

# PAISLEY ROAD PUBLIC SCHOOL

## Family Handbook 2016 -2017



406 Paisley Road  
Guelph, Ontario  
N1H 2R3



# Welcome to Our School!

We welcome you and your children to our school and we look forward to sharing this busy and exciting year together!

We have prepared this handbook as a reference and resource. It is designed to familiarize you with our school and is just one way that we have of fostering communication between home and school. We value your comments, compliments or suggestions. Please feel free to contact our school at any time should you have concerns or questions about your child.

We trust you will find success and enjoyment this school year as your children work to learn and grow.

We are very proud of our academic program because our teachers do their very best to provide learning opportunities that are designed to challenge individual students.





# ELEMENTARY School Year Calendar 2016-2017

Legend: **H** - Statutory Holiday      **P** - Professional Activity Day      **B** - Board Designated Holiday

FINAL - Ministry Approved

## CYCLE DAY CALENDAR

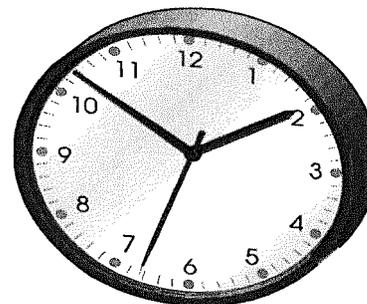
| Month          | 1st Week |        |        |        |        | 2nd Week |        |        |         |         | 3rd Week |    |    |    |    | 4th Week |    |    |    |    | 5th Week |    |    |    |    |    |    |    |   |   |
|----------------|----------|--------|--------|--------|--------|----------|--------|--------|---------|---------|----------|----|----|----|----|----------|----|----|----|----|----------|----|----|----|----|----|----|----|---|---|
|                | M        | T      | W      | T      | F      | M        | T      | W      | T       | F       | M        | T  | W  | T  | F  | M        | T  | W  | T  | F  | M        | T  | W  | T  | F  |    |    |    |   |   |
| August 2016    | 1<br>H   | 2      | 3      | 4      | 5      | 8        | 9      | 10     | 11      | 12      | 15       | 16 | 17 | 18 | 19 | 22       | 23 | 24 | 25 | 26 | 29       | 30 | 31 |    |    |    |    |    |   |   |
| September 2016 |          |        |        | 1      | 2      | 5<br>H   | 1      | 2      | 3       | 4       | 8        | 9  | 10 | 11 | 12 | 15       | 16 | 17 | 18 | 19 | 22       | 23 | 24 | 25 | 26 | 29 | 30 | 31 | P |   |
| October 2016   | 3<br>4   | 4<br>5 | 5<br>1 | 6<br>2 | 7<br>3 | 10<br>H  | 4      | 5      | 1       | 2       | 3        | 4  | 5  | 1  | 2  | 3        | 4  | 5  | 1  | 2  | 3        | 4  | 5  | 1  | P  | 2  |    |    |   |   |
| November 2016  |          | 1<br>3 | 2<br>4 | 3<br>5 | 4<br>1 | 7<br>2   | 8<br>3 | 9<br>4 | 10<br>5 | 11<br>1 | 14       | 15 | 16 | 17 | 18 | 21       | 22 | 23 | 24 | 25 | 28       | 29 | 30 |    |    |    |    |    |   |   |
| December 2016  |          |        |        | 1<br>4 | 2<br>5 | 5<br>1   | 6<br>2 | 7<br>3 | 8<br>4  | 9<br>5  | 12       | 13 | 14 | 15 | 16 | 19       | 20 | 21 | 22 | 23 | 26       | 27 | 28 | 29 | 30 | H  | H  | B  | B | B |
| January 2017   | 2<br>H   | 3<br>B | 4<br>B | 5<br>B | 6<br>B | 9        | 10     | 11     | 12      | 13      | 16       | 17 | 18 | 19 | 20 | 23       | 24 | 25 | 26 | 27 | 30       | 31 |    |    |    |    |    |    |   |   |
| February 2017  |          |        | 1<br>2 | 2<br>3 | 3<br>4 | 6        | 7      | 8      | 9       | 10      | 13       | 14 | 15 | 16 | 17 | 20       | 21 | 22 | 23 | 24 | 27       | 28 |    |    |    |    |    |    |   |   |
| March 2017     |          |        | 1<br>1 | 2<br>2 | 3<br>3 | 6        | 7      | 8      | 9       | 10      | 13       | 14 | 15 | 16 | 17 | 20       | 21 | 22 | 23 | 24 | 27       | 28 | 29 | 30 | 31 | B  | B  | B  | B | B |
| April 2017     | 3<br>4   | 4<br>5 | 5<br>1 | 6<br>2 | 7<br>3 | 10       | 11     | 12     | 13      | 14      | 17       | 18 | 19 | 20 | 21 | 24       | 25 | 26 | 27 | 28 |          |    |    |    |    |    |    |    |   |   |
| May 2017       | 1<br>1   | 2<br>2 | 3<br>3 | 4<br>4 | 5<br>5 | 8        | 9      | 10     | 11      | 12      | 15       | 16 | 17 | 18 | 19 | 22       | 23 | 24 | 25 | 26 | 29       | 30 | 31 |    |    | H  | 1  | 2  | 3 | 4 |
| June 2017      |          |        |        | 1<br>3 | 2<br>4 | 5        | 6      | 7      | 8       | 9       | 12       | 13 | 14 | 15 | 16 | 19       | 20 | 21 | 22 | 23 | 26       | 27 | 28 | 29 | 30 | P  | 4  | 5  | 1 | 2 |
| July 2017      | 3<br>H   | 4      | 5      | 6      | 7      | 10       | 11     | 12     | 13      | 14      | 17       | 18 | 19 | 20 | 21 | 24       | 25 | 26 | 27 | 28 | 31       |    |    |    |    |    |    |    |   |   |



## OUR SCHOOL DAY

### Bell Times:

|  |                    |
|--|--------------------|
| Entry Bell                               | 8:45 a.m.          |
| 1 <sup>st</sup> Nutrition Break / Recess | 10:25 - 11:10 a.m. |
| 2 <sup>nd</sup> Nutrition Break / Recess | 12:50- 1:35 p.m.   |
| Dismissal                                | 3:15 p.m.          |



## SAFE ARRIVAL PROGRAM

Schools operate a Safe Arrival Program in conjunction with daily attendance. Parents/Guardians are requested to notify the school in writing or by telephone when a child will be late or absent. Parents are expected to provide the names and current telephone numbers of emergency contacts to be notified in case of an unexplained absence. In all cases where a child is absent from school and the school does not receive a phone call or note, the school will initiate phone calls in this order: child home, parent/guardian's workplace, emergency number, police (last resort)

Please help with our safe arrival program by:

- Calling the office each day if your child is going to be absent or late. We have an answering machine on 24 hours a day. Please feel free to leave a message on our automated answering machine at any time. The number is 822-0675 ext. 100
- Giving your child's teacher a list of days and times that your child will be withdrawn from school for music lessons, etc. on a regular basis.
- Arranging a taxi ahead of time if your child will be taking one. It is important to limit interruptions during class time.

If your child is absent and we have not heard from you, then we will call home, work and emergency numbers to check the reason.

### Checking Out:

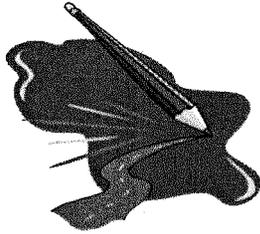
Students who must leave the school for any reason, including illness, must officially check-out with their teacher and the school office. Students who are ill will not be allowed to leave until their parents or the emergency contact have been contacted by the school office. It is our preference that younger children be picked up by caregivers. Students who normally eat at school will require a note giving them permission to leave the school grounds.

### Lates:

**LATE STUDENTS MUST REPORT TO THE OFFICE.** Being on time is an important lesson to learn for later in life.

## PERSONAL INFORMATION

Personal information about your child is kept on file; this information is confidential, kept secure and is only available to Paisley Road staff. It is important that this information be kept up-to-date. Home and work telephone numbers, addresses, medical information, and emergency contacts are vital in emergencies. Please make sure that you inform us when changes occur.



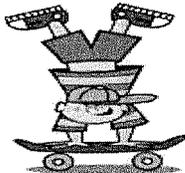
The school does not release personal information without parental consent. We are unable to share the names, addresses, or telephone numbers of other parents in the school community.

## ACCESS TO SCHOOL

All visitors to the school (including volunteers) are required to report to the main office. Visitors must sign a visitor's log and may be asked to wear a visitor's identification tag.

## CUSTODY OF A CHILD

Usually, unless otherwise directed by a court of law, both natural parents have full access to the students and their records. If for some reason, these rights are restricted, legal documentation must be on file at the school. Occasionally, parents may wish their child to assume a name other than that on the birth certificate. We must have a court order or a written request for this to be done. Please call the school office for full details.



## **SAFETY**

For the safety of all students, the use of skateboards, roller blades, scooters, and wheelie shoes is not permitted on school property.

## MEDICATION AT SCHOOL

Parents are required to complete a form and submit all medication to the main office where it will be administered. Medication **MUST** be in its original labeled container with the dosage authorized by the doctor clearly visible. **With parental permission, students may keep asthma medication on their person in addition to keeping necessary medication stored in the office.** Please contact the school office if your child suffers from a condition that may be Life-Threatening unless medication is administered immediately. A special consent form must be completed and up-to-date medication provided.

**Please** assist the office by administering most medication at home if at all possible.

The school office does not keep non-prescription medication such as Advil, Tylenol etc. for student use. If your child requires this type of medication at school, then a medication form must be filled out and brought to the office along with the appropriate medication in its ORIGINAL PACKAGING

## **STUDENTS WITH LIFE-THREATENING ALLERGIES**

### ***Sabrina's Law***

An Act to Protect Anaphylactic Pupils came into effect January 2007. This legislation makes it mandatory for all schools to minimize the risks for students who have life-threatening allergies through the development and implementation of School and Student Anaphylactic Management Plans.

In support of the Provincial legislation, the Upper Grand District School Board has established policy, which covers life-threatening allergies.

While the Board and schools can't assume responsibility for providing an "allergen-free environment," schools are aware of students with life-threatening allergies and take precautions to reduce risks. Once again, we are appealing to parents not to send food or snacks containing peanuts or tree nuts.

## LIFE-THREATENING ILLNESS

Parents, please notify the school if your son/daughter has an anaphylactic allergy. Please supply the school with information on the life-threatening allergy at the time of registration or if this becomes a newly diagnosed allergy by your family physician. This information must be kept up-to-date throughout the school year.

The school will review each anaphylactic student's Life Threatening Management Plan. Paisley Road will keep a record of the following:

- i) information on the type of life-threatening allergy;
- ii) school monitoring and avoidance strategies;
- iii) current treatment (medications);
- iv) an emergency action plan which is accessible in the school;
- v) copies of any prescriptions;
- vi) instructions from the student's physician, and
- vii) current emergency contacts.

Student computer information will be "flagged" which will allow staff and administrators access to a quick snapshot of this information. All staff will have a compiled list of all students with a Life Threatening Illness in their classroom.

## IMMUNIZATION

Provincial law requires that all students have up-to-date vaccinations. Please consult your family doctor or local Health Unit for more information.



## COMMUNICABLE DISEASE

Communicable diseases cause a significant loss of time for students. Many can be prevented by immunizations; others, as yet, are not preventable.

It is important that children not be sent to school when ill or return to school before the isolation period is completed. Observance of these precautions will reduce the number of cases.

The following is the isolation period for some of the more common diseases:

|                     |                                   |
|---------------------|-----------------------------------|
| Chickenpox.....     | 7-10 days until spots are cleared |
| Jaundice.....       | until recovery                    |
| Red Measles.....    | 7 days                            |
| German Measles..... | 5 days                            |
| Mumps.....          | until swelling has disappeared    |
| Scarlet Fever ..... | 7 days                            |

## HEAD LICE

The following information may be of some help to you in the identification and treatment of head lice should your child become infected.

### **Signs And Symptoms**

- persistent itching and scratching of the scalp;
- whitish oval-shaped tiny eggs called nits glued to the hair shaft;
- most frequent locations are at the back of the head and behind ears.

**Treatment** - There are several medicated shampoos on the market: Nix, Para-lice, Kwellada, gBh, a 200, Bornex, Cuprex.

**Caution:**

Please follow the manufacturer's instructions very carefully. After the hair has been treated, an application of warm vinegar may be used to help loosen the nits, which can be removed with a fine-tooth comb.

**Important:**

Examine the heads of the entire family, as well as close contacts. Thoroughly cleanse brushes, combs, head gear, all bedding and clothing that have been in contact with the affected person. School-wide lice checks will be held and parent volunteers may assist in the process.

**APPOINTMENTS**

We recognize that medical, dental appointments, etc. may take place during the school day. We request, where possible, interruptions to your child's and his/her class's learning be minimal and that pick up time be at recess breaks. Please forward a note to your child's teacher. When returning to school, students should sign into the office and the office staff will escort students to their classrooms.

**VOLUNTEERS**

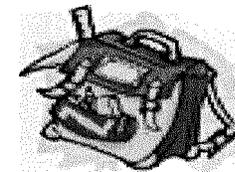
The UGDSB acknowledges the value of volunteers in schools in improving students' learning and encourages you to contact the school to join our team of volunteers. Volunteers are requested to complete an information form and sign a confidentiality statement. Volunteers will work under the direction of the Principal and school staff. At the discretion of the principal, volunteers may be required to submit a recent Criminal Reference Check.

**CHILD ABUSE PREVENTION POLICY AND PROGRAMS**

The UGDSB places a high priority on student safety. The Child Abuse and Prevention Policy is evidence of our commitment to this priority. In compliance with the Child and Family Services act, all Board employees are obliged to report suspected child abuse and children in need of protection to Family and Children's Services. In addition, as required in the policy, we teach age-appropriate lessons to help our students identify abuse and to protect themselves from abusive situations. The goal is to provide children with the tools they need to keep themselves safe. The lessons cover a broad range of safety issues, including bullying, stranger danger, and abuse by a known and trusted adult.

**SCHOOL MATERIALS**

Pupils are expected to be responsible in their use of basic school supplies, including pencils, erasers, notebooks, paper, workbooks and textbooks. Most, if not all, school property and materials such as texts and library books are marked with a school stamp. Please be watchful of such things being left home for extended periods as they may be overlooked and become lost to the school.

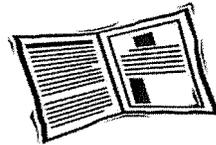


## LOST AND FOUND



During the school year, many hundreds of dollars worth of clothing and other items are lost and turned into the Lost and Found. Students are encouraged to search out lost items and are often successful in locating missing property if they do so! We would appreciate you checking it as well when in the school. You may find some familiar items too! Labeling your child's property is most helpful in returning found property to the proper owner.

## SCHOOL NEWSLETTER



In an effort to reduce consumption of paper and provide a good example to our students, our school newsletter will be posted on the web site at the beginning of each month. Each newsletter will contain information that is relevant to the upcoming month of our school. This is a great way to keep abreast of school activities and announcements.

## TEACHER SUPERVISION

Teachers are on duty in the morning beginning at 8:40 a.m. They are also on duty during nutrition breaks, at recesses and the end of the day. For safety, we ask students not to arrive before 8:40 a.m.

## SAFETY PATROLS

Our safety patrols are volunteers, usually from grades 5 and 6, who receive formal instruction about how to help our students cross the street. We appreciate your help in stressing to your



CoolClips.com

| Safety Patrol Crossing            | Patrol Times           |
|-----------------------------------|------------------------|
| Paisley Rd. School Driveway       | 8:30-8:45<br>3:15-3:35 |
| School Parking Lot and Roundabout | 3:15-3:35              |

child the importance of obeying the patrols and in using the patrol crossing properly. Any questions or concerns about patrols should be directed to our admin team.

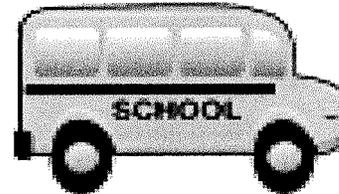
Between 8:30-9:15 a.m. and 3:00-3:45 p.m. the parking lot will be closed to community automobile traffic. Only staff vehicles, taxis and the school buses will be allowed to enter and leave the parking lot during these times. If you drive your child to school or pick up your child at the end of the day, you will have to park on a nearby side street or at the front of the school on Paisley Road.

**PLEASE HELP US KEEP OUR STUDENTS SAFE!**

## BUS STUDENTS

All students (K-6) who are eligible to ride our bus (French Immersion students in Central and Shelldale areas) are expected to ride the bus at all times. Any student may give up the privilege of using the bus on the understanding that this is a permanent arrangement for the school year. In the interest of safety, if your child occasionally does not ride the bus, (e.g. music lessons) **it is imperative that**

**the office be notified in writing.**



Bus pick-up points are chosen by the Board of Education's Transportation Department. Although our buses run on a very tight schedule, pick-up times may vary due to many conditions.

Please instruct your child to wait if the bus is late arriving. Children should be at their stop no later than 5 minutes before designated pick-up time. Busing is a privilege and should be treated with respect by your child. Please help reinforce the importance of good behaviour.

### SCHOOL COUNCIL

The goal of School Council is to ensure cooperative and effective partnerships with the school community. Our Council is an advisory body that includes members from the various groups that make up the school community. This includes the Principal, parent representatives, teaching staff, non-teaching staff and a council-appointed community representative (who may also, but not necessarily, be a parent). The School Council meets monthly during the year on every 2<sup>nd</sup> Tuesday of the month at 6:30 in the school library. Everyone is welcome to participate in our School Council. Volunteers are always needed to help with the numerous committees. This important group contributes much to school life.



### INCLEMENT WEATHER

Please listen to the radio on snowy days to learn of school bus cancellations and school closures. **If buses do not run in the morning, they will not run in the afternoon.** When you hear the radio announce that "South Wellington and the City of Guelph School transportation is cancelled" - your child's bus or taxi is cancelled. During times of inclement weather please listen to: **CJOY 1460 AM, CIMJ 106.1FM,CKKW 1090FM, CFCA 105.3FM,CHYM 570 AM, CHML 900 AM, CJXY 95.3FM, CKOC 1150 AM.**

### EVALUATION & REPORT CARDS

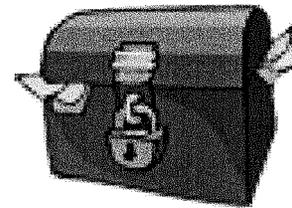
Teachers use a variety of methods to determine each pupil's achievement throughout the year. These would include observations of learning, tests (written and oral), assignments, personal interviews and samples of day-to-day work. These varied approaches allow teachers to use the method(s) which best suit individual pupils, subject areas and grade levels.



### VALUABLES

**Money and other valuable items should not be brought to school.** It is impossible for us to make sure that nothing is lost or stolen. Board insurance does not cover the personal property of students and the school cannot be responsible for it.

Personal radios/CO players/electronic games/toys, etc. often go astray. We urge students not to bring these items to school.



*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.

Guiding Principles

We believe that:

- Student learning is our focus.
- The learning process is open-ended.
- A safe, respectful learning environment fosters personal growth.
- An environment of high expectations promotes higher achievement.
- Teachers make a significant difference in the lives of our students.
- Education is a community responsibility.
- A commitment to values guides actions and behavior.
- Embracing diversity contributes to the strength of the community.