

2019 - 2020 School Year

Balanced Day Bell Times

8:20 AM - Supervision begins on Playground

8:30 AM - Entry

8:35 AM - Learning Block One

10:15 AM - Fitness/Nutritional Break

10:55 AM - Learning Block Two

12:35 PM - Fitness/Nutritional Break

1:15 PM - Learning Block Three

2:55 PM - Dismissal

SCHOOL CALENDAR 2019 – 2020

Labour Day September 2, School Year Begins for Gr 1-8 September 3, JSK begins September 9,
Thanksgiving October 14, Progress Reports November 11, Christmas Break December 23 – January 3,
Term 1 Report Cards February 10, Family Day February 17, March Break March 16 – 20, Good Friday
April 10, Easter Monday April 13, Victoria Day May 18

ELEMENTARY PANEL:

PA Day September 20, 2019; Interviews November 14, 2019 Evening; PA Day November 15, 2019;
PA Day January 17, 2020; Interviews February 13, 2020 Evening; PA Day February 14, 2020;
PA Day March 27, 2020; PA Day June 5, 2020;
Last Day of Classes and Report Cards June 25, 2020; PA Day June 26, 2020.

ASSESSMENT DATES

EQAO GR. 3/6 Reading, Writing, Math

May 19 – June 1, 2020

CAT 4 GR. 7 & INSIGHT GR. 2

February 10 – 21, 2020

STUDENT AGENDA - A to Z

ALLERGIES

There are a number of students at Essex Public School with severe allergies to nuts and other foods. As a result, Essex Public School is a "Nut Sensitive" school. We therefore ask that parents/guardians refrain from sending any products containing nuts or traces of nuts to school.

We strongly discourage families from sending in food for distribution to classmates. Please discuss this with your child's teacher in advance of bringing food items. All food that is not for your child's sole consumption must be accompanied by a list of ingredients and is to be screened in the office on arrival or preferably in advance. Thank-you so much to those of you who already do this.

ATTENDANCE

Research shows that student success in school is directly tied to attendance. Students are expected to be in attendance each day school is in session, except for personal illness, medical appointments or family emergencies. Please plan family vacations outside of school time.

ABSENCES

Please phone the school as early as possible to inform the office of an absence or, if you subscribe to Edsby, please communicate your child's attendance online.

When your child is not at school and we are not informed, the Safe Arrival Policy requires us to contact the parents to ensure that your child is safe. Children who are continually late or absent lose out on daily academic learning time. Attendance is crucial for success at school. Persistent, unexplained absences from school will be dealt with by the school social worker/attendance officer.

1. Students who need to leave school for an appointment must bring a note signed by their parent or guardian. Parents must also sign their children out so that the office has a record to refer to when checking attendance.
2. Parents must provide a current and suitable contact telephone number in case of emergencies.
3. Parents, please stress the importance of daily and prompt attendance with your child.
4. School personnel will attempt to make phone contact with the parent/guardian/authorized contact concerning the non-arrival in the following suggested order: home, work, authorized emergency contact number and siblings. Every attempt will be made to speak with an adult.
5. When all reasonable attempts have been exhausted the Safe Arrival Policy has been fulfilled.

LATES

Students who arrive after the second bell (8:35) are late and must report to the office for a late slip.

Remember that late arrivals interrupt the learning of all students.

Please do not expect us to interrupt classes to deliver messages. For the safety of all students, please send a note with your child if there are changes to their dismissal routine for the day. Please do not wait until the end of the day to call to give dismissal instructions for your child. We cannot ensure that last minute changes are relayed in time as there are an extremely high number of calls in the last half hour of the school day.

ASSEMBLIES

Assemblies will be held periodically throughout the year. Please check your child's agenda, our Twitter account or look in the newsletter/calendar on our school website for dates. Students work very hard preparing for performances. It is expected that the audience sit and listen quietly.

BICYCLES

Students are always welcome to ride their bikes to school. Bike racks will be provided for students and students should lock their bikes. Students are reminded to wear helmets and other appropriate safety equipment. It is the parent(s)'s responsibility to ensure that their children have this safety equipment. The school accepts no responsibility for lost or stolen bikes. Students are not allowed to bring motorized scooters to school. When arriving at the school, bikes, rollerblades and skateboards are to be walked onto school property.

BULLYING

At Essex Public School, we try to prevent bullying and pledge to deal with incidences of bullying when they occur. **Bullying is defined as a form of repeated, persistent, aggressive behaviour** that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation (Ministry of Education). Please encourage your child to tell an adult or please call the school personally.

There are two types of bullying – direct and indirect. Examples include: Direct: Physical: hitting, kicking, shoving, spitting, etc., Verbal: taunting, teasing, degrading racial or sexual comments, etc., Non-verbal: threatening, obscene gestures, etc. Indirect: Physical: getting another person to assault someone, Verbal: spreading rumours about others, Non-verbal: deliberate exclusion from a group or activity, cyber-bullying, etc.

To eliminate bullying, students, staff, administration and parents all need to take a role. Therefore, at Essex Public School, we will adhere to the following responsibilities: We will not bully others. We will help students who are bullied in a supportive manner by using our words &/or reporting what we see to an adult. We will include everyone in games and activities. We will tell an adult at school and an adult at home.

Students who do not follow these rules will be subject to consequences (see Interventions and Consequences section).

BUSSING/School Bus Regulations

Appropriate bus behaviour is expected whether students are travelling to/from school or on a field trip. Upon entering the bus, students must sit safely and remain seated for the entire bus ride. Loud noises, eating, drinking and chewing gum are not permitted (we do make exception for students who have blood sugar issues at the time of riding). Riding the bus is a privilege and the school works closely with the bus company to ensure a safe bus ride for all students. Bus drivers report inappropriate behaviour to the school on incident forms. The bus company does retain the right to remove the privilege of riding the bus due to inappropriate behaviour.

If your child travels on the bus daily they must: 1. Be at a bus stop on time (ten minutes prior to the pick up time in Geoquery). 2. Remain in their seat, with younger students are encouraged to sit at the front of the bus. 3. Help to keep the bus clean and free from litter. 4. Not throw anything out of the window. 5. Use appropriate language for school. 6. Not engage in physical contact with other students. 7. Not eat or drink on the bus.

The driver is in complete charge of the vehicle. If a child is returned to the school it is the responsibility of the parent to transport the child home. Students are only allowed to travel on their assigned bus and get off the bus at their assigned bus stop. Any damage to a bus caused by a student shall be charged to the parent. Bus patrols are there to assist the bus drivers and should be listened to by all students. Bus patrols do not discipline students or write bus discipline reports. The bus patrols know that their position is a privilege and can be revoked.

CHANGE OF INFORMATION

If you change your address, phone number or work place, you must notify the school immediately, so our records can be kept up-to-date. It is particularly important to have accurate information in case of student illness, accident, inclement weather, custody matters, etc. Any legal documents need to be kept on file in the student O.S.R. (Ontario Student Record) especially those indicating custody.

LATCHKEY

The school rents space to an independent latchkey provider "Story Book Early Learning Centre". For further information contact them directly at 519-776-5044.

CODE OF CONDUCT

Rationale

The Code of Conduct at Essex Public School is an extension of the Greater Essex County District School Board's Code of Conduct. A committee will be formed to thoroughly review the Code of Conduct for Essex Public School. The Code of Conduct is based not so much on rules as on the way we expect the members of our school community to treat each other. The Code of Conduct is based on the foundation that every student should enjoy coming to school knowing that he/she has a right to an education without disruption. That is, every person should be free from social, physical and emotional harassment while at school.

The Greater Essex County District School Board and we, at Essex Public School, support a progressive discipline policy. Depending upon the student's age, history, severity of offence and/or circumstances, a variety of disciplinary consequences may occur.

Student Expectations: ● Everyone is expected to work hard to maintain the good reputation of our school in the community. ● Students are expected to be courteous to each other, to staff and to visitors in the building. Disputes and disagreements are to be settled in a fair, non-violent way. ● Any accident or injury, however minor, must be reported immediately to the teacher in charge. ● Students are expected to be on time for class with the necessary materials: pencils, pens, rulers, notebooks, etc. with them. ● Also, students are to take care of these materials, whether they are their own or belonging to someone else. Special care is to be taken of the school building and property.

School Rules

Rules are necessary to protect the safety and welfare of the school community and to maintain a positive school atmosphere.

1. All Greater Essex County District School Board buildings and properties are smoke-free; therefore, students are not to have cigarettes, matches or any other smoking materials at school at any time. Drugs and alcohol must not be brought to school at any time.
2. In carrying out his/her duties to maintain proper order and discipline in the school, the Principal/Vice Principal, with reasonable grounds of suspicion, may conduct a search of a student's clothing, possessions, or any area (locker, desk, backpack) where his/her possessions may be stored. The decision to search must be based on reliable information obtained by the Teacher/Vice Principal/ Principal that the school's Code of Conduct or Board Policy was or is being violated. The decision may be made based on information from sources such as: students, parents, observation of staff or from a combination of these sources of information.
3. School property or the property of others is never to be intentionally destroyed or damaged.
4. Fighting, bullying, or verbal (oral or written), sexual or psychological abuse against another student are not acceptable at school, or when travelling to and from school.
5. 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 will result in suspension and possibly police intervention.
6. Students are not permitted to threaten other people or use profane, abusive language or offensive gestures.
7. For the safety of all, stones, snowballs, and other dangerous objects are not to be thrown.
8. Students are not to ride skateboards, scooters, or use roller blades on school property. These items are to be stored in the student's locker until dismissal at the end of the day.
9. Pupils will work and play cooperatively without racial, cultural or any other form of discrimination and show respect and courtesy for others.
10. Students are reminded that bicycles are a great way to get to and from school as long as they use good judgment and follow all safety rules. The bikes must be parked in the bike racks provided and we encourage students to lock their bicycles.
11. Students are expected to conduct themselves appropriately when on the playground and show due respect for school property and equipment. Littering, spitting, etc. are not acceptable.
12. Portable devices (i.e., cell phones, iPods, Electronic Reading devices, tablets etc.) should be kept in lockers during school hours for security purposes. Students should remember to return these items to their lockers after use in class (under the supervision of their teacher) for recess or lunch time. Portable devices are not allowed during recess or lunch times. It will not be the school's responsibility to retrieve missing personal items. Students are not to share devices with others. It is expected that parents

monitor all games, pictures, music and files on their child's electronic device to ensure that all content is appropriate and follows school guidelines before sending the device to school.

13. Students are not to bring portable video game systems to school.

14. Cell phones are not to be used by students on school property unless students have the permission of their teacher. School phones will be made available to students for emergencies. Should a student have a cell phone in his/her possession, it is to remain off and secured in his/her locker during the school day. If it is used without permission during instructional time, it will be turned in to the office until the child's parent is able to pick it up.

15. Due to our need to maintain privacy, students are not to take pictures at school unless under the supervision of their teacher.

16. Students are not to engage in activities such as embracing or kissing.

17. The use of unscented roll on or stick deodorant/antiperspirant is strongly encouraged. Spray on deodorant, including body spray, is not to be used at school.

Interventions & Consequences

When students make mistakes an effective discipline policy assists students in learning from their mistakes so they are not repeated. When students choose to break rules, they must first speak with the staff. Staff may include any of the following: teachers, child and youth worker, noon hour assistant (lunch aid), educational assistants, principal or vice principal.

Actions and Consequences may include: A warning, In School Counselling, Interview with the student, Phone call home, Detentions, Withdrawal from class, Isolation of the student within the classroom, Interview with parents, Pupil-teacher contract, Daily contact with parents (journal), Removing privileges such as participation in school events or extra-curricular activities (choir, band, teams), Requiring restitution such as clean-up or repair work (Community Service), Restorative Justice Circles, When problems are more serious or persistent actions and consequences may include: Help from outside agencies such as the: Teen Health Centre, Children's Aid Society, etc., Involvement with the police, Restorative Justice Circles, Suspension from school, Expulsion from school

Suspension/ Expulsion

The provincial government completed a review of The Safe School's Act, 2000. For the most up to date, detailed information regarding suspensions and expulsions, you may wish to visit the Ministry of Education website www.edu.gov.on.ca or contact the school office directly.

Office Referrals

Students who are asked to leave the area of instruction by a teacher are to leave promptly and report in at the office directly to meet with the Principal or Vice-Principal. Teachers are responsible to complete an incident report sheet for the office. Students who are sent to the office for misbehaviour are expected to complete a reflection and are not to return to class or leave the office without the permission of the Principal/Vice-Principal.

Movement in the Halls

Movement throughout the school shall be safe and quiet, respecting objects/people in the hall and without disrupting other classes. The staff will work with students to practise this procedure. Students are expected to walk on the right hand side of the hallway in a safe and orderly manner. It is recommended that staff and students keep one hand free and utilize the handrail when using the stairs. It is expected that all sports equipment will be held securely for the safety of everyone in the hallway. During the opening exercises all people including, pupils, staff, and volunteers will stop and stand quietly for O Canada.

DAILY PHYSICAL ACTIVITY (DPA)

In order to promote healthy, active living, students are required to engage in twenty minutes of planned, supervised physical activity. DPA will occur each day that a class does not have a scheduled physical education period. This activity may occur in the gym, outside, in the classroom or other appropriate places in the school. Socks and running shoes must be worn for: DPA, Physical Education classes and on playground equipment.

DRESS CODE

To ensure a positive and productive learning environment, a consistent, yet practical dress code is needed in school. The dress code will be reviewed each spring by the Safe Schools Committee made up of staff and parents.

Footwear

It is important that all persons on school grounds and in school buildings wear shoes at all times. Should there be a need to evacuate the students will be able to do so, quickly and safely by wearing appropriate footwear.

Students are not to wear sponge soled "Flip-flops" as they are unsafe. Shoes with closed toes, heels and rubber soles must be worn to be on the playground equipment.

Clothing

Student clothing must be protective against all kinds of weather (i.e., sun, rain...) and must be appropriate for the learning environment.

Clothing in which the midriff or backs are exposed (i.e., muscle shirts, mesh or transparent clothing, tube or halter tops, racer back tops, and spaghetti straps) may not be worn at school. Straps should be the width of three student fingers. Shorts or skirts must be at the end of the thumb when arms are at the student's side of the leg. Under garments must not be visible.

Students will be asked to call home for a change of clothing when they are wearing unsuitable clothing, or alternate clothing will be provided. Repeated transgressions, or refusal to comply, will result in progressively escalating consequences.

The following items are not appropriate in the school setting:

Any clothing or jewelry that displays the following: obscenities, swearing, violence, nudity, alcohol or drug references, racial or gender slurs, and negative social messages (i.e., gang emblems, anti-school messages).

Head Gear

Head gear including hats, toques, baseball caps, bandanas and sweat bands are not to be worn within the school setting other than for religious or cultural reasons. Please refer to the Physical Education and Playground sections for additional clothing information.

CONCUSSION

The GECDSB has a concussion protocol that schools must follow. In the event that your child has symptoms of a concussion, the school will contact you and provide you with the necessary forms so that a medical professional can assess and/or clear the student for school activities. This is a multi-step process with the goal of a safe return to activity.

ENTRY and DISMISSAL

Children are to enter their assigned playground as soon as they disembark from the bus. Students using the Kiss and Ride area proceed to their playground. They are not to enter the school before 8:30 a.m. unless they have permission from staff. No student is to be in the parking lot unless accompanied by an adult.

At the bell, students must enter the building by their assigned doors. Upon entry students are to go directly to their lockers, then classroom, so that they are present when attendance is taken. They are expected to have all their materials with them when entering the classroom so that they are prepared for the day's activities.

When dismissed, they are expected to leave the building, through their assigned doors promptly unless they are under the supervision of a teacher. Students are to report home after school. If they wish to play at the Community Park on the school site, students must go home first or be with an adult. Students are not to go directly to the park. There is no supervision provided after school hours.

Students who are required to leave early need a note from their parent or guardian. Using the agenda for this purpose is an excellent idea! Again, this is to ensure the safety of all children.

FUNDRAISING

In addition to School Council fundraising, the school holds a fundraiser in the fall term. The funds raised are used to purchase additional playground equipment, supplement classroom materials, for field trips, photos, recess equipment, extra-curricular fees, uniforms, special event materials such as shelter tents for sporting events, equipment for clubs and related items not covered by the Ministry of Education.

GOOD NEIGHBOUR POLICY

Our school is the centre of our community. People judge our community by what they hear us say or by what they see us do. Therefore, accept responsibility for being a positive image for our school. Going to and from school and while waiting at bus stops, act in a manner which is polite and which reflects the

positive merits we all try to develop. By being considerate of others, as well as careful about how we present ourselves publicly, each of us will benefit from the positive image given.

HEALTH UNIT

The Windsor-Essex County Health Unit provides a number of services to school children in Windsor and Essex County. Many of these services are provided in accordance with provincial law. If for any reason you do not wish your child to be involved in dental or related services, please inform the school in writing as soon as possible.

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, family responsibilities, and social activities, we believe that homework is a valuable component of education. "Generally, it is felt by parents and teachers that homework develops some desirable characteristics such as self-discipline, good study habits, effective time management and personal responsibility (December 1986 edition of the Canadian School Trustee)".

Homework completion has the potential to create conflict at home and at school. Research suggests that by having an established, consistent homework routine in place aids with homework completion.

Grades 1 and 2

Daily homework assignments are not considered appropriate for the early primary grades. Parents can support their child's program by encouraging the use of books for pleasure. Reading and number fact games are an effective way for home to be involved. Occasionally, projects will be assigned that are designed to support the curriculum. Remember, "Reading is fundamental!"

Grades 3 to 6

Students should spend 20 to 30 minutes each day on various types of homework. Additional time may also be required for test preparation or projects. Reading, math activities, and computer use should be encouraged.

Grades 7 & 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 or projects. Reading, math activities, and computer use should be encouraged.

Study Suggestions for Students and Parents: 1. Establish a consistent, routine time and stick to it. 2. Find the right place. 3. Organize the materials. 4. Prioritize assignments. 5. Complete one assignment at a time and check it off your list. You will feel a sense of accomplishment and your motivation to continue

will increase. 6. Take breaks. When you find your mind wandering, or after finishing a difficult assignment take a short break. 7. When junior/intermediate students are studying, it is a good practice to synthesize study notes into more and more concise notes as part of the studying process.

There are consequences for incomplete homework or failure to do homework. Consequences for incomplete or a failure to do required homework shall reflect the age and the developmental level of the student involved.

These consequences may include: a) Complete for the next day. b) Conversation with student. c) Parental contact. d) Detention outside the regular school hours in which time the student is required to complete homework. e) Suspension for repeated incomplete assignments. f) Incomplete homework in the senior grades will affect achievement.

Academic Honesty

All school work is to be completed with integrity. Plagiarism is a serious offense. Students are plagiarizing when they use another person's words, images or ideas without giving that person credit. Work is considered to be plagiarized not only when it is copied word for word, but also if some of the words have been changed (paraphrasing) without citing the source of the original ideas. Consequences may include: completing the assignment over, loss of grade or credit for the assignment and possibly a school suspension.

INCLEMENT WEATHER

As a part of the Inclement Weather Procedures, parents of elementary school children who walk to school are reminded that if they decide to keep their children home, for all or part of the day, that they are required to contact the school in the usual manner. We encourage students who can safely travel to school to attend. Please listen to local radio stations for information. AM580, AM800, FM97.5, FM88.7, FM92.7, FM93.9 and FM95.9 provide this information. The Board web site is another source for information regarding school closure and/or bus cancellation. (<http://www.publicboard.ca>) If buses are cancelled in the morning due to snow, they will not be running after school. If buses are cancelled in the morning due to fog, they sometimes will run in the afternoon so please check BusKids.ca.

INTERNET

GECD SB Acceptable Computer Use and Digital Responsibility

The GECD SB has an Acceptable Computer Use Policy. This policy includes use of computer equipment and vandalism to equipment. Students must realize that no files are to be considered completely private. Students must acknowledge respect for other network resources. In general, the fact that a student can perform a particular action does not imply that he/she should take action.

Students must realize that not all information on the Internet is accurate, factual or without bias and should use information accessed judiciously. The use of student accounts must be in support of education and research and must be consistent with the educational objectives of the Greater Essex County District School Board. Transmission of, or accessing information in violation of Canadian law is prohibited. This includes, but is not limited to: Copyrighted material, Threatening or abusive material, Information that is protected by trade secret, Commercial advertising, Trying to access protected services on the Internet

Digital Responsibility

For its part, the Greater Essex County District School Board will endeavor to provide a supportive environment in which students may best benefit from Computer Networking and Internet activities.

Students will receive instruction dealing with appropriate uses of the Internet, Internet searching techniques and the proper protocols to be used when accessing electronic computer resources. Digital Learning will be based on the Nine Elements of Digital Citizenship and Responsibility.

9 Elements of Digital Citizenship:

1. Digital Access; 2. Digital Commerce; 3. Digital Communication; 4. Digital Literacy; 5. Digital Etiquette; 6. Digital Law; 7. Digital Rights & Responsibilities; 8. Digital Health & Wellness; 9. Digital Security

Source: Mike Ribble's 9 elements of digital citizenship

Violations

Violations of the Acceptable Computer Use Policy will be dealt with by school administration. Students found in violation of this policy will face disciplinary action which may include: Suspension from the school computer network, Revoking access to the school computer network, Suspension from school, Paying the cost of any damages/losses resulting from the students inappropriate use of the resources, Referral to police.

LIBRARY BOOKS AND SUBJECT TEXTBOOKS

At Essex Public School, we are very fortunate to have an excellent library to enhance the learning of all students. Parents are urged to remind their children to return their library books and textbooks. Parents will be responsible for reimbursing the school for missing books after all efforts to locate them are depleted.

LICE (Pediculosis)

Lice tend to be an on-going challenge and it is important that you check your child's head on a regular basis. Please notify the school whenever an outbreak occurs and we will contact the parents in your child's class and the classrooms of siblings to the best of our ability. It is by working together that we can control these outbreaks. Students must be free of head lice before returning to school.

LOCKERS

School lockers will be assigned to students by their teacher. Some students may have to share a locker with a classmate. Students in grades 5 to 8 are encouraged to use a combination lock without a "hardened" shackle which they need to purchase. Key access locks are not permissible at school. All combinations will be given to the homeroom teacher.

LUNCH

Two nutrition/fitness breaks are provided for the students at Essex Public School. The first break occurs from 10:15 to 10:55 and the second break is held between 12:35 and 1:15. Food is not permitted outside. Students should stay seated during lunch. Students may talk quietly. Each student shall tidy his/her own eating area. Garbage is to be thrown away at the end of lunch time.

To ensure safety, it is expected that students who bring a lunch will remain at school during lunch time. Students shall have written permission from a parent to leave school property for lunch during the second nutrition break only. The note shall be signed by the classroom teacher and then delivered to the office. Students younger than grade 6 are NOT PERMITTED to leave school property without adult supervision. Parents will assume full responsibility for the safety and conduct of their child while off school property. Additionally, students who return late will lose the privilege to leave without an adult. Students who have permission to leave at lunch time are to sign out and in at the office for each occurrence.

MEDICATION

The GECDSB has a set policy for administering regularly scheduled medication by school personnel. All medication taken by a student at school must be kept in the office and be in an original pharmaceutical container with the correct dosing information on the label. All medication must be accompanied by written authorization from the physician indicating appropriate dosage and parents must have a signed form which is available at the office and on our school website.

PHONE USE

The school phones shall be used by students only in special circumstances, such as in the case of an emergency, and in all such cases, permission must be granted by staff and/or office personnel. This includes the use of classroom phones. Cell phones are not to be used by students on school property. School phones will be made available to students for emergencies. Should a student have a cell phone in his/her possession, it is to remain off and secured in his/her locker during the school day.

PHYSICAL EDUCATION

This is an extremely important program and every student is required to participate. Any temporary exemption will require a certificate from a family physician. All students must have the appropriate socks and running shoes. Students in Gr 4-8 are encouraged to change for class. Students are not permitted to wear jewelry, watches, necklaces, etc. during physical education for safety reasons.

PLAYGROUND

Our playgrounds are a place where our students enjoy themselves in a safe way. The playground is not to be used as a place for students to wait for their parents after dismissal at the end of the day. Students are to go home as usual and not stay on the yard. They are welcome to come and play afterward as the yard then becomes a community park. We encourage children to be friendly to others and to our environment. Our students have safe fun when they: Follow the Hands Off rule for others and their property – students are asked to keep their hands and feet to themselves. Use appropriate language and refrain from swearing and abusive language. Listen to the advice of staff members and adults and follow their instructions. Help keep our environment clean and free from litter. Remain on the black top on wet or rainy days. Any available playground equipment is closed from December 1 until April 1 unless otherwise informed.

In the event that playground equipment becomes available to students, playground equipment will be open during the two fitness breaks. Teachers must be on duty prior to children going on equipment. This

means that students are not to be on equipment unless a teacher is present. The playground equipment is closed before and after school.

For safety reasons, students will not be permitted to wear helmets, hanging chains, dangling jewelry or have loose coat strings while using any playground equipment.

Students are to remain on the school grounds during all recesses, unless they have written permission from their parents/guardians to leave the school property during break 2.

Flip flops should not be worn on the playground equipment. These shoes have been identified by Health & Safety as inappropriate wear for school yards due to the number of injuries. Shoes with closed toes, heels and rubber soles must be worn on equipment, No sandals and No Crocs.

Appropriate equipment is to be used on the playground (footballs, soccer balls, etc.). Hard baseballs, softballs, and rubber balls are not permitted on the playground for safety reasons. When students must be confined to the blacktop, no running games of football or soccer are allowed due to the density of people in that space.

SCHOOL ADVISORY COUNCIL (SAC)

The School Council at Essex Public School is very active and supports student achievement. It provides a forum for people within a school community to work together to develop common goals and plans to support the students. Fundraising is also a priority of the SAC.

The Council is always looking for interested individuals to contribute their expertise since a wide cross section of the school community is preferred for it to be effective.

SCHOOL TEAMS

School teams, for some sports, may be established during the year. To represent Essex Public School on a school team is a privilege that is granted to those students who have earned it. Others with whom our students come in contact will judge Essex Public School by the way that they behave and act. To this end, only those students, who conduct themselves appropriately, regardless of athletic ability, will be allowed to join school teams. The coaches have the ultimate decision and that decision will be supported by the office. Coaches give voluntarily of their free time and have the final decision on playing time. For students who do play on sports teams, parents will need to agree to the code of conduct for each team on which they participate.

SEVERE WEATHER

Children will remain in school on days when the wind speed combined with the temperature indicates a risk of flesh freezing as identified by Environment Canada. Conditions are assessed periodically throughout the day via the Internet.

Although school may be open, it is a parent's decision whether to send their child and the school will respect that decision. Please notify the school on such occasions when your child/children will not attend school.

SMOKING: Note to the School Community

As a result of the “Smoke Free Ontario” legislation, adults are subject to fines if they are smoking on school property. This includes the time spent waiting in cars for children at the end of the school day. Administration is required by law to supply the names of individuals smoking on school property to the Health Department. This applies while watching school events as well.

STUDENT PICK-UP/DROP OFF

All persons except staff and students must check in at the office when visiting the school. Remember to leave your pets at home when you plan to enter the school playground or building. It is for the safety of all that we do not allow pets at school. Some animals are only permitted with permission.

Traffic tends to be problematic. Do not park in the bus bay or use the bus bay to drop off or pick up students. This area and the loading zone for our special needs students must be clear for the buses to pick up and drop off children. Make arrangements with your children to meet at a common place. When arriving to pick up your child, you may park in the staff lot or travel through the Kiss & Ride. It is by working together that our children will travel safely between school and home.

Children are expected to leave the school through their assigned exit. Please remind your child not to cut through the parking lots at any time for safety reasons. It is important that walkers go directly home at the end of the day unless there are special circumstances and permission granted at school.

Students are not to leave the school grounds at any time without written permission from their parent/guardian and with school knowledge. This includes ‘bus’ students who decide to walk home after school.

Kiss and Ride Area

Please ensure that children are able to exit the car on the curb side of the car. Pedestrians need to cross the parking lot at the cross walk, not through the Kiss and Ride Area as we have had many close calls and disgruntled drivers. If you are interested in volunteering for the Kiss and Ride area, please contact the school at 519-776-9676.

STUDENT SERVICES

The Greater Essex County District School Board provides each of its schools with support staff including social work, psychological services, speech and language, and health services. Parent permission is required for these services.

SUMMER SCHOOL

The GECDSB offers a summer program for Gr 6-8 students. The program is generally offered at a variety of city and county locations during the month of July and is based on pre-registered enrolments. The program is designed to help students improve their skills and be better prepared for the next grade. Specific information arrives at each school in the month of May. Please contact your child’s teacher for further information.

TRADING/BARTERING

No trading or bartering of any personal items will be allowed at any time on school premises or on the bus. Issues of trading will be referred back to the parent or the child. They will not be dealt with at the school level as it is a choice made by the children. If cards and collectibles interfere with learning in the classroom a teacher has the right to ban them from the classroom.

VISITOR PROCEDURE

The implementation of the Province-Wide Safe Welcome Program's Locked-Door Policy is now in effect. Our school's main entrance is equipped with a Video/Intercom Access System to provide added safety for our students, staff and school community. All doors will be locked and a security access device is in place at the main school entrance. Our visitor procedure is that all persons entering the school or its grounds must:

1. Report directly to the office upon arrival
2. Sign the visitor log
3. Get permission to go out into the school if necessary
4. Wear a visitor badge and
5. Report back to the office, sign out and return the badge before departure.

We do not send visitors to classes which would interrupt instructional time.

VOLUNTEERS

We welcome volunteers to assist in classrooms under the direction of the teacher. We have a volunteer process and package including a police clearance, if you are interested in becoming a school or classroom volunteer.