



NEW PROSPECT SCHOOL STUDENT HANDBOOK 2020-21



**All stakeholders create a culture of learning so that
students come first**

PRINCIPAL'S MESSAGE

This handbook has been prepared to provide students, parents and guardians with information about our school. We have high expectations regarding the safety of our students, and we hope this handbook will help share some of our philosophies, policies and procedures.

At New Prospect School, our primary goal is to provide students with an inclusive, safe, respectful and welcoming learning environment where we provide opportunities for students to develop socially, emotionally, and academically, while developing a positive sense of mental well-being. We believe in providing students with opportunities to become critical thinkers and problem solvers through authentic and engaging learning opportunities. It is vital for home and school to work in close partnership to make this happen as we all want our children to enjoy school and enjoy learning.

Please feel free to call your child's teacher or myself at **223-4713 ext. 2003** should you have any questions or concerns. If you would like to contact your child's teacher or someone on staff, you may do so by email. All staff email is the same: firstname.lastname@kpdsb.on.ca

Kelly Schollie,
Principal

New Prospect School Mission Statement

New Prospect Public School is a progressive center of learning where our students become responsible lifelong learners with the skills necessary to adapt to challenges. We strive to provide a safe and healthy learning environment, which recognizes individual strengths while promoting academic, social, emotional, mental and physical well-being.

SCHOOL HOURS

8:40	Morning Bell
8:40 - 10:40	1 st Learning Block
10:20 - 11:00	1 st Nutritional Break & Recess
11:00 - 12:40	2 nd Learning Block
12:40 - 1:30	2 nd Nutritional Break (Lunch) & Recess
1:30 - 3:10	3 rd Learning Block
3:10	Dismissal

STUDENT DROP OFF/VISITOR PARKING

In an effort to ensure all students are safe in the mornings and afternoons, we ask that all parents and visitors enter the school property using the East entrance only. Please follow the signs. All traffic will exit the parking lot using the west exit. No traffic is permitted along the west side and rear parking area (by Day Care) as this is reserved for staff only. All parents, public and student drop off will happen in the main front parking lot only. There are crosswalks at both ends to allow students and parents to safely cross the bus loading zone to the school playground. Students and parents

must follow the sidewalks along the perimeter of the school to reach the playground.

SCHOOL SECURITY

All entrance doors to the school will be locked at all times. Any parents or visitors to the school will have to ring a buzzer outside the main entrance at which time the office will be able to provide you with direction. **During COVID-19, parents and visitors are discouraged from accessing the building and will be met outside the main entrance by office staff.** Safe Schools mandates that all visitors to the school check in at the office prior to visiting any location in the school. Parents who are picking

up students at dismissal time need to physically distance themselves from other parents and wait outside their child's designated exit door.

SAFE ARRIVAL PROGRAM

During COVID-19, if you keep your child home due to illness, the safe arrival administrative assistant will ask that you complete the COVID-10 symptom checklist and access medical support if the child is displaying COVID-19 symptoms.

In order to ensure the whereabouts and safety of students when they are absent or late arriving to school, New Prospect School has a safe arrival procedure. First thing in the morning and after lunch, teachers check attendance and notify the office about any absent students. The Safe Arrivals Legislation of Ontario requires that schools inquire each time a student is absent. If your child is absent from school, and we have not heard from you, we will try to contact you to make sure that your child is safe at home or with a caregiver. Parents have a very important part in ensuring the safety of their children.

When your child is going to be absent, please call the school anytime at 223-4713, press 1 and leave the child's first and last name, grade and reason for absence.

SCHOOL WEBSITE/FACEBOOK PAGE

Please feel free to visit the school website or like our Facebook page to view school information at your convenience.

<http://newprospect.kpdsb.on.ca>

SCHOOL BUS LOADING/EMERGENCY VEHICLE ZONE

The driveway in front of the school is considered the 'School Bus Loading Zone' and is FOR SCHOOL BUSES & EMERGENCY VEHICLES ONLY. Please park in the visitor parking in front of the school.

SUPERVISION OF STUDENTS

Staff are on duty to coincide with the arrival of the first school bus. Students who walk to school or are driven to school by parents should not arrive at school before 8:15 a.m.

MEDICATION AT SCHOOL

Under KPDSB policy #312, the following conditions must be met before medication of any type can be administered by school staff.

Prescribed Medication: Where a doctor has prescribed medication, a Board form must be completed and signed by both the doctor and the parent/guardian. The form can be obtained by calling the school.

Non-Prescribed Medication: Parents wishing to have this type of medication administered at school, a Board form must be completed and signed by both the doctor and the parent/guardian. The form can be obtained by calling the school.

Please let us know about your child's condition and medication, and whether we should be on the lookout for any symptoms or side effects. Children will not be permitted to administer their own medication or carry it on their person (Epi Pens may be carried by students). All medication must be brought to the Office for safe storage and handling.

SCHOOL CASH ONLINE

School Cash Online will be available this school year for online payments. Once students are registered, it offers the convenience of paying online and not sending cash to school. Items such as milk, hot lunch items, school trips and school clothing will be available for online purchase. **During COVID-19 we are asking parents to use the Online School Cash for milk this year rather than sending cash.** There are a few quick steps: register, attach child(ren), then make payments automatically using a bank account or credit card.

To register, go to:

<https://kpdsb.schoolcashionline.com>

Register by selecting "Get Started Today" and follow the steps. After you receive the confirmation email, select the 'click here' option, sign in and add each of your children to your household account.

REMOVAL OF OUTDOOR FOOTWEAR

In order to maintain a clean learning environment, all students and staff will remove shoes and boots at each entrance that have been worn outdoors. Parents and visitors to the school are also requested to remove outdoor

footwear at the entrance mats. As per Board policy, all students are expected to have a pair of shoes that can be left at the school to be worn indoors.

CELL PHONES/ELECTRONICS

Students in primary are not permitted to bring cell phones and other electronic devices to school. There are phones in every classroom should students need to call home, and in case of emergency, parents are able to reach students through the main office. Students in junior and intermediate grades are permitted to bring these devices to school to use as a learning tool at the discretion of their teacher. The school/board is not responsible for the loss, theft or damage of these devices. Students are NOT permitted to photograph or video while on school property or access social media sites. If students are not using their electronic devices appropriately, they will be asked to leave it with their teacher or at the office until the end of the school day.

CLOTHING/DRESS CODE

For reasons of safety, LOOSE SCARVES and DRAWSTRINGS should not be part of a student's outdoor attire.

Students are expected to come to school in clothing appropriate for the weather. Except for extreme weather, all children are expected to play outdoors during all breaks.

Students are expected to dress in clothing that is suitable for school, keeping in mind that school is a place of learning. Clothing that is revealing is not appropriate for students to wear to school.

Students are prohibited from wearing clothing that exhibit drug paraphernalia, are sexually explicit, incite hatred or biases, identifies a student with gang involvement or are deemed offensive and/or inappropriate.

BALANCED DAY LUNCH PROCEDURES

All lunch students, grades K to 8 will eat lunch in classrooms. Students are to remain seated while eating lunch and are to demonstrate safe table manners. Students will be required to eat all meals and snacks in their classrooms and will

not be permitted to eat food or drink outside. Please ensure proper cutlery is packed as the school does not supply spoons or forks, due to safety concerns, microwave ovens are not to be used for preparing student food items. Please send a refillable water bottle as well.

All students, including both bus and non-bus students, are not permitted to leave the school grounds during either the 1st or 2nd Nutritional Break. We require a parent to come to the school and pick up a child if they wish to leave at lunch time.

BICYCLES/ROLLERBLADES/SCOOTERS/ SKATEBOARDS

For reasons of safety, bicycles, rollerblades, scooters and skateboards are not to be ridden on the playground, or in the school bus loading zone. Students must dismount at the edge of the school property and walk their bikes to the bike racks. Scooters are to be walked into the school when the bell rings and placed in the stairwell. Students are required, by law, to use helmets when riding bikes, scooters, etc. It is strongly recommended that students lock up their bicycles at school.

The school is not responsible for any bicycles that are damaged, lost or stolen at school. In past years the school has been notified by the police that bikes that have been left unlocked have gone missing or borrowed for use at the skatepark. No students are permitted to leave school during school hours to go to the skate park.

STUDENT FUNDRAISING

Throughout the school year, our students are involved in fundraising activities for charity or to support class and school projects that directly benefit our students. Student participation in fundraising activities *is voluntary*, and *at the discretion of parents*. For reasons of safety, door-to-door canvassing will not be allowed for students in grades K to 6. Grade 7 & 8 students are permitted to do door-to-door canvassing only under adult supervision. **Fundraising will be on hold during COVID-19.**

LICE & OTHER COMMUNICABLE DISEASES

If your child contracts lice or a communicable disease, please contact the school. Information on the length of time to keep your child home is available from the Northwestern Health Unit. To check for lice the following procedure will be followed:

1. Parents/guardians of children infected will be contacted by phone and details of treatment to be followed at home.
 2. If the school is unsuccessful in contacting the home by phone instructions will be sent home with the children.
 3. To reduce further infestation of lice, a **no nit** policy will require students to stay at home until treatment is administered **and** all nits are removed.
 4. Letters will be sent home to the classroom(s) affected or all classrooms at the discretion of the principal
- Remind your children while at school during winter months to place their hat in their sleeve and if possible to tuck their hood in their coat. This is to prevent the spread of lice. Other suggestions we have received from parents to help minimize the spread are: girls should wear their hair up and add hair products like hairspray or gel; carefully consider children sleepovers; the best product currently to use is "Resultz" available at local pharmacies. Another product available for purchase online is "Clear Lice". Parents are reminded to have their head checked as well due to the transfer of lice.

Here is the process the school has in place for head lice:

- 1) Once the lice is discovered a call is made to the parents to let them know what needs to be done (both to the students belongings and the students themselves) and they are asked to come pick up their child from school.
- 2) The siblings of each affected child are checked and sent home for treatment if necessary.
- 3) A form letter is sent home to each child in the affected classroom – including the sibling's classroom if necessary. This allows

parents to check and ensure their child is not infected.

- 4) Once the student has been treated – and they have no nits (nit free policy) they can come back to school.
- 5) The returning student and siblings are then checked at the office and either sent home for retreatment or told that they can go back to class.
- 6) Students are asked to place their hat and mittens in their sleeve and to tuck their hoods in their coats.

The school asks for your cooperation in helping combat this inconvenience.

- 1) Please check your child's hair and scalp regularly for lice and/or nits (the eggs are laid near the root of the hair). If you find some, please purchase one of the medical treatments (Resultz) available from the local pharmacy to treat your child with. A second treatment is needed seven days later to kill any newly hatched lice. It is important to remove the nits with a fine toothed comb and finger tips. Nits can be very hard to see and work in a cycle, so if they are not all removed, they can re-hatch and start the cycle all over again. Parents are reminded to have their head checked as well as simple cuddle time could promote the transfer of lice. PARENTS/GUARDIANS MUST BE DILIGENT AT CHECKING AND PICKING NITS FROM THE CHILD'S HAIR DAILY FOR A PERIOD OF 3-4 WEEKS. Bedding, towels, outerwear such as jackets, hats should be washed and dried at a high temperature; or these items can be placed outside in very cold weather in plastic bags.
- 2) Please notify the school as soon as possible if you find or suspect lice, so that we may control the spread of lice by providing other parents and families with this information.
- 3) Please advise your child not to share combs, headgear and clothing with friends.

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY

The 'Freedom of Information & Protection of Privacy' ACT ensures that information about your child's educational needs and progress will be treated with the utmost in care and confidentiality.

The above mentioned Act does permit some personal information to be disclosed when it is

consistent with the purpose of educating students in accordance with the Education Act. Some school-related activities and events are outlined in the following:

- Students' birthdays may be announced in the school;
- Student's work may be displayed in the school, in projects or science fairs, art, poster or writing contests, bulletin boards and school newsletters;
- Photographs, videos of students participating in classroom activities, school plays, concerts and special events may only be shared publicly if parents have provided consent for this
- The media might be invited to the school to photograph and publish school events such as athletic competitions, drama productions, awards assemblies, graduation, fundraising activities, etc. The student's name, and possibly a storyline could also be published;
- Winners of other awards and honours may have their achievements acknowledged within the school system or through local media;
- The school will share information with the Northwestern Health Unit, including your child's birthdate, address, home telephone number, and the work numbers of parents;
- In the event of an accident causing injury or damage, personal information will be disclosed to the insurer of the Board.

On an annual basis, the "Consent to Release Personal Information" form will be sent home as part of the first day package for parents/guardians to review and sign.

CODE OF BEHAVIOUR

Our goal is to create a welcoming, safe, and non-violent playground and school. Students are encouraged to be courteous, and respectful of others, and their property and responsible for their actions. Our students will have a clear understanding of expectations and guidelines. They will show self-discipline in all situations and display acceptable and appropriate behaviour.

Taken from the Education Act

* A PUPIL SHALL:
a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled

EXPECTATIONS OF STUDENTS

- Strive for personal achievement and personal improvement while putting forth your best effort
- Set personal goals for performance and time management
- Use all instructional time constructively
- Seek help from the teacher when needed
- Finish assignments, projects, & homework on time and to the best of your ability
- Come to class prepared (i.e. pencils, notebook, homework, etc.)
- Keep notes, binder and learning materials neat and well organized
- Get caught up on work missed during absences

* A PUPIL SHALL:
b) exercise self-discipline

EXPECTATIONS OF STUDENTS

- Accept responsibility for own actions
- Demonstrate safe and respectful behaviour whether directly supervised or not
- Comply with the spirit and intent of safety rules and all school rules
- Resist peer pressure that encourages unacceptable behaviour

* A PUPIL SHALL:
c) accept such discipline as would be exercised by a kind, firm and judicious parent

EXPECTATIONS OF STUDENTS

- Listen to and take direction from all staff
- Listen to and comply to the request of the school bus drivers
- Accept responsibility and consequences for their own actions

* A PUPIL SHALL:
d) attend classes punctually and regularly

EXPECTATIONS OF STUDENTS

- Be on time (arriving late negatively impacts student achievement)
- Attend all classes except when ill or have an approved absence by the principal

- Notify the school when absence will be for an extended period of time so homework may be sent home

*** PUPIL SHALL:**

e) be courteous to fellow pupils and obedient and courteous to teachers

EXPECTATIONS OF STUDENTS

- Treat others in a positive, polite, respectful and considerate manner
- Be open minded and considerate of others' views
- Show respect toward diverse religious and cultural backgrounds by using culturally sensitive language and behaviour
- Act in a manner free of biases based on race, gender and disability
- Act in a non-aggressive manner, in language (name calling, teasing or swearing) and actions (bullying, physical abuse or fighting) will not be permitted
- Demonstrate social skills that contribute positively to the social development of everyone

*** A PUPIL SHALL:**

f) be clean in personal and habits

EXPECTATIONS OF STUDENTS

- Exercise good personal hygiene
- Wear clothing free from offensive and inappropriate phrases or graphics
- Wear clothing that is acceptable for the occasion, activity and weather
- Profanity, put downs, and street language is unacceptable

*** A PUPIL SHALL:**

g) take such tests and examinations as are required by or under the Act as may be directed by the Minister

EXPECTATIONS OF STUDENTS

- Strive to do your best in tests and exams administered by: teachers, School Board and/or Ministry of Education & Training

*** A PUPIL SHALL:**

h) show respect for school property

EXPECTATIONS OF STUDENTS

- Be respectful of school building, materials, equipment, property and grounds
- Show respect for personal belongings and belongings of others

Safe Schools

We believe in the promotion of a positive school climate by ensuring:

- Students, school staff members, and parents feel safe, and are safe, included, and accepted.
- All members of the school community demonstrate respect, fairness, and kindness in their interactions, building healthy relationships that are free from discrimination and harassment.
- Students are encouraged and given support to be positive leaders and role models in their school community. • Open and ongoing dialogue takes place between the principal, 5 staff members, parents, 6 and students. All partners are actively engaged.
- The learning environment, instructional materials, and teaching and assessment strategies reflect the diversity of all learners, as well as their language of instruction (English; French as a first language; French as a second language).
- Every student is inspired and given support to succeed in an environment of high expectations.
- Bullying prevention and awareness-raising strategies for students and staff are reinforced through curriculum-linked programs

Bullying Defined

Definition of Bullying For the purposes of policies on bullying prevention and intervention, school boards must use the following definition of bullying, given in subsection 1(1) of the Education Act: "bullying" means aggressive and typically repeated behaviour by a pupil where, (a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of, (i) causing harm, fear or distress to another individual, including physical,

psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or (ii) creating a negative environment at a school for another individual, and (b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education

We will promote bullying prevention and awareness raising strategies throughout the school year through direct instruction and school wide initiatives (i.e pink shirt day)

CYBERBULLYING

- For the purposes of the definition of bullying, bullying includes bullying using electronic means (commonly known as cyber-bullying), including:
 - a) creating a web page or a blog in which the creator assumes the identity of another person;
 - b) impersonating another person as the author of content or messages posted on the internet;
 - c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

SCHOOL INITIATIVES

The following are some of the initiatives and activities that school and staff may utilize to assist and support students in functioning and thriving within the Code of Behaviour:

- strive to make learning activities interesting, challenging and relevant,
- compliment students for their hard work, perseverance and success,
- involve students in developing classroom rules,
- include Character Education in teaching and classroom activities,
- Use Restorative Practice to deal with issues of discipline and conflict,

- be highly visible and accessible when in the school and on the playground,
- compliment students for making good decisions and getting along with peers
- telephone parents or guardians with positive comments.

TRANSPORTATION DISCIPLINE ON BUSES

The Board considers transportation to be a privilege not a right. Breaches of conduct detrimental to the safe operation of the bus or to others on the bus will not be tolerated.

When warranted, the principal will suspend a student's bus riding privileges, in accordance with Board Policy. For details please see the Keewatin-Patricia District School Board "SCHOOL BUS TRANSPORTATION GUIDE". All transportation issues must be communicated directly to the Transportation Consortium by calling 223-1256.

PROGRESSIVE DISCIPLINE

Progressive discipline is a whole-school approach that utilizes a continuum of prevention programs, interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote and foster positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.

RESTORATIVE PRACTICE

Restorative Practice is a multi-dimensional approach to discipline which helps build positive school communities. Restorative Practice is about letting each and every student have a voice - it allows everyone to be heard and gives students a chance to say how they have been affected by the actions of others. Restorative Practice is not about placing blame, but rather, restoring or repairing relationships.

COMMUNITY CIRCLES

At any time around our school you will see small groups or entire classrooms engaged in Community Circles as it is a main component of

Restorative Practices. Circles can be used for a variety of reasons; daily check in's with students, academic goals, classroom/school behaviour or just getting to know one another in order to form connected classrooms. Circles give every student a chance to voice their opinion and be heard.

HANDS – OFF

Our school promotes a 'HANDS-OFF' policy which means that all types of physical contact that could result in pain, injury or retaliatory actions are not permitted.

Students who cause fear or discomfort or injury to others through aggressive and inappropriate physical contact and other forms of bullying will be subject to disciplinary consequences.

SUSPENSIONS (1 to 20 days)

(Police may be called)

The Ontario Safe Schools Act legislates how certain student behaviour is to be addressed. Activities that may lead to suspensions may include, but not limited to:

- Swearing at a teacher or other person in authority
- Uttering threats to commit serious bodily harm
- Committing vandalism
- Possession of Alcohol or illegal drugs
- Being under the influence of alcohol
- Intimidation or any other forms of harassment
- Persistent neglect of duties of a pupil, including truancy, use of improper language, opposition to authority, conduct injurious to the moral tone of the school

EXPULSIONS (21+ days)

(Police shall be called)

Activities that may lead to suspensions pending possible expulsions may include, but not limited to:

- Possession of a weapon, including, but not limited to firearms
- Trafficking in illegal drugs or weapons
- Possession of illegal drugs
- Committing robbery
- Committing sexual assault
- Providing alcohol to minors

- Using a weapon to cause or threaten bodily harm to another person

SMOKING/VAPING/DRUGS

Possession of cigarettes, e-cigarettes, vapes or tobacco products, legal and illegal drugs, lighters or matches, by students at school, on the school premises or while present on school sponsored and supervised activities is forbidden. Students, who are found to be in possession of these products, will be subject to discipline, up to and including suspension from school. The cigarettes or tobacco products, legal and illegal drugs, lighters or matches will be confiscated and parents will be contacted.

Smoking/vaping or holding a lighted tobacco/vape product is not permitted in the school, on the school grounds, or at any school function. A student may receive a three-day suspension for smoking/vaping or holding a lighted tobacco/vape product. Smoking by students is not permitted near the school grounds or within sight of the school during the regular school day, which includes lunch breaks.

In addition to disciplinary action taken by the school, repeat offenders will be reported to the Northwestern Health Unit and may be assessed a fine by Tobacco Enforcement Officer.

STUDENT DROP OFF/VISITOR
PARKING

