

PALMERSTON PUBLIC SCHOOL

*530 Prospect Street
Palmerston, Ontario
N0G 2P0*

Telephone: 519-343-3520

Fax: 519-343-2491

<http://www.ugdsb.on.ca/palmerston/index.aspx>

PARENT/STUDENT HANDBOOK 2019-2020

"BE THE BEST YOU CAN BE"

"FAIS DE TON MIEUX"

Dear Parents:

Palmerston Public School is a K-8 dual track (English and Immersion French) school with approximately 450 students and 45 staff members. While your child(ren) attends Palmerston Public they will be immersed in a caring, helpful, co-operative atmosphere where their well-being and happiness is of prime importance.

A partnership between administration, teachers, students and parents is encouraged. Your child's education is a shared responsibility. Together, with all members of our school community, we will support and encourage the growth and development of happy, secure, skilled individuals.

By creating an atmosphere of mutual respect and dignity combined with high standards and expectations we will work with you to develop a positive self-image in each child.

MISSION STATEMENT AT PALMERSTON PUBLIC SCHOOL

The mission of Palmerston Public School, in partnership with our communities, is to foster growth, integrity and educational excellence in every individual child, through an effective use of resources and programs, in a safe and secure environment.

Tracy Baker
Principal

Heather Dyer
Vice-Principal

AT PALMERSTON PUBLIC SCHOOL

WE STRIVE TO BE

"THE BEST THAT WE CAN BE!"

"FAIS DE TON MIEUX"

PALMERSTON PUBLIC SCHOOL STAFF INFORMATION

Kindergarten English	-	Mrs. Leesha Verbeek; ECE - Ms Amy Page
Kindergarten English	-	Mrs. Meghan Doig; ECE – Ms. Danielle Leies
Grade 1 English	-	Mrs. Michelle Pratt
Grade 1/2 English	-	Mrs. Melanie Fairbrother
Grade 2/3 English	-	Mrs. Marian Stroeder
Grade 4 English	-	Mrs. Laura Arand
Grade 4/5 English	-	Mr. Greg Wells (LTO for Mrs. Jessilyn Uhrig)
Grade 5/6 English	-	Ms. Cheryl Fairman
Grade 6 English	-	Mrs. Chloe Reinhart
Grade 7/8 English	-	Ms. Shawnee Pilbeam
Grade 7/8 English	-	Mr. Shawn Reinhart
French Immersion Kindergarten	-	Mme. Nichole Bullock; ECE – Mlle Grace Baker
French Immersion Kindergarten	-	TBD; ECE - Mlle Jenna Wilson (LTO Mme. Rebecca Litt)
French Immersion Grade 1	-	Mme. Aidan Pipe
French Immersion Grade 1/2	-	Ms. Liva Saylany (LTO for Mme. Tori Raben)
French Immersion Grade 1/2	-	Mme. Julie Black
French Immersion Grade 3	-	M. Matt Hassen
French Immersion Grade 3/4	-	Mme. Alexandra England (LTO for Mme. Sarah Zavitz)
French Immersion Grade 4/5	-	TBD
French Immersion Grade 5/6	-	Mme. Jenifer Lange
French Immersion Grade 7/8	-	Mme. Carol Evans
French Immersion Planning	-	Mme. Kristen Estabrooks, Mme. Timory Siegel, Mme. Raechelle Lytle
Resource	-	Ms. Kelly Robertson,
Teacher-Librarian	-	Ms. Rebecca Horton
Planning Time Teacher	-	Mrs. Nicole Mauer-West, Mr. Scott Walls,
Educational Assistants	-	Mrs. Jackie Mensinga, Mrs. Sheri Visscher, Ms. Carol Williams, Mrs. Stephanie Tervit, Mrs. Katrina Schnieders
Principal	-	Mrs. Tracy Oldfield-Baker
Vice-Principal	-	Mrs. Heather Dyer
Child and Youth Counsellor	-	Mrs. Jill Hope
Office Co-Ordinator	-	Mrs. Teresa Murray-Head
Administrative Office Assistant	-	Mrs. Tamara Noble
Custodians	-	Mr. John Ziegler, Mr. Tim Ziegler
Speech and Language Assistant	-	Mrs. Lisa Hostrawser
Speech/ Language Pathologist	-	Mrs. Cindy Fallis
Special Education Consultant	-	Ms. Erin Leslie
School Psychologist	-	Dr. Daniel Balk
Attendance Couns./Social Worker	-	Mr. Mark Kozak
Guidance Counsellor	-	Lisa Weber
Upper Grand District School Board		
Director	-	Dr. Martha Rogers
Superintendent	-	Mr. Brent McDonald
Trustee	-	Ms. Robin Ross

PALMERSTON OFFERS...

- ✓ A JK-8 dual track (English and Immersion French) school
- ✓ Emphasis on Literacy and Numeracy
- ✓ An exciting learning environment
- ✓ School Spirit Days: Red, Black and White Day!
- ✓ Weekly Pizza Days
- ✓ A committed School Council run by Parents
- ✓ Volunteer opportunities
- ✓ Special Events – Terry Fox Run, Halloween Dance
- ✓ Extracurricular Activities - team games, soccer, cross-country, track and field, 3-pitch, volleyball, basketball, knitting club, Me to We club
- ✓ Basketball nets and soccer field
- ✓ Creative playgrounds, swings, etc.
- ✓ School website
- ✓ Milk program
- ✓ Hot Lunch Days
- ✓ Snack Bin Program
- ✓ Class Trips, Concerts, monthly assemblies
- ✓ Announced Birthdays each day
- ✓ Bus patrollers

SAFE ARRIVAL PROCEDURES/CALL-BACK SYSTEM

In order for both the school and parents to be sure of the whereabouts of your children, we have a safe arrival policy. If your child is going to be absent or late, please phone the school (519-343-3520 ext. 100) and leave the following information:

Child's Name	Teacher's Name	Reason for Absence	Length of Absence
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Messages regarding absences can be left on voice mail by pressing 100. Please do not leave a voice mail regarding absences on your child's teacher's voice mail. At 9:00 a.m. and 1:35 p.m. an attendance check will be made of all classes. **If your child is away and you have not contacted us about this, we will call, in order: home, work, babysitter, emergency contact, police (if necessary).**

To ensure confidence in the effectiveness of this system we urge you to call the school whenever your child is late or absent - even if only for half days.

CHANGE OF PERSONAL INFORMATION

It is important for us to be informed during the year of changes to your telephone number, address, employer, babysitter, emergency contact, etc. This means that we can always connect with you, especially in case of emergency.

SCHOOL HOURS OF OPERATION

Entry Bell	8:55 a.m.
School Begins	8:55 a.m.
1st Nutrition Break and Recess	10:35 a.m. – 11:15 a.m.
2nd Nutrition Break and Recess	12:55 p.m. – 1:35 p.m.
Dismissal Bell	3:15 p.m.

Our school has the **Balanced School Day** schedule. If students wish to go home for “lunch” they will go home during the second nutrition break from 12:55- 1:35 p.m. **School starts again at 1:35 p.m.**

If it is necessary for your child to leave school early, please notify the school. Extracurricular activities are held at noon hour. Practices for Grade 7/8 teams may occur after or before school.

MILK PROGRAM

- Milk program is available
- Tickets are **only** sold in sheets of 10 tickets for \$7.00
- Both white and chocolate milk are available
- Payable thru SchoolCash Online

PIZZA DAYS

Each Tuesday we have pizza for lunch at the second nutrition break. The price is \$1.25 per piece. Small Town Pizza of Palmerston will be providing pizza.

We will be sending more information and order forms home later in September.

In the event of bus cancellations, pizza will not be available for those students at school. Instead, pizza day will be the next school day.

MEDICATION

Upper Grand District School Board requires that written information and permission be provided to the school before medication can be administered by school personnel. Information and permission must be provided by parent/guardian in writing. All medication must be secured in the main office and administered by the staff. If it is necessary for your child to receive medication or to have medication available at school, please contact the office.

VACCINATIONS

No vaccinations are given without parental consent. If your child is to be involved, forms will be sent home. Ontario law requires that each child be vaccinated prior to beginning school and booster shots administered periodically. All vaccinations need to be reported to Wellington-Dufferin-Guelph Public Health. Some Doctor’s Offices do this automatically for patients, but others do not. Please verify with Public Health that your child’s vaccinations are on record with them. ****The school no longer keeps vaccination records on file.****

TOBACCO/VAPING FREE POLICY

There shall be no smoking or vaping on school property. The consequences of student smoking or vaping follows the Drug and Alcohol Policy and will be suspension. For other adults, a warning will be given for the first offense. Subsequent offenses will result in referral to Tobacco Enforcement personnel and fines.

HEAD LICE

Head Lice can occur **throughout the year**. They do not cause disease but they certainly are a nuisance. It is important that **parents** conduct **regular** checks of their children's hair. This continues to be important even when children return to school after having been treated.

If head lice are discovered at school, parents will be informed that the child must be treated. The parents of the entire class will be notified by letter. **All nits must be removed after the hair has been treated** (a fine comb dipped in vinegar helps to loosen the nits). The only sure method to get rid of nits is by manually running your fingers down the shaft of the hair. All heads in the family should be treated with a follow-up treatment one week later.

It is important to examine the heads of entire family, as well as close contacts. Thoroughly cleanse brushes, combs, headgear, all bedding and clothing that have been in contact with the child.

REMINDER: If you discover head lice in your family, please notify the school in order to allow us to take precautions.

ACCIDENT INSURANCE PLAN

Application forms for the plan are sent home in September. Application forms are to be sent directly to the insurance company in the fall of each year. This plan supplements the Ontario Hospital Insurance Plan compensating for specific major accidents and includes the treatment of injuries to the teeth. Applicants are covered during the enrolment period. Parent contact is with the insurance company, not with the Board of Education. This is on a voluntary basis only.

REPORT CARDS

Report Cards are an important communication tool to tell how a student is progressing academically and socially at school. Progress Reports for Grades 1-8 and Initial Communications of Learning for Kindergarten are sent home in November. Term 1 Report Cards for Grades 1-8 and Communications of Learning for Kindergarten will be sent home in February and Term 2 Report Cards/Communications of Learning will be sent home in June. You are welcome to schedule a meeting with your child's teacher at any time during the school year. Formal Parent-Teacher interviews are held after Progress Reports and Term 1 Report Cards are sent home.

TELEPHONE CALLS HOME

Teachers are encouraged to make telephone calls home for a variety of reasons. Calls may be made to tell you about something positive that has happened at school that day. Teachers are also advised to call when students are not completing homework on a regular basis or when inappropriate behaviour occurs in class or on the school yard. Working together and supporting one another is important in developing a young responsible citizen in our school.

COMMUNICATION

As parents and teachers, we share the responsibility of helping our students grow. Open communication lines help ensure that we work together for mutual benefit. Constructive notes and telephone calls are welcome and we encourage pre-arranged visits at any time; whether for an interview, special programme or social event. No parent should feel any hesitation in contacting the school to inquire about any concerns. ***New this year – We will be using an app called ‘School Messenger’ in an effort to improve communication between home and school. Parents/Guardians will need to download the app and instructions to join will be coming home at the beginning of the year.

REMINDER: Teachers are responsible for the students in their class. Even when bus students have left for home, the school day is not over until all the children have left. ***Parents are reminded to refrain from discussing student progress with teachers at the beginning or end of the day when students are still in class. If you wish to discuss a concern, please arrange for an appointment at a time suitable for both the teacher and the parent.***

INTERVIEWS

Interviews shall be set up to meet with all parents at least once a school year. Concerned teachers or parents may wish to set up other interviews for any time during the school year by contacting the teacher. Interview times will be made available for parents to book online again this year.

LIBRARY

Our resource centre is open for the students during class hours every school day. Students are encouraged to borrow books for pleasure reading as well as class related activities.

We also encourage students to take good care of our books and transport them to and from school in a plastic bag or knapsack. Prompt return of library books will minimize losses.

Students may be asked to pay for lost or damaged books.

SCHOOL COUNCIL

School Councils are advisory groups who provide input to the Principal on areas that lead to school improvement, such as the Code of Behaviour, Dress Codes and student learning and progress. They also work to support various school projects through fundraising.

School Councils are made up of parents/guardians of students enrolled in the school, teachers, non-teaching staff, community representatives and the principal and vice-principal.

School Council meeting dates are posted on our website. All parents are welcome to attend. Please contact the school if you want more information about the School Council.

CHARITY SUPPORT

Palmerston Public School (staff, students and parents) also support various charitable organizations throughout the year. Examples include: Terry Fox, the local foodbank, The Children's Foundation, Royal Canadian Legion Poppy Fund, and other needs as they occur.

VOLUNTEERS

Who can volunteer?

Any person in the community with time to give and a genuine interest in helping children. We welcome and encourage participation in Palmerston Public School from both parent and community members.

How can you help?

Volunteers contribute in many ways:

- Food Days
- Supervising field trips
- Listening to children read in French or English
- Reading to children in French or English
- Helping in the library
- Noon supervision on the yard
- School Council events such as Movie Nights, the Hallowe'en Dance-a-thon, and Family Barbecue
- Special activities
- Snack Bin Program

You can make a difference!

COMMUNITY USE OF SCHOOL FACILITIES

Any group who wishes to use school facilities for a function or regular activity must complete an application form well in advance of the required date(s).

To apply for Community Use please go to the Board website <http://ugdsb.on.ca> and click on Community Use .

CROSSING GUARDS

There is a Crossing Guard at the corners of Main and Queen Streets and at the corner of Prospect and Toronto Streets and is on duty from:

8:15 a.m. - 8:45 a.m.

3:15 p.m. - 4:00 p.m.

There is also a Crossing Guard at the school on duty from:

8:30 a.m. - 9:00 a.m. at the crossing walk near the bike racks

3:15 p.m. - 4:00 p.m. at the crossing walk near the bike racks

BICYCLES AT SCHOOL

Bicycle racks are located beside the main playground entrance to the school. All students are obligated by law to wear bicycle helmets. Students are encouraged to **lock their bikes** when leaving them at school.

Bicycles are not to be ridden on school property.

Students are asked to walk their bikes across Prospect Street near the bicycle racks. Students should continue to walk their bikes until they are past the parking lot.

Please stress safety and the need to stay away from potential hazards.

PARKING AND STOPPING

The school side of Prospect Street is restricted to bus use only. For safety reasons, parents are requested to obey the posted signs when parking their vehicle to drop off or to pick up children at the school. Parents are also asked to avoid driving into the staff parking lot. **Please remind your children NOT to cross the street in front of the school near parked cars and buses.** The only safe spot to cross in front of the school is at the crosswalk near the bike racks.

The school has an agreement with First Evangelical Missionary Church at the corner of Prospect and Toronto Street to use their parking lot. It is the safest place to park during morning and afternoon drop off. Please respect our neighbours by not blocking or using private driveways at any time.

BUS SAFETY PATROLS

A group of students have been chosen to be bus safety patrols. The patrols will assist pupils boarding buses and report misconduct to the driver. Please stress to your children the importance of lining up properly and co-operating with the patrols. In this way, we hope to maintain good bus behaviour and have a safe school.

BUS CANCELLATIONS

Your child rides a "NORTH WELLINGTON" school bus to school.

When you hear the radio announcement "All school taxis and buses in North Wellington will not be operating today" - your child's bus or taxi is cancelled. During times of inclement weather, please listen to: 1460 AM CJOY, 106.1 Magic FM, Oldies 1090 AM, 105.3 Kool FM, NewsTalk 570AM, 96.7 FM CHYM, 920 AM & 101.7 CKNX, CKCO-TV for school transportation cancellations. Parents can also check the Board's web site www.ugdsb.on.ca for bus cancellations by clicking on the link in the yellow box on the home page. Information will be posted daily on the web site by 6:30 a.m. November to April or as required at other times of the year.

RIDING THE BUS

Students are not allowed to ride buses or be allowed off buses at "stops" other than their own. **Students who are not regular bus students are not allowed to ride the bus to or from school.** If students are not going to be riding the bus home at the end of the day, but did ride the bus in the morning, please send a note or call to the school to allow us to inform the bus driver.

SCHOOL BUSES

Your support, co-operation and recognition of our bus drivers, helps ensure your child's safety. Every student is responsible to the Principal for their conduct. Respect for property, courtesy, safety and appropriate language are all expected while riding the buses. General Rules of Conduct are outlined.

Code of Conduct

1. Follow the directions of your driver.
2. Be at your bus stop 5 minutes before your pick-up time.
3. Stay seated while the bus is in motion.
4. No smoking, eating, chewing gum or swearing.
5. Keep books, lunch boxes, and other bulky items on your lap.
6. Students are responsible for any deliberate damage done to the bus.
7. Whenever possible, leave the last row of seats vacant.
8. Personal electronic devices to may be used with earphones. Speakers are not permitted on the bus.

Consequences will result if students fail to co-operate. Consequences range from a warning to losing bus privileges.

APPROPRIATE DRESS AT PALMERSTON PUBLIC SCHOOL

This Dress Code has been developed in consultation with our school council, staff, and students.

Palmerston Public School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Students have a right to learn in a safe and caring space that is free of bias and discrimination, and have a right to express their individuality respectfully. It is an expectation that student dress choices respect the UGDSB's intent to promote a community that is inclusive of a diverse range of identities.

Students must wear:

- Clothing that fully covers genitals, buttocks, midriiffs, and breasts with opaque fabric.
- A shirt or the equivalent (e.g., sweater etc.) with opaque fabric in the front, back, on the sides, and under the arms, and have a minimum of two straps over the shoulder AND
- Pants or the equivalent (e.g. skirt, sweatpants, leggings, dress, shorts), AND
- Shoes or the equivalent (e.g., boots, sandals etc.).

Students cannot wear:

- Any clothing that reveals visible undergarments (visible straps are allowed)
- Hats or hoods inside the school
- Clothing or accessories containing violent language or images
- Images, logos or language depicting drugs, alcohol or any illegal item or activity
- Images, logos or language that portray: ethnic prejudice, racism, sexism, vulgarity, gang-related markings, obscenities, profanity, hate speech, and/or pornography
- Images, logos or language that creates a hostile or intimidating environment
- Swimsuits (except for aquatic outings)
- Accessories that could be considered dangerous or could be used as a weapon (with the exception of religious accessories or articles of faith such as a Kirpan)
- For safety considerations, clothing items must not obscure the face or ears except as a religious observance.

UGDSB philosophy on Student Dress Codes:

It is the policy of the Upper Grand District School Board to ensure a safe and inclusive learning and working environment for all students, staff and the community, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, socio-economic status, employment, housing, sex, and sexual orientation (Policy 504 Equity and Inclusive Education).

Our values and beliefs:

- All students should be able to dress for school without fear of unnecessary discipline, body shaming, bias or discrimination.
- Individuals are responsible for managing their own personal biases and or perspectives/ opinions (distractions) related to others' choices of clothing.
- All students are treated equitably regardless of their race, age, ability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic circumstances, or body type/size.
- Students have a right to wear clothing of their choice that expresses their self-identified gender.
- Students have a right to wear religious attire without fear of discipline or discrimination.

Please note:

- Schools must maintain a safe learning environment in classes where protective or supportive clothing is required. For example, athletic shoes for Physical Education
- Parents/Caregivers will be contacted if a significant or repeated violation of the dress code occurs.

AS A STUDENT
at
Palmerston Public School



I will show COURTESY and RESPECT

- to myself
- to other students
- to all adults in my school
- to the people in our community

I will accept responsibility for:

- my own actions
- completing work assignments to the best of my ability
- following the instructions of all staff
- knowing and following the routines of the school
- knowing and following the safety rules
- working and playing co-operatively with others
- coming to school regularly and on time
- keeping our school neat and well cared for

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 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, analyse, 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.

The Acceptable Use of Digital Technology Policy and Procedures Manual is available to students, parents, school volunteers. School administrators will deem 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/school policies and procedures.

USER RESPONSIBILITIES

Each user will comply with the following conditions:

- use digital technology in support of education, research or Board business in a manner consistent with the educational beliefs of the Upper Grand District School Board
- be responsible for his/her own actions
- respect the privacy of others
- adhere to standards of courtesy and behaviour consistent with the Upper Grand District School Board's Acceptable Use of Digital Technology policy and its handbook in conjunction with the school's Code of Conduct
- protect all sensitive, personal and confidential information contained on any digital device
- report to a teacher or Upper Grand District School Board supervisory staff the inappropriate use of digital technology
- accept responsibility for the security of his/her own access or user identification, and
- be responsible for his/her exploration of content and services utilizing digital technologies and be subject to the consequences of Board and/or school Codes of Conduct.

UNACCEPTABLE PRACTICES

Users will not:

- violate any local, Provincial or Federal statute
- use Board provided equipment and/or services for any unauthorized commercial or illegal activity
- transmit, post or download digital content or software in violation of Copyright laws
- plagiarize or otherwise use another person's intellectual property without his/her prior approval or proper citation
- engage in any form of harassment or bullying (eg. cyber bullying),
- attempt to violate security or gain unauthorized access to any digital system
- intentionally damage or disable the property of the Board or other person's property, and
- connect any personal or non-Board approved equipment onto the Board's wired networks at any time or for any reason.