



It is our mission, as a nurturing, rural, community school, to ensure the development of each child's potential and personal values, and to build a foundation for the future through quality educational experiences.

School Family



Handbook

*73 McGivern Street
Moorefield, Ontario
N0G 2K0*
Telephone: 638-3095
Fax: 638-3387

A Sharing, Caring and Growing Together@

Revised July 2018

Contents at a Glance... Λ

9 Welcome.....	2
9 Communication	2
9 Mission Statement.....	2
9 Instructional Strategies.....	2
9 School Day	3
9 Office Hours	3
9 Supervision; Noon Recess	3
9 Sales: Milk & Juice, Pizza, Ice Cream.....	3
9 Library Information	3
9 Safe Arrival and Departure	4
9 Buses, Bicycles and Cars	4
9 Visitors	4
9 Attendance, Absences, Lates.....	4
9 Volunteers	4
9 Fundraising.....	5
9 Lost Articles; Valuables.....	5
9 Illness and Injury.....	6
9 Medications	6
9 Health and Safety	6
9 School Emergency.....	6
9 Physical Education	7
9 Intramurals	7
9 Music Lessons	7
9 Community Use of School.....	7
9 Student Records.....	7
9 Custody and Guardianship	7
9 Code of Conduct.....	8 to 11
9 School Expectations	12&13
9 Consequences and Support Interventions	13&14

9 Bus Code of Conduct	14
9 Parent Responsibilities for bus students	15

PRINCIPAL'S MESSAGE

Welcome to Maryborough Public School! We look forward to working with you and your family whether you are returning to our school or joining us for the first time. Maryborough is a JK-6 school with approximately 190 students and 16 staff.

A partnership between administration, teachers, students and parents is encouraged. Your child's education is a shared responsibility. Together, as a team, can support and encourage the growth and development of happy, secured, skilled individuals.

We hope you will find this handbook a useful resource which provides helpful information about our school. We encourage you to keep this reference handy throughout the year. This handbook is one way in which we can keep the lines of communication working between home and school. Communication is the key to ensuring positive learning experiences for your children. Our door is always open and we encourage you to contact the school (519-638-3095) with questions or concerns that you may have.

Sincerely,

Shelley Grose
Principal

Communication

Education is a shared responsibility between the school and home. When parents and teachers work co-operatively together, the student benefits.

Effective, positive, two-way communication is essential. Throughout the school year, we shall communicate with parents in many ways. This handbook is one. You will also receive school newsletters to help keep you informed of school news, celebrate our accomplishments and promote upcoming events. Sometimes, you will receive phone calls or notes with positive messages, or with concerns which we need to address together. We invite feedback on things that we are doing well and areas where we can better serve you.

Parent involvement in the school is an essential component of an effective school. We invite you to work

together with us: visit our classrooms; talk with teachers and become a classroom volunteer; actively participate in our School Council Association.

By working together, we can best ensure that the needs of your child are being met.

Maryborough Public School Mission Statement

It is our mission, as a nurturing, rural, community school, to ensure the development of each child's potential and personal values, and to build a foundation for the future through quality educational experiences.

UPPER GRAND DISTRICT SCHOOL BOARD VISION STATEMENT

Students will attain individual excellence through dynamic programming provided by an effective staff and supported by a committed community. We will meet our students' diverse needs through the provision of equitable and accessible resources. Our learning environment will be characterized by empowered administrators, effective communication and mutual compassionate respect.

Instructional Strategies

*Our teachers are committed to providing the best possible program to meet the needs of each child. This means using a variety of teaching strategies, with a balance between traditional and modern approaches. Much has been learned in recent years about how children learn, and methodologies and environments have been adjusted accordingly. You will see individual, small group, and large group instruction. In language arts, modelled, shared, guided and independent reading and writing. You will see manipulatives in use in mathematics. We believe in ensuring that each child strives to achieve the overall and specific expectations in each subject area. Formal instruction, drill, phonics, spelling, and grammar are essential, ongoing parts of our program. *We invite you to visit our classrooms, and teachers will be pleased to discuss their programs. If you would like to visit a classroom or discuss your child's progress, please contact the school to make an appointment.**

The School Day

8:30 a.m.	Buses Arrive - Grounds and Building Open
8:50 a.m.	Students Enter School
10:25 a.m.	Opening Announcements
10:30 - 11:20 a.m.	First Nutrition Break
1:00 p.m. – 1:50 p.m.	Second Nutrition Break
3:30 p.m.	Dismissal
3:40 p.m.	Buses Leave

Office Hours

8:30 a.m. - 4:00 p.m.	Regular Office Hours
Telephone.....	638-3095

Supervision

The grounds and building are open to students and supervised during the period from 15 minutes before classes begin until 15 minutes after dismissal.

Supervision is also provided during the bus transfer (from 8:30 am) and for organized sports activities which may occur outside the above times.

For safety reasons students should not arrive at the school before 8:30 a.m. since there is no supervision before that time.

Special Events

The following is a partial list of activities/ events that usually take place during the School Year. Specific dates are published in the monthly newsletter.

- **September:** Terry Fox Run, Junior Soccer, Meet the Teacher Night
- **October:** Cross Country, Lifetouch Picture Day
- **November:** Progress Report, Remembrance Day Assembly
- **December:** Volleyball, Food Drive, Carol Singing, Skating, Winter Break
- **January:** Kindergarten Registration
- **February:** Term 1 Report Card, Family Day, Floor Hockey, Grade 6 Camp Wanakita
- **March:** Skating, March Break
- **April:** Easter Break, Earth Day, Basketball
- **May:** EQAO Testing, Education Week events, school Track and Field Day
- **June:** Term 2 Report Cards, 3-Pitch, Track and Field Area Meets, Primary Play Day, Grade 6 Graduation

Milk

Grade 5 and 6 students distribute milk during the second nutrition break. Students interested should purchase a milk card on-line and bring the receipt to the school office. **Cards cost \$20.00 each for 25 drinks.**

Students are also welcome to bring .80¢ a day for milk as well.

Pizza and Hot Lunches

The School Council Association will again be offering hot lunches on Wednesdays and Pizza on Fridays with all proceeds going to support student activities. Lunch forms will go home with students and they can purchase lunches each term. Please let the SCA know if you can spare some time on Wednesday or Friday to help with the Ahot lunch@ programs. We try to beat those *Lunch Bag Blues!*

Safe Arrival: ☎ 638-3095

Each morning, we call parents of absent students if we do not know why they are away. Please try to call us before 8:45 if your child is going to be absent. Our *CALL ANSWER* system can record your messages before, during and after regular school hours. Please supply us with the student name *and reason for absence*. If we cannot reach the parents we will then contact the emergency number and if we are unable to reach them we will have to contact the police. Your child=s safety

is very important to us. Thank you!

Safe Departure

Please send authorization in **writing** if someone other than the legal guardian is going to pick your child up from school. Also, please send authorization if a child who takes a bus is going to be picked up. If they do not have a note or a phone call and we can't confirm otherwise, it is our practice to **send the child home on the bus as usual**.

Buses, Bicycles, and Cars

The following procedures are intended to maximize safety:

- a) Avoid the bus zone and crossing the roadway and driveway by picking up or dropping off ***on the school side of the road near the sidewalk***. Note that students are not allowed to enter or leave transferring buses until all buses are in place.
- b) Walkers and bikers are dismissed through the front doors. As there is no crossing guard, bikers should walk their bicycles while on site and exercise caution when approaching the roadway. Bikers should adhere to all road safety rules including the wearing of helmets.
- c) Students who elect to ride bicycles to school should leave them in the racks, which are located away from bus, car, and play areas. Bicycles are left at the owner's own risk and the school does not assume responsibility for any loss or damage. We recommend the use of good quality bicycle locks.

School Visitors

We invite parents to visit our school and encourage volunteers in our classrooms. All visitors should sign in at the office before proceeding to classrooms or onto the yard.

Volunteers

Education is a shared responsibility between the school and the home and we welcome volunteers into our classrooms. If you are interested in helping out on an occasional or a regular basis, please contact the child's teacher. The School Council Association is also always looking for parents to help with the lunch program and other special events.

Volunteers should check in at the office when they arrive to advise school personnel of their presence.

Attendance, Absences, and Lates

Good school attendance and punctuality are necessary to maximize school achievement and good habits to develop.

Attendance is taken in the morning each school day. Students are marked late or absent as the case may be if they are not in class at 8:55 AM. Students arriving late should check in at the school office before going to class.

The Education Act and regulations outline expectations for school attendance. Children of compulsory school age are required to attend every school day unless excused:

A child is excused from attendance if:

- a) The child is receiving satisfactory instruction at home or elsewhere
- b) The child is unable to attend for illness or unavoidable cause
- c) Transportation is not provided where required by the Act
- d) Absent for music instruction up to one-half day per week
- e) Suspended, expelled, or excluded
- f) Absent for a holy day by church or religious denomination
- g) Absent as authorized by the Education Act or Regulations
- h) The school is closed
- I) It is a school holiday or Professional Activity Day

For situations not covered above, a child may be temporarily excused with the approval of the school principal on written request from the legal guardian. It is the duty of the parent to cause the child to attend school as required and to provide the school reasons for absence. Please check with the principal if you have any questions.

Fundraising

Participation is always optional and children are discouraged from door-to-door sales. Some parents prefer to make a donation to the student activity fund or to the Upper Grand Learning Foundation (Tax receipts are given for donations over \$20.00) all donations come directly to the school.

Valuables

Sometimes students bring special, fragile, or expensive belongings to school and they become dismayed when they are damaged or lost. The best prevention is to leave such items at home, or to bring them in for a temporary demonstration to the class. **STUDENTS ARE RESPONSIBLE FOR ANY ITEMS THEY BRING TO SCHOOL. ELECTRONICS MAY ONLY BE USED UNDER THE SUPERVISION OF THE TEACHER FOR EDUCATIONAL PURPOSES AND SHOULD TALK TO THEIR TEACHER ABOUT A SAFE STORING LOCATION.**

Lost and Found

Each year, we donate unclaimed clothing items to the needy. We ask parents to clearly label all items, that we can help locate their owners. Small items, such as jewellery and watches, are kept at the office and announced over the P.A. system.

Illness and Injury

It is our practice to make a sick child feel as comfortable as possible while parents are being contacted. When an illness or injury seems serious, the principal or designate may take the child to the hospital or call an ambulance. *Please ensure that the office always has up-to-date information on how to reach you or an*

emergency contact.

Medications

Parents administer medication at home where possible.

Where medication must be administered by school personnel, it will be kept in the office. Non-prescription oral medication requires written authorization. Prescription medication requires completion of authorization Form 509-2 which can be obtained from the office.

Health and Safety

Students must wear shoes in the school. Running shoes are required for physical education class. To minimize dust and dirt, students may not wear muddy shoes in their classrooms. In case of fire alarm, students are not permitted to stop for footwear. **Please ensure that students have a change of footwear available for indoor use.**

Running in the school halls is prohibited.

Extension ladders and step ladders may be used only by staff and after completing training in their safe use. Standing on chairs or other unstable devices is prohibited by Health and Safety guidelines.

Creative playground equipment is off limits to students when wet or snow covered. Avoid student clothing with long, exposed scarves or drawstrings that can pose a choking hazard on play equipment. Bicycle helmets are not allowed in the creative playground area.

Safety equipment (Safety glasses, batting helmets, skating helmets, knee pads, etc) is available for sports activities and should be worn when appropriate.

School Emergencies

A response plan has been developed for the school, detailing procedures that staff and students shall follow in dealing with a range of emergencies. Teachers have copies of the plan and additional copies are placed in the staffroom and office. During the school year, there will be at least three fire drills in each of the fall and spring terms, with or without notice. In addition, there will be at least one Tornado, a Bomb Threat Drill and two Lock down drills done during the school year.

Physical Education Program

The development of fitness, motor skills, co-operation, and sportsmanship is an important part of the curriculum. All students should come prepared to participate in the physical education program. **All students need white-soled, non-marking running shoes.** Students should wear comfortable clothing suitable for physical activity (Slip on track pants or shorts are recommended for girls who wear dresses).

Intramural

During the nutrition break, students of all ages will have the opportunity to participate in a wide variety of indoor and outdoor, noon athletic activities. Although some friendly competition will be involved, the emphasis will be on participation, fitness, and enjoyment. Example: floor hockey, volleyball, basketball,

badminton etc.

Music Lessons

As a convenience, private piano lessons are available on an optional basis during the school day, with costs assumed by those interested. This popular program is operated by a qualified instructor. For further information contact Derek Moore at 638-9977 or Tanis Cowan 638-5175.

Community Use of School Building or Grounds

Please go to Upper Grand District School Board Web site for an application.
Please be aware users must provide proof of insurance.

Student Records

The Ontario Student Record (OSR) is the confidential, ongoing record of a student's educational progress through schools in Ontario. The information in the OSR is available to supervisory officers, the principal, and teachers only for the purposes of improvement of instruction. Except for clerical staff involved in its management, the OSR is not available to any other person.

Students, and parents of students under age 18, may examine the OSR and receive a copy of its contents if they desire. They may also request to the principal that inaccurate or inappropriate information be removed.

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 court custody orders be placed in the OSR. Otherwise, the school assumes a situation of equal access exists.

Maryborough Public School

CODE OF CONDUCT

Do unto others as you would have them do unto you.

The staff at Maryborough Public School believes that all students, parents, teachers, and staff have the right to be safe, and feel safe, comfortable and accepted in their school community. The Maryborough Code of Conduct identifies those behaviours that are expected of students, parents and staff in order for students to excel academically, socially and emotionally in a safe learning environment.

Our code of conduct is based on the Ontario Code of Conduct and the Upper Grand District School Board Code of Conduct (Policy #213) which applies to all members of the community: students, parents, guardians, volunteers, teachers and other staff members- whether they are on school property, on buses or at school-authorized events or activities or when engaging in any activity that may have a negative impact on the school climate.

Board Website: <http://www.ugdsb.on.ca/policies/213.pdf>

Ministry Website: <http://www.edu.gov.on.ca/eng/document/brochure/conduct/conduct.html> or Google Program/Policy Memorandum No. 128

The full School Policy Code of conduct is available at the school for anyone who requests a copy.

BEHAVIOUR RESPONSIBILITY STUDENT PARENT / GUARDIAN SCHOOL ACADEMIC

FOCUS

- come to school on time and prepared with materials and willing to learn
- fulfil expected academic obligations by attending to task, not distracting others
- completing homework
- be honest in his/her work: refrain from plagiarism and cheating
- show an active interest in your child's work and progress
- talk with your child regularly about school
- attend scheduled interviews
- assist students with regular routines and organization of work materials
- provide appropriate work space and support for homework
- communicate regularly with the school by returning forms promptly and signing homework books and agendas
- call the school if you have any questions or concerns**
- provide an environment conducive to learning and effective instruction to all students
- help students work to their full potential, develop self-worth and prepare them to be productive citizens
- communicate both *positive and negative feedback* regularly to parents using reporting, interviews, phone calls and newsletters
- demonstrate care and commitment to academic excellence

8

ATTENDANCE

- attend school except when ill
- respond to school bells promptly
- enter classroom promptly
- report to office if late
- ensure regular attendance and punctuality
- inform school when your child will be absent or late
- keep your child home or at alternate care placement when he/she is ill
- inform school of care arrangements should your child become ill at school
- inform students of expectations and consequences
- determine reasons and trends for absences
- follow up absenteeism with phone calls, school letter or attendance counsellor
- keep accurate records
- report attendance to parents
- provide appropriate role models

INSIDE THE SCHOOL AND DURING EXCURSIONS

- behave in a safe, respectful and inclusive manner
- be respectful of the rights of others
- be honest and polite

- follow instructions given by staff members/supervisors
- follow lunch time and washroom routines appropriately
- use free time appropriately
- encourage child to behave in a safe and respectful manner
- report to the office upon entering the school
- respect instructional times when communicating with teachers
- respond to school communications
- provide the school with up to date family data
- support the school staff in maintaining a safe and respectful learning environment
- model respectful behaviour
- inform students of the expectations and consequences
- provide students with a safe and secure learning environment
- respond to student concerns

YARD

- respect themselves and others
- follow rules
- take responsibility for his/her actions
- obey staff and supervisors
- rough play/play fighting is forbidden
- snowballs, hard balls, scooters, roller blades, skateboards, scooters, and cell phones are forbidden on school yard
- leaving school property during lunch or recess without knowledge and permission of school staff is forbidden
- use equipment in designated play areas safely
- no food or drink is allowed on school grounds
- support school directives
- check in with office before entering the yard
- observe non-smoking policy

9

- provide adequate and visible supervision.
- develop an understanding of rules by reviewing expectations and consequences using common language at the beginning of the school year and throughout the year as required
- provide safe and secure playing environment
- respond to student concerns
- teachers will be ready for and on duty at the beginning of recess if they are on duty

TRAVELLING TO AND FROM SCHOOL

- obey bus driver and follow directions of persons of authority on the bus
- follow rules of safety and consideration
- respect and comply with all federal, provincial and municipal laws
- respect parking lot entry and exit procedures and do not block other cars or buses
- inform students of safety issues and laws of the community
- make appropriate and accurate information available to school if the student is to leave early or when regular transportation arrangements must be changed
- inform students of expectations
- develop understanding of the rules
- provide consequences consistently and appropriately
- notify parents of changes to regular transportation
- provide adequate supervision

Dress Code

- dress in a manner that ensures personal safety and cleanliness
- wear shoes at all times
- wear appropriate clothing for Phys. Ed. as directed by the teacher
- clothing must not display offensive messages such as hate symbols, images portraying violence, death, abuse, alcohol, cigarettes, death or political racial or sexual statements
- provide changes of clothing as necessary such as extra clothing for accidents like getting wet or muddy etc. or for Phys. Ed.
- follow dress code when at school or involved in school activities
- communicate with students the expectations, rationale and consequences for dress code
- inform students and parents about clothing requirements for Phys. Ed.

RESPECT FOR PROPERTY

- respect and protect school and personal property
- dispose of garbage appropriately-recycle or reuse whenever possible
- maintain a clean and organized work environment
- return all borrowed material such as library and text books
- protect and respect school and personal property
- help your child learn to respect his/her property and the property of others
- provide school bag to carry belongings
- limit litter producing containers

- label student belongings
- model expected behaviours
- demonstrate how to use equipment appropriately
- model and maintain a clean, organized work environment

Technology

- be aware of acceptable use policy
- report inappropriate messages on the e-mail system
- respect the privacy of others
- accept responsibility for the security of their username and password
- use Internet responsibly
- engage in any form of electronic communication directed to an individual or group of people that is intended to cause (or should be known to cause) fear, distress, and/or harm to other persons: feelings, self-esteem or reputation, or that has a negative impact on the school climate
- be aware of acceptable use policy and sign and return it to the school
- model best/safe practises for computer use
- be aware of possible negative affects of computers and the internet
- monitor students use of the internet at home and report harmful electronic communication to school
- use the Internet to research, communicate and teach the curriculum
- provide instruction on proper use of Information Technology
- supervise Internet use
- respond appropriately to parent and student concerns regarding use of internet to cause fear, distress or harm to others

Bullying

- be aware of what constitutes bullying behaviours
- Definition of bullying:**
Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person=s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. Bullying takes on different forms and contexts with age. It can be physical, verbal, social/emotional or through the use of technology. Bystanders contribute to bullying by doing nothing to prevent it or by becoming actively involved in supporting it.
- must not engage in bullying behaviour
 - report incidents of bullying to teacher, principal or parent
 - be aware of what constitutes bullying behaviours
 - must not engage in bullying behaviour
 - report incidents of bullying to teacher, principal
 - be aware of what constitutes bullying behaviours
 - must not engage in bullying behaviour
 - implement a bullying prevention and intervention plan

SPECIFIC EXPECTATIONS FOR SCHOOL

School Arrival

1. Until 8:50 a.m. students are able to use the hardtop or the grassy area between the creative playground and the hardtop.
2. Upon arrival or unloading of busses in the morning junior students may enter the school to unload backpacks. Primary students put their backpacks in the doorway entrance.
3. After unloading backpacks students are to remain outside until permitted to enter. All students are to use their assigned doors to enter the school.
4. Students who are entering the school through the primary doors are to line up by class outside at the end of the 8:50 recess.
5. Electronics such as Gameboys or IPODS (**except if under the direct supervision of the teacher for educational use**) are only to be used on the bus, not on the yard or during school time. For safe keeping students can deliver them to the office after the 8:50 bell. Until 8:50 students must keep electronics in their backpacks or with their classroom teacher.

General yard rules (Hardtop, creative area, field)

1. Creative play area can only be used by students once it has been checked and approved by a yard duty teacher or the principal. This applies to every recess.
2. Creative play area is out of bounds from November 1st to March 1st and on any other wet, snowy or rainy day.
3. The swings are for everyone's use. There are no junior swings.
4. Slip-on sandals and smooth soled shoes are not allowed on the climbers.
5. There is to be no trading or selling of anything items.
6. Food snacks and garbage are not permitted outside.
7. Students need to remember to take what you need when you go outside. They may not be allowed to re-enter the school for a forgotten toy.
8. Students can bring toys such as sand toys, balls, but and are the responsible for looking after it.
9. Balls or any other piece=s of equipment that are thrown or kicked over the property fence or into the parking lot can only be retrieved with a supervisor=s permission and supervision.
10. Play wrestling or body contact games are not allowed.
11. Play only in designated areas in clear view of yard supervisors
14. Sun block and hats are recommended for protection on sunny days.

15. Skipping ropes are allowed on the hardtop and are for skipping only.

12

Soccer and Other Balls

15. Soccer balls are only allowed on the soccer fields.

16. Tennis balls are for playing catch and baseball on the grass only.

17. Basketballs are to be used at the basketball nets.

18. Large rubber bouncy balls can be used on the four square area of the hardtop.

Baseball Rules

20. Play must be inclusive and follow 3 pitch rules.

21. Take turns on ball diamonds.

Winter Rules

24. Snow forts belong to everyone.

25. No throwing snow.

26. Toboggans and sleds are only allowed when a teacher arranges a class supervised time on the hills. Please do not bring sleds and toboggans for recess.

27. Follow the Golden Rule-Treat others the way you would like to be treated.

EXAMPLES OF CONSEQUENCES

verbal reminder

! warning review of expectations / rules

! written or verbal apology

! incident sheet

! yard:5 minutes on the wall

! yard: walk with the teacher

! letter written to parent

! phone call home

! student contact sheet

! restitution

! in-school community service

! recess detentions

! class time detentions

! loss of in-school privileges

! loss of field trip privileges

! suspension from the bus

! suspension

! expulsion

EXAMPLES OF SUPPORTS/INTERVENTIONS

- ! discussion with Principal
- ! reflective paragraph / essay
- ! problem solving
- ! conflict mediation
- ! social stories
- ! discussion with parents (next steps, solutions)
- ! conference with others involved
- ! restorative justice
- ! Child and Youth Worker support
- ! positive reward system
- ! Attendance Worker support
- ! student/ teacher / parent meeting
- ! case conference with school staff and/or Board consultants
- ! referral to outside agencies
- ! Suspension / Expulsion Program

Bus Code of Conduct

Students are responsible to the principal for conduct on the bus. Some of our buses are monitored by videotape, reviewed by the driver and principal. Riding a school bus is privilege which requires students to abide by the following *School Bus Code of Conduct*:

1. While at any school, the student is expected to behave within the expectations of the principal of that school.
2. A student is responsible for compensation for any damage to school buses.
3. Loading: *The student shall-*
 - arrive at the stop at least 5 -10 minutes before pick-up time.
 - stand well away from the road until the bus is stopped.
 - line up and board in an orderly fashion, using the handrail.
 - check traffic before crossing any road and stay 5-8 paces in front of the bus.
4. Unloading: *The student shall-*
 - stay in your seat until the bus comes to a full stop.
 - leave the bus in an orderly fashion, using the handrail.
 - continue up the lane if the laneway is directly beside the door of the bus.
 - if it is necessary to cross, walk along the shoulder 5-8 paces and cross only when the bus driver has indicated that it is safe to do so, continuing to check for traffic.

NOTE: It is required that a parent/guardian must be at the bus stop at pick up and drop off times for all students in JK, K and Grade 1 unless they are accompanied by an older student in grade 4 or above.

5. *A student shall-*
 - follow the directions of the driver and the patroller.
 - be courteous and respectful at all times.
 - keep off the travelled portion of the road on the way to the pick up point.
 - ride only the assigned bus, and be picked up and let off only at designated stops.
 - keep books, lunches, or bulky items on lap.
 - keep arms and head inside bus at all times.
 - not carry any potentially dangerous or objectionable objects or materials.
 - not allowed to eat, drink or chew gum on the bus this includes parents as well on bus trips
 - remain in the assigned seat while the bus is in motion.
 - electronic devices with headphones are allowed but students are responsible for these items.

6. *Consequences:* The student should be aware that serious or repeated misconduct will be recorded and that this report may be placed in the OSR folder. Such conduct may result in the loss of the provision of transportation.

7. Drivers are not allowed to make any stops on the route that have not been approved by the STWDSTS.

Parent Responsibilities

1. Parents are responsible for the safety and conduct of their children at pick-up points.
2. It is a parent's responsibility to determine if it is safe for their children to leave for school in inclement weather.
3. Parents need to be aware that, when a bus does not travel a route in the morning due to weather conditions, the bus will not travel in the afternoon.

Transporting of Equipment on Buses:

- Skates must be covered by guards, tied, in a bag, and placed on floor at student's feet.
- Other Items to be determined in advance with principal and transportation department.

Bus Loading and Unloading:

Our school is a transfer point for buses, and procedures are intended to maximize safety. Students waiting to load shall wait in assigned areas until all buses are in place and they are directed to load.

Students on arriving buses must wait until all buses are in place, even if a ride is waiting.

Running, yelling, pushing, or shouting are not allowed during transfer, and students waiting on buses should keep their windows closed.

Bus Cancellations/ Inclement Weather

A decision to cancel transportation is made by 6:30 a.m. in order to give all parents and drivers sufficient notice. The decision is based on a number of factors, including actual weather and road conditions, as checked first hand by designated bus operators in each area, weather predictions made by Environment Canada, and information on road conditions from the Road Superintendent.

When conditions exist such that buses are cancelled in the North-Wellington area, Maryborough Public

School is still open to students who can get here safely. Please note that buses will not run at the end of the day and you will need to arrange transportation home for your child(ren) at 3:00 p.m. Bus cancellation announcements will be broadcast on 1460 AM CJOY (Guelph), 106.1 Magic FM, 1090 AM The Team, 105.3 Kool FM, News Talk 570 AM, 107.7 FM CKNX (Wingham) , 96.7 CHYM FM (Kitchener), and 920 AM.
All bus cancellations will be posted on the Board's website: <http://www.ugdsb.on.ca>