

**CENTRAL PUBLIC SCHOOL**

700 Norfolk Street

Windsor, Ontario

N9E 1H4

Home of the Cyclones

Phone: 519-969-3530 Fax: 519-969-4057 www.publicboard.ca

Principal: Mme C. Seguin Vice-Principal: J. Cunningham Secretary: Mrs. M. Vacratsis

**Central Student & Parent/Guardian Handbook**

Welcome to the 2023-2024 school year! We wish each of you a very successful year at Central Public School. We encourage students to become involved in the many activities at the school. Agendas: We have ordered agendas for grades 1-5, at a cost of $3.50. These can be purchased using School Cash Online or pay in cash. For grades 6-8. The teachers will decide with their students how they are going to decide together. Time management is a critical skill for success as a student and it will be important for future endeavours as well. Students will be expected to record their homework, dates of upcoming tests, and activities.

The following pages contain important information about our school.

We hope that our parents/guardians will always feel welcome and know that we are committed to providing a quality education for all the children entrusted to our care. Communication between home and school is an integral part of any child’s education. The staff at Central Public School strive to create an encouraging and positive learning environment.

Please feel free to call us at 519-969-3530 with any questions or concerns at any time. By working together, we can be assured that Central Public School will continue to be a great place to learn and grow.

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### CENTRAL SCHOOL MISSION STATEMENT

**At Central School, our quest is to support students in setting personal goals, and to encourage and inspire them to work diligently to reach their full potential.**

**We believe we make a difference in students’ lives by fostering independence, problem solving, creativity and character development in a positive and safe learning environment.**

The purpose of the Central Student and Parent/ Guardian Handbook is to assist students and parents/guardians with some of our general policies, procedures, and expectations. Please review the contents with your child(ren).

### 2023-2024 SCHOOL YEAR

September 5, 2023, Classes begin.

September 11, 2023, Kindergarten begins.

November 16, 2023, Interviews - evening

February 15, 2024, Interviews - evening

June 27, 2024, Last day of classes

### School Holidays (school closed)

|  |  |
| --- | --- |
| Labour Day | September 3, 2023 |
| Thanksgiving | October 9, 2023 |
| Christmas Break | December 25– Jan 5 |
| Family Day | February 19, 2024 |
| March Break | March 11-15, 2024 |
| Good Friday | March 29, 2024 |
| Easter Monday | April 1, 2024 |
| Victoria Day | May 20, 2024 |

### Professional Activity Days

September 22, 2023

October 27, 2023

November 17, 2023

February 16, 2024

June 7, 2024

June 28 /2024

### BELL SCHEDULE

8:05 Yard opens, supervision begins

8:18 Warning bell rings

8:20 -9:10 Period 1

9:10 -10:00 Period 2

10:00-10:20 Nutrition break #1

10:20-10:40 Recess #1

10:40-11:30 Period 3

11:30-12:20 Period 4

12:20-12:40 Nutrition break #2 (Lunch)

12:40-1:00 Recess #2

1:00-1:50 Period 5

1:50-2:40 Period 6

2:40 Dismissal

**Staff supervision on the playground begins at 8:05 a.m. Students should not arrive at school before this time. Students are also expected to leave the premises promptly at the end of the day unless they are part of a supervised school activity.**

### ATTENDANCE PROCEDURES

**Absences**

Good attendance is important for student learning.

Students are expected to arrive at school on time (8:20 a.m.). **If your child will be absent or late, please call the school at 519-969-3530 to inform our secretary, Mrs. Vacratsis, as soon as possible.** Voice mail and Edsby are available 24 hours a day.

Our Safe Arrival Program was implemented to ensure that all student absences are recorded. Attendance is taken every morning and afternoon. If a student is absent and we have not been contacted by the parent, we are required to make the following calls to verify the reason for the absence:

* Parents/guardians will be called at home.
* Parents/guardians will be called at work.
* Emergency contact phone numbers will be called.
* Siblings at school may be asked.
* A message will be left on the home answering machine.

Note: Under the Child and Family Services Act, Section 79, the principal is required to report to the Children’s Aid Society, any child under the age of 10 who is absent from school without reasonable supervision and care. For children 10 years of age but under the age of 16, reporting shall be at the discretion of the principal.

### Late arrivals

When students are late, they **must** report to the office for an admittance slip before going to class. This allows us to correct attendance records and prevents unnecessary calls to parents/guardians.

**Please note that it is the parent/guardian’s responsibility to have his/her child(ren) attend school promptly every day.** Late students miss instructional time and often disrupt their peers when they enter the classroom. Making up lost time during recess may be a consequence. Calls will be made to parents/guardians of students with an excessive number of late arrivals.

School is dismissed daily at 12:20 p.m. for second nutrition break, and at 2:40 p.m. **Students who go home for lunch will leave the school at 12:20 p.m. and should return by 12:55 p.m.** Parents/guardians who wish to have their child(ren) leave at a time other than regular dismissal times should call the office well in advance or send a signed and dated note to the teacher indicating the intention. If someone other than the parent/guardian is coming to pick up the child(ren), please provide a written and signed confirmation.

### Early Departures

When a parent/guardian or designated person arrives at the school, he/she should come to the office to pick up the child. **Due to supervision issues, students will not wait or be called to the foyer until parents/guardians arrive. Students will be paged to come to the office when a parent/guardian arrives and has signed out the student in the book in the office. Please add pick-up time to your plan to allow for a smooth transition time.**  Any end of day changes in pick up times for your child(ren) should be prearranged before 2:00 pm by telephone only and please be sure to speak to someone.

If your child is not feeling well, please keep him/her home. If students are at school, they should be well enough to do their work and play outside. Students cannot be left unsupervised in a classroom or at the office during recess, so they must be healthy enough to go outside.

# LUNCH PROCEDURES

Students who eat lunch in their classrooms are supervised by Prostaff, teachers and student monitors. Students are expected to comply with the following rules.

* Talk quietly and remain seated.
* Use good table manners.
* Do not trade food because some students have serious food allergies.
* Listen to and respect the adults and student monitors in charge.
* Clean up after eating.
* Strive for a garbage-free lunch. Permission to Leave forms will be sent home with every student in grades 1-8 to indicate your preferences for lunch. These will be kept on file in the office. For the safety of our students, we must know their whereabouts at all times. We cannot assume responsibility for the welfare of students who choose to leave the school grounds without permission.

### DISMISSAL PROCEDURES

Please arrange to have older brothers and sisters meet their younger siblings outside at their dismissal door. The older students will exit the school by the front door at the front of the school. This procedure reduces congestion in the hallways and allows our bus students to easily proceed down the halls.

# MEDICAL INFORMATION

## Student Accidents

Students must report to the office if injured while at school. In most cases, minor first aid such as a band-aid or ice will be administered, and the student will return to class. Parents/guardians will be called in more severe cases, and they will be called for any head injuries. If we are unable to contact the parents/guardians, the principal or qualified first aid person will make the decision to obtain medical treatment.

In September, Student Accident Insurance forms are sent home, providing parents/guardians with the opportunity to purchase insurance for school related injuries. The Board does not provide accident insurance to cover dental and/or other injuries that occur as a result of accidents during school activities.

## Emergencies

We do our best to be prepared for any emergency. We request up-to-date health information, work phone numbers and emergency phone numbers so that your child can be cared for should he/she become ill or have an accident at school. This information is kept confidential. **Please inform us of any changes in your contact information as soon as possible.**

As part of our Safe School Plan, our staff and students have many opportunities to practise fire drills, severe weather and evacuation procedures throughout the year. In an event such as a gas leak or a power outage, Central staff and students would be evacuated to Vincent Massey Secondary School on Liberty Street.

## Medications

According to the GECDSB and Ministry of Education policy, medication may not be administered to students unless the “Request and Authorization for the Administration of Medication at School” form has been completed by a parent/guardian and the child's physician. This form is available at the school office. From there we create a “Plan of Care” that parents/guardians help create. It is then signed and kept on file in the office. Parents/guardians are required to deliver medication to the school. According to Board policy (AD-17), we are unable to dispense medication without a prescription bottle and a signed form. **For the safety of all children, students cannot have any type of medication in their lunch bags or backpacks to administer themselves. This includes over-the-counter medications such as Tylenol and cough syrup. Any over-the-counter medication cannot be dispensed by staff.**

Puffers can be used in the office if the student has had proper training. We strongly recommend that students with severe allergies wear a Medic Alert necklace or bracelet.

## Epi-Pens

In accordance with Board policy (AD-18), emergency Epi-Pens are stored in the main office for students who require them. The “Request for Administration of Epi-Pen at School” form must be completed by a physician. It is the parent/ guardian’s responsibility to supply the school with a current Epi-Pen in its original container with date of issue and expiry date clearly visible. Students who ride the bus and require an Epi-Pen must carry one with them.

## Allergy Alerts

All students have the right to a safe environment when attending school. We have several students and staff members who are allergic to peanuts, tree nuts, pineapple, kiwi, shellfish, and scents. The presence of these items may cause immediate and severe allergic reactions. We request that you do not send peanut butter sandwiches or other nut products, pineapple, kiwi, or shellfish to classrooms that have been designated as “Allergy Alert” areas. In addition to food allergies, scents such as cologne, perfume, body spray and other scented products may cause a severe allergic reaction. We try to minimize the risk to our students with allergies, but we cannot guarantee allergy-free areas. Parents and students must maintain their own vigilance in this matter.

## Head Lice (Pediculosis)

Please note that our Board has a **No Nit Policy**. When a lice infestation occurs, the child will be sent home. The child will be excluded until all lice, lice eggs and egg cases are removed. If you notice an infestation, please inform the school so that we may advise other parents to check their children. As always, confidentiality will be maintained. Although outbreaks of head lice are rare at Central, you can help by reminding your children to not share scarves, coats, and hats.

If you have any questions, please call the Health Unit at 519-258-2146, Ext. 257, for

more information.

### BUS INFORMATION

If you need transportation information, please contact our secretary, Mrs. Vacratsis, at 519-969-3530. She will be pleased to provide information or refer you to the appropriate bus company.

Regular bus students will be expected to take the bus to and from school every day. **Please send a note if your child is not to take the bus on a particular day.** If parents/guardians wish to make transportation changes for a day or more, they should inform the school and the bus company. In case of an emergency, parents/guardians may phone in requests to the office. Please allow sufficient time to ensure we can make the changes safely.

Students who are not regular bus riders may not request occasional transportation by bus. Bus students may not ride on a bus other than their assigned bus. This is a Board policy involving insurance coverage, so we will not be able to grant special requests.

### BUS SAFETY

According to Board policy regarding transportation, parents/guardians are responsible for the safety and conduct of their children prior to boarding and after leaving the bus. Junior and senior kindergarten students must be met at the bus stop by a parent/guardian or designate. Please note the following bus rules:

* Be at your bus stop on time.
* Wait quietly at the designated stop, not on the property of others or on the street.
* Remain in your designated seat until the bus comes to a complete stop.
* Keep the aisles clear.
* Talk quietly.
* Never throw anything out the window or on the bus.
* No eating or drinking.
* Follow driver’s and monitors’ directions promptly.
* The no-hands rule applies to the bus.
* All Code of Conduct rules apply.

Violation of bus rules may result in the following consequences:

* Discussion of the rules and a warning letter sent home.
* Second offense - 1 day suspension from the bus (child is expected to attend school).
* Third offense - 2-day suspension from the bus (child is expected to attend school).
* Students may be removed from the bus indefinitely if unacceptable behaviours persist.

### BICYCLES and OTHER MODES OF TRAVEL

While we encourage fitness, students who ride their bicycles to school do so at their own risk. The school will not take responsibility for stolen or damaged bicycles. We request that students lock their bicycles in the racks provided. If a bicycle is stolen, a report will be made to the police department. Wearing a helmet is required by law. Students are reminded that bicycles must be walked on school property, including the sidewalks surrounding the school.

For safety reasons, students can use inline skates, skateboards, wheelie shoes and scooters ONLY for arriving to and from school. They are not permitted to be used on school grounds. Scooters should be collapsed and carried, and inline skates should be removed before entering the school grounds.

**PLAYGROUND ACCESS**

Many parents/guardians walk their children to school, and some may wish to remain with them on the playground for a few minutes. Please identify yourself to the staff on duty so they know who you are. Supervision on the playground begins at 8:05 a.m.

### PLAYGROUND RULES

All areas of the playground are supervised by adults. During severe weather conditions, students will be supervised inside the building. Students needing a washroom while outside should seek permission from an adult before entering the school. They should enter through the centre back doors.

Please ensure that your child is dressed appropriately for the weather conditions. During the colder winter months, we encourage all students to wear warm clothing, mittens or gloves, a hat and boots.

1. Students are expected to stay within the school boundaries and play within their age group at all times.
2. “Hands off” policy and Code of Conduct rules apply to the playground.
3. Basketballs and balls used for four squares are allowed on the hardtop. Wall ball is permitted. On days when it is a hard-top only recess, there will be no equipment allowed out on the hardtop.
4. Soccer balls and footballs belong on the field.
5. Running tag games are not allowed on the hardtop for safety reasons.
6. Sliding on the ice is prohibited for safety reasons.
7. If a student is injured, students are asked to seek the assistance of an adult immediately.
8. Students are not allowed to play on or near the bicycle racks.
9. Scooters should be collapsed and carried, and inline skates should be removed before entering the school grounds.

### SCHOOL BUILDING ACCESS

Visitors are always welcome at Central School, and we value their input and participation. However, the safety and best interests of our students requires careful control of visitors to the school. In keeping with the GECDSB and Ministry of Education Safe Schools policy, all doors in the school must be locked during the school day. At the front entrance of the school there is an intercom/buzzer system. Visitors, parents/guardians and volunteers will have to press the button outside the main doors, then be admitted to the school by office staff. They must then sign in at the office.

### PARKING

In the morning, early years and primary students can be dropped off on the east side of the school on Woodland Avenue, which is close to the entrance to their designated supervised playground. The staff parking lot on Virginia Park (by the gym) is closest to the junior and intermediate supervised playground. For pick-up at the end of the day, we suggest that you arrange a spot where your child can safely walk to meet you. Students should cross Norfolk Street with the crossing guard. **Please refrain from using the bus bay on Norfolk at any time.** The staff parking lot on Virginia is small and gets very congested. Parking is also available on adjacent side streets. Please do not block in any cars in either parking lot at any time.

### WEATHER

Students should arrive at school no earlier than 8:05 a.m. when supervision begins. Students will be admitted into the school on rainy days and on extremely cold days.

On those rare occasions when it is necessary to close the school due to severe weather, the decision will be made by the Director of Education by 6:30 a.m. Please monitor local media, AM 800 (radio) or www.buskids.ca for the latest information.

### CODE OF CONDUCT

Central Public School follows the Greater Essex County District School Board and the Ministry of Education’s Code of Conduct. All participants involved in the Greater Essex County District School Board — students, parents/ guardians, volunteers, visitors, teachers and other staff members — are included in this Code of Conduct whether on school property, on school buses, at bus transfer points, at school-authorized events or activities, or in other circumstances where engaging in an activity will have an impact on the school climate.

The staff, students and community at Central Public School believe that schools and school board organizations should promote responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted.

The following guiding principles of the Code, as described in Section 301 (2) of the Education Amendment Act (Progressive Discipline and School Safety), 2007 are:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol and illegal drugs.

**STANDARDS OF BEHAVIOUR**

### Respect, Civility and Responsible Citizenship

All members of the school community must:

* Respect and comply with all applicable federal, provincial, and municipal laws.
* Demonstrate honesty and integrity.
* Respect differences in people, their ideas, and opinions.
* Treat one another with dignity and respect at all times.
* Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
* Respect the rights of others.
* Show proper care and regard for school property and the property of others.
* Take appropriate measures to help those in need.
* Respect persons who are in positions of authority.
* Respect the need of others to work in an environment of learning and teaching.

### Physical Safety

All members of the school community must not:

* Engage in bullying behaviours.
* Commit sexual assault.
* Traffic weapons or illegal drugs.
* Give alcohol to a minor.
* Commit robbery.
* Be in possession of any weapon, including firearms.
* Use any object to threaten or intimidate another person.
* Cause injury to any person with an object.
* Be in possession of, or be under the influence of, or provide others with, alcohol or illegal drugs.
* Inflict or encourage others to inflict bodily harm on another person.
* Engage in hate propaganda and other forms of behaviour motivated by hate or bias.
* Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

### Bullying

The staff at Central School work diligently to provide a safe and positive learning environment. Bullying is unacceptable. Please review these definitions and examples with your child.

**Bullying is a form of aggression in which there is an imbalance of power between the bully and the victim.**

**Bullying can be physical, verbal or psychological. The actions are intentional or repetitive, exerting some form of power and control.**

**Examples of Verbal Bullying Behaviours**

* Making fun of another student.
* Name calling, put-downs, insults, taunts, sarcasm.
* Hurtful comments about individual differences, family, clothes, or other possessions.
* Racial and/or religious slurs.
* Hurtful comments about sexual gender and preference.
* Spreading rumours.
* Telling students not to play or interact with another student.
* Unwelcome comments that degrade or make another feel uncomfortable.
* Intimidating telephone calls.
* Threat of violence against a person, their friends or family.
* Public challenges to do something.

**Examples of Non-Verbal Bullying Behaviours**

* Graffiti.
* Hateful or hurtful written comments.
* Slamming books.
* Passing notes with the intent to humiliate or threaten another.
* Written comments telling others to exclude, ignore or reject another.
* Revealing personal information that could lead to public humiliation.
* Internet bullying behaviours (e-mails, text messages, social media posts).

**Examples of Physical Bullying Behaviours**

* Hitting, pushing, kicking, shoving, poking, chasing, spitting.
* Physical intimidation or assault with or without a weapon.
* Defacing or destroying property.
* Stealing, extortion.
* Acts that demean another such as hazing and pantsing.
* Unwanted touching.

**The Central staff works diligently to ensure that the school is free from bullying. We need your help in reinforcing the following strategies that will assist your child if confronted by bullying behaviour:**

* Seek help from an adult or peer.
* Make assertive statements to the bully, addressing your feelings.
* Look the bully in the eye and tell them to stop.
* Walk away from the bully.
* Remember there is safety in numbers.
* Avoid certain places to avoid a bullying situation.

If you know that someone is being bullied, report the situation to the nearest teacher or adult. Incidents of bullying, regardless of place of origin, will be dealt with at the school level if it affects the moral tone of the school and/or welfare of the students.

**Human Rights**

**Are for Everyone!**

Human rights are the bedrock principles which underpin all societies where there is rule of law and democracy.

Human rights are rights we have simply because we exist as human beings - they are not granted by any state. These universal rights are **inherent** to us all, regardless of nationality, sex, national or ethnic origin, color, religion, language, or any other status. They range from the most fundamental - the right to life - to those that make life worth living, such as the rights to food, education, work, health, and liberty.

 For more information about human rights and responsibilities, please visit.

[**https://www.publicboard.ca/en/family-and-community-support/equity-student-handbook.aspx**](https://www.publicboard.ca/en/family-and-community-support/equity-student-handbook.aspx)

**Please copy and paste into the search bar.**

### PROGRESSIVE DISCIPLINE

Central Public School has adopted the Progressive Discipline Policy of the Greater Essex County District School Board.

Progressive discipline is a non-punitive, whole school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour to build upon strategies that promote positive behaviours.

Students, teachers, school staff, and parents are encouraged to disclose necessary information regarding inappropriate behaviour and/or acts of aggression to facilitate timely responses that meet the needs of both the victim and perpetrator.

### Early and Ongoing Intervention Strategies

The teacher, in collaboration with administration, may utilize early and/or ongoing intervention strategies to address unsafe or inappropriate behaviours. The strategies may include:

* Verbal reminders.
* Review of expectations.
* Counselling/reprimand.
* Loss of recesses or privileges.
* Detention/community service.
* Written work assignments addressing the behaviour that have a learning component.
* Parent/guardian contact.
* Referral to support personnel.
* Referral to community agencies.
* In-school time out of class.
* Out-of-school formal suspension.
* Expulsion.
* Other consequences determined by the principal.

### Addressing Inappropriate Behaviour

Inappropriate behaviour includes any behaviour that disrupts the positive school climate and/or has a negative impact on the school community. Inappropriate behaviour may also include, but is not limited to, one of the following infractions for which a suspension may be imposed:

1. Any act considered by the principal to be injurious to the moral tone of the school.
2. Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community.
3. Any act considered by the principal to be contrary to the Board or School Code of Conduct.

The principal may choose to use a progressive discipline strategy to address the infraction. Interventions may include, but are not limited to:

* + Meeting with the student’s parents/ guardians.
  + Referral to a community agency.
  + Detention.
  + Behaviour plan.
  + Withdrawal of privileges.
  + Supervised withdrawal from class.
  + Restitution for damages.
  + Consultation.
  + Suspension (subject to mitigating circumstances).
  + Expulsion (subject to mitigating circumstances).

### Suspension of Students

When a principal’s investigation of an incident determines that a student has committed one or more infractions outlined below on school property, during a school-related activity or event, and/or in the circumstances where the infraction has an impact on the school climate, a principal will consider whether that student should be suspended, considering any mitigating and other factors that might be applicable in the circumstances.

The principal will also contact the police consistent with the Police/School Board Protocol if the infraction the student suspected of committing requires such contact. The infractions for which a suspension may be imposed by the principal include:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol, illegal and/or restricted drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the student’s school, or to property located on the premises of the student’s school.
6. Bullying.
7. Any act considered by the principal to be injurious to the moral tone of the school.

A student may be suspended for a minimum of one school day and a maximum of 20 school days.

### Expulsion of Students

When deciding whether or not to impose a suspension pending a possible recommendation for expulsion, the principal will make every effort to consult with the student, where appropriate, and the student’s parents/guardians, to identify whether any mitigating factors might apply in the circumstances.

**Principal’s Investigation Pending**

### Expulsion

The principal will conduct an investigation promptly following the suspension, and a recommendation may be made for expulsion.

The principal will also contact the police consistent with the Police/School Board Protocol if the infraction the student is suspected of committing requires such contact. When in doubt, the principal will consult with the school superintendent.

Activities that may result in expulsion are:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons, illegal and/or restricted drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others.
9. A pattern of behaviour that is so inappropriate that the student’s continued presence is injurious to the effective learning and/or working environment of others.
10. Activities engaged in by the student on or off school property that cause the student’s continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board.
11. Activities engaged in by the student 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.
12. The student has demonstrated, through a pattern of behavior, that he/she has not prospered by the instruction available to him or her and that he/she is persistently resistant to making changes in behaviour which would enable him or her to prosper.
13. Any act considered by the principal to be a serious violation of the Board or School Code of Conduct.

### Student Searches

The principal has the duty to carry out an investigation to learn the nature and extent of an alleged wrongdoing. Desks and lockers are considered school property, so searches can be undertaken by school staff. The principal or designate, in the presence of another person, may conduct a search of a student’s possessions, or any area of the school where his/her belongings may be stored. In cases where a student may have a dangerous weapon or illegal drugs, the police will be contacted immediately. Parents/guardians will be informed immediately.

### PROHIBITED ITEMS

Items that are valuable or potentially dangerous should not be brought to school. Items such as jewelry, expensive toys or large sums of money should not be brought to school. Students are not allowed to have matches, lighters, toy guns, knives, potential weapons, laser pointers or collectible items that create issues around trading. Students should not have a cell phone at school unless it is being used with teacher permission for educational purposes. Please communicate with your child through the office. Students have access to the office phone if they need to call home for any reason.

Possession of some of the above items may lead to suspension. If necessary, the item will be kept in the office for safekeeping until a parent/guardian can come to the school to pick it up. We cannot be responsible for lost or stolen items.

**COMPUTERS and ELECTRONIC DEVICES**

Computers and electronic devices are wonderful tools that, when used properly, can aid in the educational process. **They can only be used with direct teacher supervision and for educational purposes.** This applies to school provided devices and devices brought from home. Students using computers must sign an “Acceptable Use Contract” that outlines appropriate Internet usage. Students are expected to use good judgement regarding the use of computers and ask a teacher if clarification is needed. Inappropriate use of the Internet will result in computer privileges being revoked.

### CELL PHONES

In general, the use of cell phones at school is not permitted. Cell phones are disruptive if they are activated in class and can interfere with both learning and teaching. Cell phones provide easy access to the Internet and as such, may lead to cheating. The photographic recording capacity of some of some of these devices raises privacy issues. This includes cameras. Please encourage your child to use the school phone, or let the office know if they are ill and need a parent/guardian to be called.

**Student use of cell phones may be permitted in class with the express permission of the teacher for a specific academic purpose.**

Please note that the school assumes no responsibility for electronic items if they are brought to school and then lost or stolen.

### PLAGIARISM

Plagiarism is a serious offense. Students are plagiarizing when they use another person’s words, images, or ideas without giving that person credit. Work is plagiarized not only when it is copied word for word, but also if some of the words have been changed (paraphrasing) without citing the source of the original ideas. Consequences may include redoing the assignment, or loss of grade or credit.

### HOMEWORK POLICY

Students should be aware of the homework expectations for their grade level and take responsibility for the completion of assigned work following the timelines provided by the teacher. Agendas are recommended.

It is important for students to develop organizational skills. Parents/guardians should be aware of their child’s homework and be supportive of the teacher’s expectations when assigning homework to enhance learning. The following homework guidelines have been established by the GECDSB:

**Grades 1 and 2:** Routine homework assignments are not considered appropriate for early primary grades. Activities where students share information about their school program with their parents/guardians are appropriate. Parents/guardians may wish to establish a routine of school-related activities for 10-20 minutes each school day. Reading and a number fact game may be an effective way for parents/guardians to be involved. All parents/ guardians can support their child’s program by encouraging the reading of books.

**Grades 3 to 6:** Students should spend 20-30 minutes per day on varying types of homework. Additional time may also be required for test preparation and projects. Reading, math activities and computer use for school assignments should be encouraged.

**Grades 7 to 8:** Students should spend 30-60 minutes per day on varying types of homework. Additional time will also be required for test preparation and projects. Reading, math activities and computer use for school assignments should be encouraged.

### SCHOOL RESOURCES

It is the student’s responsibility to keep textbooks, classroom books and library books in the best shape possible. Damage or loss will be charged to the student.

### PERSONAL PROPERTY

Personal property should be clearly marked for easy identification. Found items are usually turned into the office, and then they are put in the lost and found cabinet by the gym. Please label everything (lunch bags, school supplies, clothing, etc.) to help us return lost items. Parents/guardians are encouraged to check the lost and found when visiting the school.

### SMOKING/VAPING

The Smoke Free Ontario act came into effect on May 31, 2006. The act prohibits smoking in public schools and on school property including the school grounds and parking lots. A person caught smoking on school property could be subject to a maximum fine of $5000.00.

### TELEPHONE

The school phone is intended for school business only and is not for the personal use of students. Students are allowed to use the school phone with the approval form their teacher and the office. Students will not be permitted to make calls to ask to make afterschool arrangements that are not related to school. These plans should be made in advance.

### FIELD TRIPS

Consent forms will be sent home prior to each field trip. These forms must be signed by a parent/ guardian to grant the student permission to participate. A supervisory officer or principal will ensure that adequate supervision will be provided. The principal will ensure that each field trip will provide an age-appropriate, worthwhile educational experience. Costs will be kept to a minimum and on some occasions, the school and/or the school council will subsidize a portion of the trip. To ensure that no child is excluded from a field trip due to lack of funds, parents requiring assistance should contact the principal (the matter will be treated confidentially). Private transportation should be used only with a full appreciation of the implications regarding liability insurance. All volunteer drivers must sign a volunteer driver form. This form explains liability insurance.

### ATHLETIC TEAMS

All age-appropriate students are welcome to try out for Central’s athletic teams. Please note that due to numbers, skill, and attitude, not all students who try out will necessarily make the team, and students who make the team might not receive equal playing time.

Student athletes are required to maintain their academic responsibilities and behavioural expectations to participate on school teams. All students and parents/guardians will be required to sign a team contract/code of conduct to participate on any school team. The decision to remove a student from a team is made by the principal in consultation with staff members and team coaches.

We appreciate the help of volunteer drivers. They are required to sign the volunteer driver form.

### TEAM UNIFORMS

We encourage students to care for their uniforms in an appropriate manner. The uniform is to be returned clean and in the same condition as when it was issued. Uniforms should not be worn during the school day. Team members will have time to change prior to their events. A $ 25.00 uniform deposit will be collected at the beginning of a team’s season and returned to the student once the season has ended, and the uniform is returned cleaned and in good condition.

### AWARDS SYSTEM

Students in Grades 4 to 8 can earn points towards a “Central C” award. Points are given for academic achievement, participation in sports and clubs, and for volunteer work. It can take up to five years to earn enough points for the “Central C” award. Students are encouraged to contribute to the Central School community and to participate in a variety of activities.

### SCHOOL NEWSLETTERS

Edsby is the school’s primary means of sharing information with parents/guardians Any new/important information will be posted on Edsby. Please make sure you register for Edsby, so you do not miss out on the great things/events going on at Central. Some teachers may send home a monthly newsletter or will post information on Edsby to keep parents guardians informed about upcoming events and learning activities. Go to www.publicboard.ca, and under the school tab, select Central Public School**. If you have not signed up for Edsby, please contact the office for assistance.**

### SCHOOL COUNCIL

Central has an active school council that meets regularly to discuss issues of importance to the school community. This group acts as a parent/ guardian, teacher, staff, and community advisory committee.

All Central parents/guardians are welcome to attend these meetings. Elected members of council are allowed to vote on issues that pertain to the school. If you wish to become a member of the school council, watch for information that will come home during the first week of school.

Elections will take place at the first school council meeting of the year.

### VOLUNTEERS

We are fortunate to have parents/guardians and community members who volunteer in our school. They support our school by driving students to sporting events, assisting with hot lunch days, volunteering in the classrooms and library, and helping with special events such as fundraising projects. Please call the office at 519969-3530 if you would like to volunteer. Your help would be greatly appreciated.

### QUESTIONS OR CONCERNS

Parents/guardians are encouraged to contact the school to clarify any questions or concerns they might have. The following protocol is the most effective way to express a concern about your child.

* Call the school or send a note in your child’s agenda to arrange an appointment to speak with the homeroom or subject teacher.
* If you still have a concern, contact the principal to request an appointment.