

New Prospect School Student & Parent Handbook



New Prospect School staff work hard to provide an **inclusive** and **equitable** learning community. Our staff is committed to providing inclusive instruction assessment and evaluation practices. Our staff develop and use learning resources, texts and opportunities which reflect the **cultural** and **lifestyle diversity of Canada**.



8:40-10:20	First learning block
10:20-11:00	First nutrition break and recess
11:00-12:40	Second learning block
12:40-1:30	Second nutrition break and recess
1:30-3:10	Third learning block

-Students can be dropped off by parents after 8:15, the entry bell rings at 8:40.

-Student's who walk to school can arrive at school after 8:15.

-The street in front of the school is a fire lane and bus zone, please refrain from parking there. Parents and visitors can park in the south parking lot.

-All entrance doors will be locked and access to the school can be gained by ringing the buzzer at the main entrance.

-All visitors to the school must sign in at the main office.

-Parents need to let their child's teacher or the main office staff know if bus students are being picked up at the end of the day. Please notify the office early in the day, calling close to dismissal time could result in the message not being delivered to the child in time.

- Students and visitors need to remove their outdoor footwear when entering the school.
- All students will need indoor footwear with non-marking soles, a backpack and a lunch.
- Safe Arrival:** If your child will be absent, please call the main office 223- 4713 to let our administrators know. If we do not receive a parent call for an absence, our administrative assistants will call parents to ensure student safety.



School Cash Online:

- School cash online is available to all parents to preorder and pay for school lunches and milk coupons.
- Register at <https://kpdsb.schoolcashonline.com>
- Select 'Get Started Today' and follow the steps.
- After you receive conf email, select 'click here' option, sign and add each of your children to your household account.

Cell phones/technology:

- Students are not permitted to bring a cell phone or other electronic devices to school. Every classroom has a phone, which students are able to use with their teacher's permission.
- If students have a cell phone, they must keep it safely packed away in their backpack/locker, otherwise it will be brought to the office and can be picked up at the end of the day. The school will not be responsible for missing/damaged student owned devices.
- School Devices:**
- Students in grades 4 to 8 will be provided with a board device.
- All students will need to sign a Technology User Agreement. If students violate their user agreement, they may have their technology privileges revoked.

Bus Students:

- All bus students wait for their bus in the gym at the end of the day, unless they have an early bus.
- Early bus students will go directly outside to wait for their bus.
- If your child will not be taking the bus, please send a note with your child for their teacher.
- Northwestern Ontario bus consortium website: <https://www.nwobus.ca/> Here you can register for bus alerts, check bus eligibility and access the parent portal.



Clothing/Dress Code:

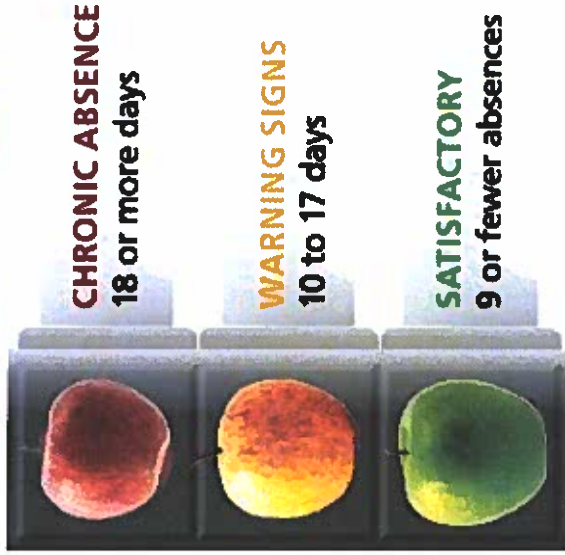
- For safety reasons, loose scarves and drawstrings should not be part of student's outdoor clothing.
- Students need to dress according to weather conditions so they are prepared for outdoor recess.
- Students are not allowed to wear clothing that; displays symbols that exhibit drug paraphernalia, are sexually explicit, incite hatred and biases, identifies a student with gang involvement, or depict inappropriate concepts as identified by the school.

Bicycles, scooters, skateboards

- For safety reasons, bicycles, scooters, and skateboards are not to be ridden on school property. Students need to dismount on the edge of the school property and walk. Students are required by law to wear a helmet.
 - Bikes need to be locked up outside. Scooters and skateboards can be stored under the stairs on the main floor. The school is not responsible if these items are lost, stolen or damaged.
- Skatepark:**
- Students do not have access to the skatepark throughout the school day. If parents allow their child to use the skate park after school, these arrangements need to be made prior to the start of the school day.
 - Bus students are not allowed to use the skatepark while they are waiting for their bus.

Student Attendance Information:

When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

DID YOU KNOW?

- Starting in preschool and kindergarten, too many absences can cause children to fall behind in school.
- Missing 10%, or about 2 days each month over the course of a school year, can make it harder to learn to read.
- Students can still fall behind if they miss just 1 or 2 days every few weeks.
- Being late to school may lead to poor attendance.
- Absences and tardiness can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Eventually good attendance will be a skill that will help them succeed in high school and college.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Keep your child healthy and make sure your child has the required shots.
- Introduce your children to their teachers and classmates before school starts.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor or another parent.
- Try to schedule non-Covid-19 related medical appointments and extended trips when school isn't in session.
- If your child seems anxious about going to school, talk to teachers, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- If you are concerned that your child may have Covid-19, call your school for advice.
- If your child must stay home due to illness or quarantine, ask the teacher for resources and ideas to continue learning at home.

Revised October 2021

New Prospect School staff provide a safe and respectful learning environment for all students. Our staff provide a focus on developing the attributes of good character with an emphasis on building positive relationships and respect for others.

Character Development:

The KPDSB recognizes the belief system based on Indigenous Teachings through the

Generations:

- Honesty ~ Kwayakwaadizowin
- Respect ~ Kanaadenimowin
- Humility ~ Dabasenimowin
- Truth ~ Debwewin
- Love ~ Zaagi'iwin
- Bravery ~ Soogenimowin
- Wisdom ~ Kikendamowin



Inappropriate behaviour is approached using progressive discipline and bullying prevention and intervention.

-New Prospect School follows the same Code of Conduct as outlined in the KPDSB Code of Conduct Guidelines as outlined here:

-All students and staff have the right to be safe, and feel safe in their school and community. With this right comes the responsibility to contribute to a positive school climate and to be accountable for actions that put at risk the safety of others or oneself.

All members of the school community will:

- model and reinforce the attributes of good character;

- not engage in bullying behaviours;

- be treated with respect and dignity;

-use non-violent means to resolve conflict.

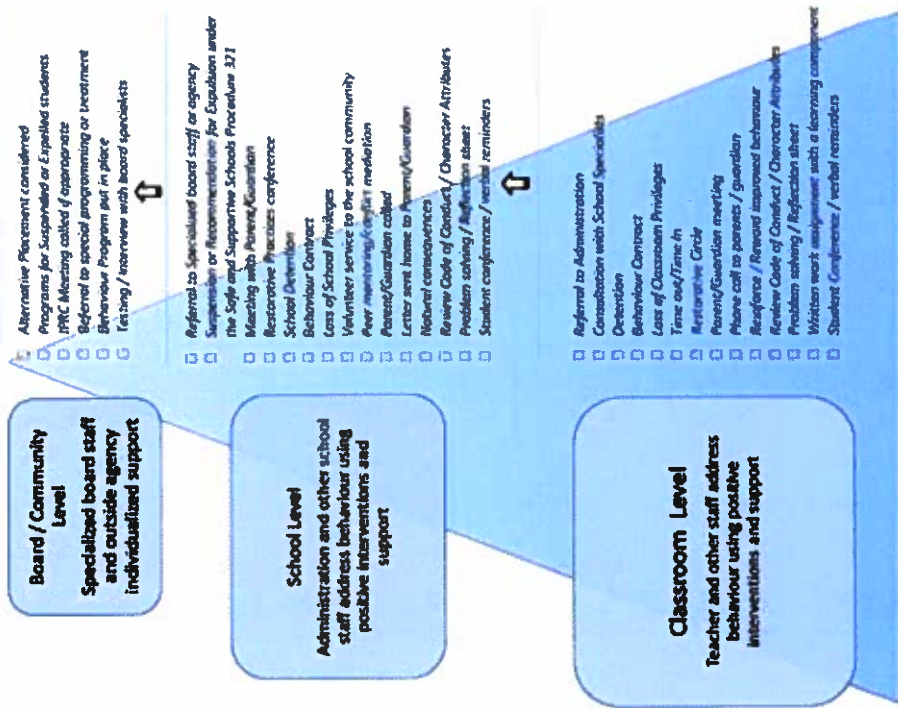
Physically aggressive behaviour is not an acceptable way to interact with others;

-The possession, use, or threatened use of any object to injure another person is unacceptable.



Appendix B: Progressive Discipline Chart

Progressive Discipline Chart - KPDSB



April 2022

Staff will respond to incidents by:

- Identifying the inappropriate behaviour
- Asking the student to stop the inappropriate behaviour
- Explain why it is inappropriate or disrespectful
- Asking the student to change/replace their behaviour
- Providing support for positive behaviour

Progressive Discipline Strategies and Interventions:

1. Early intervention strategies (for example; verbal reminders, restorative practices questions and affective statements, review of expectations, contact with parents/guardians, a written work assignment with a learning component.
2. Ongoing intervention strategies (for example; meetings with parents/guardians, volunteer service in the school community, restorative practice conferencing, conflict mediation, peer mentoring, referral to counselling)

Consequences for inappropriate behaviour will be respectful, reasonable, and related to the inappropriate behaviour.

Consequences will be developmentally appropriate and will include opportunities for students to focus on taking responsibility (for example, meeting with parents/guardians, referral to community agency, detentions or loss of privileges, short term suspension and or long term suspension or expulsion).

More info for KPDSB suspension/expulsion procedure:

<http://www.kedsb.on.ca/sites/default/files/2015-03-03%20Suspension%20and%20Expulsion%20Procedure%20-%202015.pdf>



Bullying is defined as;

-an aggressive and typically repeated behaviour by a student where:

- the behaviour causes hard feelings, fear or distress to another individual, including physical, psychological, social, or academic harm, harm to the individual's reputation or property
- the behaviour occurs in a context where there is a real or perceived power imbalance.

KPDSB Bullying Portal: <https://safeatschool.kpdsb.ca/>

Kids Help Line: <https://kidshelpline.ca/>

Bullying can be but is not limited to:

- Physical
- Verbal (name-calling, insults, threats, sexist, racist, homophobic, transphobic, etc.)
- Social (excluding, spreading gossip or rumours, humiliating, shunning, ignoring, etc.)
- Electronic (spreading rumours, images, or hurtful comments, or impersonating another person through the use of email, cell phones, text messages, internet, websites, social networking, blogs, or other technology
- Written

Cyber bullying:

- Creating a web page or a block where the creator assume the identity of another person
- Impersonating another person as the author of content or messages posted on the internet



**New Prospect School Bullying Intervention Plan:
(Plan to be devised by NPS 2022-23 Anti-Bullying Team)**

-Staff will respectfully teach students about bullying and provide ongoing reminders about expected behaviours for students at New Prospect School.

-Staff will implement proactive practices;

- Staff will participate in and sign off on annual NPS staff anti- bullying training.
- Staff will invite OPP community officer into classrooms to discuss bullying and the effects of bullying.
- Staff will provide close supervision during all **unstructured times** (nutrition breaks, after school bus, etc.)
- Staff will consider all reports of bullying seriously, follow up with affected students, communicate with parents and administration, and document thoroughly.
- Bullying will be dealt with progressively; restorative approach/circles, communication with parents, consequences, detentions, in-school suspensions and suspensions.

Medical Emergency Information:

A Medical Plan of Care will be developed for students with any of the following life-threatening conditions;

- Anaphylaxis
- Asthma
- Type 1 diabetes
- Epilepsy

-Epi-pens, puffers, insulin, etc. should be carried on the person.

-School staff will administer emergency medication and/or assist students in administering emergency medication during an emergency.

Administration of Medication Information:

-If parents require school staff to administer prescription or non-prescription medication to their child at school, A *Request of School Staff to Administer Prescribed Medication to Students* Form needs to be filled out by the parent and signed by the student's physician. Please ask our office staff for Form A.

-Staff will record the administration of medication on a Medication Student Log.

-All medication will be safely stored at the main office.



Fire and Lockdown Drills:

- We are required to have three fire and one lockdown drill every fall and spring.
- New Prospect School staff will work to ensure these practice drills are a stress free learning opportunity for our students to learn how to manage a potential fire or intruder in the school emergency.



Concussion Procedure:

- We work hard to be preventative to minimize the chance of a head injury (rules/regulations, minimizing slips/falls, obstacle free, safe traction).
- If a student sustains a head injury, an initial concussion assessment will be completed on the student.

Staff response to head injury:

- A concussion should be suspected
- Contact parent/guardian for pick up and examination by a doctor
- Monitor and document any change, stay with the student
- Student may not leave the school without their parent or guardian
- Provide parent with Appendix C-2
- Inform parents they will need to communicate with office staff the results of the medical examination
- If no concussion is diagnosed, student can return to normal routines/activities
- If concussion is diagnosed, the student follows a gradual Return to Learn/Return to Physical Activity Plan
- If staff does not suspect a concussion, signs/symptoms do not exist, they complete a Quick Memory Function Assessment . If concussion not suspected, student can return to physical activity.

Harm Reduction:

- There are several Naloxone kits at New Prospect School which are updated by the NWHU annually.
- Sharps boxes are located in classrooms to support students/staff with the safe disposal of needles for the management of diabetes.
- At least one staff member responsible for the preparation of food for our student nutrition program has received training in the Safe Food Handling Certification



Substance Use by Students:

- Student's at New Prospect School are not permitted to be in possession of tobacco products, vaporizers (vapes), e-cigarettes, alcohol, restricted/controlled drugs or prescription non/prescription drugs.
- Any student found in possession or under the influence of any substance while on school property is subject to disciplinary action outlined in the Board's suspension and expulsion policies.

Contagious Illnesses and Lice:

- If your child acquires lice or a communicable disease, please contact the school.
- If it is suspected that a child has lice or a communicable disease, parents/guardians will be notified to pick their child up (siblings will be checked as well).
- For lice, parents/guardians need to treat hair with lice shampoo and pick all nits.
- Parents/guardians must administer the shampoo for a second time, seven days later.
- Students are able to return to school after hair has been treated with shampoo and nits have been removed.
- For a communicable disease, parents will need to seek a diagnosis from medical personnel.
- For confirmed cases of lice/communicable diseases, a letter will be sent home to any classrooms potentially impacted.
- For more info see NWHU website:**

<https://www2.nwhu.on.ca/for-professionals/for-schools-and-educators/contagious-illness-in-schools/>

Head Lice

What are head lice?

Head lice are small insects that live in human hair. They need human blood to live and multiply, and can live up to 3 days off the human body and up to 30 days on a person's head. Having head lice does not mean that you are not clean.

How do they spread?

They do not jump or fly, they spread by crawling very quickly. Lice spread from close head-to-head contact with an affected person and by sharing things that are in direct contact with a person's hair (combs, brushes, hair clips, hats, scarves, helmets, towels, pillows, coats).

What are the symptoms of head lice?

Head lice can cause an itchy scalp. Very tiny eggs lay close to the scalp. They may look like dandruff but are firmly glued to the hair and can't be flicked off.

Checking for head lice

Look carefully through the hair for live lice and nits. Lice move fast and are hard to see so you may just see movement rather than the actual lice. Lice are usually found close to the scalp, at the bottom of the neck, and behind the ears.

Treating head lice

Lice treatment is free for Ontario residents 24 years and under through OHIP. Talk to your pharmacist for more information.

There are various products on the market to treat lice, including insecticides and non-insecticides. Your pharmacist will be able to recommend the best product for you.

Home remedies such as mayonnaise, petroleum jelly, olive oil, etc. are not proven methods to kill lice. There is no evidence that tea tree oil or aromatherapy work either. Never use gasoline or kerosene to kill lice, these products are dangerous.

Disinfecting the house

Because head lice don't live long off the scalp, there is no need for extra cleaning. You do need to get rid of lice or nits from items that touch the head like hats, pillowcases, combs and brushes.

Wash items in hot water and dry them in a hot dryer for at least 15 min. or

Store the items in an airtight plastic bag for 2 weeks. Use a Zip-Lock type bag that is airtight, or tape a garbage bag to tightly seal it.

Head lice and school

Children with head lice should be treated and then attend school or child care as usual.



Confidentiality and Protection of Privacy:

-All student information is considered confidential by all staff at New Prospect School.

Some personal information is disclosed for the purpose of celebrating and educating students such as;

-student birthdays may be announced

-student work may be displayed

-photos/videos of students participating in classroom or school activities, concerts, special events may be shared within the school.

-Parents must provide their signature as proof of permission for the sharing of their child's photo/video for public purposes (for example, school Facebook page, school or board website, school or board promotion activities).

Student Fundraising:

-Throughout the year, our students are involved in fundraising events.

-Student participation is voluntary and at the discretion of parents/guardians.

-For reasons of safety, door to door canvassing is not allowed for students in grades K to 6. Grade 7 & 8 students are permitted to do door-to-door fundraising under adult supervision.



School Contact Information:

Please call 223- 4713

Principal: Kelly Schollie

Vice Principal: Teri Jackson

Head Administrative Assistant: Sabrina Morton

Administrative Assistant: Chelsie Schmidt

All staff can be emailed by substituting their name: **firstname.lastname@kpdsb.ca**