LASALLE PUBLIC SCHOOL
EXPECTATIONS AND GUIDELINES

Student-Parent/Guardian/Caregiver Handbook 2026-2027

LaSalle Public School is committed to providing the best possible educational opportunities in a safe, supportive, inclusive environment. Staff, students, parents and community volunteers work together to promote the development and growth of each child and foster acceptance and respect in all ways. The information that follows is provided as a guideline to the expectations and routines within a GECDSB school.

Student Information
All schools require up-to-date information for each student. Please inform the school secretary if you change your address, home or business phone numbers, or email address. If your child becomes ill or there is an emergency, we require the phone numbers of at least two people if you can't be reached.

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

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

Absences
The answering machine is active 24-hours a day/7-days a week. To report absences, call 519 978 1823. Edsby can also be used to report an absence.
No matter what the weather outside, the cold and flu season seems to last all year, and students sometime need a day or two at home to recuperate. Often children are sent to school with notes requesting that they stay in at recesses because they still have a cold or are not feeling well. These children then seem to infect others as colds spread rapidly through the classes.
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. During this time, it is recommended that your child continue to read, keep a reading log and write in a journal.

Entrance and Exit Procedures
Please ensure that your child does not arrive at the school before outdoor supervision begins which is 9:00 AM. Upon arrival, students are to follow the school's procedures for morning entry. Students are expected to enter and exit through their designated doors.

Bicycles/Skateboards/Scooters/Wheeled Footwear
Students riding bicycles to school are expected to know and obey the rules of safe bicycle riding. Children are required to wear a helmet for their safety. Students must walk their bicycles on and off school property. They should be secured to the bike racks with a lock as the school and School Board cannot take responsibility for any damage or theft of bicycles. Like bicycles, all other wheeled devices (e.g., skateboards, scooters, wheeled footwear, etc.) are not permitted to be in use on school property.

Bus Transportation
It is the policy of the Transportation Department that all students must use the same bus stop each day. Students are not allowed to change buses for completing group assignments or just to visit classmates. All Year 1 and Year 2 Kindergarten pupils must be met at their bus stop by a parent or designate or the child will be returned back to the school.

Bus Conduct
Riding on a school bus is a privilege and not a right. The following rules should be reviewed at home with your children to ensure the safety of all:
-Be on time
-No rough-housing on or off the bus
-Board in single file
-Assist small children
-No eating or drinking
-No littering
-Quiet and appropriate talk only
-No animals or large objects
-Damages will be paid by offender
-Respect and obey the driver and the requests of the school bus patrols for safety's sake.

Misconduct on the bus will be reported to the Principal/Vice Principal. Parents will be informed of bus concerns. Depending on the circumstance students may receive a reprimand, detention or may not be allowed the privilege of riding the bus.

Celebrating Students
LaSalle Public School uses a variety of incentives to acknowledge personal and school-wide student achievement and reinforce appropriate expectations (*e.g., Good News Tickets, office visits, notes, assemblies, displaying student work, having student names displayed on trophies and/or plaques, etc.*). If you have any questions regarding this, please feel free to contact the school.

Dress Code
Footwear: It is important that children wear proper shoes at all times. Should there be a need to evacuate the school, the students need to be able to do so, quickly and safely, with appropriate footwear on their feet. Flip-flops are often unsafe and therefore are discouraged for student footwear.

Clothing: Student clothing must be protective against all kinds of weather (e.g., sun, rain, snow, etc.). Clothing that contains swearing, violence, nudity, alcohol, drugs, racial or gender slurs and negative social messages, as determined by the school, are not to be worn.

Homework
Homework is a learning activity that should increase in complexity with the student's maturity and should assist in the mastery or revision of skills and stimulate interest in learning on the part of the students. Year 1 Kindergarten to grade 2 students should generally not have homework. Parents may support their child's program by encouraging reading for pleasure and by reviewing writing and math skills through simple games and activities. By the end of grade 3 and up to grade 6, students should have approximately half an hour of homework per night with additional work for special projects from time to time. Grade 7 and 8 students should have between 30 minutes to an hour of homework per night with additional work for special projects from time to time. When assigned, homework is expected to be completed by the due date established by the teacher. Questions or concerns about homework should be brought to the attention of the teacher.

Inclement Weather
On days when the weather is bad, the Board may decide to close the schools or cancel transportation. Decisions about closure or transportation are broadcast by our local media partners as soon as possible on bad weather days. You may also check bussing cancellations on the web at www.buskids.ca.

Medication
In accordance with Policies and Regulations of the GECDSB, prescription medication can only be administered at school if the proper form (*available from the school office*) has been completed and signed by a qualified physician prior to the administration of medication. This form is valid for one year from the date of completion or until the prescription expires or is altered by the physician, whichever comes first. All medications must be prescribed by a qualified physician and must be stored in the office.

Allergy Aware School
We have several students who have life-threatening allergies to dairy products, peanuts, walnuts, tree nuts and sesame seeds. Thank you for your consideration when packing your child's snacks and lunches for school.
In addition, we are a scent-sensitive school. This is because scented products like fragrances, lotions, hairspray and deodorant can cause a severe allergic reaction for some students and staff. We ask that no spray products be sent to school and that everyone is mindful of using products that have a fragrance prior to entering the building.

*If your child has a prevalent medical condition, please contact the school to initiate a Plan of Care (i.e., Anaphylaxis, Asthma, Diabetes, and/or Epilepsy).

Birthday and Holiday Celebrations
Due to many student and staff life-threatening food allergies at school, we are requesting that food not be brought into the school for the class. Non-food items, individually packaged, may be shared in place of food and easily distributed to students to take home.

Nutrition Break Expectations
Pupils are expected to:
1. Eat their lunch only in designated areas and in their assigned seats;
2. Conduct themselves in a responsible manner;
3. Respect the rights of others;
4. Assist with lunchroom housekeeping duties as directed by the monitors or School Aides;
5. Use recyclable containers, but not glass; and
6. Show respect for all lunchroom supervisors.

Personal Possessions
LaSalle Public School or the GECDSB cannot be held responsible for lost or damaged personal possessions. It is suggested that valuable items such as electronics, CDs, jewellery, collector cards, toys, expensive clothing, etcetera, be left at home.

Personal Communication and Computing Devices
Internet access is for educational purposes and is monitored by staff. A digital responsibility computer use contract is signed by each student, each time they log into the GECDSB network.

The Greater Essex County District School Board and LaSalle recognize that personal communication and computing devices such as cellular phones, Smart Phones, laptops, 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 use technology to engage in safe and appropriate communication and learning.

The following conditions must exist in order for BYOD:

1. Bring your own Device is a privilege at LaSalle.
2. GECDSB allows for BYOD use through a secure login.

3. We use BYOD for learning and positive communication.
4. Digital/video photography, phone calls and texting are not permitted by students unless under a teacher's supervision and with appropriate consent.
5. The Greater Essex County District School Board, and LaSalle 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 network.
6. Students are permitted and encouraged to use their devices during instructional time **only when** the classroom teacher has indicated that it is acceptable. At all other times, students are to store their devices in their locked locker.
7. Misuse of these privileges may result in loss of privileges.

Phone Use
The office phone may be used by pupils with the approval of a teacher or office personnel or in emergency situations.

Playground Rules
Playground expectations include the following:
1. Listen to and follow staff advice.
2. Stay inside the school yard and play in your designated area.
3. Request permission from the duty teacher before re-entering the building.
4. Hands and feet off! - No rough play, play-fighting, fighting or bullying.
5. No put-downs, no swearing, no using racist, sexual or abusive language.
6. No throwing snowballs, ice, sticks or stones. No snow kicking.
7. No riding bikes, skateboards, roller blades or "Heelys" on school property.
8. Respect and care for school property.
9. Use fixed playground structures safely, appropriately and as they were designed – no playing tag on this equipment.
10. Report any damage to a staff member.

Smoking and Vaping
Tobacco products are not allowed on Board property. Students absolutely must not bring any matches, lighters, vapes or other items to school which could cause a health or safety concern.

Physical Education Classes
Physical education is a very important part of an educational program. Students may be excused for a single period with a note from home. A note of explanation will be needed from a doctor for longer periods of time. Proper gym attire is strongly encouraged for physical education classes. This consists of shorts or jogging pants, a t-shirt or sweatshirt, and if possible, a pair of indoor running shoes. (OPHEA: Appropriate footwear is a shoe designed for athletic activities with a sole that provides traction and is secured to the foot. Some examples of shoes that are not appropriate include shoes with a rocker sole, a platform, wheels, cleats, spikes, open toes, or open heels.) Please avoid black-soled shoes as they mark the gym and school floors. Students must remove jewellery during PE classes/activities for safety reasons.

School Council
The GECDSB values the contributions of parents/guardians and other partners involved in education. The School Council provides a forum for people interested in public education to work cooperatively to develop common goals and plans and to achieve these goals at the school level. Election of the members is held each September. All parents/guardians are both encouraged and welcome to attend all meetings.

Parent-Teacher Interviews
Although appointments may be arranged at any time during the school year by contacting the school office, Parent-Teacher Interviews are scheduled in the evening twice each year. Students may be encouraged to attend the interviews. Specific information about interview times will be provided by the school as the dates approach.

Interview Dates 2026/2027
November 19, 2026 - Evening
February 11, 2027 - Evening

School Teams Athletic Uniforms
Our LaSalle Public School uniforms are worn with pride. If your child has been issued a uniform for team sports or clubs, please encourage them to look after it properly so it is returned clean and in good condition. Uniforms are not meant to be worn during the school day. Teams are provided with time to change into uniforms prior to games.

Team Athletics
Our teachers willingly volunteer their time to coach the teams. It is imperative that they are given the professional courtesy and trust of parents/guardians of student-athletes. Being on a school team should be an enjoyable and rewarding experience for the student athlete. It allows for a level of competition and skill development that is not usually achieved in the house league system. It does, however, carry an additional set of responsibilities and expectations. The privilege of being a representative on a school team is granted to those students who have earned it. Student-athletes are expected to behave and act in a way that reflects our Code of Conduct. To this end, only students who conduct themselves appropriately, regardless of athletic ability, will be selected for school teams.

Teacher-coaches are in charge of the players on the team. Decisions regarding the selection of team members are based on a variety of criteria. This criterion includes, but is not limited to, skill level, a willingness to learn, and general attitude towards peers, teachers and academics. It is important to realize that although teacher coaches are very concerned about your child's self-esteem and social development, not every student who tries out for a team will be successful. Therefore, if the disappointment of not making a team is a serious concern for you or your child, it may be advisable that they not attempt to compete at the school level at this time.

Code of Conduct for Team Athletics
To better understand what is expected of our student athletes, the following guidelines have been created.
1. **Teacher-coaches are expected to:**
a) Instil in team members knowledge and respect for the rules of the game. Close competition, good sportsmanship and having fun are all goals of team athletics. Winning at all costs is not consistent with these goals.
b) Manage the team in a fair, judicious manner. They are to make all of the decisions (e.g., team selection, practice schedule, communications with parents, etc.) concerning the team and the players on the team.

2. **Student-athletes are expected to**:
a) Do their best during practices and at games. Practices are mandatory and repeated absence from practices without a reason may result in not playing in a game or being taken off the team.
b) Be team players and to be supportive of *all* other team members whenever the team plays or practises.
c) Display the qualities of good sportsmanship and fair play and to play the game according to the letter and spirit of the rules.
d) Maintain acceptable levels of academic achievement, effort, behaviour, and attitude about the school. Lack of compliance may result in that student being suspended from the team.
3. The ability and judgment of the referee is not to be questioned by any student athlete, parent/guardian, or spectator. Any display of disrespect in this area may result in that athlete's removal, not only from the game but also from the team.
4. Trash-talking, during practices and in games, is not acceptable. Also unacceptable is any behaviour that embarrasses, unduly intimidates, threatens or humiliates another player, team, referee, spectator or school.

Student Expectations and Behaviour

Pupils are expected to meet the requirements for pupils as legislated in Section 23 of O. 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 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;

(h) show respect for school property.

23 (4) Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends,

(a) on the school premises;

(b) on out-of-school activities that are part of the school program; and

(c) while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to a board.

Pupils are subject to the expectations and consequences of Ontario Schools: Code of Conduct and codes of conduct established by local schools. Consequences, both mandatory and discretionary, shall be determined by the school principal, superintendent, and/or Board, in accordance with the legislation.

The Greater Essex County District School Board and LaSalle Public School are committed to creating safe, secure, and harmonious learning, teaching and working environments. We believe that every student has the right to a good education and to attend school without fear, intimidation or reprisal, and a corresponding responsibility not to deny these rights to others. In order to promote safe and harmonious environments all schools, school-sponsored activities, Board properties and Board-sponsored activities must be free from conduct which infringes upon the rights of others or endangers people or property.

The Board and LaSalle Public School support these expectations through the Safe School Policy, regulations, administrative procedures and related guidelines. Adherence to these requirements and to those set out by the *Ontario Schools: Code of Conduct and the Safe Schools Act, 2000* is expected of all members of the school community. Our goal at LaSalle Public School is for students to independently determine appropriate behaviour and to develop a lifetime habit of learning. Modelling of expected behaviours at home and at school will help children to develop self-discipline.

Classroom rules and consequences vary a little with each teacher. They are developed, discussed and reviewed regularly with the students.

Bullying

Bullying, harassment and violence have a contaminating effect on school climate. The Ministry of Education defines bullying as a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause (*or should be known to cause*) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. Victims, witnesses, perpetrators, staff, students, and family members are all affected by these behaviours.

Due to varying stages of student growth and development, consequences for elementary and secondary school students will differ in severity. The GECDSB supports a progressive discipline policy which is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours that in the end help students to make good choices. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that is both corrective and supportive. The range of interventions, supports, and consequences used by the school must be clear and developmentally appropriate. For students with special education and/or disability related needs, interventions, supports and consequences must be consistent with the expectations in the student's Individual Education Plan and/or their demonstrated abilities. Students, teachers, school staff, principals and parents/guardians 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.

How Do I Report Bullying or Racism?

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

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

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

If you are the Victim:

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

If you are the By-Stander or Supporter:

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

What is Bullying?

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

Types of Bullying:

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

Teasing: Teasing can be positive or negative.

Positive Teasing:

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

Negative Teasing:

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

When Does Teasing Become Bullying?

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

https://www.prevnet.ca/sites/prevnet.ca/files/prevnet_facts_and_tools_for_schools_rev_apr2021.pdf

Need Help NOW?

24/7 Support

Kids Help Phone 1-800-668-6868

Text: CONNECT to 686868

Early and Ongoing Intervention Strategies

If a student has displayed inappropriate behaviour, the principal or designate may utilize a range of interventions, supports, and consequences that are (1) developmentally appropriate, and (2) include opportunities for students to focus on improving their behaviour.

These may include:

a) Contact with student's parent(s)/guardian(s);
b) Verbal reminders;
c) Review of expectations;
d) Written work assignments addressing the behaviour, having a learning component;
e) Detentions;
f) Assigning the student to volunteer services in the school community;
g) Conflict mediation and resolution;
h) Peer mentoring;
i) Referral to counseling, as applicable;
j) Referral to community agencies;
k) Positive Behaviour Management Plans;
l) Withdrawal of privileges;
m) Supervised withdrawal from class;
n) Restitution for damages;
o) Suspension (*subject to mitigating circumstances*);
p) Recommendation for expulsion (*subject to mitigating circumstances*).

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

Activities Leading to Possible Suspension

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

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol or illegal 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 pupil's school or to property located on the premises of the pupil's school;
6. Bullying;
7. Any act considered by the Principal to be injurious to the moral tone of the school;
8. Any act considered by the Principal to be injurious to the physical and/or mental well-being of any member of the school community;
9. Any act considered by the Principal to be contrary to the Board or school Code of Conduct.

Activities Leading to Suspension Pending Expulsion

A Principal shall suspend a student if they believe that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

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 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 and mental well-being of others;
9. A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
10. Activities engages in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other persons in the school or Board;
11. Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
12. The pupil has demonstrated through a pattern of behaviour that they have not prospered by the instruction available to them and that they are persistently resistant to making changes in behaviour that would enable them to prosper;
13. Any act considered by the Principal to be a serious violation of the Board or the school Code of Conduct.

Threat/Risk Assessment: Fair Notice and Process
What behaviours warrant a Student Violence Threat/Risk Assessment?

A Student Violence Threat/Risk Assessment will be initiated when behaviours include, among other activities:
* serious violence or violence with intent to harm or kill
* verbal/written threats to harm or kill others
* Using online social media to threaten to harm or kill others
* possession of weapons (*including replicas*)
* bomb threats
* fire setting

Visitors
In the interest of school and student safety, and to minimize disruption to the learning environment, all parents or guardians, or visitors must report to the office upon entry to the school.

Volunteers
LaSalle Public School is very pleased to have parents/guardians and other adult volunteers in our schools to assist with a variety of classroom and school activities. Please contact the school Principal or Vice-Principal if you are interested in volunteering.

Volunteer Drivers
From time to time, volunteers are needed to assist in transporting students to various school functions (e.g., *sporting events, field trips, etc.*). Without these volunteer drivers, many of our activities would cease to exist. We are extremely grateful to all who assist in the transportation of students.
In addition to being adequately insured, volunteer drivers must complete and sign the Volunteer Driver form, made available at the school office, prior to transporting students for any organized school event.

Healthy Living and Well Being

If needed, the school can provide information on community supports to address healthy living and well-being. Please contact the school for more information.

We look forward to an exciting year at LaSalle Public School. Thank you in advance for your patience and flexibility as we work together to make this a successful year for all of our students.