

Norwood District and its community take pride in providing quality education for our children, in an atmosphere which is friendly, inviting and challenging. The achievement of this objective depends on an appropriate level of commitment from our students, their parents/guardians and our school staff. We value your co-operation. The school staff provides a standard of discipline which is fair and consistent for all children. This involves adherence to policy and guidelines which are established by the Kawartha Pine Ridge Board of Education, the Ontario Ministry of Education and the Norwood District School community. Expectations are clearly communicated to our students. They ensure a quality learning environment for all. Parental support of students and staff is critical to successfully fulfilling our responsibilities. This requires an atmosphere of mutual trust, respect, co-operation and ongoing communication. With good communication, most problems remain small. If we all work together, our goals can be achieved.

SCHOOL HOURS

Norwood has a balanced day. A balanced day has three equal blocks for instruction and two 40 minute nutrition breaks.

8:55	Classes Begin
10:35 - 11:15	Nutrition/Recreation
11:15 - 12:55	Classes Continue
12:55 - 1:35	Nutrition/Recreation
1:35 - 3:15	Classes Continue
3:15	Dismissal



Playground supervision begins at 8:35 a.m. Students should not arrive prior to this time.



SCHOOL ENTRY/EXIT

Students are to enter the school at the bell using the doors assigned for their class. **No student entry or exit is allowed through the main doors at the front unless the student is signing in late or leaving early.**

ABSENCES AND LATES

Regular attendance is one of the responsibilities that each student registered at this school must accept. This positive pattern and attitude established will pay off now and in the future. Compulsory attendance applies not only to regular school days, but also to special events and trips. While we encourage our student’s regular attendance, children who are not well are best cared for at home. Our facilities are very limited. By remaining out of school, the student concerned will likely recover more quickly and prevent the spread of the illness to others.

If your child will be late or absent, call our 24 hour **Safe Arrival line 639.5381**. On return to school a student must present a note to explain the absence. Habitual absenteeism or lateness will be brought to the attention of the principal and contact home will be made. Please be sure to contact the office if your child will be away for more than a few days.

SHOES

A pair of non-marking rubber sole shoes is to be kept at school to be worn inside. Running shoes can double as gym shoes. Not only does this help keep the school clean, but also it is essential in case of fire drills or real emergencies.



SCHOOL SUPPLIES

Consumable supplies such as pencils, pens, erasers, etc. will be supplied in September. Students may also wish to bring some of their own consumables. Textbooks and library books will be loaned to you free of charge, as long as you treat them with care. If you lose or damage a book, you will be asked to pay for it. If a book is damaged by an unavoidable accident, notify your teacher immediately.



LOST AND FOUND

Found items are located in the primary hall. Each term the lost and found items will be spread out for inspection by students. Anything remaining will be sent to a local charity.

DRESS CODE

Since school is considered a place of business, we are reminded that **all** staff and students are to dress as such.



A simple rule to follow is:

- * No Breasts
- * No Bellies
- * No Bottoms/underwear

When choosing shorts to wear to school, it has been decided that if they need to be constantly pulled down because they are riding up too much or TOO tight, they should not be worn to school. Shirts should be free of inappropriate language/comments and should cover the midriff, cover the chest and straps should be at least two adult/3 student fingers wide (no spaghetti straps or tube tops).

It is hoped that students will be mindful of these fair rules with regard to appropriate dress. However, if students choose not to remember these rule they will be asked to call home to fix the problem or will be given something from the office to cover up.

Cleanliness

- ✓ good hygiene is expected

Message

- ✓ clothing with suggestive or offensive slogans or drawings is prohibited

Other Clothing Notes

- ✓ hats are outdoor wear
- ✓ parents are encouraged to label clothing as this greatly assists with returning lost items

PHONES

As you are aware, school offices are very busy places. We will make every effort to deliver emergency and other important messages to your child in a timely manner. We would ask that you ensure that any message you wish your child to receive before the end of the day, be called into the office prior to 2:00 p.m. After 2 pm it can be very difficult to ensure that a child receives the message as classes may not be in the classroom. While we respect parents' wishes to provide their children with cell phones for emergencies before and after school, we would ask that you respect our "no-cell phones in the classroom" policy by not texting or calling your child on their cellphone. If it is necessary to contact your child, please call the school office.



Phones are for emergency use only. Students must have the permission of the office staff prior to using the office phone.

PERSONAL ELECTRONIC DEVICES

The Kawartha Pine Ridge District School Board has a policy on the use of personal electronic devices (PEDs)-such as cell phones, IPODs and MP3 players – in schools. The policy states PEDs may be used only during regularly scheduled breaks, such as lunch hour, or in areas designated by principals.

Cell phones and other PEDs must be turned off and stored out of sight in classrooms during instructional time. PEDs may never be used in washrooms or property unless prior permission is granted by a teacher or the Principal. The policy applies to everyone in a school, and it was approved after extensive consultation with students, parents, school councils, teachers, principals, support staff and community members.

COMPUTERS

Students in the computer lab and on computers in the classroom must be supervised at all times. Internet safety is very important to us. Students should not be using MSN, Facebook, Hotmail during school time unless required for educational purposes.



EMERGENCY PROCEDURES

Fire Drills routes are posted in each classroom. Fire can occur at any time and simulate conditions we could expect during a real fire or emergency.

Therefore, indoor shoes are very important as these drills can occur in any weather conditions.

In the event of an emergency when school operations are affected by **Incident Weather** the following guidelines will be followed.

Stormy Days: If buses are not running, announcements will be made on 101.5 FM (the Wolf). As well, parents and students may check the STSCO website (linked to KPRDSB.CA) for bus cancellations.

The school will remain open when buses are not running.

Lockdown Drills are practised twice during the year.

NEWSLETTER

A school newsletter, **The Informer**, will be published to focus on school wide items of importance. Newsletters can be viewed on our website at <http://norwood.kprdsb.ca>. Reports from school council and its committees will also be communicated.

SCHOOL COUNCIL

The School Council is an elected board composed of parents, school staff and community members. Elections take place in the fall. School Council meetings are open to everyone. As well, there are a number of committees of council on which all members of the school community are invited to serve. We hope to see you there.



VOLUNTEER POLICY

Visitors and volunteers are always welcome in the school. When arriving at the school it is important to visit the office first in order to sign in and pick up our visitor/ volunteer badge.

Police Record with Vulnerable Screening will be required on an annual basis for all



Checks Sector

annual

volunteers who are in direct and regular contact with students or where they are responsible for children (i.e., direct classroom volunteers or care of children on an outing).

Volunteers will need to pick up a letter signed by our principal to present to the police department in order to begin the process.

Tips to being a good volunteer

Patience and respect for each other is important.

Every task that promotes learning is worth doing well.

Flexibility is encouraged.

If you have questions regarding a task you are asked to perform, ask! Try to understand thoroughly what is expected of you.

Resolve to seek new information and to develop new skills that will enable you to be of greater assistance each school year.

The pupils aren't the only people in school who are learning!

Confidentiality must be observed in all matters. Be professionally discreet; never publicly discuss students, parents or educators.

Children love praise. Freely hand out praise, smiles, or kind words.

Take your commitment seriously. People are counting on your presence at an appointed time. If you can't possibly make it, phone to notify the teacher.

In all schools, volunteers will be asked to register in the school office on arrival.

Enjoy Yourself!

PERMISSION TO LEAVE SCHOOL GROUNDS

Students may not leave the school grounds at break time unless the classroom teacher receives a note signed and dated by the parent giving the student permission to do so that day. Students are to have their classroom teacher sign the note and then bring the note to the office. Students leaving the school at break are expected to follow the guidelines set out for behaviour expectations. The school may rescind the privilege of leaving school grounds during lunch. In this event, parents are welcome to come to the school to pick their child(ren) up at break to take them off school property.

EXCURSIONS

Class excursions are meaningful extensions of the classroom program and offer the student a different forum. All students are encouraged to participate. If finances are a concern, parents should contact their child's teacher to explore options. A pupil may be denied the opportunity to participate in a class excursion if the teacher, through consultation with the principal, believes a child's behaviour would be dangerous to themselves, others, or impact negatively on other pupils' ability to benefit from the excursion.



BUSES

Please make every effort to post the necessary information in a prominent place in your home.

Bus Company:	_____
Phone #	_____
Route #	_____
Driver's Name	_____

BUS SAFETY

All students using the School Transportation System responsible to:

- * Abide by the Bus Operator's Instructions.
- * Behave in an Orderly Manner.
- * Refrain from use of Profane Language.
- * Refrain from Smoking.
- * Refrain from Eating or Drinking.
- * Respect the Safety of the other Students.
- * You will be held responsible for any willful damage.

***RIDING ON A SCHOOL BUS IS A PRIVILEGE,
IT'S NOT A RIGHT.***

If your child should miss an afternoon bus, he/she is to report to the office. The secretary will contact you immediately to make arrangements for pickup.

Please remember that the bus companies will bring Kindergarten children back to school if there is no adult to meet them at their assigned stop.

CHANGING TRANSPORTATION ARRANGEMENTS

The policy of the school board is that only students entitled to ride a specific bus may do so. In emergency situations only (e.g. hospital visit, death) parents can contact the principal to see if this is possible. Sleepovers or daycare do not count as emergency situations.

CHANGE OF ROUTINE

The school requests that, for safety and accountability, parents/guardians report to the office upon arriving to take students out of class prior to dismissal, or to drop-off or pick-up items from students. Students will be called to the office when parent(s) have arrived. When a parent is leaving with a child, they will need to "sign-out" at the office.

Students are to ride the same bus home that they took to school that day. If a child is having a friend over after school, alternate arrangements besides the use of the bus must be made. Alternate arrangements should be made independent of the school and not involve staff passing on messages. In the case of an emergency, school staff will be pleased to support families in making alternate arrangements.

BICYCLES AND SKATEBOARDS

For safety reasons children are asked to walk their bicycles, skateboards, scooters, etc. on school property. Bicycles must have a lock. Helmets are required by law. Students may use skateboards as transportation to and from school, but they must not be used during school hours on school property. They must also be left at the school at lunchtime, should students sign out to go up town. To help ensure safe travelling for everyone, it would be appreciated if parents could take some time to review proper riding practices with their children. Bicycles must be removed from the bike rack at the end of each day.

HEALTH AND SAFETY

ALLERGIC REACTIONS, COMMUNICABLE DISEASES

Parents are to contact their child's teacher at the beginning of each school year to discuss their child's needs and to complete the school board emergency plan for allergies which includes a recent photo for all staff to easily identify the child. These plans will be posted for all staff within the first week of school. Appropriate information will be sent home by the classroom teacher alerting parents of food allergies in the class.



MEDICATION AT SCHOOL



Our staff is not permitted to administer medication to pupils. However, if medication is absolutely necessary during school hours, it may be given under certain conditions. These conditions include a signed authorization by the

parent, signed directions from the physician and a properly labeled container. The medication will be stored and administered at the office. Kawartha Pine Ridge District School Board Administration of Medication forms must be completed and kept at the office should your child require medication during school hours. To ensure the safety of all our students, medication is only to be kept at the office.

PEDICULOSIS

Pediculosis is recognized as a social nuisance. It is our intent to manage issues surrounding head lice in the best interest of our students through



partnership of students, parents/guardians, school staff and the school community as a whole. It is recognized that the treatment and eradication of head lice is the responsibility of the parents/guardians. Teachers need to report any case of a communicable disease to the office. Community volunteers organize and implement our pediculosis plan.

COMMUNICABLE DISEASES

Children who are suffering from communicable diseases may be excluded from school for certain periods of time to safeguard the health of others. Please advise the school immediately if your child has one of the reportable diseases as determined by a Physician. A list of reportable diseases can be found at the Peterborough County/City Health Unit website:

www.pcchu.ca



Students need to stay

home when infected by impetigo, measles (Rubella), mumps, pink eye, ringworm, rubella (German measles), scabies, scarlet fever, strep throat and whooping cough (pertussis)



Code of Conduct

Responsibilities

Common School Community Member

Responsibilities:

Everyone has the responsibility to:

- ✓ contribute to making the school environment safe and conducive to learning/working, free from discrimination, physical and/or psychological abuse;
- ✓ be a partner in the school community and to work co-operatively with each other; and
- ✓ model appropriate behaviour and to support the school code of conduct by upholding the standards of behaviour.



Additional Student Responsibilities:

- ✓ exercise self-discipline, follow the established rules and accept responsibility for their actions based on age and individual ability;
- ✓ come to school prepared, on time and ready to learn;
- ✓ show respect for themselves, for others and those in authority; and
- ✓ refrain from bringing anything to school that may compromise the safety of others.



Additional Teaching Staff Responsibilities

- ✓ help students work to their full potential and develop their self-worth;
- ✓ assess, evaluate and report student progress;
- ✓ communicate regularly and meaningfully with parents;
- ✓ discipline fairly and consistently in a manner in keeping with the Administrative Regulation on Discipline and the school code of conduct;
- ✓ be on time and prepared for all classes and school activities;
- ✓ prepare students for the full responsibilities of citizenship; and
- ✓ safeguard students from persons or conditions which interfere with the learning process.

Additional Parent/Guardian Responsibilities

- ✓ attend to their child's physical and emotional well-being;
- ✓ help their child be neat, clean, appropriately dressed and prepared for school;
- ✓ ensure that their child attends school regularly and on time;
- ✓ promptly report to the school their child's absence or late arrival;
- ✓ become familiar with the code of conduct and school rules;
- ✓ encourage and assist their child in following the rules of behaviour;
- ✓ assist school staff in dealing with disciplinary issues.
- ✓ show an active interest in their child's school work and progress; and
- ✓ communicate regularly with the school.

Standards of Behaviour

Respect, Civility and Responsible Citizenship

We value one another and treat each other with respect and dignity. We educate our students to be caring, responsible community members who protect everyone's physical, social, academic and emotional well-being. Everyone in the school community must:

- ✓ respect differences among people, their ideas, opinions, experiences and perspectives
- ✓ treat one another with dignity at all times, especially when they disagree
- ✓ respect and treat everyone fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability or language
- ✓ respect and comply with federal, provincial and municipal laws
- ✓ demonstrate the character attributes set out by the school board
- ✓ respect the rights of individuals and groups
- ✓ show proper care and regard for school and student property
- ✓ take appropriate measures to help one another
- ✓ address behaviours that are disrespectful, unwelcoming or that exclude anyone
- ✓ use non-violent means to resolve conflict
- ✓ dress appropriately with regard to exposure, cleanliness and message
- ✓ respect persons who are in a position of authority
- ✓ respect the common goal to work in a positive environment of learning and teaching.

Physical and Emotional (or Psychological) Safety



To protect the physical and psychological safety of everyone at school, we will not tolerate:

Weapons

- ✓ possession of any weapon or replica weapon, including but not limited to firearms;
- ✓ use of any object to threaten or intimidate another person; and
- ✓ causing injury to any person with an object.

Alcohol and Drugs

- ✓ possession of, or under the influence of, or providing others with, alcohol or illegal drugs

Physical Aggression

- ✓ inflicting or encouraging others to inflict bodily harm on another person; and/or
- ✓ intimidation

Non-Physical Aggression

- ✓ emotional, sexual or racial actions that hurt an individual or a group of individuals;
- ✓ threatening physical harm, bullying or harassing others; and
- ✓ using any form of discrimination, stereotype, prejudice, harassment, hate/bias-motivated act.

Further to these standards of behaviour, all school members are expected to seek staff assistance, if necessary, to resolve conflict peacefully.

School Code of Conduct Rules

- ✓ Students must be allowed to learn.
- ✓ Teachers must be allowed to teach.

The following behaviours are **not acceptable** for anyone in the school community:

- ✓ physical, verbal, electronic, written or other means of sexual or psychological abuse (e.g., sarcasm, ridicule, humiliation)
- ✓ assault
- ✓ bullying
- ✓ actions motivated by hate, bias or discrimination (e.g., on grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability).
- ✓ damage to property in the school environment (including school grounds, buses, trips.)
- ✓ Sticks, stones, snow, ice and all other objects that may be used as projectiles must remain on the ground at all times.
- ✓ "Laser pointers" are prohibited on school property.
- ✓ Explosive material including, but not limited to, Cherry Bombs, caps, cap guns, and fireworks are prohibited.

Please note: This code of conduct is in effect:

- during school hours;
- while travelling to and from school;
- at events being held before or after regular school hours;
- during field trips, athletic events and overnight excursions under the school's supervision.

The Principal may also apply these rules to a student when the student's conduct outside the school environment negatively impacts on the school.





Bullying and Harassment in any form are wrong and hurtful. Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions. Where bullying does

occur, we respond fairly and appropriately, to build respectful relationships. Restorative practice is one strategy we use to prevent, and repair the harm caused by, bullying and exclusion.

Bullying, by definition: is aggressive and typically repeated behaviour by a pupil where:

- 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:

→ causing harm, fear, or distress to another individual, including physical, psychological, social or academic harm to the individual person's reputation or harm to the individual's property; or

→ creating a negative environment at a school for another individual

- 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.
- the behaviour includes the use of any physical, verbal, electronic, written or other means.

Cyber-bullying includes bullying by electronic means, including:

- creating a web page or blog in which the creator assumes the identity of another person
- impersonating another person as the author of content or messages posted on the Internet
- communicating inappropriate material electronically to more than one individual, or posting material on a website that may be accessed by one or more individuals.

Bullying, in any form, has negative effects on:

- a student's ability to learn
- healthy relationships and the school climate
- a school's ability to educate its students.

We **will not accept bullying** on school property, at school-related activities, on school buses, or in any another circumstances (e.g., online) where bullying has a negative effect on school climate.

Consequences for Inappropriate Behaviour

Consequences for unacceptable behaviour are appropriate to the individual, circumstances and actions.

Schools use progressive discipline, with a range of responses, supports and restorative practices that promote positive behaviour and inclusive school cultures.

Consequences are firm, fair, clear and appropriate to the student's age and development.



Consequences may include one or more of the following:

- warnings
- time-outs
- time-owed
- restricted privileges
- apology
- restitution (e.g., paying for damage, doing community service)
- suspension
- expulsion.

Safe School Protocol

In accordance with KPR School Board Policies and Procedures, the "school" has the right and authority to search school property such as desks, lockers etc. without notice to or permission of any person.

Personal property such as knapsacks, purses etc. may become subject to search in accordance with school board policies and procedures.

