



ÉCOLE GUELPH LAKE

Family Handbook



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<http://www.ugdsb.ca/guelphlake/>

PRINCIPAL'S MESSAGE

Dear Parents and Guardians,

It is my pleasure, on behalf of all the staff, to welcome you to another school year. As always, it is exciting to experience new beginnings each September and this year will be no exception. At École Guelph Lake we always look forward to building traditions and a sense of community as well as a safe, encouraging and caring environment for learning. It is our belief that all students can achieve their potential if we all work together to help them overcome obstacles, celebrate successes and achieve their goals, and we look forward to your participation in your children's education.

This Family Handbook will provide you with easy access to basic information about our school. We ask you to read the information carefully, discuss the pertinent sections with your children and keep it handy for future reference.

If you have any questions or concerns at any time throughout the school year, please call the school for assistance. We welcome open communication between home and school, and look forward to maintaining a strong community partnership.

Sincerely,

David Marquis

Principal

SCHOOL DAY SCHEDULE

9:00-9:30	Period 1
9:30-10:00	Period 2
10:00-10:30	Period 3
10:30-11:00	Period 4
11:00-11:45	Recess & Snack
11:45-12:15	Period 5
12:15-12:45	Period 6
12:45-1:15	Period 7
1:15-2:00	Lunch Break & Recess
2:00-2:30	Period 8
2:30-3:00	Period 9
3:00-3:30	Period 10



GENERAL INFORMATION

ARRIVAL AND DEPARTURE

Safe Arrival:

It is essential to call the office before 9:00 a.m. if your child is going to be absent or late. The voice mail call (519-822-9271) can take your messages 24 hours a day. Please supply us with student name(s), class(es) and reason(s) for absence/lateness. We follow the Board's Safe Arrival Policy and must call parents of absent students if we have not been informed, by a parent, of the reason for the absence. **Your call will save us multiple phone calls and worries.** Late students must report to the office for a late slip before going to class in order to be properly accounted for on the attendance register.

Board Policy on Safe Arrival:

It is the responsibility of parents to:

- a. provide current telephone contacts such as: home phone number, work number of both parents, number of caregiver, number of safe arrival contact and emergency contact numbers on the student admission/information form
- b. update the information during the school year
- c. communicate with the school, prior to the start of school in the morning or afternoon, when the child will be absent or late for any reason
- d. provide written permission for their child to leave the school during the day
- e. inform the school when their child will be returning after an absence of more than one day.

Safe Departure:

If it is necessary for a child to leave early or to leave for a period during the day for an appointment, a note must be sent to the teacher or given to the office. For the safety of your child, we request that you come into the school to **sign him/her out at the office**. As soon as you arrive, your child will be called out of class for you. Please send authorization in writing if someone other than the legal guardian is going to pick your child up from school. The authorized adult may also be asked for photo identification. Unless we can confirm otherwise, it is our practice to dismiss the child as per their usual routine at the end of the day. We appreciate your efforts to make all foreseen alternate arrangements ahead of time accompanied with a note so that our office is not inundated with phone calls regarding departure arrangements. Under an *urgent* circumstance, a call may be made to the office before 3:00 p.m. and we will do our best to get a message to your child.

SUPERVISION

Yard supervision starts at 8:40 a.m. which is 20 minutes before classes begin at 9:00 a.m. Please do not send your child to school before that time as we are unable to supervise students on the school grounds before 8:40 a.m. There is no yard supervision after school. Students are encouraged to walk home at dismissal. Students are not allowed to be in the classrooms, library, or gymnasium without staff supervision.

LEAVING SCHOOL PROPERTY

All students must remain on school property for the duration of the school day. We support students wishing to go home for lunch second nutrition break, but ask that parents fill out and sign a written permission form on the first day of school indicating their permission. Any changes in routine during lunch must be brought to the attention of the office in the morning in the form of a written note signed by parents.

ATTENDANCE, ABSENCES and LATES

Good school attendance and punctuality are important to maximize school achievement and are good habits to develop. Attendance is taken in the morning and afternoon of each school day. Students are marked late or absent if they are not in class on time (9:00 a.m. and 2:00 p.m.). Students arriving late must check in at the school office so that the official attendance register can be amended.

Expectations for Attendance:

The Education Act and Regulations outline expectations for school attendance. Children of compulsory school age are required to attend every school day unless excused. It is the duty of the parent to ensure the child attends school as required, and to provide the school with reasons for absence.

School Attendance Areas:

The Board establishes attendance areas or school boundaries to maintain a high standard of program for students and to ensure the effective and efficient use of its facilities. Parents wishing to send their child to a school outside their attendance area must contact their home school Principal for further information and an application for "Out of Area and Out of District" attendance. Information about what school your child should attend and whether busing is provided can be found on the website:

www.findmyschool.ca

CUSTODY AND GUARDIANSHIP

Although only a custodial parent can make educational decisions for a child, a non-custodial parent has the right to information about a child and access to the child unless denied by a court of law. If you have concerns about unauthorized access to children or information, it is essential that the Principal be informed and that verification of custody orders be placed in the student's OSR. Otherwise, the school assumes that a situation of equal access is in existence.

FIELD TRIPS

A blanket "Walking Form" is sent home in September and allows for teachers to bring their students out in the community, for educational purposes, with your permission for the entire school year. Field trips provide "education beyond the classroom" and support our core curriculum. Notices about all class trips will be sent home in advance. In order for your child to participate, written confirmation is required to ensure that parental permission has been granted and that parents are aware of the details of the trip. Students are responsible for the cost of such trips, and costs are kept to a minimum as much as possible. It is Board policy that no student will miss the opportunity to participate in a class trip due to financial constraints. If you have concerns about the cost of a trip, please speak to the Principal confidentially so that arrangements can be made to ensure the participation of all students.

LOST AND FOUND

Parents are urged to **clearly label all belongings** so that we can help to locate the owners when things go astray. We also recommend that parents regularly check the school's lost and found box for missing items. At the end of each term, lost and found items are displayed in the hallways before being donated to charity. Small valuable items, such as jewellery and watches, are kept in a lost and found box at the office.

TELEPHONE USE

Phone calls home by students will be made for emergencies and under the supervision of a staff member. All student social arrangements, off property permission, etc., should be made by families ahead of time, and be submitted to the classroom teacher in the form of a signed and dated note which will be sent to the office with the morning attendance. This will ensure that school phone lines are not tied up and will be available for our safe arrival program, students who are ill, teacher calls to parents, or other timely concerns. Note that Board policy states that students may only board the bus to which they have been assigned and may only disembark at their assigned bus stop.

VALUABLES & ELECTRONIC DEVICES

As our society becomes more and more technologically advanced, we are noticing that many students are bringing valuable items to school. These items, especially those electronic in nature, are attractive and we cannot be responsible for theft or loss of such items. Lockers, desks and backpacks are not always a secure place to store them. We prefer that students use recesses for physical and social interaction with others. Therefore, we strongly recommend that no electronic equipment be brought to school. This includes but is not exclusive to items such as iPods, MP3s, electronic games, cameras, video cameras, PDAs, listening devices and cell phones. Please note that any device which is capable of taking pictures will not be allowed for use at school unless authorized by staff for instructional purposes. This is due to privacy concerns. While we understand that children sometimes carry cell phones for safety reasons, this is not necessary while at school because if a family emergency arises, they would be given access to the school phone. We appreciate your support in keeping valuables and electronic devices secure at home.

VISITORS

We invite parents and guests to visit our school and encourage volunteers in our classrooms. For safety reasons, **all visitors must report to the office**, sign in and wear a visitor's badge before proceeding to classrooms or onto the yard. Even if you are in the school only for a moment, your badge must be visible. At the beginning and the end of the day, we encourage pick up and drop off of students outside the school. If you need to give your child the rare, forgotten lunch or binder, please drop it off at the office and we will be happy to make sure it is delivered.

ACADEMICS

The following Ministry Curricula (The Ontario Curriculum Grades 1-8) are available for review at the Ministry's website at <http://www.edu.gov.on.ca/eng/curriculum/elementary/subjects.html>

KINDERGARTEN

Children entering Junior Kindergarten must be four years old on or before December 31 of the starting year. Pre-registration online takes place in January or February. After completing the online registration form, parents should bring their child's birth certificate, proof of address, health card and immunization record to complete the enrolment process. An information and orientation session for parents and students will take place in June, and there will be a staggered entry for Junior Kindergarten in September.

The Upper Grand District School Board has adopted the blended model of including both junior and senior kindergarten students in the same class. This program was selected due to the number of positive benefits for students who have two years to learn the essential skills required for grade one. Senior kindergarten students gain confidence while demonstrating their knowledge to younger ones, and junior kindergarten students benefit from having older students model skills and routines and thus have an easier transition into school.

SPECIAL EDUCATION - EXCEPTIONAL STUDENTS

The Upper Grand District School Board provides a continuum of service that offers a range of supports to meet the needs of exceptional pupils. The purpose for this wide spectrum is to provide all pupils with opportunities to achieve success in their education programs. Accommodations and modifications are made to maintain the exceptional pupil within the regular class. Alternate educational settings can be provided when appropriate.

A team approach is used in program modification and in planning an exceptional pupil's Individual Education Plan (IEP). This plan contains specific objectives and an outline of educational services that meet the needs of the exceptional pupil. It is the school's responsibility, with the assistance of parents, special education consultants and possibly outside agencies, to identify a pupil's needs and to ensure that he/she receives appropriate programs and services.

STUDENT RECORDS (OSR)

The Ontario Student Record (OSR) is a confidential continuing record of a student's educational progress through schools in Ontario. The information in the OSR is available only to the Board's Supervisory Officers, Principals and Vice-Principals and teachers for the purposes of improvement of instruction. Students over 18 and parents of students under the age of 18 may examine the OSR by scheduling an appointment with the Principal.

REPORT CARDS

In November, you will receive an interim Progress Report that indicates your child's strengths and next steps. Parent interviews are scheduled to follow shortly thereafter. Report Cards with grades are issued following the completion of each of the two terms, in February and June. Please carefully review your child's progress and praise your child for his/her efforts. A mark of "B" or 75% indicates that the student is successfully achieving the provincial standard set by the Ministry of Education, and is to be commended. Every child has strengths and weaknesses and although your child may not have attained the provincial standard, he/she may have worked diligently to obtain his/her level of success and his/her efforts should be acknowledged as well. For areas of concern, please contact your child's teacher. Interviews may be initiated by a parent or teacher and may be requested at any time during the school year. Please call if an interview is desired as discussions between the parent and teacher are valuable to the overall education of your child.

HOMework GUIDELINES

Homework can be an important part of a child's learning and supports the acquisition of knowledge, initiative, self-discipline, time management skills and responsibility.

Homework is:

-  work that supports, reinforces and enhances the skills and knowledge learned in class;
-  relevant, meaningful and curriculum related;
-  always clearly explained, (e.g., project expectations outlined using a rubric or checklist);
-  sometimes the student's choice (e.g., research topics, essay topics, etc.);
-  sometimes unfinished work from class;
-  an opportunity to assign a task that requires the family to work on an activity together.

Homework is **NOT**:

-  "busy" work;
-  an activity where the student must learn concepts not yet taught and practised in class;
-  to have students complete the curriculum because there is too much to cover in class.

The amount of homework assigned is carefully considered and should not be overwhelming. Teachers will monitor and ensure the appropriateness of the quantity and timing of homework. Some teachers may wish to assign homework on one day of the week and allow students to complete it over the course of a few days. This allows flexibility in a family's busy schedule. In higher grades, this model may change to daily homework for some subjects. However, please note that in order to support quality family time, there will be no *new* homework assigned on long weekends and over holiday periods.

All students are expected to read (or be read to) for 20 minutes a night.

Parental involvement is essential for student success in school.

Homework helps inform parents of the curriculum expectations and enables ongoing parental tracking, intervention and support for student success. Parents are encouraged to support student achievement through effective time management skills and homework completion. It is important to establish suitable homework routines such as:

-  set a regular homework time;
-  consistently provide a working environment free from distraction;
-  have supplies available and assist with resources;
-  show interest, provide positive reinforcement, and be available to help (facilitate, but not “do the work”) as required;
-  approach learning and responsibility for homework with a positive attitude.

CODE OF POSITIVE STUDENT BEHAVIOUR

<https://www.ugdsb.ca/guelphlake/wp-content/uploads/sites/51/2018/08/Code-of-Conduct.pdf>

PARENT COMMUNICATION / INVOLVEMENT

Education is a shared responsibility between the school and home. When parents and teachers work together, the student always benefits. We invite you to visit our classrooms, talk with teachers, become a classroom volunteer, and/or participate in School Council.

SCHOOL WEBSITE

The website for École Guelph Lake is located at: <http://www.ugdsb.ca/guelphlake/>. Here, you will find general information as well as our monthly newsletters to keep you up to date and informed. In addition, you can access various schedules including the school year calendar, the school day schedule and the kindergarten alternate day calendar. There is also a helpful link to check bus or school cancellations.

STUDENT AGENDAS

Students in grades 1-6 are required to purchase a student agenda/planner from the school and use it as part of the daily routine. This tool is used as a way of teaching good planning habits and encouraging open communication between home and school.

VOLUNTEERS

Every school considers its volunteers a very special resource. Parents and community members are encouraged to help in classrooms and on school trips, assist in the library or with extra-curricular activities, help with special events, and participate on School Council. Pursuant to Board Policy, it is understood that the volunteer will work under the direction of an appropriate staff member and be privy only to that information which is necessary for working effectively with a student(s) and/or for the purpose of performing the task assigned (e.g., office/clerical). In this capacity, it is understood that the volunteer will follow the terms and conditions relating to security and confidentiality of personal information according to the Municipal Freedom of Information and Protection of Privacy Act. Volunteers are asked to fill out policy form 502-5 which is kept on file in the school office.

SCHOOL COUNCIL

School Council is a dedicated group comprised of parents, teachers, the Principal and community members who are all working together to support and enhance student learning. For more information on how to become a School Council member, please contact the school office. All parents are warmly welcome to attend School Council meetings.

HEALTH AND SAFETY

EMERGENCY PROCEDURES

École Guelph Lake has a detailed Emergency Procedures Plan in case of fire, tornado, bomb threats, intruders, evacuation and other accidents or tragic events. Fire drills are conducted three times during the fall term and three times during the spring term. Lockdown drills will occur at least twice per school year and once for a Tornado drill. Our emergency evacuation site is Ken Danby Public School.

HEAD LICE

Anyone, regardless of cleanliness, can contract head lice. Primary children who play closely together are particularly susceptible. The Public Health Unit does not become involved in classroom screenings.

Parents are asked to check their children regularly for the presence of small whitish nits (eggs) fastened tightly on the hair shaft near the scalp, and to report any occurrences to the Principal or Vice-Principal. Parents will be notified if anyone in a child's classroom has reported head lice so that they can monitor the situation. Should your child become infected, several good medications are available without prescription.

IMMUNIZATION

The Immunization of School Pupils Act requires the medical officer to maintain a health record on each school child. It also requires that all children be immunized against diphtheria, tetanus, polio, measles, mumps and rubella, unless exempted. The school forwards a copy of your child's immunization record when you first register your child at school. The Wellington-Dufferin-Guelph Public Health Unit will notify parents if their records indicate that immunizations are not up to date, and students may be suspended from school by the Public Health Unit until proof of immunization is provided.

MEDICAL ALERT – DO NOT SEND NUTS OR NUT PRODUCTS TO SCHOOL

We have several students with life-threatening allergic reactions to peanut butter and nuts. Please be aware that, due to legislation requiring every school to reduce risk of exposure of anaphylactic causative agents, **we are not allowing any types of nut or nut products or imitation nut products at École Guelph Lake.** If touched or eaten, foods containing even small amounts of peanuts or nuts may be life threatening to students with allergies. **Please do not send any nut products to school.**

MEDICAL EMERGENCY

Please provide reliable emergency contact information on the Student Information Form sent home at the beginning of the year. We need to be able to reach someone in the unfortunate case when an emergency arises or your child takes ill. In extreme cases, the Principal or designate may need to call an ambulance for your child. **Thus, it is essential that you inform the office with updated information if you change your address, phone number, emergency contact or place of employment during the school year.**

MEDICATIONS AND MEDICAL CONDITIONS

It is recommended that all medications be administered at home. However, we understand that circumstances arise where it is necessary to administer medications at school. **All medications (prescription or non-prescription, like Tylenol, etc.) will be stored safely in the office. Staff are not allowed to administer medication without prior completion of a consent form.** The consent form is available in the office. A log is kept of all medication that is administered.

If your child has a serious medical condition such as anaphylaxis, asthma etc., please be sure the child's teacher and the office are provided with up-to-date information and medication. A Life-Threatening Management Form must be filled out so that this information can be kept on file and shared with all staff.

BICYCLES and SKATEBOARDS

We encourage students to ride their bicycles or skateboards to school. Walking or biking to school promotes a healthy lifestyle and environment. **For safety reasons, we would ask that students not ride on school property**, ensuring they walk their bicycles to the bike rack or carry their skateboards from the sidewalk. (Skateboards must be stored in the main office for the day). In addition, we hope that parents ensure that all students will follow Ontario law and wear a CSA approved bike helmet when riding. Please note that we cannot be responsible for damage to, or loss of bicycles. Students should always ensure that their bike is securely locked to the bike racks using their own individual bike lock.

STUDENT ACCIDENT INSURANCE

We recommend parents benefit from the accident insurance opportunity which is sent home with all students in September. Accidents may occur at school or at home, regardless of proper supervision. Insurance is especially important for students on school sports teams. Affordable insurance varies from coverage at school only to 24 hours a day and out-of-province. Completed applications are to be sent directly to the insurance company, as directed on the forms.

INCLEMENT WEATHER

A decision to cancel buses is made by 6:00 a.m. The decision is based on a number of factors, including the actual weather and road conditions. During times of inclement weather, please listen to any local radio station for school transportation cancellations or school closures. Current information will also be posted on the Board's website at www.ugdsb.on.ca or mobile app.

When buses are canceled but schools remain open, walking students are expected to attend and parents of bussed students may elect to drop their child off at school on the condition that they pick them up. In extreme weather, schools are sometimes closed so please check radio stations or Board websites first to ensure that schools are open.

