



# Kingsville Public School



36 Water Street, Kingsville, ON N9Y 1J3  
Phone: (519) 733-2338 Fax: (519) 733-2758

Principal: Mr. D. Carroll Vice Principal: Mrs. C. Alexopoulos

## Student and Parent/Guardian Handbook

### 2023-24

Kingsville Public School, in partnership with the community, strives to foster a *fun, warm, engaging, kind, equitable, and inclusive* school culture, where *all* students are supported, challenged, and inspired to reach their full potential.

**Visit our school website through the link below:**

[Kingsville Public School \(publicboard.ca\)](http://publicboard.ca)

**Follow us on Twitter: @KingsvilleCobra**

Bell Times	
9:00-9:15	Student Arrival – Playground
9:15-10:55	First Learning Block
10:55-11:35	Nutrition and Activity Breaks
11:35-1:15	Second Learning Block
1:15-1:55	Lunch and Activity Break (Please note: with formal permission, students in grades 4-8 may leave the school for lunch at this time)
1:55-3:35	Third Learning Block
3:35	Dismissal (Please note: students should leave school property immediately following dismissal)

### INTRODUCTION

Kingsville Public School has deeply committed educators who strive to bring out the best in students by inspiring respect, providing a positive vision, and building relationships among the community of learners. The K.P.S. Student and Parent/Guardian Handbook is based upon the K.P.S. Mission and Vision. Our codes articulate high expectations for positive interactions between students, educators, parents, and community members. The purpose of this Handbook is to provide information to students and parents regarding expectations, the school's Code of Conduct, as well as other pertinent information. Please contact the office if you require clarification or have any questions. Thank you.

## The K.P.S. Mission, Vision and Values

### Our K.P.S. Mission:

To Think and Learn. To be Kind and have Fun!

### Our K.P.S. Vision:

A Rich History, a Bright Future, Leading Learning Now.

### Our K.P.S. Values:

We celebrate, model and learn on our core values throughout the year and focus in on them monthly.

- Optimism and Positivity
- Respect and Responsibility
- Community and Stewardship
- Empathy and Compassion
- Goal Setting and Perseverance
- Collaboration and Communication
- Risk Taking and Innovation
- Trust and Honesty
- Problem Solving and Critical Thinking
- An Enthusiasm for Learning



## Welcome to Kingsville Public School

***In K.P.S. Hallways, Learning Spaces and on Playgrounds***

***We Learn, Lead and Play. We do this by:***

- *Using Safe Hands and Kind Words*
- *Using our Problem Solving Strategies: Own it, Fix it, Move on*
- *Having Fun and Smiling Often*
- *Taking Care of One Another*
- *Respecting Each Other and our Community*
- *Thinking, Listening and Seeking to Understand*



created with input from Students, Staff and Parents of K.P.S.

## **EQUITY AND INCLUSION—ALL ARE WELCOME AT K.P.S.**

Kingsville Public School is committed to providing a safe and supportive environment for all within our community. We embrace the rich diversity of our students, staff, and communities and commit ourselves to equitable access, treatment, and outcomes for all. We will continue to educate about and address words or actions that discriminate against people based on protected grounds. This includes: age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, gender identity, gender expression, and sexual orientation.

## **ATTENDANCE**

Research shows that student success in school is directly tied to attendance. It is extremely important that students arrive on time to optimize school and classroom routines. Students are expected to be in attendance each day school is in session, except for personal illness, medical appointments or family emergencies. For your convenience, you can use the Edsby app to notify the school of absences or leave a message on the school answering machine at 519-733-2338 at any time of the day. If calling in to report an absence, please do so prior to 9:15 a.m. Students who arrive at school after classes have begun must report to the office to receive a late slip. If your child is to leave school early for any reason, please send a note or Edsby message to your child's teacher.

## **BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS**

Students who bring bicycles to school should ensure that they are locked. The school is not responsible for stolen or damaged bicycles, skateboards, rollerblades or scooters. Helmets must be worn. While on school property, students must walk their bikes, skateboards, and scooters, and carry rollerblades for safety reasons.

## **HUMAN RIGHTS AT GECDSB**

For information about human rights and responsibilities, please visit:

<https://www.publicboard.ca/humanrights/>

## **BULLYING and HARASSMENT**

At Kingsville Public School, we endeavour to prevent bullying and pledge to deal with incidences of bullying when they occur. Bullying is defined as the use of any physical, verbal, electronic, written or other means that is aggressive and typically repeated behaviour by a student where,

“(a) 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,

(i) causing harm, fear or distress to another individual, including physical, psychological, social or academic

harm, harm to the individual's reputation or harm to the individual's property, or

(ii) creating a negative environment at a school for another individual, and

(b) 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;” ~ Education Act

Cyber-bullying – bullying (as noted in the bullying definition above) by electronic means including,

(a) creating a web page or a blog in which the creator assumes the identity of another person;

(b) impersonating another person as the author of content or messages posted on the internet; and

(c) communicating material electronically to more than one individual or posting material on a website

that may be accessed by one or more individuals. ~ Education Act

Harassment – words, conduct or action that is directed at an individual and serves no legitimate purpose and which may include remarks, jokes, threats, name-calling, the display of materials(s), touching or other behaviour that an individual knows or ought to know insults, intimidates, offends, demeans, annoys, alarms or causes that individual emotional distress and may constitute discrimination when related to grounds protected by the Human Rights Code.

In order to effectively deal with bullying and harassing behaviour, please encourage your child to immediately report specific incidents to their teacher or school administration.

### **BUS RULES AND SAFETY**

**Riding the school bus is a privilege, not a right.** Rules to follow:

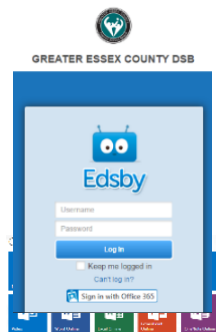
- Be at your stop on time (Students should be ready 10-15 minutes before posted time)
- Wait at the designated bus stop, not on the property of others, or on the street
- Remain in your seat until the bus comes to a stop
- Keep the aisles clear of bags, books, projects
- Talk quietly
- Never throw anything out the window or on the bus
- Keep your hands and arms inside the bus
- No eating or drinking on the bus
- Respect and obey the bus driver and the bus patrols
- No pushing or shoving on the bus
- Students are assigned buses and are not allowed to ride any other bus (e.g., going to a friend's house.)



## COMPUTER/TECHNOLOGY USE

As part of your child's education, students attending Greater Essex County District School Board schools have an account on the computer network. This account is provided for the exclusive use of your child during the school year to provide a resource to enhance the learning environment and to make available various electronic resources. Each student must review and acknowledge the Acceptable Use Agreement for use of the school's devices and wireless network. Students who misuse devices may have restricted access.

Students are able to access many online resources through the GECD SB Virtual Library. The passwords required for GECD SB students are included. Please take advantage of the extensive opportunities available for our students. Students are able to access the **Office 365** Suite of tools at home through the GECD SB website. Included with Office 365 student account is a free version of Microsoft office available to students at the GECD SB. Students have access to MS Word, Power Point, OneNote, etc. and have storage available through OneDrive.



Students and parents also have access to Edsby, a Learning Management System that is accessible through Office 365 or the Edsby app. Edsby will contain an area for a class calendar, messages from the teacher, classroom resources, and provide another way to communicate with your child's teacher. Staff also use Edsby to collect daily attendance. Parents/guardians should contact the office for an email invitation to set up Edsby.

## CONCUSSION PROTOCOL

Ensuring the safety of all students is a top priority for Kingsville Public School. To this end, safe and consistent measures to address the needs of those students with a suspected and/or diagnosed concussion are in place. Schools within the GECD SB follow the procedures outlined through the Ontario Physical and Health Education Association (OPHEA). Please note the following responsibilities of parents/guardians:

- to put the health and safety of their child first.
- to cooperate with school personnel when they are informed of a possible concussion to their son/daughter/ward.
- to monitor their child after a suspected concussion.
- to act on information provided by teacher/coach/supervisor.
- to complete paperwork and getting the required signatures from medical professionals as outlined in AP-AD-56.
- to inform school personnel if a student is diagnosed with a concussion due to injury outside the school.
- to follow "Return to Learn" and "Return to Play" plans

Please see the following link for more information. <https://publicboard.ca/parents/Supports/Concussion/Pages/default.aspx>

## DRESS CODE

The school dress code is based on the GECD SB Code of Conduct Regulation R-AD-28 and is developed in consultation with the Kingsville Public School students, staff, School Council and administration.

 (Gr. K+)	greateressex library
 (Gr. 3+)	gecdsb
 (Gr. 3+)	(none)
 (Gr. 6+)	gecdsb
 (Gr. 6+)	gecdsb
 (Gr. 6+)	gecdsb
 (Gr. 6+)	gecdsb
	
 PRIMARY JR./INTERMEDIATE	greasse grea7392
	Login with Student Password (optional)
	Login with Student Password

Note: Any clothing or accessory that promotes or symbolizes hate, discrimination, illegal activity, profanity, violence, drugs and alcohol or threatens health and safety is unacceptable.

Headwear:

- Headwear is allowed provided it does not cover or block the face (i.e. hats, bandanas, toque, etc. can be worn but hoodies should be pulled down and sun glasses removed when inside the school)
- Headwear is to be removed during the National Anthem

Tops:

- Tops must be opaque and cover the nipples and midriff when arms are at a person's side
- Underwear should not be visible with the exception of straps
- Spaghetti straps are allowed
- Tops must have shoulder straps or sleeves i.e., no tube tops

Bottoms:

- Must be opaque through the hips and thigh area and cover from the hips to the top of the thigh i.e., Groin and Buttocks are to be covered
- Underwear should not be visible

Footwear

- Footwear with a solid sole must be worn at all times
- For safety reasons, clean running shoes are to be worn in the gym i.e., boots, sandals, dirty shoes, etc. are not allowed for participation in PE class (this is an OPEHA Safety standard minimum requirement)
- Flip flops are discouraged; sandals may be worn but footwear with a heel strap is recommended for any type of physical activity (Note: sandals are prohibited for Physical Education activities)

The decision as to the appropriateness or inappropriateness of student dress will be at the discretion of the Principal/Vice-Principal or his/her designate.

## EMERGENCY PROCEDURES

Each year, the school is required to perform 3 Fire Drills in the fall and 3 in the spring as well as 2 Lockdown Drills. Teachers review the emergency procedures for their class during the first week of school and throughout the school year. Advance notice is sometimes not communicated to students to prepare them for emergency situations; however, administration and staff debrief with students after each drill to ease any concerns.

## EXTRA-CURRICULAR ACTIVITIES

Please note that some extra-curricular activities are open to everyone and others are limited. Students interested in extra-curricular activities are invited to sign up or try out for school teams. Parents and students must be aware that not everyone who tries out will be selected for the team. Number of students, skill levels, behaviour, attitude and coachability 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. Athletes, coaches and spectators are expected to abide by the code of conduct outlined by the Greater Essex County Elementary Athletic Association. Participation in extra-curricular activities is considered a privilege that may be revoked at the discretion of supervisors or administration.

Winter and Tobogganing Club at K.P.S.

K.P.S. is unique in that we have a hill on our property that is used for tobogganing during the winter. When the program is in operation, students must have signed permission from parents/guardians and adhere to the

## K.P.S School dress policy

NOTE:

Any clothing or accessory that promotes or symbolizes hate, discrimination, illegal activity, profanity, violence, drugs and alcohol or threatens health and safety is unacceptable.

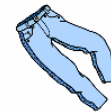
### HATS AND HEADWEAR



- Headwear is allowed provided it does not cover or block the face, (i.e. hats, bandanas, toques, etc. Can be worn but hoodies should be pulled down and sun glasses removed when inside school)  
Headwear is to be removed during the national anthem.

### TOPS

- Tops must be opaque and cover nipples and midriff when arms are at a person's side.
- Underwear should not be visible with the exception of straps.
- Spaghetti straps are allowed.
- Tops must have shoulder straps or sleeves i.e. no tube tops.



### SHOES/ FOOTWEAR

- Footwear with a solid sole must be worn at all times.
- For safety reasons, clean running shoes are to be worn in the gym. Boots, sandals, dirty shoes, etc. are not allowed. This is OPEHA safety standard, minimum requirement to participate in PE class.
- Flip flops are discouraged; sandals may be worn but footwear with a heel strap is recommended for any type of physical activity. Dirty sandals are prohibited for Physical Education activities.



### BOTTOMS

- Must be opaque through the hips and thigh area and cover from the hips to the top of the thigh i.e. groin and buttocks are to be covered.
- Underwear should not be visible

PLEASE NOTE: THIS DRESS POLICY WAS DEVELOPED IN CONSULTATION WITH STUDENTS, PARENT COUNCIL, STAFF AND ADMINISTRATION.

By: Master Coburn

expectations outlined through the [Ontario Physical and Health Education Association \(OPHEA\) Safety Standards \(https://safety.ophea.net/safety-plans?module=elementary\)](https://safety.ophea.net/safety-plans?module=elementary)

This message is being sent to you as a safety reminder. Parachute Canada recommends the use of a helmet for activities such as sledding. If you wish for your child to wear a helmet when participating in the Toboggan Club or to sled at K.P.S. during DPA or HPE class, you can provide a CSA approved helmet. It is a recommendation only and not mandatory to participate. Please use your discretion. Here is the Parachute Canada link for Winter sports and helmets to use as a guide. <https://parachute.ca/en/injury-topic/helmets/helmets-for-winter-activities/>

These safety precautions will be in effect at K.P.S. for our students taking part in the Toboggan Club and Physical Education/DPA time that includes Tobogganing and/or Sledding:

1. Students must dress appropriately for the elements,
2. Students will travel down the area of the hill at the end of our side parking lot and run up the hill at the end of the fence. They will walk down the side walk to the start line. This is a non-negotiable and prevents collisions. We have practiced this for many years.
3. Toboggans/sleds have been inspected for safety. Any broken sleds with sharp edges and cracks have been removed. If anyone notices a broken sled it will be removed. Only K.P.S. sleds are permitted: do not send your own.
4. Students must know how to roll out of the sled if they are moving towards danger or out of control.
5. Students must be sitting or kneeling and always forward facing.
6. Students must have had in class learning on our concussion protocol. This happens each year at schools in Ontario.
7. Staff supervision is mandatory at all times

These are the guidelines and norms for the members of the Toboggan Club:

1. All sleds are school purchased. Students will not bring their own equipment.
2. Students will be safe and kind when participating.
3. Teachers on active supervision duty will have the final say on participation.
4. Students may be asked to take a break if they need one.
5. Students privileges may be revoked and their initial fee refunded if they will not act safe and kind.
6. Parents must complete an appropriate permission form
7. Students must pay a \$2 toboggan club fee
8. Students must wear the appropriate sled pass on their coat

## **HOMEWORK**

**Philosophy:** The Greater Essex County District School Board views homework as beneficial when appropriately conceived, explained, assigned and assessed.

**Purpose of Homework:** Although we acknowledge that students, regardless of age, need personal time for such things as recreational play, religious and cultural activities, home duties and family responsibilities, and social activities, we believe that homework is a valuable component of education.

### **How much homework?**

Grades 1 and 2 - In accordance with Board Policy, daily homework assignments are not considered appropriate for the early primary grades. Parents can support their child's literacy program by reading and asking questions about what was read with their child. Numeracy and number fact games are an effective way for home to be involved as well.

Grades 3 to 6 - Students should spend 20 to 30 minutes each day on varying types of homework. Literacy and numeracy activities should be the focus.

Grades 7 and 8 - Students in the intermediate grades should spend 30 to 60 minutes per day on various types of homework. Additional time will also be required for test preparation/projects.

**Managing Homework - Suggestions for Students and Parents:** Establish a consistent, routine time and stick to it, find the right place to do the work, organize the materials and prioritize assignments.

### NUTRITION BREAK ROUTINES

As part of our Environmental Awareness Program, Kingsville Public School encourages a garbage-free lunch. This may include a re-usable lunch bag, and plastic containers for sandwiches, fruit, vegetables, and snacks. Students are asked to respect possible food allergies within the school. With our Balanced Day schedule, students who go **home for lunch may do so during the second Nutrition Break with written permission from a parent/guardian.**

K.P.S. students have 2 nutrition and activity breaks. Both are divided into two halves in order to limit the number of students congregating in specific areas of the school.

Please see the bell times posted on page 1 and refer to the Nutrition Break Norms graphic.

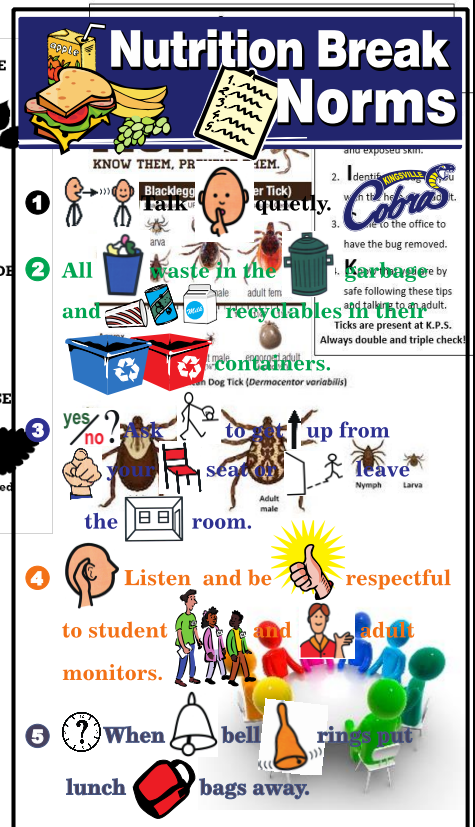
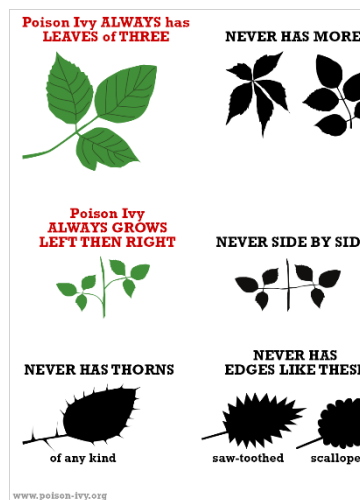
### MEDICAL/HEALTH

Only prescription medication will be dispensed at school. Upon receipt of an Authorization for the Administration of Medication at School form signed by a physician, a designated staff member will administer medication. This form must be renewed every year, or when there is any change in the medication.

Please be sure to notify the office of any medical concerns for your child so that a Medical Plan can be developed when deemed appropriate. This includes issues such as allergies, asthma, diabetes, epilepsy, etc. Please note, pandemic safety measures within the school continue to evolve based on information and recommendations from the Health Unit. Please contact the office for more information regarding our safety measures.

### OUTDOOR LEARNING

K.P.S. is fortunate to have access to outdoor learning spaces down the hill, in the forest and along the creek. We ensure that students are aware of risks when learning and playing outdoors. Resources such as the Poison Ivy and K.P.S. Students are T.I.C.K. Smart posters are provided to classes. We encourage parents/guardians to refer to these resources with their child and communicate any medical concerns to their child's teacher.



### SCHOOL COUNCIL

We have a Parent Involvement Committee which is based on the Ministry of Education's mandate. The council is comprised of parents, a teacher, a student representative and community member (if possible) who all have a vested interest in the promotion of public education. School Council elections occur in September. Please notify the Principal if you are



interested in serving on School Council or follow the meeting minutes posted in the Edsby School Council Group.

## PHYSICAL EDUCATION

The goal of the Physical Education program is to promote healthy, active living. Activities are focused upon fun, fitness and skill development that will help the students to be involved in recreational pursuits throughout their lives. Cooperation and fair play are strongly emphasized. If a student is unable to participate, a note from a parent/guardian must be provided. Students should dress appropriately for activity and wear non-marking running shoes. Jewelry is not permitted to be worn during Physical Education classes as it poses a safety risk and students are expected to abide by OPHEA Safety Guidelines.

In addition to scheduled Physical Education classes, teachers will use 20 minutes of the instructional day to incorporate daily physical activity (DPA) for all of the students in the class.

## SCHOOL CODE OF CONDUCT

### Expectations of Students:

Pupils are expected to meet the requirements for pupils as legislated in Section 23 of Ontario Reg. 298-“Operation of Schools - General”

23 (1) A pupil shall: (a) be diligent in attempting to master such studies as are a part of the program in which the pupil is enrolled; (b) exercise self-discipline; (c) accept such discipline as would be exercised by a reasonable, kind, firm and judicious parent; (d) attend classes punctually and regularly; (e) be courteous to fellow pupils and obedient and courteous to teachers; (f) be clean in person and habits; (g) take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and (h) show respect for school property.

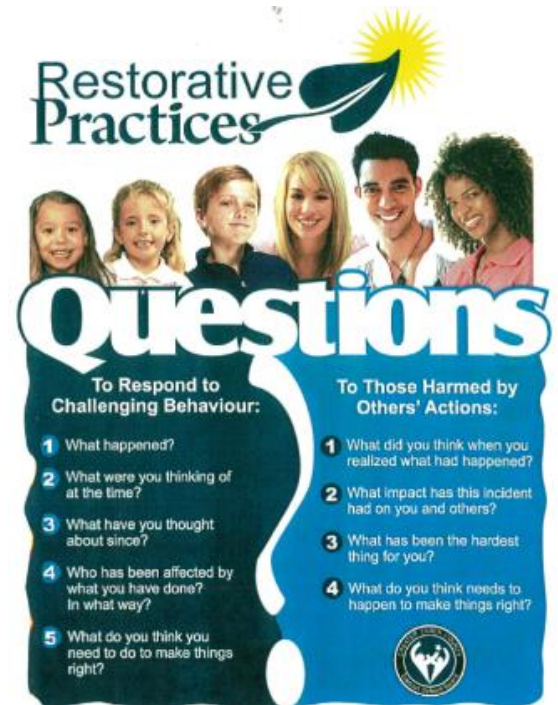
- Students shall adhere to the Board's *Safe Schools Policy* and to provincial regulations set out in the *Safe Schools Act*. Hoaxes, threats, serious deliberate attempt to injure, threats of violence and possession of weapons or violent literature will be dealt with swiftly and harshly. Students and parents are encouraged to report threats, violence, and vandalism to the police.

For more information, please see the [GECDSB Code of Conduct Regulation](#).

### Interventions and Consequences:

One of the goals of the school is to help students develop self-control and self-discipline. We encourage behaviour that is cooperative and helps to promote a positive learning environment. Students are not expected to be perfect but are expected to accept responsibility for their actions. As part of our intervention process, we employ Restorative Practices to resolve conflict in manner that maintains healthy, positive relationships. Resolution may involve some form of restitution for one's actions and is not necessarily a substitute for a consequence.

Students who choose to act inappropriately may also expect a consequence based on a progressive discipline model. Actions and consequences may include: warning, interview with the student and/or parent, phone call home, detentions/timeout, withdrawal from class, pupil-teacher contract, contact with student/parent, removing privileges such as participation in school events or extra-curricular activities (choir, band, teams), requiring restitution such as clean-up or repair/restorative work (Community Service), help from outside



agencies such as: The Teen Health Centre, Children's Aid Society, etc., involvement with the police, suspension from school, exclusion from school and expulsion from school (this action is taken at the Board level).

While every effort is made to communicate discipline issues with parents, time does not always permit reporting of every issue throughout a school day. Please remember that a student's interpretation of events may differ from other accounts. Should you have questions about an incident or concerns, please do not hesitate to call the school.

### **Parents and Guardian Code of Ethics and Conduct**

As a school community member, parent/guardians of K.P.S. and GECDSB students are expected to abide by the expectations outlined in the Ministry of Education [Parents' Guide to the Ontario Code of Conduct](#). The fundamental beliefs include:

- Everyone has a responsibility to promote a safe environment.
- Everyone should be aware of, and be responsible for protecting their rights, as active and engaged citizens.
- All members of the school community are to be treated with respect and dignity, especially those in positions of authority.
- Everyone has a responsibility to resolve conflicts in a way that is civil and respectful.
- Everyone is expected to resolve conflicts without using violence.
- Physical aggression is not a responsible way to deal with other people.

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 this responsibility when they:

- are engaged in their child's school work and progress
- communicate regularly with the school
- make sure their child is properly dressed and prepared for school
- ensure that their child attends school regularly and on time
- inform the school promptly about their child's absence or late arrival
- become familiar with the provincial code of conduct, the board's code of conduct and school rules
- encourage and help their child follow the rules of behaviour
- help school staff deal with disciplinary issues involving their child.

(from Parents' Guide to the Ontario Code of Conduct)

### **SCHOOL RULES**

Rules are necessary to protect the safety and welfare of the school community and to maintain a positive school atmosphere. All Greater Essex County District School Board buildings and properties are smoke-free / vape-free; therefore, students are not to have cigarettes, e-cigarettes, matches or any other smoking or vaping materials on school property at any time. Drugs, alcohol and related materials must not be brought to school at any time.

Students are not permitted to threaten other people or use profane, abusive language or offensive gestures. Weapons or explosive devices, including fire crackers or fireworks, are not to be brought into the school at any time. Bringing any of these items to school may result in a suspension and possibly police intervention. Students are not to engage in activities or actions which may result in injury to themselves or others. Acts of physical or verbal aggression anywhere on school property, on the bus, or off property but impacts the climate within the school, may result in disciplinary action.

## **STUDENT EVALUATION**

Teacher's assess students based on the Ministry of Education's Growing Success Document for Assessment and Evaluation. A student Progress Report is sent home at the end of the first reporting period, and the Provincial Report Card is sent home at the end of the second and third reporting periods.

Evidence of student achievement for evaluation is collected over time from three different sources – teacher observations, conversations, and student products. Using multiple sources of evidence increases the reliability and validity of the evaluation of student learning. "Student products" may be in the form of tests and/or assignments for evaluation. Assignments for evaluation may include performance tasks, demonstrations, projects, and/or essays. To ensure equity for all students, assignments for evaluation and tests are to be completed, whenever possible, under the supervision of a teacher and should not include activities completed at home. Assignments for evaluation must not include ongoing homework that students do in order to consolidate their knowledge and skills or to prepare for the next class. Group projects may be used for evaluation as long as each student's work within the group project is assessed independently and assigned an individual mark, as opposed to a common group mark. The evaluation of student learning is the responsibility of the teacher and must not include the judgement of the student or of the student's peers.

## **STUDENT ARRIVAL AND DISMISSAL**

Upon arrival, students will proceed directly into the school through their assigned playground doors between 9:00-9:15. Students should not be on school property prior to 9:00 as there is no supervision provided before this time. Parents/Guardians are asked to remain at the gate when dropping off students in the morning, or at their vehicle if using the Kiss N Ride program. Adults in non-supervisory roles who enter the school grounds make security more challenging to monitor. Thank you for your cooperation in ensuring a safe environment for all of our students.

***Kiss and Ride:*** The Kiss N Ride Program operates at the front of the school from 9:00 to 9:15 and at 3:35. Parents are encouraged to access this service when dropping off/picking up students in the morning/afternoon to alleviate traffic and congestion at the back of the school. Please abide by the following guidelines in order to ensure the safety of the students and alleviate congestion.

- Vehicles should remain in line and unload/load by the supervisory person
- Students should exit from the passenger side of the car onto the sidewalk area
- Drivers are asked to remain in their cars if possible. If you need to exit your vehicle, please park in the parking lot or pick up at the back of the school.
- Please be patient. We all want ensure student safety.

When picking up students prior to the end of the day, we ask that parents call the office using the intercom at the front door and your child will be brought to you. Our office is quite busy at the end of the day so phone messages after 3:15 may not be addressed by the office until after students have left.

Also, kindly refrain from bringing a pet on to school property during pick-up/drop off. Dogs and other pets, although friendly, may act out of character around unfamiliar children. It is for the safety of all that the GECDSEB does not allow pets on school property.

## **TEXTBOOKS AND LIBRARY BOOKS**

The school textbooks are loaned to the student for one year. It is the student's responsibility to keep the book in the best shape possible. We are fortunate to have many resources in our Library to enhance the learning for all students. Parents are urged to remind their children to return their library books and text books. Parents are responsible for reimbursing the school for missing or damaged books.

**WEBSITE**

The school website is a great place to find information regarding many school activities/events. Please check the website for our EQAO results, regular Twitter updates, and general information about the school.

**WINTER WEATHER**

Although outdoor recess will be the norm, students will remain indoors on days when the wind speed combined with the temperature indicates risk of skin freezing as identified by Environment Canada (Wind Chill is less than -20 Celsius). Winter weather conditions are monitored throughout the day for student safety. Please ensure that your child is dressed appropriately for the weather conditions. If you require support to ensure proper attire, please contact your child's teacher or the office so that we can help.



# Kingsville Public School

## Personal Communication and Computing Device Guidelines



The Greater Essex County District School Board recognizes that personal communication and computing devices such as cell phones, Smartphones, laptops, tablets or other electronic communication and computing devices have value and can be used effectively to support learning. However, within the confines of the school environment, their use has the potential to be disruptive when it undermines the integrity of an individual's right to privacy; adversely affects the quality of teaching or learning; and/or interferes with the safe and efficient operation of the school. Please see Regulation AD-AP-43 available through the GECDSB website for details.

The following guidelines have been developed for use of personal devices at Kingsville Public School:

1. Personal devices at Kingsville Public School are used for educational purposes and positive communication.
2. The GECDSB allows personal devices to access the Guest Network with a secure log in provided the device is used in accordance with the GECDSB Personal Communication and Computing Device Policy and Regulation.
3. Use of your personal device is a privilege which may be revoked for misuse. We expect you to use good judgement.
4. Texting is not allowed unless approved by the supervising teacher.
5. Digital/video photography and phone calls are not permitted by students unless under the direct supervision of a teacher and with appropriate consent.
6. You are responsible for your personal device. Kingsville Public School and the GECDSB are not responsible for lost, damaged or stolen devices or software.
7. Any misuse of personal devices may result in disciplinary action.
8. Personal devices are not to be used outside during recess times. We believe that physical activity is essential to a healthy lifestyle.
9. The teacher has the final say in matters regarding personal devices in the classroom.



### **Digital Citizenship Pointers:**

- Regardless of your privacy settings, assume all information shared on a social network is public. Never give out personal information.
- Respect the privacy of others
- Do not post information, pictures or videos of others without their consent
- Treat others the way you would like to be treated – be respectful
- Don't say anything online that you wouldn't say to someone's face
- Report inappropriate online behaviour
- Be honest
- Don't retaliate online ... it will only make the situation worse
- Be aware of your "digital footprint" ... you can never be too careful

