

**Homeroom teachers will review this handbook with their students. Parents/Guardians review this handbook with your children to understand all policies. If you have any questions, please contact your child's teacher or the main office.**

## **CENTENNIAL CENTRAL PUBLIC SCHOOL Student-Guardian Handbook 2021-2022**



Welcome to Centennial Central Public School! We are committed to providing the best possible educational opportunities in a safe, supportive environment. Staff, students, parents, volunteers, and community work together to promote the development and growth of each child and support kindness and respect. The information that follows is provided as a general guide to the expectations and routines within our school.

This document will be shared to you via Edsby, parents' personal email, and print copies are available at school, when requested. This is an essential document to read and understand. Any questions, please ensure you reach out to your teacher or Teresa Hoffman Sartor, principal.

### **Communication**

Communication between home and school is essential for student success. Please feel free to contact your child's teacher(s) throughout the year. Simply send a note in your child's agenda or call the office to leave a message on their voicemail or email a message through Edsby. Staff extensions are available on our [publicboard.ca](http://publicboard.ca) website.

### **Edsby**

The GECSB is proud to continue to offer Edsby as a communication and educational tool for students, teachers, and parents. From Edsby you can:

- Report your child's absence
- Send messages to teachers, principal, staff members
- See homework posted, notes from your child's classroom, and assignments
- As a parent/guardian, if you do not have your own Edsby account, please call the office and provide our secretary with your email so you can be connected

### **Our Website**

Our school's calendar is linked to our [publicboard.ca](http://publicboard.ca) webpage. Please look there for upcoming events. You can also link our CCPS calendar to your phone to receive updates on our school events. See website for details.

### **Twitter**

Follow us on Twitter @HoffmanSartor for daily posts involving the great things we do at Centennial Central. If you do not have a Twitter account, just go to our [publicboard.ca](http://publicboard.ca) website and scroll to the bottom of our school's page.

## Daily Schedule

Supervision begins	8:55 a.m.
School begins	9:10 a.m.
Instructional Block #1	9:10 – 10:50 a.m.
Nutrition/Fitness Break	10:50 – 11:30 a.m.
Instructional Block #2	11:30 – 1:10 p.m.
Nutritional/Fitness Break	1:10 – 1:50 p.m.
Instructional Block #3	1:50 – 3:30 p.m.
Dismissal	3:30 p.m. * We will be dismissing walkers beginning at 3:25 from the North doors to ensure that our buses are loaded safely.

## Student Information

All schools require up-to-date information for each student. Please inform our school secretary, Mrs. Omstead, if you change your address, home or business phone numbers. If your child becomes ill or there is an emergency, we must have the phone numbers of at least two people (i.e., emergency contact) that we could call if you can't be reached.

## Safe Arrival Program

The Greater Essex County District School Board, through the Ministry of Education, has in place a Safe Arrival Program for elementary schools.

### Recording the Absence of a Student

- After morning announcements and upon the return to classes after lunch, teachers will send to the office the names of students who are not in attendance along with any notes that have been sent.
- The secretary will contact parents or guardians of any student who is absent without an explanation. A call will be made to the home first, followed by the contact phone numbers provided by the parent/guardian. Please note that there must be contact with an adult. Talking to the absent child will not be acceptable.
- Students who arrive late or leave early must report to the office.
- Students who leave the school at any time prior to the dismissal time **MUST** be signed out by a parent/guardian.

## Absences, Lateness, Sickness

Punctual and regular attendance is expected but if your child is ill, s/he is better off at home under your care. If a student is going to be absent or late, parents must report the child's absence in advance by calling the school; report the absence on EDSBY; send a note with the child before the day of absence when it is known ahead of time or send a note with siblings and making sure the homeroom teacher or the office is aware of this information. Please leave a message on the 24-hour answering machine stating the child's name, grade and teacher and that s/he will be late or absent that day as well as the reason. Parents should notify the school **before** the start of the school day. Our school number to report an absence is **519-687-2022**.

## Accidents to Students

Student injuries at school are reported to the office. In most instances, minor first aid (ice, Band-Aid) is applied and the student resumes the normal program. We also refer to the Student Health Form for information. In more severe cases, parents are consulted. If for any reason the school cannot reach the parents or designated emergency contact, school personnel may make the decision to pursue medical treatment for the child. **Please ensure that all of your phone numbers are current, including your emergency contact numbers.**

## Bicycles

Students may ride bicycles to school under parent direction. Students are expected to practice safety regulations, walk their bike on school property, and lock it in the designated bicycle area. Students

should always wear a helmet and **it is the law for those under 18**. Bikes, skateboards, roller blades or “Heelys” are not permitted on school property.

## **Bus Conduct**

We expect all our students to behave in a safe, quiet and courteous manner on the bus. All students are responsible for their behaviour both at the bus stop and while riding the bus. The same order of conduct expected in the classroom is expected on the bus. Riding the school bus is a privilege and students who persistently misbehave may lose this privilege. The school bus is meant for transportation to and from school. Students may not ride a different bus for any reason.

## **Celebrating Students**

Centennial Central P.S. uses a variety of incentives to acknowledge personal and school-wide student achievement and reinforce appropriate expectations (e.g., office visits, newsletters, notes, assemblies, classroom points, displaying student work, having student names displayed on trophies and/or plaques, etc.). If you have any questions regarding this, please feel free to contact us.

## **Code of Conduct**

At Centennial Central School we take pride in our students, staff, and community. We appreciate how we conduct ourselves every day and take pride in our work and our accomplishments. We believe in the following:

- Respect and follow all applicable laws
- Demonstrate honesty and integrity
- Respect differences in people
- Treat one another with dignity and respect at all times, especially when there is a disagreement
- Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender identity, gender expression, sexual orientation, age, marital status, family status or disability
- Respect the rights of others
- Show care and respect for school property and the property of others
- Take the proper steps to help those in need
- Respect all members of the school community, especially those in a position of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring technology enabled devices are only used during instructional time for educational purposes (as directed by an educator), for health and medical purposes and/or to support special education needs
- Seek help from school staff, if necessary, to resolve conflict peacefully
- Not swear at a teacher or at another person in a position of authority

### How Do I Report Bullying or Racism?

You have the right to feel safe at school, in your community and online. Talk to someone you trust, a friend, a teacher, a child and youth worker, a coach, or a guidance counsellor.

Adult intervention stops bullying. Tell someone so they can help stop the harassment. You don't have to deal with this alone! If you can't say how, you feel out loud, write it down, then get it to someone who can help. <https://www.prevnet.ca/bullying/teens/i-m-being-bullied-what-can-i-do>

Once the bullying has been reported to the School Principal and/or Vice Principal (P/VP):

### If you are the Victim:

- Share the details of the incident with an adult at school that you trust, remember – all conversations are confidential and dealt with strategically\*.

- It is recommended that parents/guardians/caregivers be part of the solution. In fact, it is a MUST if you are under the age of 16 (unless there is a good reason not to).
- \*If your safety is at risk, the office will respond to keep you or others safe. Please note that keeping you safe may affect confidentiality.
- Work with a trusted adult to problem solve the solution. Often, the incident being reported will need to be investigated.
- Honour the investigation and keep all information confidential from others if possible. Avoid social media and responding to students' questions in class or at lunch.
- Your Principal/Vice Principal and staff in the building will guide you with how to respond when other students get involved.
- Keep track of additional information that comes up related to the incident. Report this information to the office right away.
- Your Principal/Vice Principal cannot help if they do not know!
- Student Voice must be honoured, and the adults in the school will help you as every situation is unique.

#### If you are the By-Stander or Supporter:

- Encourage the victim to report the situation to a trusted adult.
- Encourage the victim to report the situation to the Principal and/or Vice Principal
- If anyone's safety is at risk, you report the incident immediately to an adult, P/VP, or the police, depending on the situation.
- Support the victim by actively listening, attending the school meetings with them, and checking in on them.
- You want to help them solve the problem. Always honour their confidentiality and the confidentiality of the situation.
- Avoid social media and responding to other student's questions about the incident.
- School staff will guide you and the victim by providing what to say when other's get involved.
- Keep track of additional information related to the incident and encourage the victim to report it to the office right away.

#### **What is Bullying?**

The Ontario Education Act says that bullying means an aggressive behaviour that is usually repeated, by a child or youth, that is intended to cause fear, harm or distress to another person. This aggressive behaviour occurs in a relationship where is a real or perceived imbalance of power based on factors such as: sizes, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability and/or other reasons.

#### **Types of Bullying:**

- Physical (hitting, shoving, stealing or damaging property)
- Verbal (name-calling, threats, humiliating comments)
- Social (excluding others, spreading gossip and rumours)
- Electronic/Cyber (spreading hurtful rumours, images or comments using technology)

**Teasing:** Teasing can be positive or negative.

#### **Positive Teasing:**

- Shows closeness, affection, and familiarity with another person
- Person being teased is not distressed or upset
- Takes place within a strong relationship

- Strengthens the relationship

### **Negative Teasing:**

- Criticizes and embarrasses the other person
- Person being teased is distressed or upset
- Takes place within a weak relationship
- Undermines the relationship

### **When Does Teasing Become Bullying?**

- There is a power imbalance between the children/youth involved—the person teasing has more social power or social value among peers compared to the person being teased.
- The child who is teasing intends to distress or harm the child being teased.
- The child being teased is distressed or hurt by the interaction.
- The negative teasing occurs repeatedly.

[https://www.prevnet.ca/sites/prevnet.ca/files/prevnet\\_facts\\_and\\_tools\\_for\\_schools\\_rev\\_apr2021.pdf](https://www.prevnet.ca/sites/prevnet.ca/files/prevnet_facts_and_tools_for_schools_rev_apr2021.pdf)

### **Need Help NOW?**

24/7 Support

Kids Help Phone 1-800-668-6868

Text: CONNECT to 686868

### Progressive Discipline

Centennial Central School utilizes the Progressive Discipline Policy of the Greater Essex County District School Board to promote positive behaviours. Progressive Discipline is an approach that supports appropriate consequences and/or supports to help students improve their behaviour, while taking into account their individual circumstances. The goal is to help prevent inappropriate behaviour from happening again. If a student has displayed inappropriate behaviour the principal or designate may utilize a range of interventions, supports, and consequences that are developmentally appropriate, and include opportunities for students to focus on improving their behaviour. The goal is to have the student accept their behaviour, own it, fix it (with support from staff), and move on. For students with special education and/or disability related needs, interventions, supports, and consequences, must be consistent with the expectations in the student's Individual Education Plan and/or his/her demonstrated abilities.

These may include:

- Contact with student's parent(s)/guardian(s)
- Verbal reminders
- Review of expectations
- Written work assignments addressing the behaviour, having a learning component
- Detentions
- Assigning the student to volunteer services in the school community
- Conflict mediation and resolution
- Peer mentoring
- Referral to counseling, as applicable
- Referral to community agencies
- Positive Behaviour Management Plan
- Withdrawal of privileges
- Supervised withdrawal from class
- Restitution for damages

- Suspension (subject to mitigating circumstances)
- Recommend Expulsion (subject to mitigating circumstances)

The most severe of the above consequences are suspension and expulsion. The Ministry of Education has created very specific guidelines for our Board and its schools to assist in determining if these consequences are suitable for the situation. Principals must also consider any mitigating factors when considering whether or not to suspend a pupil, the duration of a suspension, and considering whether to recommend the student for expulsion.

#### Activities Leading to Possible Suspension

A Principal shall consider whether to suspend a student if s/he believes that the student has engaged in any of the following activities while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on the school climate:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence
- Swearing at a teacher or at another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school
- Bullying
- Any act considered by the Principal to be injurious to the moral tone of the school
- Any act considered by the Principal to be injurious to the physical and/or mental well-being of any member of the school community
- Any act considered by the Principal to be contrary to the Board or school Code of Conduct

A Principal shall suspend a student if s/he believes that the student has 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 on 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 restricted drugs
- Committing robbery
- Giving alcohol to a minor
- An act considered by the Principal to be significantly injurious to the moral tone of the school and/or to the physical and mental well-being of others
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others
- Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other persons in the school or Board
- Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property
- The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him/her and that s/he is persistently resistant to making changes in behaviour that would enable him or her to prosper
- Any act considered by the Principal to be a serious violation of the Board or the school Code of Conduct.

## **Dress Code**

At Centennial Central, students should appreciate that clothing worn to school should be conducive to an academic environment. Clothing should reflect a respect for others and self. Clothing must also be appropriate for the age, weather conditions, and safety. All hats and hoods are to be removed upon entry into building.

## **Entrance and Exit Procedures**

Please ensure that your child does not arrive at the school before 8:55 a.m. as there is no supervision of students prior to this time. Upon arrival, students are to go directly to their classrooms to prepare for their day.

## **Gum Chewing**

Except for special circumstances, there is no gum chewing allowed on the school grounds, or in the school building. Gum must be left at home.

## **Healthy Living and Well-Being**

If needed, the school can provide information on community supports to address well-being. Please feel free to ask.

## **Homework**

Homework is defined as tasks assigned to students by teachers that are meant to be carried out during non-school hours. This can include the completion of class work, research, projects, studying and review activities. Homework should focus on the refinement, application, and development of learning skills related to the student's program of study.

Teachers, parents and students have specific responsibilities related to homework. Teachers follow the guidelines outlined by the GECDSB. Parents should be aware of the homework expectations for their child and be supportive of the school's and teacher's efforts to utilize homework opportunities to enhance student learning. Parents should assist students with finding an appropriate location in the home where homework and studies can be accomplished without interruption or distractions. Students should be aware of the homework expectations for their grade level and take responsibility for the completion of assigned work.

### Kindergarten, Grades 1 and 2

Students do not have assigned homework. Activities whereby students share information about their school program with their parents and/or family members are appropriate. Reading and number facts may be an effective way for the home to be involved. Parents/Guardians may wish to establish a routine of school-related activities for 10-20 minutes each school day. All parents can support their child's program by encouraging a variety of reading opportunities.

### Grades 3 to 6

Students should spend 20-30 minutes per day on varying types of homework including test preparation. Reading, math activities and computer use for school assignments (when available) should be encouraged.

### Grades 7 and 8

Students should spend 30-60 minutes per day on varying types of homework including test preparation. Reading, math activities and computer use for school assignments (when available) should be encouraged.

## **Inclement Weather**

On days when the weather is poor, the Board may decide to close the schools or cancel transportation. Decisions about closure or transportation are broadcast by our local media partners as soon as possible on bad weather days. Follow the [publicboard.ca](http://publicboard.ca) webpage for notices. You may also check bussing cancellations or delays on the web at [www.buskids.ca](http://www.buskids.ca).

On rare occasions, it may be deemed necessary to close schools early because of severe weather conditions. **We will follow the directions given on the Inclement Weather Form parents/guardians complete at the beginning of each school year.** Please review with your child where they are to go if this occurs while you are not at home.

### **Lice Control**

Head lice are a nuisance but not a health hazard. School children are especially prone to getting head lice because of close contact with each other. There are specific guidelines that we follow concerning head lice outbreaks. The student with head lice or with nits will be sent home at the earliest opportunity. The parents will receive a letter outlining the policy concerning the control of head lice and nits, a treatment checklist, and a head lice fact sheet. The parents of the other children will receive a letter informing them that a child in the class has head lice. Students will be readmitted after treatment and removal of all lice, lice eggs and egg cases. If you find your child has head lice, please notify the school at once so that precautions can be taken.

### **Lockers**

Some of our students have the use of school lockers. **If a lock is used, the office must have a copy of the combination in case it is forgotten.** The Principal have the right to search student lockers if necessary.

### **Medication**

The form, "Request and Authorization for the Administration of Prescription Medication at School" must be completed by the parent/guardian and prescribing physician prior to the administration of medication, use of inhalers, and storing of EpiPens at school. Non-prescription medication (including aspirin, cough medicine, etc.) cannot be administered at school. Inhalers may be carried by students and used if proper training has occurred (an additional inhaler at the office is strongly recommended). We also recommend that students with severe allergies or medical conditions wear a Medic Alert bracelet. A Plan of Care will be developed if your child's needs deem it important for staff to know procedures to follow. Please contact the office immediately if your child requires a plan.

### **Nutrition Breaks Expectations**

Students should remain safely seated when eating and conduct themselves respectfully. We encourage the use of recyclable containers (no glass please) and that students maintain a clean area. We ask that you avoid sending items that classmates may be allergic to. The teacher will notify you regarding classroom allergies at the beginning of the year. We thank you for your support.

**NOTE: Students leaving school property for lunch must bring a dated permission note signed by a parent and authorized by office personnel.**

### **Parent-Teacher Interviews**

Parent Teacher Interviews are scheduled in the evening twice each year. Meetings may also be arranged at any time during the school year by contacting the school office. More specific information about interview times is posted on Edsby closer to the dates (Nov. & Feb.).

### **Personal Possessions**

Centennial Central School cannot be held responsible for lost or damaged personal possessions. Valuable items such as electronics, jewellery, collector cards, toys, expensive clothing, etc. should be left at home.

### **Phone Use**

The school phone is to be used by pupils only in emergency situations and with the approval of the teacher or office personnel.

### **Playground Behaviour**

Students are expected to play safely. Physical contact during play must not create an unsafe situation. All students are expected to be respectful of their peers and staff. Offensive language is unacceptable.



Students must stay inside the school yard area and play in their designated area. Students must request permission from the duty teacher before re-entering the building.

Students who bring basketballs, soccer balls, etc. from home **must label them** with their name. This will help prevent loss or theft. Balls which wind up on the roof cannot be retrieved by custodial staff but will be retrieved periodically by Facility Services personnel. No equipment will be allowed on the playground during **hardtop recesses**, due to crowding and safety concerns.

Use fixed playground structures safely, appropriately and as they were designed – no playing tag on this equipment. Proper footwear must be worn on equipment.

### **Physical Education Classes**

Physical education is a very important part of an educational program. Students may be excused for a single period with a note from home. A note of explanation will be needed from a doctor for longer periods of time. Proper gym attire needs to be worn for physical education classes, especially in the older grades. This consists of shorts or jogging pants, t-shirt and a pair of indoor running shoes (just for gym and wearing inside the school). Please avoid black-soled shoes as they mark the gym and school floors. Students must remove jewellery during PE classes/activities for safety reasons.

### **School Council**

The GECSB values the contributions of parents and other partners involved in education. The School Council provides a forum for people interested in public education to work cooperatively to develop common goals and plans and to achieve these goals at the school level. Election of the members is held each September. School Councils meet a minimum of 4 times per year. All parents are both encouraged and welcome to attend all meetings. Meeting times and dates are announced on Edsby.

### **School Teams**

Students interested in competitive sports are invited to try out for school teams. Parents and students must be aware that not everyone who tries out for a team will be selected. The number of students, skill levels, behaviour and attitude are considered by the coaches when deciding the team members. Students and parents must be aware that playing time is at the discretion of the coaches. Students who are on school teams will be required, with their parents, to sign a Centennial Central Informed Consent Agreement prior to participating in an exhibition or league activity. This form outlines the Athletic Code of Conduct for participation on school teams. Teachers and Coaches sincerely appreciate parental support for athletic activities.

### **Search Policy**

School authorities are accorded a reasonable degree of discretion and flexibility to enable them to ensure the safety of their students and to enforce school regulations.

This information serves as written notification for students and parents / guardians that enforcing school rules may, in some circumstances, require the searching of students' personal effects and the seizure of prohibited items and at times may involve outside authorities.

A decision to search will always be based on a reasonable belief that there has been a breach of school regulations or discipline and that a search of a students' belongings will reveal evidence of that breach. When making a decision to search, school staff will weigh individual rights to privacy against the collective right to a safe, orderly and inviting learning environment. Searches will be conducted in a reasonable and sensitive manner and be minimally intrusive to a student's right to privacy. Parents will be treated as partners in the education process and will be kept informed of any actions in a timely fashion.

When there are reasonable grounds to believe that a student is in possession of stolen property, pornographic materials or, hate literature, illegal / prohibited drugs or alcohol, etc. the Principal and / or Vice-Principal may decide to:

- Search personal property;
- Have the student empty and turn out pockets, remove outer clothing, remove shoes and socks;
- Call in the proper authorities if they deem a more intrusive search is necessary;
- Notify the parent / guardian and the Superintendent of Schools in a timely fashion of the action they have taken.

All searches will be carried out, if at all possible, in the presence of a witness.

### **Smoking/ Vaping**

Tobacco/vaping products are not allowed on Board property. Students absolutely must not bring any matches, lighters or other items to school which could cause a health or safety concern. Also, smoking/vaping is prohibited at sporting events.

### **Technology**

All students have access to our school electronic devices in the classroom. We welcome devices from home to be used at school for educational purposes. Please contact your child’s teacher for further information. While at school, each student must be digitally responsible. Personal communication and computing devices that are brought to school are to be off during instructional time unless use is approved by a staff member for educational purposes.

Students who misuse electronic devices will have access restricted. Students must have supervision when using all electronics. Students must provide their own headphones, if required. Students who bring their own electronic devices to school do so at their own risk. The GECDSD and or the school and staff are not liable for damage, loss or theft of the device or data that is stored on the device.

Personal communication and computing devices may not be used at any time where individual privacy must be protected such as washrooms, locker or change rooms.

Students will be subject to school discipline, suspension, expulsion and/or police involvement, as per the school and board policy relative to the Code of Conduct and/or Digital Responsibility Policy and Regulation when:

- Communication and/or computing device is used in such a way that disrespects another’s privacy
- Communication and/or computing device is used to bully or harass
- Communication and/or computing device is used, without staff permission, during a curriculum assessment or evaluation (test or examination)

### **Visitors**

In the interest of school and student safety, and to minimize disruption to the learning environment, all parents or guardians, or visitors must report to the office upon entry to the school. Thank you for your continued support.

### **Volunteers**

Centennial Central P.S. is very pleased to have parents and other adult volunteers in our schools to assist with a variety of classroom and school activities. Please speak to Mrs. Hoffman Sartor, Principal, if you are interested in assisting as a volunteer in the school.

### **Volunteer Drivers**

From time to time, volunteers are needed to assist in transporting students to various school functions (sporting events, etc.). Without these volunteer drivers, many of our activities would cease to exist. We are extremely grateful to all who assist in the transportation of students.

In addition to being adequately insured, volunteer drivers must complete and sign the Volunteer Driver form, made available at the school office, prior to transporting students for any organized school event.