

# Minto-Clifford Public School



## *Student and Family Handbook*

Minto Clifford Public School  
R.R. #1,  
# 5804 Highway # 89  
Harriston, Ontario  
N0G 1M0  
Tel. 519-338-2920  
Fax 519-338-3663  
Revised June 2017



## **PRINCIPAL'S MESSAGE**

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Welcome to Minto-Clifford 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. Minto-Clifford is a JK-8 school with approximately 450 students and close to 50 staff.

A partnership between administration, teachers, students and parents is encouraged. Your child's education is a shared responsibility. Together, we 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 regarding 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 (519-338-2920) with questions or concerns that you may have.

Sincerely,

Tracey Kuchma  
Principal

Mark Turner  
Vice-Principal



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## **SCHOOL MOTTO, MISSION STATEMENT, VALUES**

### **Motto: Success For All**

**Mission:** The mission of Minto-Clifford Public School is to provide the skills, knowledge and opportunities all students need to pursue lifelong learning and, through effective teaching, nurture individual potential to ensure success for all.

### **At Minto-Clifford Public School:**

We take responsibility for our work, words and actions.

We put in our best efforts, enjoy our successes, and learn from our mistakes.

We accept each other's differences and care for each other's feelings.

We think before we speak and use words that are appropriate for school.

Our community is a safe community, a place where we treat people with kindness, respect and dignity.

No one is afraid at our school. We are free to succeed!

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## **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

## **Minto-Clifford Public School 2018-2019 Staff List**

**Principal** Tracey Kuchma

**Vice-Principal** Mark Turner

**Office Coordinator** Michele Aitken

**Administrative Office Assistant** Sonja Oakes

### **Teaching Staff**

N. Brunet

C. Burgess

A. Ferguson

A. Clark

J. Novikow

K. Werth

M. Dafoe

J. Dewar

S. Rivest

T. Domm

L. Everson

D. Wood

K. Garrard

L. Lytle

T. White-Troyer

N. McCulloch

J. McLaughlin

S. Williams

D. McMullen

G. McTiernan

K. Warmington

P. Newman

A. Draves

K. Werth

C. Sloan

H. Waechter

A. Sinclair

### **C.Y.C.**

L. Cummings

J. Worth

### **Educational Assistants**

S. Girodat

L. McCulloch

T. Leslie

B. Metzger

J. Hoffman

B. Fletcher

J. Davis

M. Lupton

### **Early Childhood Educators**

D. Cairns

M. Hibberd

T. Kid

### **Custodians**

R. Gray

D. Gray

S. Pieper

### **Board Office**

Director

Dr. M. Rogers

Superintendent

B. McDonald

Trustee

## Daily Schedule—Balanced School Day

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8:30 a.m.	Buses begin to arrive
8:30 - 8:50	Outside play
8:50 a.m.	Students Enter The School
8:50 - 10:40	Instructional Block # 1
10:40 - 11:25	Recess and Nutrition Break # 1
11:25 - 12:55	Instructional Block # 2
12:55 - 1:40	Nutrition Break # 2 and Recess
1:40- 3:20	Instructional Block # 3
3:20 p.m.	Dismissal for walkers and bus students

Nutrition Breaks: Students have a snack and a lunch period in their own classrooms supervised by a classroom teacher or a paid supervisor. Older students volunteer in primary classrooms to lend a helping hand.

## Educational Programmes

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Minto-Clifford provides English programming from Junior Kindergarten to Grade 8. Core French is provided for students in grades 4 - 8.

### Academic Subjects

**English:** Reading, Writing, Oral Communications, Media Literacy

**Mathematics:** Number Sense, Patterning and Algebra, Measurement, Geometry, Data Management

**Science and Technology:** Life Systems, Matter and Energy, Earth and Space Systems, Structures and Mechanisms

**Social Studies:** Heritage and Citizenship, Canada and World Connections

**The Arts:** Music, Visual Arts, Drama and Dance

**French:** Core French for grades 4 - 8

**Physical and Health Education:** Healthy Living, Fundamental Movement Skills, Active Participation

*\*Copies of curriculum expectations may be obtained from the Ministry of Education and Training at [www.edu.gov.on.ca](http://www.edu.gov.on.ca)*

### School Logo and Mascot

Our school teams are called the “Minto Storm.” Our school colours are green, blue and white.

## **Student Assessment/ Evaluation and Report Cards**

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### **Progress Report and Report Cards**

In November, students from grade K-8 will receive a Progress Report which indicates how your child is progressing in each subject, using progressing with difficulty, progressing and progressing well to communicate your child's progress. Standardized Ministry of Education Report Cards, which reflect the Ontario Curriculum, are sent home for Grade K- 8 students in February and in June. Achievement for students is reported through the provincial report card. Achievement is described through letter grades (A, B, C, D, R) or percentage marks, which reflect the student's highest consistent level of performance relative to the provincial curriculum expectations. The grades and the comments only reflect achievement within each individual term. Please remember to complete the Parent Comment (Page 4) and return it to the school. A copy of the provincial report card guide is available at [www.edu.gov.on.ca](http://www.edu.gov.on.ca). Teachers, students and parents meet to discuss strengths, needs and next steps. Parent and teacher interviews take place in November, or at the request of teachers or parents.

### **Academic Achievement**

Evaluation of student progress is an ongoing process that is an integral part of all learning activities. Its purpose is to find your child's areas of strength and weakness in order to provide the appropriate classroom program. Classroom participation, daily classroom work, projects, notebooks, homework, informal and formal testing and standardized tests are used to help evaluate a student's progress. We use a balance of assessment methods to monitor and improve students' learning. The following are some of the tools we use: anecdotal observations, standardized tests, teacher developed tests, rubrics, scales, checklists, conference records and running records. The Upper Grand D.S.B. uses PM Benchmarks/Fountas & Pinnel in Primary grades and CASI/Fountas & Pinnel in Junior and Intermediate grades to evaluate students' reading and comprehension. Whenever possible, evaluation criteria is shared with students so they know what is being evaluated and how. All of our evaluation is based on student achievement of the expectations outlined in the provincial curriculum.

### **Provincial, Board and School-Wide Tests**

**Provincial:** *EQAO tests of Reading, Writing and Mathematics in grade 3 and 6 (May to June)*

This is a six-hour test spread over several days that evaluates individual student achievement. The test is designed and marked by the Education Quality and Accountability Office (EQAO) and is administered by the classroom teacher. Student and school results are available in the Fall and are used by the school to evaluate curriculum plans and delivery.

**Upper Grand District School Board:**

\*Kindergarten students who are reading and all Grade 1 - 3 students have their ability to read and comprehend written text measured through the **PM Benchmark/Fountas & Pinnel assessments**.

\*Grade 4 - 8 students write the **CASI (Comprehension, Attitude, Strategies, Interests)/Fountas & Pinnel reading assessment**.

\***Canadian Test of Cognitive Skills in Grade 3 (Fall)** This standardized test is administered board-wide by grade 3 classroom teachers. The test in grade 3 is primarily used to identify Gifted students. Individual student results for this test are reported to parents.

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# School Procedures

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## Code of Positive Student Behaviour

Minto-Clifford Public School promotes positive student behaviour. We encourage students to demonstrate behaviours that are reflected in our Tribes agreements, the “Five C’s” and our Character Traits. We recognize students with a certificate at our monthly assemblies for positive actions. The behaviours are taught incidentally and explicitly through the curriculum and discussions between students, teachers, parents and the administration.

### The Five C’s

Courtesy  
Cooperation  
Consideration  
Communication  
Common Sense

### TLC Agreements

Attentive Listening  
Appreciation  
No Put Downs  
The Right To Pass —The Right To Participate  
Mutual Respect for yourself, others and things

### Upper Grand Character Traits

Respect  
Responsibility  
Honesty  
Fairness  
Compassion

## APPROPRIATE DRESS (Minto Dress Code)

- all students are expected to dress in a manner appropriate for a learning/working environment;
- clothing must be free of symbols of hate, gang membership, or images which portray violence, death, abuse, alcohol, cigarettes, drugs, racial slurs, obscene words, and political or sexual statements;
- shoes must be worn at all times; running shoes must be worn in the gym for Phys. Ed.
- hats must be removed when students enter the school building

In general context beyond the above statements, we expect students to show respect for themselves and others. Styles of clothing will change but students should come to school dressed in clothing that is suitable to their age group and the variety of activities which constitute a school day.

We expect our students to show common sense and good judgment to recognize they are in a public institution which is or maybe different from their personal choices in the community.

## Punctuality/Attendance/Safe Arrival

Students are expected to contribute to a positive learning environment in the classroom by arriving on time and ready to learn. Attending school on a regular basis is very important. If your child needs to be away from school or will be late arriving, please call the school (519-338-2920) prior to the start of classes. For your convenience, we have an answering machine to take your calls at night or early in the morning. If you are leaving a message, please leave your child’s name, grade, the teacher’s name and the reason for the absence. For example, “Michele in grade 1, Mrs. J’s class is home ill today with the flu.” Please do not leave this message on your teacher’s voice mail.

Attendance will be taken at 9:00 a.m. and 1:40 p.m. The **Safe Arrival Program** at Minto-Clifford

is a service to parents to ensure that your child arrives at school safely. It is essential that parents communicate with the school in the event of a student's absence. This may be in the form of a note sent with another student to the child's teacher or by a telephone call to the school. Your cooperation in communicating an absence will eliminate the need for a large number of telephone calls by the school and will also ensure that a child in real need is recognized as early as possible. When a child is absent in the morning or afternoon and the teacher does not have a note or telephone call explaining the absence, the school will initiate telephone calls in this order: Child's home, Parent's place of employment, Emergency number on our records, Police (as a last resort).

### **Recess**

Weather permitting, all children are expected to participate in outdoor recesses. Please dress your child appropriately for prevailing weather conditions. *Well enough to attend school - well enough for recess.*

### **Dismissal**

Parents waiting to meet students to walk them home are asked to wait outside of the school by the door where their child exits the building until the dismissal bell sounds at 3:20 p.m. This will avoid the disruption of classes prior to dismissal. Parents of Kindergarten children may wait outside the Kindergarten door on the hardtop and the teachers will meet you there with your child.. Thanks for your support!

### **Changes in Routine**

If there is a change in your child's regular school routine (e.g., early departure or late arrival for appointment), please contact the school office with a note or phone call.

If your child must leave school at any time during the school day, an adult must report this to the office by phone or with a note. Should a child return within the same day, she or he must report to the office. Parents calling to leave messages regarding a student pick-up at the end of the day are asked to call no later than 2:00 p.m.

If your child is not riding the bus at the end of the day, please write a note to both the driver and the office to let us know. Please note, students are only permitted to ride the bus(es) to which they are assigned.

If during the year you change your address, telephone number, emergency contact or work number, please contact the school so that our records are up to date. It is important that we can reach you in the case of an emergency.

### **Safety Drills**

Fire drill(6 times per year), tornado drill (once per year) , bomb threat drill (once per year) and lockdown drill (twice per year) practices are conducted during the school year. Each teacher reviews the procedures with their students so that they are well-prepared for the safety drills and a variety of emergency situations, including evacuations and emergency lock downs.

### **Visitors in the School**

For your child's safety, it is important that staff is aware of any visitors to the school. All visitors/volunteers are requested to report to the school office upon arrival. Volunteers should sign in and wear one of the volunteer tags we will provide. All visitors are asked to wait for students at the

## Leaving School Property

In order for school staff to properly supervise students, all students are expected to stay on school property for the duration of the school day. Names of students who go home for lunch, during Nutrition Break # 2, are on record in the office.

**ANY CHANGE TO THIS ROUTINE MUST BE REPORTED TO THE TEACHER AND OFFICE WITH A PARENTAL NOTE AND/OR PHONE CALL.**

## Resource Programme

Students who are identified as exceptional students, who have been placed in a regular classroom, or who have an accommodated or modified I.E.P., receive support either directly or indirectly from our Resource teacher. This help may be provided in the classroom or on a withdrawal basis. It may be individual help or within a small group. The Resource teacher works with the classroom teacher to modify programs as necessary and to develop IEP's (Individual Education Plans).



## Library/Learning Commons

The Minto-Clifford Public School library is run as an open library and maker space which means students may come to exchange books or explore at the different maker space stations whenever the library is open. They need only to obtain the classroom teacher's permission. The teacher/librarian leads the students to become independent researchers and learners of information, using a variety of resources including modern technology and media. They are encouraged to be responsible, reliable book caretakers and book lovers. They also develop competence in using media literacy and critical literacy skills.



Parents and students are able to access a variety of resources from the Board's main library at the Terry James Resource Centre. The website can be accessed through the internet at <http://library.ugdsb.on.ca/terryjames.html>. The site can also be accessed through the Board website at [www.ugdsb.on.ca](http://www.ugdsb.on.ca) by following the links. The resources of our school's library may also be accessed through the website. To search our collection, select Minto-Clifford from the School Library Catalogues drop down box. The Librarian maintains a current list of titles and resources in the M.C.P.S. Library that is linked to our school website.

## Physical Education Programme

Fitness and the development of kinesthetic skills are an integral part of each child's program. In order to best participate in the program, a pair of running shoes, or very soft soled shoes, and loose fitting comfortable clothing (a pair of shorts and a T-shirt) are recommended. We ask that when purchasing new running shoes that the soles are non-marking. Daily Quality Physical Activity helps our students to focus during learning activities and stay fit. Students are strongly encouraged to have all clothing clearly marked with their names.



## Injury at School

When an injury appears to be serious, the Principal or designate may call an ambulance. In all cases, we will do our best to contact you or the emergency contact person you have indicated, so someone can meet the child at the hospital. Please ensure your work and emergency numbers are current.



## Home and School Communication

Many studies have found that good communication between home and school is strongly correlated to academic success. At Minto-Clifford, we have many ways of keeping the lines of communication open.

- **School Newsletters:** Our school newsletter will be posted to the website during the first week of every month. To receive the newsletters or announcements by email, scroll to the bottom of our website ([www.ugdsb.ca/minto](http://www.ugdsb.ca/minto)) and subscribe. Special events or announcements may need to be sent home between newsletters with students.
- **School Twitter account:** For important announcements and reminders, follow us on Twitter @MintoStorm
- **Class Newsletters:** Teachers will send newsletters home monthly to keep you informed about upcoming events and assignments. Also, it will let you know what your child is doing in each subject area and how you can support them with their studies at home.
- **Agendas** Parents of Kindergarten students should check your child's "Message Bag" for any communication from the school. The school also encourages the use of planning agendas for grades 1– 8, that the students will be given in September. This is an opportunity for you to write notes to the teacher or notes to your child in the form of a reminder or encouraging message. Agendas are an important tool for keeping track of homework, tests, assignments, etc.
- **Assemblies:** Minto-Clifford 'Storm Pride' assemblies are held on the last Friday every month to celebrate successes, recognize achievements and promote positive student behaviour. We advertise these in the school newsletters and parents are invited to attend.
- **Ongoing Communication:** Telephone calls and notes between parents, office staff and teachers continue to serve as a useful tool in solving problems or seeking assistance or information.
- **Personal Meetings:** Teachers will have face-to-face meetings with all parents in the Fall term. Of course, meetings can be arranged with your child's teacher at anytime in the year. If you have questions or concerns, please contact your child's teacher to set up a meeting at a mutually convenient time.

## Volunteers

Our volunteers are an invaluable resource whose interactions with students make a positive difference on their school experience. Please contact your child's teacher if you are able to assist in any way. Volunteers must comply with the Board's Policy 205 relating to the Freedom of Information and Protection of Privacy Act, which states "...it is understood that the volunteer will work under the direction of an appropriate staff member and be privy to only that information that is necessary for working effectively with a student and/or for the purpose of performing the task assigned..."

In order to ensure student safety, Upper Grand District School Board policy requires that "all volunteers who work with children on a regular basis" complete an information form available in the office. All non-parent volunteers are required to obtain a police check before volunteering in the school. Volunteers work directly under the teacher's supervision.

## **School Council**

The Minto-Clifford School Council is a group of staff, parents and community members that meets regularly to discuss, plan and give feedback regarding school programs, initiatives and fundraising efforts. Elections for School Council Executive take place in September. Meeting dates and information from School Council are published in the School Newsletter and are open to anyone in the Minto-Clifford Community.

## **Community Use of Schools**

With prior approval from the Principal and Custodian, the facilities at Minto-Clifford P.S. are available for community use. A permit/application may be obtained from the school or downloaded from the UGDSB website. Please call the school for further information.

## **Wellington-Dufferin Learning Foundation**

Parents who wish to support the school have an alternative to supporting the school-wide fundraising events. The Wellington-Dufferin Learning Foundation is a registered charity enabling parents and communities to donate money to the school of their choice through this organization. A tax deductible receipt will be issued for all donations of more than \$10.00.

## **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, Intermediate Soccer, Lifetouch Picture Day
- **November:** Progress Report, Operation Christmas Child, Remembrance Day Assembly
- **December:** Food Drive, Carol Singing, Skating, Holiday Spirit Activities, Winter Break
- **January:** Floor Hockey, Volleyball, Kindergarten Registration
- **February:** Term 1 Report Card, Family Day
- **March:** Skating, March Break
- **April:** Easter Break, Earth Day, Intermediate Basketball, Graduation Pictures, Spring Pictures
- **May:** EQAO Testing, Education Week events, school Track and Field Day,
- **June:** Junior and Senior Kindergarten 'Moving Up' Ceremony, Term 2 Report Cards, Junior/ Intermediate 3-Pitch, Track and Field Area Meets, Grade 6 Camp, Grade 7/8 Trip (Quebec every other year), Grade 8 Graduation

main office or in the foyer. For the safety of our students, please DO NOT proceed to classrooms to pick up a child.

## **Parking**

*Please note there is no parking available in front of the building as **NoParking/ Fire Route** signs have been posted along the sidewalk in front of the school.*

A limited amount of parking is available in the lot in front of the school. To avoid the end of day congestion in our already full parking lot, you can arrange to meet your child at the church parking lot or at the Lawrence Street gate. Some parents meet their child where the path exits on to George Street.

## **Bus Trips/ Walking Excursions/ Extended Trips**

Field trips are scheduled during the school year as part of the regular program of study. These short trips include activities or events, which are an integral part of the school program and are regulated by our Board's Educational Field Trips Policy 508. Parents are notified of the field trip in advance and are asked to sign a parental permission slip. There will usually be a charge for the field trip. No student will be excluded from a trip for monetary reasons.

Two types of excursions may be made available to your child:

- Day or half-day trips frequently arise throughout the year as teachers learn of opportunities to enhance their programs.
- Extended trips (or sleep-over trips) are reserved for Junior or Intermediate students.

## **Bus Trips**

Throughout the year, teachers plan field trips for students requiring bus transportation. Blue trip forms must be signed by parents to give permission for students to attend.

## **Walking Excursions**

From time to time, various classrooms will be going on short walking trips around town as part of their regular program. The trips could take the form of going to the store, going to the county library, going on a nature walk, etc. You will be informed as these trips come up; however, a permission form will not be sent home for each walking excursion.

*A form will be sent home during the first week of school for consent on a one-time basis to cover short walking trips.*

## **School and Board Policies and Procedures**

### **Immunization**

The Immunization of School Pupils Act 1982 indicates that the Medical Officer of Health must have a complete Immunization record on every child who attends school. The act requires pupils up to 18 years of age to provide proof of up to date immunization against the six designated diseases: diphtheria, tetanus, polio, measles, mumps or rubella, or a statement of exemption which may be granted only for medical reasons or religious or conscientious objection. The Wellington-Dufferin-Guelph Health Unit will suspend from school any student who has failed to comply with this law. The parents of the students involved will be given a letter from the Health Unit. Your immediate cooperation will avoid the suspension of your child.

### **Medication**

All student medication **MUST** be kept at the office (e.g., pills). The staff is not permitted to

administer medication to students without prior completion of a Consent for Administration of Oral Medication form. The consent form, obtained through the school office, indicates the doctor's directions and, of course, gives your approval for the Principal or designate to administer both prescription or non-prescription medication.

### **Communicable Diseases**

In cases of communicable diseases, students have to remain at home for the entire period of isolation as outlined by the Medical Officer of Health. If you want your son/daughter to return earlier, you must have a certificate from a physician.

### **Student Illness**

Parents are asked to make alternate arrangements for students who are too ill to participate in a full day at school. Students will be expected to go outside for recess if they are well enough to be at school. Should your child become ill at school, the office will contact you or your emergency contact. Please ensure that your child has a place to go if he or she becomes ill.

### **Special Health Concerns**

Parents of students with life threatening allergies or conditions must complete a **Life Threatening Management Plan** and have it signed by a physician indicating medication required and course of action to be taken. Staff is made aware of all students in the school who are at risk and are trained in the use of an epi-pen, First Aid and C.P.R. In all illness and accident situations, either the office or the teacher will inform parents. The school has a detailed emergency response plan to deal with serious incidents and many staff members are trained in First Aid and C.P.R. While Minto-Clifford is **NOT** a peanut free school, classes where students have food allergies are prohibited from having that food in the classroom. *We appreciate your co-operation in providing a safe environment for all students.*

### **Pediculosis/ Head Lice/ Nits**

Head lice are considered a 'health nuisance' and pose no threat to your child's health. However, they spread quickly between children through direct contact and are difficult and expensive to clear up after they arrive at your house. A 50% vinegar and 50% mineral oil solution is a proven non-chemical means to rid your child of head lice. Nits need to be removed manually. Periodic checks are held throughout the school year, particularly during peak head lice season. If there are live lice, we will ask you to pick up your child as soon as possible. All nits need to be removed daily from each family member's head by using your fingers or a special comb to slide them off each hair strand. Continue to check your child's hair every week, using direct sunlight or a bright light if possible.

### **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 Minto Road Superintendent. When conditions exist such that buses are cancelled in the North-Wellington area, Minto-Clifford 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.

## **Board Transportation Policy**

The Board considers the safety of students to be of paramount importance and will take all reasonable precautions to ensure all aspects of the transportation system comply with the appropriate Acts, Regulations and Safety Standards. The Board will co-operate with Provincial and local Police in all matters related to school bus safety.

In accordance with our school's Code of Conduct and the Board's Transportation Policy, a student who rides a bus shall:

- Follow the driver's directions.
- Obey the bus patroller.
- Be courteous and respectful at all times.
- Keep off the travelled portion of the road on the way to the pick-up point.
- Arrive at the pick-up point not earlier than ten (10) minutes and no later than five (5) minutes before scheduled pick-up time.
- Ride only the bus assigned.
- You must be picked up and discharged only at designated stops.
- Keep books, lunch boxes and bulky items on the student's lap.
- Leave windows closed, unless authorized by the driver to open them.
- Keep arms, hands and materials inside the bus at all times.
- Do not carry potentially dangerous or objectionable objects and/ or materials.
- Do not eat food or chew gum on a school bus.
- Remain seated while the bus is in motion.
- Whenever possible, leave the last row of seats vacant.
- You will be held responsible for damage done to the bus due to vandalism or improper behaviour.

### **Loading Procedures**

1. Arrive at the bus stop five (5) minutes before pick-up time.
2. Stand well away from the road until the bus is stopped.
3. Line up in single file, and when the bus is stopped, board the bus in an orderly fashion, using the hand-rail.
4. If it is necessary to cross the road to board the bus, wait for the driver's direction before crossing, and stay at least five (5) to eight (8) paces in front of the bus when crossing.

### **Unloading Procedures**

1. Stay in the seat until the bus comes to a stop.
2. Leave the bus in an orderly fashion, using the hand-rail.
3. If his/ her lane is directly beside the door of the bus, continue up the lane.
4. If it is necessary to walk to his/ her lane way, remain at the stop, a safe distance of three (3) feet from the bus, until the bus has departed.
5. If it is necessary to cross the road, line up in single file and, when everyone is lined up, cross under the direction of the driver, and stay at least five (5) to eight (8) paces in front of the bus when crossing.

### **Parent Reminders**

Please know your child's bus number. Go onto [www.findmyschool.ca](http://www.findmyschool.ca) to find more information about your child/rens busing information. Students are not allowed to change buses. Students who arrive at school on the bus are expected to return home on the bus. Written permission by the parent is required for exceptions. The bus is an extension of the school. The same Upper Grand District School Board policies and rules apply to both.

All bus cancellations will be posted on the Wellington-Dufferin Student Transportation Services website: <http://www.stwdsts.ca>

### **Bus Safety**

Much time, effort and cooperation between school personnel and bus personnel has been spent on developing routines, procedures and expectations to ensure that your child has a safe ride to and from school.

Some students, who are normally bus students, choose to walk or ride their bicycles to school for the entire school year or in the fall and then again in the spring. If this is the choice that is made, we ask that parents inform us of this decision with a note. It is important to realize that once this decision is made, students must stick with it. Students are allowed to ride only on the bus they have been assigned to by the Board's Transportation Department.

The cooperation of our parents to frequently review expectations at home will enhance a pleasant and safe ride on the bus. We thank you in advance for your continued support in this matter.

### **Student Accident and Life Insurance**

The Upper Grand District School Board offers accident and life insurance policies for students attending its schools. Application forms and related information will be sent home during the first week of school. Please note carefully: If you wish coverage for your child(ren), parents are asked to follow the instructions as to where to return the necessary forms.

### **Wellington-Dufferin Learning Foundation**

Parents who wish to support the school have an alternative to supporting the school-wide fund-raising events. The Wellington-Dufferin Learning Foundation is a registered charity enabling parents and communities to donate money to the school of their choice through this organization. A tax deductible receipt will be issued for all donations of more than \$10.00.

### **Ontario School Record (OSR)**

When a child registers for Kindergarten, the school initiates an Ontario Student Record (OSR). This folder stays with your child until the end of his/her secondary school education. The OSR is a record of a student's educational progress through school in Ontario. The contents of the OSR are for the information and use of supervisory officers, the principal and the teachers of the school.

Material contained in the OSR is to be used for the improvement of instruction for the student. Each student and the parent(s), barring any court orders denying access, or guardian(s) of a student who is not an adult, shall have access to the student's OSR. Please contact the office if you have any questions about this information.

## ***Student Information***

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### **Milk Program**

We are pleased to continue offering milk to the students at Minto-Clifford P.S. White and chocolate milk cards can be bought. Details regarding the start up date will follow, but milk is usually available beginning in mid-September during the second nutrition break.

### **Food Orders**

Food order forms go home each term for families to preorder. Orders and money are sent to your child's homeroom teacher. All of the lunches meet the Ministry of Education's School Food and Beverage Policy.

### **Playground**

There are three designated play areas in our schoolyard. JK and SK students have a designated area to play in the grass, on hard top and playground area located outside the Kindergarten classrooms. All other students have access to east, north and west areas of our school yard.

We will continue to develop the play areas at the school with the support of the School Council's Fundraising Committee, and input from staff, students and parents. Please remember yard is not supervised until 8:30 am.

### **For Safety Reasons**

- Aerosol cans (Axe, etc.) are not permitted on school grounds. Stick deodorant is a recommended option.
- Bicycles, scooters, roller blades, 'wheelie,' shoes, and skateboards must not be ridden on school property.
- Bicycles should be locked in designated areas during the school day.

### **Bus Note**

If your child will be picked up at the end of the day, we ask that you notify the school with a note or a phone call early in the day, prior to 2:00 p.m. if possible. Communication is the key to ensuring the safety of your children.

### **Devices**

Minto-Clifford has computer carts with chromebooks for students to use in their classroom learning activities. The Computer Use Policy that follows is explained to students each year.

### **Conditions for Use of Computer Networks and Internet**

The Internet is a dynamic, educational resource, which dramatically expands the classroom by delivering current information, data and images from around the world. The Internet offers unique opportunities to educate, inform and communicate. Students and staff using the resources of the internet will develop the ability to access, analyze, evaluate and manage information - essential skills in today's rapidly changing society.

We believe that the valuable information and interaction available to users through the resources of the Internet far outweigh the possibility that users may access material that may be inappropriate and inconsistent with school and community values. While teachers will monitor the use of computers by students, ultimately, it is the responsibility of the student to guard against unacceptable information. Copies of the complete Upper Grand District School Board's "Acceptable Use Policy for Computer

Network and Internet Use,” which includes the information summarized below, are available in the school office.

School administrators will determine what is inappropriate use, and their decision is final. Failure to observe these guidelines will result in loss of computer privileges and/ or other consequences consistent with Board policies and procedures.

### **User Responsibilities**

Each user will comply with the following conditions:

- using UGCloud e-mail and Internet access in support of education and research, and in a manner consistent with the educational beliefs and objectives of the school and Board
- accepting full responsibility for his/ her own exploration of the Internet
- respecting the privacy of others
- adhering to school standards of courtesy and behaviour
- promptly reporting to staff any inappropriate e-mail or Internet data

### **Unacceptable Practices**

These include, but are not limited to:

- accessing or distributing inappropriate material
- using the network for any unauthorized, illegal, inappropriate or obscene purposes
- using the Internet/ Network for financial gain or commercial activity
- plagiarizing or violating copyright, violating network security, accessing, vandalizing, damaging or disabling the property of another user
- engaging in any form of harassment on the network or allowing others the access to personal passwords or accounts
- posting personal contact information
- re-posting or forwarding personal communications without the approval of the author

### **Bring Your Own Device (BYOD)**

We recognize that many students use and depend on devices on a daily basis. With staff permission, students may be permitted to use their devices during specific learning times. If these items are at school, please realize that Minto-Clifford will not be responsible for items that are lost, stolen or damaged. Electronics are never to be used in the following areas: hallways, washrooms, change rooms, or on the yard. Students may not take pictures, videos or audio or post anything to the internet. Failure to follow these conditions will result in the loss of this privilege.



## **Freedom of Information**

Each September the school will send home the details of the Municipal Freedom of Information and Protection of Privacy Act. The document outlines how the school and the board may use student's names and images. If you do not wish your child's name used for any purpose, please write to the principal directly outlining your objection. **"In keeping with privacy legislation and to keep our children safe, the Upper Grand D.S.B. will no longer publicly post class lists or make class lists available to parents.**

## **Custody/ Access Orders**

Your child's emotional and physical well-being is always of the utmost concern for Minto-Clifford Public School. Please send any Legal copies of Custody or Access orders affecting your child, to the office.

## **Student Leadership**

Student leadership is key to the success of any school. Intermediate students are asked to volunteer to work with staff to help develop and organize activities for the school. Their objectives are: (1) to provide a variety of activities for the students at Minto-Clifford and (2) to develop leadership skills. These students help organize events such as Spirit Days, Food Drives, We Day activities and special occasion activities.

## **Lost and Found**

Articles brought to school are often misplaced or forgotten. All clothing is returned promptly to the owner if a label or the identification is evident. Since many children's items of clothing are virtually identical, please ensure that your child's running shoes, boots, gym clothes, jackets, lunch boxes and books are clearly labeled with their name in some permanent fashion. If items are lost, this will help us to return them to their rightful owners. Anonymous items are placed in a box outside the custodian's room in hopes that children will recover lost items. Students are asked to leave valuables at home. These items are displayed during the year so that all students may view the articles. Morning announcements serve as a reminder to students to check the lost and found box. Unclaimed items may be found in the lost and found box and will be displayed periodically so students and parents may claim forgotten items. Unclaimed items at the end of each term will go to a local charity.

## **Instrumental Music**

Our instrumental music program is offered to Grades 7 and 8 students. Instruments for use in the program may be signed out for practice purposes. Large instruments may not be transported on the bus.

## **School Activities**

Minto-Clifford Public School is a busy place! Both intramural and extracurricular activities are available to students. Students are encouraged to become involved in a variety of activities. Service work within the school is also encouraged: bus patrollers, office helpers, library helpers, etc.

## **Social Responsibility**

Minto-Clifford (staff, students and parents) also support various charitable organizations throughout the year. Examples include; Terry Fox, Heart and Stroke, Local food bank, United Way, Royal Canadian Legion poppy fund, Me to We, and other needs as they occur.

## **HOMEWORK HELPS! Our Homework Policy**

### **What is homework?**

At Minto-Clifford Public School, we believe that:

- Homework is a chance to practise, reinforce and extend a learning experience.
- Parental involvement is essential for student success in school.
- Homework provides opportunities for students to develop commitment, initiative, self-discipline, time-management skills and responsibility.

### **What kinds of homework will my child be assigned?**

- Home reading (fiction and non-fiction books, newspapers, magazines, comics, etc.)
- Completion, or correction, of any work assigned in class for that day.
- Make corrections or revisions work already completed.
- Practise math facts (addition, subtraction, multiplication, division) or word problems.
- Independent projects. These are reduced as much as possible due to the fact that families are busy and teachers need to mark students' independent work.
- Extra practice of skills (e.g., grade level sight words, counting, money or telling time).

### **Homework and the Ontario Curriculum**

Homework is part of the Learning Skills section of the Ontario Curriculum, and is therefore part of a student's evaluation. The following are expectations which may apply:

- completes homework on time and with care
- comes to class prepared to learn
- puts forth a consistent effort
- follows directions
- shows attention to detail
- demonstrates interest and enthusiasm in assignments
- organizes materials and equipment effectively
- utilizes time efficiently
- perseveres with complex projects that require sustained effort

### **Students' Responsibilities:**

- \* should use agendas daily (Grades 1 - 8)
- \* show parents their work
- \* complete homework to the best of their ability and hand it in
- \* meet with teacher to ask for help when required

### **Parents' Responsibilities:**

- \* check your child's agenda daily
- \* set limits for after-school activities
- \* encourage student responsibility for homework
- \* provide an environment free from distractions
- \* monitor and give appropriate assistance
- \* communicate with your child's teacher if you have any questions

### **Teachers' Responsibilities:**

- \* encourage student responsibility for homework,
- \* assign homework on a weekly basis whenever possible
- \* check homework and provide feedback
- \* communicate homework expectations to parents and students
- \* communicate with other teachers to ensure that several assignments are not due on the same day (Intermediate) and check periodically to ensure that communication methods are working (e.g., agendas).