



**Jack Miner Public School
2022-2023**

**Parent/Student Handbook
&
Code of Conduct**



Jack Miner Public School

79 Road 3 East, R.R. #2
Kingsville, Ontario
N9Y 2E5

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Principal: Mr. Huggard

Vice Principal: Mrs. Adlam

Important Dates 2022-2023

MONDAY, SEPTEMBER 5	Labour Day Holiday (No School)
TUESDAY, SEPTEMBER 6	Official School Opening Grades 1-8
MONDAY, SEPTEMBER 12	JK/SK begins
Wednesday, September 21	Meet the Staff, 5:00 to 6:30
FRIDAY, SEPTEMBER 23	P.A. Day (No School)
MONDAY, OCTOBER 10	Thanksgiving Holiday (No School)
TUESDAY, OCTOBER 11	Fall Photo Day
MONDAY, NOVEMBER 14	Progress Reports go home
THURSDAY, NOVEMBER 17	Parent Teacher Interviews (4:00 to 7:00 p.m.)
FRIDAY, NOVEMBER 18	P.A. Day (No School)
MON. DEC. 26 to FRI. JAN. 6	Christmas Holiday Break
MONDAY, JANUARY 9	First Day of School after break
FRIDAY, JANUARY 20	P.A. Day (No School)
MONDAY, FEBRUARY 13	Report Cards go home
THURSDAY, FEBRUARY 16	Parent Teacher Interviews (4:00 to 7:00 p.m.)
FRIDAY, FEBRUARY 17	P.A. Day (No School)
MONDAY, FEBRUARY 20	Family Day Holiday (No School)
MON. MAR. 13 to FRI. MAR. 17	March Break
TUESDAY, MARCH 28	Graduation Photos
FRIDAY, APRIL 7	Good Friday Holiday (No School)
MONDAY, APRIL 10	Easter Monday Holiday (No School)
MONDAY, MAY 22	Victoria Day Holiday (No School)
FRIDAY, JUNE 9	P.A. Day (No School)
THURSDAY, JUNE 28	Last Day of Classes-Report Cards go home
FRIDAY, JUNE 29	P.A. Day (No School)

Code of Conduct

The staff, students and community of Jack Miner 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 staff, students and community of Jack Miner School adopt as its Code of Conduct, the Code of Conduct for the Greater Essex County District School Board and the Ontario Provincial Code of Conduct. All participants involved in the Greater Essex County District School Board - students, parents or guardians, volunteers, visitors, teachers and other staff members - are included in this Code of Conduct whether they are on school property, on school buses, at bus transfer points, at school-authorized events or activities, or in other circumstances where engaging in the activity will have an impact on the school climate. All persons are responsible to the school principal or his/her designate, with regard to conduct, on or off school property, which has a harmful effect on the school, its participants or on the school climate.

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 difference 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 prohibit the use of alcohol, illegal drugs and restricted 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 their opinions;
- Treat one another with dignity and respect at all times, and especially when there is a disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Show proper care and regard for school property and the property of others;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in positions of authority;
- Not swear at a teacher or at another person in a position of authority.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, for the environment and for the responsibilities of citizenship through acceptable behaviour.

Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

At Jack Miner each student is expected to:

- display a positive attitude toward school
- attend school every day and be on time
- dress in such a way as to show pride in oneself and one's school
- come prepared with all materials and complete work to the best of one's ability
- be respectful to staff, other students, and guests, and display good manners
- use appropriate language, respect school and other's property
- solve problems without fighting
- behave co-operatively, following school rules and routines during all school programs, school related activities and field trips
- follow the directions of all staff members (staff members include lunch aides, custodians, secretaries, support personal, teachers, principal and any other adults of authority)
- keep the school surroundings tidy and free of litter

Parents

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's school work and progress
- communicate regularly with the school
- ensure that their child attends school regularly and on time
- promptly report to the school their child's absence or late arrival
- encourage and assist their child in following the school code of conduct

Appropriate Dress:

Pupils and staff should appreciate that clothing worn to school must be conducive to an academic environment. Clothing that detracts from the learning atmosphere which the schools are trying to promote is considered inappropriate. Clothing must also be appropriate for the pupil's age, for weather conditions, and for health and safety reasons.

Reporting Progress to Parents

Communication between home and school is one of the most important aspects in assisting with student academic and social growth. Even though report cards are sent home at regular intervals, more frequent communication between parents and the teacher can assist students before problems occur.

Student Absences (Illness, vacations etc.)

ANSWERING MACHINE IS ACTIVE 24 HOURS/7 DAYS A WEEK TO REPORT ABSENCES – 519-733-2329. Absences can also be reported using Edsby.

Throughout the year we experience times when we do not feel well. If your child is experiencing some form of illness then we ask that they stay home until they feel better. Please refer to the Board Website or the Windsor Essex County Health Unit self assessment if they are experiencing Covid symptoms.

If your child is going to miss an extended period of time from school (i.e., vacation), please advise the school well in advance, if possible. The teacher will not supply work for the student. It is recommended that the student continues reading, keep a reading log; and keep a writing journal.

Collecting Children

It is a School Board Policy that all visitors entering Jack Miner Public School immediately report to the office. We encourage that parents make appointments after school hours, so as not to disrupt their child's learning or disrupt the class. Should parents or guardians need to withdraw children from school before official dismissal time, it would be most appreciated that you please advise us, in advance, with a note or call the office.

We also need to know who has authority to pick up your children during school time. A note or phone call indicating such information is required. **If you are picking up children before dismissal time, you are**

asked to enter by the front doors of the school, and report to the office. Your child will be called down.

Parking and Kiss & Ride

There is no stopping or parking in the bus bay in front of the school. This area is reserved for the buses. Parking may be available in the parking lot on the east side of the building.

The Kiss & Ride is located on the east side at the front of the school. Please do not park and leave your car. Instead, drive to the end and students can exit the car and walk around the building to the playground.

Food Allergies

Many children have food allergies. Some allergic reactions can be life threatening. This medical emergency is called anaphylaxis. Some children, for example, are severely allergic to nut products, including peanut butter. Even a tiny bit of the allergen or just the smell of the allergen can be fatal within minutes. If your child is in a classroom with a student who has a specific food allergy, then you will be asked to send alternative foods to the school that are allergy-free.

Pets at School

School is not an appropriate place for pets, either in the building or outside of the building. Although family pets are welcome in our homes, we cannot welcome them in our school. Allergies and fear put our students at risk.

Student of the Month

Our staff believe that students who display positive behaviour and/or academic responsibility in their role as a Jack Miner student should be acknowledged. Therefore, we established a monthly *Student of the Month Award* to model, teach and recognize students based on individual accomplishments that reflect the core values and pillars of good character we would like to recognize at Jack Miner. This will take place at a monthly assembly in which students are publicly recognized, and parents are welcome. This program promotes striving for respectful and kind interactions and supports our philosophy of respect and recognition for individuality for everyone.

Computer Privileges

All Jack Miner students are allowed to use school computers and other technology with staff supervision. Internet usage is permissible only with written parental consent. A standard permission form is sent home with students at the beginning of the school year. Students who wilfully damage computers or computer programs and/or visit inappropriate sites **will** lose their computer privileges.

Personal Communication/Computing Devices –BYOD (Bring Your Own Devices)

The Greater Essex County District School Board and Jack Miner Public School recognize that personal communication and computing devices such as cellular phones, Smart Phones, laptops, Net books or other electronic communication and computing devices have value and can be used effectively to support learning. Our Board has a policy that encourages the use of BYOD in schools for educational reasons, however, the privacy, dignity and safety of others must be maintained throughout the appropriate use of cell phones and electronic devices. Instructional opportunities for all students must be protected. We do encourage students to be digitally responsible and to use technology to engage in safe and appropriate communication and learning.

The following conditions must exist in order for BYOD:

Bring Your Own Device is a **privilege** at Jack Miner Public School.

GECD SB allows for BYOD use through two separate secure networks:

The "**Confident Learners**" network is available in all GECDSB schools and facilities and is meant for all students and staff using non-Board devices including personal laptops, tablets and phones. You will be prompted for your domain credentials (publicboard.ca) when you join the network, and then asked to accept a certificate. These are the same credentials that you currently use to log in to Windows on Board computers. You will only have to authenticate once – the first time you connect – and should not have to provide credentials again.

The "**Engaged Communities**" network is available in all GECDSB schools and facilities and is meant for all visitors to GECDSB schools and facilities who do not have publicboard.ca credentials. The "**Engaged Communities**" network is intended to provide convenient access to the Internet for web browsing and other common activities for a period of 1 hour and is an open, non-encrypted network.

We use BYOD for learning and positive communication.

Digital/video photography and phone calls are not permitted by students unless under a teacher's direct supervision and with appropriate consent.

The Greater Essex County District School Board, and Jack Miner Public School are not responsible for any loss, damage or theft to personal communication, computing devices or data residing on those devices before, during or after it has been brought to school and/or connected to the GECDSB wireless guest network.

Misuse of these privileges may result in loss of privileges.

Finally, we can appreciate your need to ensure your child is safe by having access to his or her own personal cell phone to keep in contact with your child. We also know you understand the addictive allure of texting on the cell phone when the student should be paying attention in class. Board policy certainly encourages the use of personal devices to enhance the learning environment, but not to be a distraction to their schooling. Please also note that students are not to call home sick unless they have notified their teacher and asked for their permission to do so. All students continue to have the ability to contact home when ill through the school secretary in the office. For safety reasons the teacher and office needs to know if your child is sick.

Inclement Weather Procedures

In keeping with Board policy, during rainy weather or on very cold days, the students will remain indoors. Supervision is provided by staff.

Snow days: When inclement weather occurs and the schools are to be closed or transportation is cancelled, it will be communicated on our Board and School websites as well as announced on the following radio stations: CHYR (FM 96.7), CKLW (AM 800), CBE (AM 1550), CKWW (AM 580), and CBEF (AM 540). You can also check the Bus Kids website: <http://www.buskids.ca/>.

Homework Policy

At Jack Miner Public School we recognize that homework is a learning activity that should increase in complexity with the students' maturity, should assist in the mastery of knowledge and skills, and stimulate interest in learning on the part of the students.

Our school also recognizes that appropriate homework can:

1. reinforce the material presented in the classroom, extending limited class time-on-task and building on classroom experience. It can provide students with an opportunity to practice skills, consolidate knowledge and skills, and/or prepare for the next class;
2. create readiness for learning by providing opportunities for students to construct background knowledge;
3. Provide assessment for learning information that both teachers and students can use to adjust instruction and learning focus. Assessment is different than evaluation in that assessment is the process

of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course. Homework, however, should never be evaluative, which is the process of judging the quality of student learning on the basis of established criteria and assigning a value to represent that quality;

4. permit students to experience success in a non-testing situation and build confidence through achievement;

5. help students to develop and improve self-discipline, independence, responsibility, time management skills, and work ethic, and;

6.. Provide parents and family the opportunity to become directly involved in and familiar with the knowledge and skills of the Ontario Curriculum. The home can become an extension of the classroom setting and parents can contribute to the students' learning through their support and encouragement.

Homework can be beneficial to a student if approached properly. It should not be a disciplinary task, but rather a part of the after school/evening routine. There should be a set time nightly, free from distractions and interruptions, for homework activities. This indicates to your child that school work is important and that he/she has responsibility for his/her work. Support and interest by the parents will help homework time to be a positive activity that may have other positive related benefits for you and your child/children. However, please remember that it is the **student's responsibility to do the homework**. Students are to make their parents aware of assignments and projects. An effective way of tracking assignments, projects and field trips is to view information on the student and parent Edsby accounts.

Bell Schedule

8:00-8:15	Supervision is provided in school yard.
8:10-8:15	Entry
8:15-9:05	Period 1
9:05-9:55	Period 2
9:55-10:15	Nutrition Break inside/outside
10:15-10:35	Nutrition Break inside/outside
10:35-11:25	Period 3
11:25-12:15	Period 4
12:15-12:35	Nutrition Break inside/outside
12:35-12:55	Nutrition Break inside/outside
12:55-1:45	Period 5
1:45-2:35	Period 6
2:35	Dismissal

Please be aware that there is no adult supervision on the playground before 8:00 am. Please do not send children to school before that time unless they are in the care of Discovery Day Care.