renfrew, ON  
K7V 2R6**

**Phone: 613-432-4845    Fax: 613-432-9337**



**This belongs to: \_\_\_\_\_**

**Grade: \_\_\_\_\_**

### School Hours

The school day runs from 9:20 a.m. to 3:40 p.m.

### School Calendar 2013-2014

The school year BEGINS on Tuesday, September 3, 2013 and ENDS on Friday, June 27, 2014

Labour Day	September 2, 2013
P.A. Day	October 11, 2013
Thanksgiving Day	October 14, 2013
PA Day-Interviews	November 15, 2013
P.A. Day	December 20, 2013
Christmas Break	Dec. 23, 2013-Jan. 3, 2014
PA Day	January 31, 2014
Family Day	February 17, 2014
P.A. Day	March 7, 2014
March Break	March 10-14, 2014
Good Friday	April 18, 2014
Easter Monday	April 21, 2014
Victoria Day	May 19, 2014
PA Day	June 9, 2014

### The Role of Parents

Studies have consistently shown that students perform better in school if their parents are involved in their education. Parents, therefore, have an important role to play in supporting their child's learning. Awareness of your child's program will enable you to communicate with teachers, offer useful information and ask relevant questions about your child's progress.

Knowledge of the expectations in the various subjects will also help you interpret your child's report card and work with the teacher to improve student learning. Participating in parent-teacher conferences, attending School Council meetings and providing encouragement at home for completing assignments are just a few of the many ways parents can support their child's educational journey.

If parents have other skills, talents or attributes that would enhance our school community, please let us know! **All volunteers are required to have a current Vulnerable Screening Check.** Forms are available at the school to take to the police station.

### Visitors' Protocol

At Queen Elizabeth Public School we believe that the school should be accessible to parents and community members. However, as a safety precaution, all visitors and volunteers are asked to check in with office, sign in and out and wear a visitor tag when visiting the school.

When dropping off an item (lunch, homework,...) for your student during class time, we ask that you leave the item(s) at the office and office personnel will deliver the item(s) to the classroom at a time that is least disruptive.

In order to avoid the disruption and interruption to learning, parents/visitors picking up children during the school day are asked to send a note to the teacher or telephone the school and wait for their child(ren) at the office, **not outside the classroom.** Students arriving late must be signed in by a parent/adult at the office. Appointments to visit a classroom or meet with a teacher should be made in advance. "Pop ins" to talk to the teacher during class time are a disruption to student learning.

### Arrivals and Departures in the Parking Lot

**A.M.**-When dropping off students in the morning, please use the "other vehicle" entrance and drop students off at the walkway and exit through the exit.

**P.M.**-Drivers picking up students are asked to park in the parking lot and walk over to the 'No Parking' area to pick up their children. ***PLEASE DO NOT ENTER THROUGH THE BUS AND TAXI ENTRANCE. PARENTS MUST RECEIVE CHILD AT THE GATE.***

**All walking students, A.M. and P.M., are asked to use the Barr Street walkway only, and not walk through the parking lot.**

### No Scents is Good Sense

Please encourage your child(ren) to use a minimum of highly scented perfumes, hair products and deodorants when preparing for school in the morning. Some students and staff are highly sensitive to these chemicals.

### Safe Arrival Program

Every day is important at Queen Elizabeth Public School. To enable children to do well in school, their attendance has to be regular and their arrival punctual. Please note that absent children are still responsible for the work they missed during their absence. When a student is absent, a parent or guardian must phone the school office to inform the school of the nature of the absence. The phone number is 432-4845. If you fail to notify the school, the automated system will be calling to confirm the absence.

### **Procedures Regarding Parent Concerns**

It has been our experience that parental concerns are often a matter of misunderstanding and can usually be quickly resolved with direct communication. Parents who have a concern should follow this course of action.

1. Discuss the matter with the staff member involved.
2. Failing resolution at that level, speak to the Principal.

### **School Dress Code**

Students are expected to attend school in neat, clean and acceptable attire. Clothing that promotes alcohol, drugs, coarse language, inappropriate or suggestive language is unacceptable for school. Halter tops, spaghetti straps, crop tops, 'short' shorts or very short skirts will not be permitted. Shorts and skirts should pass the 'fingertip test' (shorts/skirts should be no shorter than fingertips when arms/hands are extended at the sides of the body). The bottom of tops should meet the tops of bottoms (no midriff revealed). Outer garments/clothing must cover undergarments. Pajamas are not appropriate dress for school (with the exception of Spirit Days). Ball caps should not be worn inside the building. The school will insist on this Dress Code and students in violation of the Code will be asked to change into other clothing as provided by the student or from the Lost and Found. Shoes must be worn at all times. Students may be required to change into appropriate Phys. Ed clothing as outlined by the OPHEA Physical Education Safety Guidelines.

### **USE OF COMPUTERS, NETWORKS, AND PERSONAL ELECTRONIC DEVICES**

Students are expected to follow the board and school policy for personal electronic devices. A contract will be signed by the student and the parent/guardian on the first day of school each September. If a student violates this school policy, their personal technological device may be confiscated and returned to the parent/guardian. Continued violation of this contract will involve progressive discipline, up to and including suspension.

Users are required to promote responsible use of board resources and to refrain from unauthorized access or abuse. Users are expected to make every attempt to avoid inappropriate materials. They are required to use computers and electronic devices as educational, business and communications tools and to avoid any use which has a negative impact on

safe, caring and orderly schools/administrative buildings.

Users in the RCDSB may have access to the Internet, an unregulated world-wide network of computers, to the RCDSB's network and in-school wired and wireless networks. The RCDSB network is maintained by network systems administrators who may from time to time intercept electronic communication. There can be no assumption of privacy when using the network.

Personal technological devices may be used during instructional time for educational purposes.

The school and or RCDSB is not responsible for personal technological devices in the event of loss, damage or theft.

Technological devices (for example but not limited to: smart phones, ipods, ipads, etc.) may not be carried or be in the possession of students during examinations and/or other major assessments unless the Principal has given permission for students to do so.

### **Freedom of Information/ VIDEOTAPING/PHOTOGRAPHING**

Many events and activities throughout the school year are covered by local media or celebrated using a regular camera, a digital camera or a video recorder. Often students take photographs during school trips and special events and /or parents wish to capture a special moment (i.e. sporting event, concert), using a video or regular camera

All families will receive a "Photo Permission" form on the first day of school in September. It is to be completed and returned to the school indicating whether or not you give permission for your child to have his or her picture taken for school display, school newsletters, town newspapers, or internet.

### **Medication**

We encourage parents to try to arrange the timing of medication doses so that they can be **given at home**. In unusual cases, where this is not possible, a written request **must** be submitted. Forms for this purpose are available at the school office. ***Please note that school staff will not administer ANY medication to children unless the permission form has been completed. All medication must be sent to school in its original container and must be kept at the office.*** Updated information regarding your child's medical needs is essential. Please inform the office of any changes in medical information, new allergies etc.

### **Illness**

If your child is sick, please make arrangements to keep him/her out of school until he/she is recovered. Sick children are unable to function well at school, infect other children in their classes and would probably recuperate faster at home. If your child becomes ill at school, you will be contacted in order to remove him/her from school. If you are not available, your emergency contact will be notified. **Prolonged absences due to surgery or illness will require a doctor's note.**

### **Anaphylaxis Policy**

The schools within the Renfrew County District School Board are committed to providing a safe environment for those who suffer from Anaphylaxis, the term used to describe acute, severe, life-threatening allergic reactions, which require immediate medical treatment. For some students, bee stings can trigger anaphylactic reactions. Certain foods, whether eaten or by touch and smell, can also cause an anaphylactic reaction. While it is impossible to create a risk free environment, steps have been taken to minimize potentially fatal anaphylactic reactions.

***Everyone's cooperation and assistance is required to help keep our children safe.***

### **EMERGENCY RESPONSE PLAN**

An Emergency Response Plan has been prepared to deal with any emergency situations that may arise at our school. Safety procedures are reviewed with staff and students on an annual basis. Fire drills, evacuations and lock down procedures are practiced throughout the year.

### **Inclement Weather/Severe Weather**

On days when the weather is uncooperative, students stay inside for recesses. It is expected, however, that children will come to school properly dressed to withstand cold or wet weather.

Primary students are encouraged to bring a bag with a change of clothing for wet, muddy days.

During severe winter weather when the buses may not be running, bus cancellations can be heard on area radio stations or through the Board website. Please note: When buses are cancelled parents are responsible for the safe transportation of their children to and from school.

### **Pediculosis (Head Lice)**

Head Lice control works best when everyone helps. Parents, teachers, and students all have a part in helping to control the ongoing problem.

#### ***Parent's Role:***

It is necessary for parents to assume the major responsibility for the identification and treatment of head lice. An Internet search on pediculosis or head lice will provide information on the following:

1. Be aware of the signs and symptoms of infestation.
2. Be familiar with the technique for examining hair for lice/nits.
3. Examine your children's heads frequently for signs of infestation.
4. Notify the school of suspected cases.
5. Be aware of the importance of proper treatment and environmental control measures in the home.
6. Carry out treatment for elimination of lice.
7. Inform the school that treatment has been completed.

### **Setting Students Up For Success:**

The following suggestions have been found to be helpful to parents when assisting children meet with success at school:

1. Communicate with us if you know something is bothering your child.
2. Encourage your child to seek help if he/she encounters difficulties.
3. Insist on punctuality and regular attendance.
4. Encourage the formation of good study habits/planning/time management.
5. Attend interviews and school events whenever possible, to learn about our school programs.
6. Encourage persistence in your child's studies, setting aside time and space for homework completion.
7. Encourage school spirit and participation at school.

Every child has the right to come to school and learn in a safe and respectful environment.

## **Code of Conduct**

### **(Policy/Program Memorandum 128)**

The Renfrew County District School Board and Queen Elizabeth Public School are committed to establishing and maintaining a safe and secure learning and working environment. The following Standards of Behaviour will assist both the school and Board in this endeavour. **It applies not only to students, but also to all individuals involved in the activities of the Board – teachers, staff members, parents or guardians, and volunteers.**

#### **All school members must not:**

- be in possession of a weapon, including, but not limited to firearms;
- be trafficking in drugs or weapons;
- be involved with robbery;
- use a weapon to cause bodily harm, or to threaten serious harm;
- engage in physical assault causing bodily harm requiring professional medical treatment;
- be involved in sexual assault;
- be providing alcohol to minors.
- engage in another activity that, under a policy of the Board, is an activity for which expulsion is mandatory

## **SAFE SCHOOLS**

When inappropriate behaviour occurs, schools will use a range of interventions, supports and consequences that are developmentally appropriate, that include opportunities for students to learn from mistakes, and focus on improving behaviour. Short-term suspensions may be useful for some situations. In serious situations, responses further along the continuum of progressive discipline may be required including long-term suspension or expulsion.

**In a continued effort to promote a safe and positive environment for all students, we will continue to use our “Student in Good Standing” policy and process. The policy and conditions will be sent home at the beginning of the school year with the September newsletter. Please review this policy with your child in an effort to support his/her success at school.**

***Bullying*** has been added to the list of incidents that may result in a suspension in the continuum of interventions. Bullying is now defined as “typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. Schools will be revising or developing their strategies to address bullying prevention.

#### **Definitions of bullying:**

**PHYSICAL BULLYING – When someone repeatedly hits, shoves, kicks, spits, or beats up another person; when someone repeatedly damages or steals a student’s property.**

**VERBAL BULLYING - Repeated name-calling, mocking, hurtful teasing; repeatedly humiliating or threatening someone; repeatedly making people do things they don’t want to do.**

**SOCIAL BULLYING –Repeatedly excluding others from the group; repeatedly spreading gossip or rumours about others; repeatedly making others look foolish; repeatedly making sure others do not spend time with a certain student.**

**ELECTRONIC BULLYING – Repeatedly using computer, e-mail, phone or cellular phone text messages to hurt someone’s feelings; make someone look bad; threaten someone.**

A focus on corrective and supportive intervention continues to guide our work in supporting students to meet the expectations of the provincial Code of Conduct. Under the new direction for dealing with student discipline matters, this support will continue when students are suspended or expelled from the regular day school program. As such, homework packages are available for students on suspensions of five or less days and some form of academic program will be available for students on longer suspensions. Counselling support programs may also be available for students on longer suspensions, depending on the circumstance.

## School Bus Safety Rules

The safety of all students on the school bus requires that prompt and appropriate action be taken when a student chooses to ignore the school bus safety rules. The school bus driver shall maintain control on the school bus, using the principles of assertive discipline. The driver shall report a student who refuses to co-operate with the driver to the principal/designate, using the Breach of Discipline report. The next step will be the immediate and consistent application of the following consequences by the principal/designate, with the full support of the School Board. Should a student be suspended from the bus, the parents are responsible for transporting their child to and from school.

### Serious Misconduct

- Sitting in unauthorized seat
- Littering on the bus
- Carrying unauthorized equipment on the bus

### Consequences:

The principal/designate may conference; shall warn the student; and inform the parents; and may impose a school bus suspension up to a maximum of 10 school days.

### More Serious Misconduct

- Yelling or loud talking
- Using obscene language or gestures
- Play fighting
- Opening bus windows without permission
- Ignoring safe loading/unloading procedures

### Consequences:

The principal/designate shall conference with the driver and student; shall inform the parents; may impose a school bus suspension up to a maximum of 20 school days.

### Very Serious Misconduct

- Not obeying the driver's instructions
- Threatening/intimidating the driver/students
- Standing/leaving the seat, running in the aisle while the bus is in motion
- Throwing/shooting objects on/off/at the bus
- Tampering with safety/emergency equipment on the bus
- Projecting parts of the body outside of the bus
- Smoking, lighting matches/lighters on the bus
- Vandalizing the bus
- Using alcohol/drugs on the bus

### Consequences:

The principal/designate shall conference with the driver and student; shall inform the parents; may impose a school bus suspension up to a maximum of 10 months.

### BUSING -Home to School Transportation

The Joint Transportation Policy clearly indicates that transportation for purposes other than authorized home (sitter) to school service may only be available for both emergencies and special needs, subject to there being room on the bus. For such approvals, the Special School Bus Pass must be used (drivers should not be expected to accept notes and special requests from parents).

Bus passes should be used for emergencies and special circumstances only. As well, school bus operators should inform their drivers that they too are not to be allowing any other practice than that prescribed.

We would also like to remind you that the Board only provides consistent, 5 days per week service. To protect the safety of our students, consistent service is mandatory.

**Education is the shared responsibility of student, parents and educators. Parents and students are asked to review and discuss all items in this Student Agenda.**

**It is asked that any questions, concerns or request for clarification be directed to the administration.**

**Thank you, in advance, for your partnership in education.**