



## A.V. GRAHAM STUDENT/PARENT HANDBOOK – 2021-2022

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N8N 2G5

Phone 519-735-6260 Fax 519-735-1291

Principal – **S. Moroz**

Vice-Principal – **D. Dawson**

Secretary – **M. Chibani**

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Please read this handbook with your child so that we are all aware of the high expectations and routines of our school. It can be a very useful as a reference tool throughout the school year. It is our belief that an effective school is one with strong, dedicated, and co-operative staff supported by a caring and involved group of parents. Please get involved in your child's education. By working together we can provide the best possible education for your children. If you have any questions, concerns, or needs please let us know.

### **COMMUNICATION**

Communication between home and school is essential for student success. Please feel free to contact your child's teacher throughout the year. Simply send a note through your child's agenda or other means in which your child's teacher communicates with you (Edsby). You may also contact the school and immediately enter your child's teacher's phone extension and leave a message. Staff phone extensions are available on our website and on Edsby.

You may wish to visit our website under the "School" tab through the Greater Essex County District School Board at: <https://publicboard.ca/>

### **EDSBY**

The GECDSD is proud to offer Edsby as a communication tool for students, teachers and parents. From Edsby you will be able to report your child's absences and late arrivals, see your child's class calendar, and communicate with your child's teachers from your mobile phone or computer. Joining is easy – just register with your email with our school secretary and we will send you an invitation to join. You only need one Edsby parent account but, you will receive a separate invitation from each school your children attend (e.g., you have children in both elementary and secondary). Click the link(s) in the email(s) you were sent. If you do not receive an invitation to join, check your JUNK or SPAM folder.

If you need to create an account click the I DON'T HAVE AN EDSBY PARENT ACCOUNT button in the email. You will be prompted to a second screen to enter and confirm a password. Your email address, your username, will already be entered.

Please remember to use Edsby responsibly. The School Talk conference on Edsby is a place for discussion about school and school-related topics.

### **DAILY SCHEDULE**

8:40 a.m.	Entry
8:40 – 10:20	Instructional Block #1
10:20 – 11:00	First Nutrition Break (halfway point at 10:40, warning bell at 10:38)
11:00 – 12:40	Instructional Block #2
12:40 – 1:20	Second Nutrition Break (halfway point at 1:00, warning bell at 12:58)
1:20 – 3:00	Instructional Block #3
3:00 p.m.	Dismissal (2:55 for walkers, bikers, kiss and ride, Latchkey)

### **ABSENCES**

In order to provide for the safety of our students, the Ministry of Education requires that each school implement a safe Arrival Policy. The safe arrival check is a process that enables schools to verify a student's absence or lateness with the parent or guardian. The AVG Safe Arrival Policy helps us to ensure the safety of all students.

- 🗑️ Parents must complete the daily online screening **for each child**. A child experiencing symptoms must stay home. The screening can be found at: <https://public.publicboard.ca/COVIDScreening/>
- 🗑️ Parents are expected to call the school's attendance line (519-735-6260 Press 1) before 8:40 a.m. to inform the office staff if a student is going to be late or absent. The attendance line is available at any time day or night. Parents may also use Edsby to report any absences or late arrivals.
- 🗑️ If a student has not arrived when attendance is taken, the office staff will call home/mobile number, if a call has not been received on our attendance line. The office staff keeps a daily attendance log of absences and lates.
- 🗑️ If there is no response at home, the office staff will phone the parents' place of employment or emergency contact numbers until the absence has been explained.
- 🗑️ Students arriving late must report to the office before going to class.

**If your child is too sick to go outside during nutrition breaks, your child is too sick to come to school. There is no indoor supervision available for students during nutrition breaks.**

### **LATES**

School begins at 8:40 a.m. Your child will be deemed late if they arrive after the bell. If your child arrives late they must report to the office. If your child will be late due to a medical appointment or documented reason, please ensure to call the school in advance (prior to 8:40 a.m. and leave a message). Thank you for your support in keeping disruptions to instructional time and to the office to a minimum.

### **SUPERVISION**

Staff supervision begins at 8:25 a.m. and students should not arrive at school before this time.

### **ACCIDENTS TO STUDENTS**

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

### **BICYCLES**

We encourage active transportation to school. Students who bring bicycles to school do so at their own risk. The school does not take responsibility for stolen or damaged bikes. We strongly suggest students have a lock on their bikes. Bicycles must be stored in the designated area. Helmets must be worn. **Students must walk their bikes on school property.** Skateboards, rollerblades, heelies and scooters are not to be used on school property.

### **BUS TRANSPORTATION AND CONDUCT**

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

The following rules will help students enjoy a safe and happy ride on the bus:

#### **Waiting for the Bus**

- 🗑️ Be at your designated stop on time
- 🗑️ Wait away from the road, but not on private property
- 🗑️ Enter the bus carefully and in an orderly fashion
- 🗑️ Assist younger children by setting a good example and by helping them board the bus

#### **On the Bus**

- 🗑️ Respect the bus driver/bus patrols

-  Stay seated at all times in your assigned seat
-  No fighting or throwing objects
-  Refrain from vulgar/obscene language or talk
-  Keep voices at a quiet level
-  Keep aisles clear
-  Keep all body parts inside the school bus and away from windows
-  Respect other people's personal belongings
-  Eating on the school bus is not permitted

### **Getting off the Bus**

-  Leave the bus in an orderly fashion
-  Always get off at your assigned stop
-  When you get off the bus, be sure to walk two metres in front of the bus before crossing the street
-  When you cross, be sure the stop sign is out and the lights are flashing and that the cars have stopped
-  In the event of an emergency, remain calm and obey the driver and the bus patrols
-  Students in grades 6, 7 and 8 may apply for a bus patrol position in September, if required. The Vice-Principal and bus drivers work together to select students for this important job.

### **TECHNOLOGY USE**

Students must be digitally responsible. Students who misuse electronic devices will have access restricted. Students must have supervision when using all electronics. Students must provide their own headphones, if required. Students who bring their own electronic devices to school do so at their own risk. The school does not take responsibility for lost, stolen or damaged devices. Devices may only be used for educational purposes under the direct supervision of teacher. Please ask your parents to refrain from calling or texting you during the school day. If the device is not being used under the supervision of a teacher, it should be secured in a locker with a lock. If you do not have a lock, please leave your device at home.

### **DRESS CODE**

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

### **HOMEWORK POLICY**

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

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

### **GUIDELINES FOR THE AMOUNT OF HOMEWORK:**

Grades 1 and 2: Students do not have assigned homework. Reading and number games are an effective way for the home to be involved.

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

Grades 7 and 8: Students should spend 30-60 minutes per day on varying types of homework. Additional time will also be required for test preparation.

Consequences for incomplete homework or failure to do homework may include:

-  Re-assignment for completion by next day
-  Interview with student (privately)

- 🌿 Parental contact
- 🌿 Homework book established
- 🌿 Detention
- 🌿 Suspension for habitual neglect of duty

### **INCLEMENT WEATHER**

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

**Snow Days and Fog Days:** When inclement weather occurs and the schools are to be closed or transportation routes are to be delayed or cancelled, it will be 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 Board's web site: [www.buskids.ca](http://www.buskids.ca)

On rare occasions, it may be deemed necessary to close schools early because of severe weather conditions. Your child should know where to go if this occurs while you are not home. We will follow the directions given on the Inclement Weather Form parents/guardians complete at the beginning of each school year. Please remember that we are unable to phone parents individually.

**Please do not call the school on inclement weather mornings to ask about transportation.**

### **ITEMS NOT ALLOWED AT SCHOOL**

1. **Valuable personal items should be left at home.** Video games, cameras, collectibles, MP3 players, iPods, excessive cash, etc. do not belong at school. The GECDSB does not carry insurance to cover damage or loss to personal possessions. The use of cell phones during school hours (including recesses) is not permitted. Exceptions may be granted for exceptional circumstances. Please contact the office.
2. For safety reasons, roller blades, skateboards, scooters, hockey sticks, baseball bats, hard baseballs, golf clubs, golf balls, footballs, sleds, snowboards, etc. are not allowed on school property.
3. Weapons (real or toy), cigarettes, alcohol, drugs, etc. are not allowed on school property at any time.
4. Students are not permitted to chew gum at school.

### **LOCKERS**

Students in Grades 4-8 will be assigned a locker. Each lock is identified by a serial number/code which is kept by the teacher and the office. The locker is the property of the school and students have the privilege of using it for one year. Locker posters and decorations must be appropriate for the school setting and should be easily removable. Locks may be purchased at the office for \$5.00.

### **LUNCH ROUTINES**

Students eat lunch in their homerooms. Students are asked to respect possible food allergies in the school. Garbage-free lunches are encouraged whenever possible. During the lunch period, students must remain in their own seats and quiet talk is permitted. Only students who are designated permanent walkers to school will be allowed to leave to go home for lunch. Students who are assigned to a bus are to bring their lunches to school. Bussed students are not to leave at lunch unless they are being picked up by a parent/guardian at the office. Students who go home daily for lunch must sign out and in at the office. These students should bring a lunch note at the beginning of the year granting permission throughout the school year.

### **MEDICATION**

It is imperative that a form be completed by the parent/guardian/doctor if a student is to receive medicine at school. No prescription medicine is allowed in the school unless a doctor has signed the appropriate form and it is in its original container. Parents bear the responsibility of ensuring that all medications are current and clear directions are provided to the school. Non-prescription medication (including aspirin, cough syrup, etc.) **will not** be administered at the school. We strongly recommend that students who have severe allergies wear a Medic Alert necklace or bracelet.

### **EPI-PENS**

Any student requiring an Epi-Pen is required to have a plan of care on file at the school. It is the responsibility of the parents to provide the school with an Epi-Pen in its original container with date of issue and expiry visible.

## **HEAD LICE/NITS**

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

## **INFECTIOUS DISEASES**

Students must stay home for the following periods of time (Information is provided by the Windsor-Essex Health Unit):

- Chicken Pox—student can return when all blisters have crusted over
- Rubella (German measles)—seek direction from Health Unit
- Mumps—seek direction from Health Unit
- Pertussis—seek direction from Health Unit
- Conjunctivitis (Pink eye)—if no fever, may return once medical therapy has been received for at least 24 hours
- Impetigo—may return after 24 hours after treatment has started. Cover lesions with waterproof dressing
- Ringworm—may return after seen by health care provider and treatment started
- Scabies—may return after 24 hours after appropriate treatment has started

Please make us aware of any infectious diseases for the safety of the students and staff.

## **PHONE USAGE: SCHOOL PHONES**

Students are not permitted to use the school phone. Social arrangements should be made outside of school hours. Please note that students will only be called to answer the phone for **emergencies only**. Please review with your child that cell phones may only be used in the presence of staff and with staff permission and texting during school hours unsupervised is not permitted **under any circumstance**.

## **PHYSICAL EDUCATION**

All students must have proper footwear for gym classes. Students must provide a note if they are unable to participate. Whenever possible, physical education classes may be held outside.

## **SCHOOL COUNCIL**

The School Council is comprised of teachers, parents, students and community members who have a vested interest in the promotion of public education. The School Council meets at least five times per year. If you are interested in becoming involved in School Council, please let the office know. School Council meetings are also posted on the Edsby calendar.

## **HEALTHY LIVING AND WELL BEING**

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

## **PLAYGROUND EXPECTATIONS**

To assist us in providing appropriate supervision, please remind your children that they may not leave the playground at any time during the school day without permission (see lunch permission). At this time, equipment (e.g., balls, skipping ropes) is not permitted. Students are expected to remain in their assigned area on the playground.

All students are expected to be respectful of their peers and staff. Offensive language is unacceptable.

When the warning bell rings, students must **immediately** proceed to their assigned area to line up and enter the school when directed to do so by the teacher(s) on duty. This is important in order to ensure the safe entry and exit of all students.

## **SCHOOL RULES**

We have only a few absolute school rules at AVG, but these must be kept to protect the safety and welfare of all of us and to maintain a positive school atmosphere. Infractions of these rules will be considered major offences.

AVG students **shall not**:

1. Engage in fighting, hitting, kicking, pinching, spitting on others, etc., or any other aggressive, violent actions.
2. Threaten other people, use disrespectful, profane or abusive language or use offensive gestures.
3. Engage in deliberate and/or ongoing harassment and/or bullying.
4. Bring to school or use on school property, cigarettes, matches, lighters, drugs, alcohol or weapons of any sort.
5. Engage in persistent opposition of authority, disrupt the learning of others, and/or conduct himself/herself in a way that is injurious to the moral tone of the school. This would include repeatedly failing to adhere to the expectations outlined above.

## **SCHOOL RULES: EXPECTATIONS**

Expectations set out a standard of behaviour that applies not only to school, but to today's society. The need for written expectations would diminish if everyone lived by the principles of respect, civility and responsible citizenship.

At AVG, everyone is expected to work hard and adhere to the rules and expectations of our school in order to nurture the good reputation of our school in the community.

-  Students are expected to use good common sense in all matters.
-  Students are expected to be courteous, respectful and helpful to each other, to staff and to visitors in the building and to be responsible citizens. Disagreements and different views or opinions should be settled in a fair, non-violent way.
-  All students are expected to work to the best of their ability. They are expected to maintain daily work and complete all assignments neatly, carefully and in a timely manner.
-  Students are expected to move about the building in a quiet and orderly manner.
-  Students are expected to be actively involved in all classes, as mandated by the Ministry of Education and the Greater Essex County District School Board.
-  Students are expected to attend school daily, to be on time and to have materials such as pencils, rulers, notebooks, textbooks, etc. with them. Furthermore, students are expected to take care of these materials whether they are their own or belong to others. Special care should be taken of our school building and property.
-  Students are expected to observe all safety rules and engage in non-aggressive play. This includes actions such as mock wrestling; pretend sword play, play fighting, and imitating aggressive movie/cartoon figures. Any injury, however minor, should be reported to the **teacher in charge** immediately.
-  Students are expected to keep their school and school yard free from litter and garbage.
-  Students are expected to remain at school from the time they arrive until dismissal, **unless** they have written permission from a parent/guardian or from a staff member to leave.
-  Students are expected to report to the office before leaving the school with their parent/guardian or parental approved designate.
-  Students are enter the school directly through their assigned doors upon arrival.

## **SCHOOL RULES: SUSPENSION INFRACTIONS**

A principal shall consider whether to suspend a pupil if he or she believes that the pupil 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 or any other activity that is an activity for which a principal may suspend a pupil under policy of the Board.

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.

The infractions for which a principal shall consider suspension are:

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 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 or mental well-being of any member of the school community; or
9. Any act considered by the principal to be contrary to the Board or school Code of Conduct.

A principal shall suspend a pupil if he or she believes that the pupil 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.

This may include:

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 behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper; or
13. Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

### **SCHOOL RULES: DISCIPLINE PROCEDURES & CONSEQUENCES**

Discipline is a matter of learning. At AVG, we use progressive discipline. The ultimate goal of discipline, along with related consequences, is to correct inappropriate behaviour. The staff of AVG is committed to ensuring that all infractions are investigated and resulting discipline is firm, consistent and fair. Consequences are carefully considered, and range from mild to serious depending on:

- A. The severity of the infraction
- B. The frequency of infractions
- C. The age and history of the student involved.

### **SCHOOL RULES: RANGE OF CONSEQUENCES**

The range of consequences may include, but are not limited to:

-  Warning – given directly to the student;
-  Phone call/letter to parents;
-  Detentions – student stays in at nutrition breaks;
-  Community Service – student does extra work around the school;
-  Withdrawal of privilege – loss of activity such as removal from sports teams, extra-curricular activities, special days, assemblies, field trips, etc.;
-  Reflection Form – student reports what he/she did, and what to do differently the next time;
-  Restitution;
-  Office Visit/Counseling – student meets with Principal/Vice-Principal/CYW;
-  School Conference – meeting with school personnel, parents and student to discuss undesirable behaviours and plan a new course of action;

-  Behaviour Contract – a set of objectives to correct behaviours;
-  In School Withdrawal – student spends day working at school;
-  Referral – parental/office referral to outside agency/school social worker;
-  Modification of School Day;
-  Suspension – progressive discipline - student may be suspended for up to 20 days;
-  Expulsion – as outlined in sections 306 – 314 of Safe School Act 2000, section 309 of the Education Act and the Safe School Policy of the GECDSB

## **SEARCH POLICY**

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

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

A decision to search will always be based on a **reasonable** belief that there has been a breach of school regulations or discipline and that a search of a students' belongings will reveal evidence of that breach.

When making a decision to search, school staff will weigh individual rights to privacy against the collective right to a safe, orderly and inviting learning environment.

Searches will be conducted in a reasonable and sensitive manner and be minimally intrusive to a student's right to privacy.

Parents will be treated as partners in the education process and will be kept informed of any actions in a timely fashion.

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

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

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

## **SCHOOL TEAMS**

Please note that at this time, school sports have been suspended. If and when we are able to resume sports, the following will apply:

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

## **STUDENT RECORDS**

Parents may examine the Ontario Student Record (OSR) on request by appointment with the Principal. Change of address, telephone number, custody status, medical information, etc. should be reported to the school as soon as possible so that our records are always accurate and up to date. Privacy of information guidelines prevents us from giving out any information without parental consent.

## **TEXTBOOKS**

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. Any vandalism or loss will be charged to the student.

### **LATCHKEY**

We are pleased to partner with Latchkey for before and after school childcare. Please see information on our website or come to the office.

### **PARKING LOT**

We ask that you do not leave your vehicle unattended in the front NO PARKING area. This is a fire lane and we need to keep it clear in case of an emergency. We also ask that you do not leave your car idling in this area at any time. We invite you to drop your child(ren) off in this area in the morning. We offer a Kiss and Ride program afterschool This service is provided to allow parents to pick-up their child(ren) at 3:00 p.m. without leaving the car. Please be courteous to our Kiss and Ride procedure. Please note: The lane closest to the school building, of the turnaround loop, will be used for the Kiss and Ride Program. For safety concerns and traffic flow, please do not park along the inside lane.

### **VISITORS**

Board policy requires that all visitors (guests, volunteers, etc.) must check in at the office and sign the visitors' log (including a phone number for contact tracing). Visitors will not be allowed to proceed past the school entryway. This is to ensure the safety and protection of all students. During COVID restrictions, access to school is strictly limited. Please make an appointment in advance if you need to come the school.