

## **STUDENT HANDBOOK**

Welcome students and parents to Kawartha Heights Public School. Whether you are returning to Kawartha Heights, or you are a new family joining our community, we hope that you will participate in the many activities and events offered at the school.

Our School Handbook includes various school policies and information about our school, which will be of interest to both parents and students. Should you have any further inquiries, please contact the school at 705-742-7521.

Open communication is the key for a rewarding school year. As part of our commitment to communication, we are encouraging students to use this agenda as part of their daily routine to further develop the important skills of time management and organization.

With the support and encouragement of teachers and parents, this planner should be used on a daily basis to:

- record assignments, projects and homework,
- record dates for special activities at home or at school,
- record dates for tests, projects, and due dates for permission forms, etc., and to communicate between teachers and parents as agreed upon.

### **HOURS OF OPERATION**

Entry Bell:	9:00 am
Nutrition Break:	10:40 – 11:00 am
Nutrition Break:	1:00 – 1:20 pm
Dismissal Bell:	3:20 pm

**Note: Morning supervision begins at 8:45 a.m.  
Students should not arrive prior to this time.**

### **ATTENDANCE**

Regular and punctual attendance at school is required of all students. Much valuable instructional time is lost when a student is late or absent. All absences must be called into the Safe Arrival Program each day.

Safe Arrival: 1-866-740-2902 or [kprdsb.schoolconnects.com](http://kprdsb.schoolconnects.com).

### **CALL IF YOUR CHILD IS GOING TO BE ABSENT FROM SCHOOL OR EVEN IF HE/SHE IS GOING TO BE LATE.**

If you are signing students in late, or wanting to pick them up early, please come to the office and your child will be called down. We want to limit the number of adults in the building for safety reasons, as well as it can be distracting for the classrooms to have parents show up at the door. Please always use the main door to enter the building.

Punctuality is essential at all times. Students who are late disrupt the classes and waste the time of the other students and the teachers. Please bring a note from home or have a parent or guardian telephone the school explaining the reason for being late for school.

## **DRESS CODE**

We support the view of families that school is a place to learn and is not a place where clothing is competitive or where clothing is used to make exaggerated statements. Appropriate clothing for school, therefore, is expected. Short shorts, tank tops and offensive lettering are not permitted. T-shirts that promote alcohol or drugs, advocate hate, use obscenities or are sexual in nature, are not appropriate. Underwear should not be visible. Shoulders must be covered. Straps should be 3 fingers wide. Shorts must come to the bottom of fingers when the arm is held down straight. Jackets, hats and outerwear will be removed upon entering class. Students should dress appropriately for the weather.

## **MEDICATION**

From time to time requests are made for staff to administer medication to students. Board policy states that staff members cannot administer medication to your child unless a Request for Administration of Medication form is completed and signed by the parent/guardian and the family physician. This must be done on an annual basis. No over-the-counter medications such as Tylenol or allergy medications are available at the school.

## **PEDICULOSIS (HEAD LICE)**

It can happen to your family! Anyone can get head lice. You can help to control them. Please check your child's head on a regular basis for live lice and/or nits (eggs).

Lice are tiny, wingless insects that crawl in the hair. Nits are tiny egg-shaped deposits which are firmly attached to the hair shaft close to the scalp. Itching is the most common sign of head lice.

If you find head lice, contact your local pharmacist to discuss the available treatment and how to use it. Please inform the school if you discover head lice in your child's hair.

## **ALLERGIES**

We have students in our school who have specific allergies. Some are life threatening. Please be aware of the following:

### **Nut Safe School**

Why has my child asked me to avoid sending peanut or other nut products for lunches and snacks? Most likely, there is a child or several children with a nut allergy. We are making the school "Nut-Safe" for several reasons. Nut allergies can be severe and fatal. Even tiny amounts of nut particles or residue can cause someone with a nut allergy to have a strong reaction. Without treatment, this person could die within minutes. "Nut-Safe" schools can only be achieved when everyone is committed. That's why your assistance and co-operation are very helpful.

## **STUDENT INFORMATION FORM**

If there are any changes to the Student Information for (i.e., change in phone number, parent/guardian, allergies, chronic medical condition, etc.) please notify the school office immediately so the files will be up-to-date at all times.

## **LOST AND FOUND**

Please encourage your child to retrieve lost articles. The lost and found box is cleared at the end of each term. Unclaimed belongings will be donated to needy organizations. We urge parents to put names or initials on lunch pails, knapsacks, shoes, boots, coats, mitts, hats, and gym wear.

## **GUIDELINES FOR NUTRITION BREAKS**

To ensure all students have access to a safe and orderly lunch environment, students are required to adhere to the following guidelines, or risk losing their privilege. Parents will be notified regarding any problem. In September, we will ask you to designate your child as a student who stays at school for lunch or who goes home for lunch.

1. All students are not to leave school property without written permission.
2. Students who leave school property for lunch should return for afternoon classes on time.
3. Students will eat at their desk, clean up the eating area and recycle appropriately.
4. If a student goes out for lunch, food is not to be brought back to be eaten or shared on the playground.

## **SCHOOL BUS TRANSPORTATION**

In order to ensure safe and effective transportation for the students of the school, guidelines of expectations are needed. Some important reminders are listed below:

### **Bus Stops**

1. Parents/guardians are responsible for their children from their home, to and from their designated bus stop.
2. Where young children are involved (Kindergarten) parents/guardians are requested to make sure that they are at the designated stop to meet their child. When no one is there to receive the child, the bus driver will return the child to the school.
3. Transportation is provided home to school to home only.

\* Students are expected to get on and off the bus at their own stops.

### **Conduct on School buses**

It is important to provide for both safety and reasonable comfort for students riding on buses. Support from both principals and parents is necessary to assist the drivers with the goal of good conduct on buses. It is the student's responsibility to behave appropriately on the bus.

### **Expectations Include:**

- Staying in the seat
- Talking quietly
- Avoiding interfering with other people
- Keep arms and head inside the windows

### **Nothing should be thrown from a bus window.**

Of course other school rules apply, such as, no swearing, pushing, fighting, or behaviour which reduces safety and/or distracts the driver.

It is important that parents remind their children that school bus transportation is NOT a right, but a privilege, and that the privilege can be taken away if inappropriate behaviour takes place.

**CANCELLATIONS – Bus Cancellations / Schools Open Bus Students** - Each morning, parents and pupils should listen to one of the local radio stations for modification of bus delays, cancellations or shortening of runs and school cancellations.

Parents should determine with their children how long beyond the usual bus pick-up time they will wait at the bus stop before returning home.

If a school bus does not run in the morning because of inclement weather, it will NOT run at night.

Walking Students- The decision on whether or not the student is sent to school in bad weather rests with the parents. If students come in the morning, they are expected to stay for the regular school day. Walkers are encouraged to attend school. Teachers use these days to provide individual attention and extra review in specific areas.

### **VOLUNTEERS**

Volunteers play an important role at Kawartha Heights Public School. We welcome and encourage you to become involved - whether you have a little time or a lot. Volunteers are needed to assist in individual classrooms, in the Library Resource Centre, on trips, on special days, etc. Volunteers work with individual students, with small groups, or with clerical tasks. If you are interested, simply call your child's teacher or our resource teacher. School Board Policy requires volunteers to provide the principal with an up-to-date police record check before beginning any volunteer duties in the school. Forms can be picked up at the office.

### **COMMUNICATION**

If the home and school are to work effectively on behalf of each student, good communication is essential. We will be getting information to you in various ways:

- a) School Newsletters
- b) Class newsletters and calendars
- c) Report Cards
- d) Interviews
- e) Notes or telephone calls as required
- f) Meetings or Presentations
- g) School Council Meetings

Schools are now using a new communication tool called 'Edsby'. All important information will be located on this site. In order to gain access, parents and guardians must have an active email listed at the school. Please call the office in order to set this up.

## **SCHOOL PAYMENTS**

We are now using a program called 'School Cash' as our preferred method of payments for all activities and hot lunches at the school. Using this program significantly reduces the amount of cash that is coming into the school which is great for everyone. We strongly recommend that all of our families use this program. To sign up for School Cash, please go to [kprdsb.SchoolCashOnline.com](http://kprdsb.SchoolCashOnline.com).

## **SCHOOL COUNCIL**

Our School Council meets monthly from 6:00 – 7:00 pm in the school library.

The advisory role of the School Council is to provide ideas and opinions to assist the Principal and, where appropriate, school board Trustees in their decision making on educational issues. The advice should be based on the general views of the school community and the best interests of students throughout the school. School Councils must operate within the Ministry of Education and Training and Board policies and procedures.

We look forward to having as many parents as we can on our School Council Committee.

