

# Queen Mary Public School

## ~School Handbook~

### SCHOOL INFORMATION

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Principal: Tina Futers  
Vice-Principal: Dawn Graham

#### Administrative

Assistants: Tanya Bennett-Vincent  
Crystal Nielsen

#### School Hours

8:15 Office opens  
8:55 Student arrival (supervision begins)  
9:10 -10:50 Entry Bell/Instructional Time  
10:50 - 11:30 *Nutrition Break*  
11:30 – 1:10 Instructional Time  
1:10 – 1:50 *Nutrition Break*  
1:50 - 3:30 Instructional Time  
3:30 – 3:40 Dismissal, busses depart  
4:00 Office closed

#### School Year Calendar 2021-2022

September 6 Classes Begin  
October 10 Thanksgiving Day  
October 24 PA Day  
December 26 Winter Break Begins  
January 9 Classes begin for 2023  
February 3 PA Day  
February 20 Family Day  
March 10 March Break Begins  
April 7 Good Friday  
April 10 Easter Monday  
April 28 PA Day  
May 22 Victoria Day  
June 9 PA Day  
June 28 Last Instructional Day  
June 29 PA Day

### SCHOOL POLICIES

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#### Student Sign In/Out

Students arriving late are required to sign in at the office and take a late slip to their teacher. Students being picked up during the school day will remain in their classroom until a parent signs them out at the office or arrives for pick up.

#### Volunteers and Visitors

Under the Safe Schools Act, all parents, visitors, and volunteers MUST report to the office and sign in. Visitors should enter and exit the building through the main doors off Weller Street. Volunteers will be asked to provide the office with an up-to-date police record check prior to commencing the volunteer experience at the school.

#### Notes for Absence, Changes to Routine

If your child will be late or absent, please call the Safe Arrival Line (1-844-434-8119) or log onto [studentabsence.kprdsb.ca](http://studentabsence.kprdsb.ca) (or use the app) by 8:30 am and provide the student's name and reason for the absence. Absences for the same day must be reported prior to 8:30, while absences for a future date can be reported at any time.

Students arriving after the 9:10am entry bell are considered late and are required to come through the front doors and report to the office. Students needing to leave the school early should have this departure reported through Safe Arrival, or parents may call the school.

Students with numerous unexplained absences/late arrivals will be referred to the Mental Health Clinician for attendance support. Please avoid appointments for your student during the school day hours. We also ask parents to avoid picking students up between 3:00 and 3:30 as the office is very busy at these times.

### **Drop Off and Pick Up Areas**

We have limited parking for staff. For this reason, we ask that parents use the side street (Albertus) to drop off and pick up students. Parents/guardians will kindly wait at the fence on the school yard for their student to come to them.

### **Nutrition Break**

Lunch and snacks are eaten in the classroom. There will be two nutrition breaks each day. Students are expected to remain seated during eating time.

Teachers will establish routines for the lunch period (e.g., hand washing, bathroom, etc.). Some considerations:

- healthy snacks and lunches are encouraged
- no glass containers
- re-usable snack containers (label tops and bottoms)
- re-usable water bottles (for use at our water bottle station)
- NO nut or peanut products ('Wow butter' is permitted, but needs to be labelled)
- students will clean up their own desk areas, placing garbage/recycling in appropriate containers (or take home)

### **Recess with Inclement Weather**

In extreme weather such as heavy rain/snow or severe cold (-26 C), an indoor recess break will occur. Students will remain in their own classrooms during indoor recesses, working at a quiet activity, and maintaining an appropriate noise level. Each teacher will establish class routines for indoor recesses.

### **Nutrition Program**

Healthy snacks are provided each day for students who forget their lunches or require extra food. Breakfast bins are delivered to each classroom daily. We are extremely thankful for this program and the nutritious foods we are provided.

### **Leaving for Lunch**

Students in grades 7 and 8 are permitted to leave for lunch, with the proper form signed by parents. While off school property during the school day, students are reminded to follow the same practices and expectations of a KPR student. Parents are

responsible for the safety and behaviour of the student.

### **Dress Code**

While recognizing that students have the right to express themselves, they also have the shared responsibility to maintain respectful, safe and positive school climates. To establish fair and equitable standards and practices for student dress in our school, the following guidelines are in place:

- clothing shall not interfere with student or staff health or safety requirements (e.g., proper footwear in physical education)
- clothing shall not promote or symbolize drugs, alcohol, illegal activity, profanity, pornography, or incite violence/harassment
- students may not wear anything that depicts or displays hate speech targeting groups based on race, ethnicity, gender, gender identity, disability, sexual orientation, religious affiliation, or any other protected groups

### **Other Clothing Notes**

- students are requested to bring indoor shoes (non-marking rubber please) to keep at school (e.g., running shoes for gym)
- parents are encouraged to label clothing as this greatly assists with returning lost items
- due to allergies and scent sensitivities, we request that perfumes, colognes, after shave lotions and other perfumed products not be worn/used

### **Personal Property**

The school is not responsible for the loss or damage to personal property. Students are advised not to bring valuable articles to school or to leave them unattended in washrooms, classrooms, or change rooms.

### **Personal Electronic Devices (PEDs)**

The use of technology for student learning is a key 21<sup>st</sup> century skill to enable all our students to learn and succeed. Under staff direction, Personal Electronic Devices (PEDs) can be used effectively as

an educational resource, support or aid for teaching and learning. In our school community, PEDs are to be used respectfully and conscientiously. To ensure a safe and positive climate for all stakeholders, principals and teaching staff will monitor and regulate the use of Personal Electronic Devices. Guidelines include:

- The privacy, dignity and safety of others must be maintained through the appropriate use of cell phones and electronic devices both on school property and during off site school events.
- During instructional time, PEDs are to be in student back-packs.
- The usage of PEDs is restricted in some areas of school including washrooms & change rooms.
- When the usage of a PED is inappropriate, the school principal or designate will apply progressive discipline strategies. Depending on the infraction, strategies may include, but are not limited to; speaking with student, parent meeting, detention, confiscating the PED, or removal of privilege to have a PED at school.

Each student has the additional responsibility to properly use personal mobile devices during instructional time under the following circumstances:

- for educational purposes, as directed by an educator
- for health and medical purposes
- to support special education needs

Cell phones are not to be used to make phone calls at any time while on school property. If a student requires the use of a phone while at school for academic reasons or emergencies, they will be permitted to use the office phone.

As with other personal property items, schools are not responsible for lost, stolen or damaged PEDs. These guidelines apply to all stakeholders in the school including students, staff, parents, volunteers and visitors.

## **School Property**

Students are expected to pay for damage to school property. This includes all materials loaned to students, including textbooks, musical instruments and the school building and surrounding property.

The school has the authority to search school property (e.g., desks) without notice to or permission of any person in accordance with school board policies and procedures. Personal property such as backpacks, purses etc., may become subject to search in accordance with school board policies and procedures.

## **Bicycles, Skateboards & Scooters**

For safety reasons, children are asked to walk their bicycles and scooters on school property and carry skateboards. Bicycles should have a lock and helmets are required by law. Bicycles, scooters, and skateboards are not allowed on the playground during the school day.

## **HEALTH**

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### **Life-Threatening Medical Conditions**

In accordance with the Safe, Caring and Restorative Legislation, the school requires that parents/guardians complete a Plan of Care for students who have a severe, life-threatening medical condition which may arise while they are at school. If your son or daughter has a severe, life-threatening medical condition, please ensure that you notify the school office immediately so that we can be prepared to respond appropriately when and if symptoms occur. Please note that these forms must be updated and completed annually.

### **Allergies**

Please notify the school if your child develops an allergy. The school will work with parents to develop a Plan of Care which is shared with all staff. Students who require epi-pens are asked to always carry them (e.g., a small waist belt).

## **Peanut & Nut Safe School**

Due to life-threatening allergies in our student body, our school tries to be a peanut, nut and scent sensitive building. Please check labels on prepared foods such as cookies and granola bars for nut listings. Soy butter is a safe alternative, but must be clearly labelled as such. Thank you for keeping everyone safe!

## **Medication**

Although it is preferable to have medication given to a child by the parent, there are exceptional circumstances when students require the administration of medication during the school day. Forms, available from the office, must be completed if staff are to administer medication at school. Please also note that no over-the-counter medications such as Tylenol or allergy medicines are available or should be sent by a parent without notifying the school first.

## **Communicable Diseases**

Please call the school secretary if your child has: chicken pox, pertussis (whooping cough), measles, mumps, or pink eye. The secretary will then notify the health unit.

## **Illness**

Children with colds, fevers, etc., should be kept home to prevent the spreading of germs to other students and to ensure a faster recovery. Students who are well enough to be at school are expected to participate in regular outdoor recesses and in physical education. Parents will be phoned in the event of illness or accidents. Should a serious illness or accident require immediate action, necessary steps, such as calling an ambulance or family doctor, will be taken. It is important to notify the office of changes to the pupil data sheet, such as work telephone numbers or emergency contacts.

## **Pediculosis (Head Lice)**

KPRDSB believes in supporting families in understanding pediculosis and its impact on students, their families and school life. The Board recognizes that head lice are not a disease or a health issue but are defined as a social nuisance

which needs to be managed in the best interest of students through the partnership of parent/guardian, students, staff and the school community. The treatment and eradication of head lice is ultimately the parent/ guardian' responsibility. We suggest families conduct regular checks to ensure that their child's hair is free of lice and nits. If we find that your child is host to any unwanted guests, we will notify parents/guardians so that treatment can be given as soon as possible and the child(ren) can be taken home, if necessary.

## **TRANSPORTATION**

*Riding on a school bus is a privilege, not a right. Students guilty of any misconduct may lose this privilege.*

### **Bus Safety**

- Students will be picked up and dropped off only at designated stops.
- At all times, bus drivers are in charge of their buses and passengers. It is important that the students follow the driver's directions.
- Students must take assigned seats on the bus as directed by the driver.
- Students must remain quietly in their seats throughout the trip to and from school.
- Food and drinks are not to be consumed on the bus.
- Student's lunch pail, books, parcels, bulky items, etc., must be placed on the floor near the feet, or on the lap. Unsafe, bulky items will not be transported on the bus.
- Student conduct on the bus is the same as required in a classroom setting.

Bus operations are the sole responsibility of the bus companies. You should be aware of the following:

- 1) Name of Bus Company
- 2) Phone No.
- 3) Bus Driver's Name
- 4) Route No.

### **Changing Transportation Arrangements**

The policy of the school board is that only students entitled to ride a specific bus may do so. Please check with STSCO for clarification.

## Emergency Procedures

Sometimes severe weather conditions may create problems for bus routes. Local radio stations carry up-to-date bus cancellations or check STSCO website [www.stsco.ca](http://www.stsco.ca) Please note that if buses do not run in the morning, they do not run at the end of the school day. Parents are responsible for transportation home if they have driven students to school. Please also check out the app for your device to receive messaging regarding delays/cancellations.

## Inclement Weather Days

When buses are cancelled, the school will remain open to students and staff. Please be sure to check local radio stations, [www.stsco.ca](http://www.stsco.ca), or the KPR website on inclement weather days for notifications. We also make attempts to post on EDSBY and the school twitter account.

## **COMMUNICATION**

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In addition to formal reporting of student achievement, the school uses other formats to inform and consult parents and the community with school events and updates:

- **Queen Mary School Council** consisting of elected parents, community members, and staff representatives, advises about policy and school plans, and supports the school with a broad range of activities, including fund raising events.
- **Classroom Updates** are sent home regarding various events specific to their classrooms and may include communication through newsletters, google classroom, EDSBY, curriculum up-dates, agendas, notes and telephone calls.
- **School Twitter Account** is available for all parents. You can follow us at **@QueenMaruPS**
- **EDSBY:** Our school calendar and monthly newsletters from the office are posted here on School Talk (EDSBY platform). EDSBY also has a free app for all smart phones. Some classroom teachers also communicate

through parent and student email accounts via EDSBY.

## Communicating Student Progress

Teachers may request interviews with parents as concerns arise. Teachers will schedule interviews with any parents requesting this in the fall with progress reports. Formal report cards will go home in February and June for Kindergarten to Grade 8. Parents will be responsible to complete page 3 and return that page to the school for inclusion in the Ontario Student Record. This form also includes the opportunity for parents to request an interview.

## Student Information

The school sends a student information form home each September, to update information. During the year, it is important to call the school office if there are any changes to the information, such as work numbers, mailing addresses, or emergency contacts.

## **STUDENT EXPECTATIONS**

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### Homework

Homework is work that students do at home to practise learned skills, consolidate knowledge and skills, and/or prepare for the next class. Assignments for evaluation do not include homework. Information collected through homework completion will be used as data to inform instruction. The type of homework will depend on your child's age and individual needs but may include:

- reading daily with or without parents
- reviewing vocabulary and math facts
- completing work not completed in class
- studying for tests
- doing research for projects and assignments to be completed in class
- preparing presentations on knowledge or skills learned in class

### Tips for Parents:

- Check EDSBY/google classroom
- Balance free time, extra-curricular activities and homework
- Establish a study area (well lit, comfortable location at a desk or table)
- Minimize distractions such as television, music, telephone calls, texting

### School Phone

The office phone is very busy throughout the day; please leave a message as we check the answering machine on an on-going basis. Students and parents are asked to make arrangements for transportation and social arrangements from home in advance.

We also ask that students limit their calls to important and urgent information such as illness, accident, or other unexpected school commitments. Students should not be making these calls from cell phones as the office needs to know if a student is ill or if they are leaving the property.

### EXTRA-CURRICULAR ACTIVITIES

Students are very fortunate to participate in numerous extra-curricular activities. **It is a privilege to be selected for a school team/club.** Teacher Coaches will make selections based on try-outs and a set of criteria, with emphasis on:

- skill level
- attendance at practice
- academic performance (completion of homework, assignments)
- acceptable conduct in all classes and on school yard

To remain a member of an extra-curricular team, the student must meet the following criteria:

- be compliant with the **Code of Conduct**
- be co-operative in all areas at school
- have a positive attitude
- show a good effort at all times
- have regular attendance at school
- be responsible and trustworthy

Parent co-operation regarding these guidelines is appreciated. Please remember that the staff volunteer their time for these activities.

### CODE OF CONDUCT

The Code of Conduct sets clear standards of behaviour for all members of the school community-students, staff, parents, community partners, volunteers and visitors-and is based on the Kawartha Pine Ridge District School Board Code of Conduct and the Provincial Code of Conduct. It is a common goal for all of us in the Queen Mary School Community to create a positive, safe, and enjoyable learning environment for everyone. Students should be responsible citizens, demonstrate respect for persons and property and develop self-discipline.

This Code of Conduct applies at school, during school-related or school-sponsored activities as well as at events that happen outside of school but might have an impact on the school climate, including on school buses.

It is important to note that the Code of Conduct strives to make schools safer by focussing on promoting positive behaviour, providing early and ongoing intervention, preventing, and addressing inappropriate behaviour with consequences. As a result, it makes a shift away from a punitive approach of incidents of harm and wrongdoing to a restorative approach which seeks to correct the inappropriate behaviour and, in KPRDSB, to repair the harm that has been caused.

### Prevention Strategies/Restorative Practice

Schools in KPRDSB promote academic excellence through the character attributes of respect, responsibility, honesty, integrity, empathy, fairness, initiative, perseverance, courage, and optimism, to enable all students to reach their full potential. Schools also use restorative practice, an approach that manages conflict by repairing harm and strengthening relationships. It holds the individuals causing harm accountable for their actions, and it allows everyone – the person



harmed, the person causing harm and others affected – to express the harm that was caused and any resulting needs. Restorative practice allows reparation (“making it right”), healing and reintegration, while preventing future harm. It may include responses ranging from informal conversations or meetings to formal restorative conferences.

In addition, the Board’s Code of Conduct sets clear standards of behaviour that are firm and fair. These standards apply to everyone in the school system – students, parents, guardians, volunteers, employees – whether on school property, on school buses, at school-related events or activities, or in other circumstances that could affect school climate. **Prevention strategies** are designed to:

- establish a positive school climate
- maintain effective classroom management and discipline
- encourage, reinforce and reward positive behaviour
- promote social skills development
- provide information regarding anger management programs
- use peer counselling and conflict resolution
- use effective, respectful home-school communication

All staff and students are responsible for their choices and actions. It is important that we learn from our experiences. The needs of the individual student will be considered when ‘poor choices’ have been made and responsibility for actions/consequences are imposed.

Consequences for unacceptable behaviour are appropriate to the individual, circumstances and actions. Consequences are firm, fair, clear and appropriate to the student’s age and development. They include learning opportunities, to reinforce positive behaviours and help students make good choices. For students with special education needs, consequences and supports are consistent with the student’s Individual Education Plan (IEP).

These consequences may include:

- discussion
- parental contact
- time out

- loss of privileges (e.g., bus riding, recesses, etc.)
- detention
- student behaviour contract
- restitution of damages
- school community service
- referral for Board Support Services
- suspension/expulsion

### Suspension / Expulsion

As part of provincial legislation (reg 472/07), a Principal shall consider whether to suspend a pupil if they believe that the pupil is engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact of the school climate:

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol or illegal drugs
- swearing at a teacher or at another person in a position of authority
- committing an act of vandalism
- being under the influence of alcohol
- bullying

A Principal shall suspend a pupil if they believe that the pupil is engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact of the school climate:

- possessing a weapon, including possessing a firearm
- using a weapon to cause or to threaten bodily harm to another person
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- committing sexual assault
- trafficking in weapons or illegal drugs
- committing robbery
- giving alcohol to a minor

-assist their children in developing responsible behaviour

## **Roles and Responsibilities**

### **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, ability, sexual orientation, language, or opinion
- learn and act within boundaries of behaviour 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
- treat all school property and the property of others with care and respect
- 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
- learn to express emotions in a socially acceptable manner

### **It is expected that staff shall:**

- foster in their students a positive self-image
- treat students with respect and sensitivity
- consistently implement the school wide, proactive approach to discipline
- protect students from persons or conditions which interfere with the learning process
- maintain regular communication between home and school (newsletters, phone calls, etc.)

### **It is expected that parents shall:**

- attend to their children's physical and emotional well-being
- ensure and facilitate regular attendance
- communicate relevant information concerning their children's individual needs
- support reasonable disciplinary measures taken by the staff
- be an equal partner in the education of their children
- nurture a positive self-image in their children

## Anti-Bullying - Safety @ Queen Mary

Bullying is a serious issue and is not acceptable on school property, on school buses, during school-sanctioned activities or online (cyberbullying). Bullying, including cyberbullying, has now been added to the list of activities that may result in a suspension from school.

According to the Ministry of Education, **bullying** is defined as follows:

*Bullying is 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.*

Bullying takes many forms including physical, verbal, social and electronic. Below are examples of each form of bullying.

- Physical bullying is defined as hitting, shoving, tripping, stealing or damaging property.
- Verbal bullying involves name calling, mocking or making racist, sexist or homophobic comments.
- Social bullying often involves excluding others from a group or activity or spreading gossip or rumours about them.
- Electronic bullying or cyberbullying entails spreading rumours, hurtful comments, images and/or gossip using personal electronic devices or technology, including but not limited to email, cell phones, the Internet and text messaging.

No form of bullying is acceptable, and when bullying occurs, we will consider the most appropriate way to respond to each situation based on several factors including the students' age, their personal history and mitigating factors.