



Orono Public School

School Phone number: 905-983-5006

Safe Arrival: 1-844-434-8119

School Fax Number: 905-983-8194

School email: OronoPS@kprdsb.ca

School Website: orono.kprdsb.ca

School Hours

9:15am Yard Supervision begins

9:30am First Instructional Block

11:10am **First Nutrition Break**

11:50am Second Instructional Block

1:30pm **Second Nutrition Break**

2:10pm Third Instructional Block

3:50pm Dismissal

4:00pm Office Closes

**NOTE: Morning supervision begins at 9:15am.
Students cannot arrive prior to this time.**

School Policies

Student Sign In/Out

Students who arrive late at school are required to sign in at the office and take a late slip to their teacher. Students who are being picked up during the school day are requested to

remain in their classroom until their parents arrive to sign them out at the office.

Volunteers and Visitors

Under the Safe Schools Act, all parents, visitors, and volunteers **MUST** report to the office, sign in and wear an identification badge. Visitors, parents and/or guardians should enter and exit the building through the front door only.

Parents or guardians wishing to volunteer in the school or on school functions require an up-to-date Criminal Reference Check and Vulnerable Sector Screening form.

Letters are available at the office to take with you to the police station. Checks are only valid for one year from the date of issue. If you are unsure of when your current check expires, please inquire at the office.

Notes for Absence, Changes to Routine

Parents are to send the classroom teacher a note explaining reasons for absence as this information must be entered into our student database and tracked.

Parents are also asked to write the teacher a note if there is a change in routines (e.g. when a child is being picked up instead of taking the bus).

Drop Off and Pick up Areas

Please be aware of parking signs on neighbouring streets when coming to the school. The available parking at the school is often filled with staff, occasional staff, and board staff the come to the school. **Please note that there is no parking or drop off in the bus loading zone or the back lot on the south side.**

Inclement Weather

Normally, all children will go out for recess. In extreme weather conditions during winter and summer months and in accordance with board

guidelines, an indoor recess may occur. Children will remain in their own classrooms during indoor recess. Each teacher will establish clear routines for indoor recess.

Please make sure that your child is dressed accordingly for the season temperature and weather conditions.

Nutrition Break

Lunch and snacks are eaten in the classroom. There will be two nutrition breaks each day. Students are expected to remain seated during eating time. Teachers will establish routines for the lunch period. Suggestions:

- ✓ Healthy snacks and lunches are encouraged
- ✓ No glass containers
- ✓ Re-usable snack containers are great; label tops and bottoms

Dress Code

Students are required to dress in a manner that is appropriate to school activities with regards to exposure, cleanliness, and message. School is a place of business for students and staff, and the expectations regarding appropriate dress apply to everyone. From time to time, as fashion changes, the school principal may share with students an understanding of appropriate dress with regard to specific clothing. Students are encouraged to express their individuality within the following general guidelines:

Exposure/Cleanliness/Message

- ✓ Shirts, shorts, skirts, dresses, etc. should cover the torso, buttocks
- ✓ Clothing should cover undergarments
- ✓ Clothing with suggestive or offensive slogans or drawings is prohibited

Outdoor Clothing Notes

- ✓ Hats are outdoor wear

- ✓ Students need indoor shoes to keep at school (e.g. running shoes for gym)
- ✓ Parents are encouraged to label clothing as this greatly assists with returning lost items
- ✓ KPRDSB does not permit the wearing of "heellies"

Personal Property

The school is not responsible for the loss or damage to personal property. Students are advised not to bring valuable articles to school or to leave them unattended in washrooms, classrooms or hallways.

Personal Electronic Devices (PEDs)

The use of technology for student learning is a key 21st Century skill to enable all of our students to learn and succeed. Under staff direction, personal electronic devices (PEDs) can be used effectively as an educational resource, support or aid for teaching and learning. In our school community, PEDs are to be used respectfully and conscientiously.

In order to ensure a safe and positive climate for all stakeholders, schools principals with their teaching staff will monitor and regulate the use of personal electronic devices. Guidelines include:

- The privacy, dignity and safety of others must be maintained through the appropriate use of cell phones and electronic devices both on school property and during off-site school events
- Only the teacher will determine and authorize the usage of a PED during instructional time – otherwise, they are kept in backpacks during instructional time
- The usage of PEDs is restricted in some areas of school, including washrooms and hallways

- When the usage of a PED is inappropriate, the school principal or designate will apply progressive discipline strategies. Depending on the infraction, strategies may include, but are not limited to: speaking with the student, parent meeting, loss of recess, confiscating the PED, removal of privilege to have a PED at school or suspension.

As with other personal property items, schools are not responsible for lost, stolen, or damaged PEDs. These guidelines apply to all stakeholders in the school including students, staff, parents, volunteers and visitors.

School Property

Students are expected to pay for damage to school property. This includes school books and other materials loaned to students.

The school has the authority to search school property such as bags, desks, etc. without notice or permission of any person in accordance with school board policies and procedures. Personal property such as knapsacks, purses, etc. may become subject to search in accordance with school board policies and procedures.

Bicycles, Skateboards, and Scooters

For safety reasons, children are asked to walk their bicycles and scooters on school property. Bicycles should have a lock and helmets are required by law. Bikes and scooters are not allowed on the playground during the school day or at the end of the day for safety reasons. Skateboards are not permitted to be ridden on any school board property.

Student Health Insurance

Individual coverage is available to students and information is distributed each September. This coverage is not mandatory and Kawartha

Pine Ridge District School Board receives no financial benefit. The coverage is good value for the relatively low cost.

Walking Trips

From time to time, teachers may take their class on short walking trips into the village during the instructional day.

Health

Illness

Children with colds are encouraged to stay home. Children with fevers are required to stay home. This helps to prevent germs from spreading to other children and ensures a faster recovery. Students who are well enough to be at school are expected to participate in regular outdoor recesses and in physical education. Parents will be phoned in the event of illness or accidents. Should a serious illness or accident require immediate action, necessary steps, such as calling an ambulance, will be taken. It is important to notify the office of changes to the pupil data such as work telephone numbers or emergency contacts.

Allergies

Please notify the school if your child develops an allergy. The school will help parents plan emergency procedures for serious allergies. Medications are generally stored in the office. Parents may choose for students to carry inhalers and EpiPens on their person. Plans of Care need to be completed for any student with conditions that may become life-threatening or require staff intervention (such as asthma, epilepsy, anaphylaxis, etc.). A copy is sent home in the fall, please ensure that you review it and update the information as needed throughout the year. Please note that the Plans of Care require a medical practitioner signature (RPN, physician, etc.).

Nut Safe and Scent Sensitive School

Due to allergies, in some cases, life-threatening allergies, Orono Public School tries to be a **peanut, nut, and scent-free building**. Please check labels on prepared foods such as cookies and granola bars for nut listings. Please also refrain from wearing perfumes or using products with strong scents. Thank you for keeping everyone safe!

Medication

Any medications that are administered at school, must have forms completed at school. School staff cannot administer any medications without a Plan of Care or parental permission in written form. Please contact the office if your child needs medication at school.

Communicable Diseases

Please call the school if your child has chicken pox. The secretary notifies the Health Unit. If your child has Fifth's Disease, please contact us so that we can notify those who may be pregnant.

Head Lice

Parents are encouraged to notify the office immediately if your child has pediculosis (head lice) as it spreads easily. A reminder that head lice is viewed as a social nuisance and not a health concern. Parents will be contacted to pick up their child upon the presence of live lice for the purpose of treating the lice.

Transportation

Bus Safety

- Students must line up and board the bus promptly in single file without crowding or pushing.
- Students will be picked up and discharged only at designated stops.

- Students must take assigned seats on the bus as directed by the driver. Students must remain seated quietly throughout the trip to and from school.
- Bus drivers are, at all times, in charge of their buses and passengers. It is important that the students follow the driver's directions.
- Students must not at any time create a disturbance, by interfering or touching another student's belongings or using loud voices.
- Food and drink are not to be consumed on the bus.
- Student's lunch bag, books, parcels, bulky items, etc. must be placed on the floor near the feet, or on the lap. Unsafe, bulky items will not be transported on the bus.
- School conduct shall be the same on the bus as is required in the regular classroom setting.

Riding on a school bus is a privilege, not a right. Students with misconduct on the bus may lose their transportation privileges.

Report #1 – warning

Report #2 – warning and a call home

Report #3 – suspension of bus privileges

Report #4 – indefinite suspensions

Bus operations are the sole responsibility of the bus company. Please ensure that you know the following for your child(ren):

1. Name of Bus Company
2. Phone Number
3. Bus Driver's Name
4. Route Number

Changing Transportation Arrangements

The policy of the school board is that only students with transportation may ride their

assigned bus only. Schools are not able to change busing arrangements or issue bus passes for friends to travel on a bus.

Emergency Procedures

Sometimes severe weather conditions may create problems and delays for bus routes. Local radio stations carry up-to-date bus cancellations or you may choose to sign up on the STSCO website (www.stsco.ca) to sign up for notifications and cancellations. Please note that if buses do not run in the morning, they will also not run in the afternoon. Parents would be responsible to pick up their children for transportation home if they have driven their children to school when buses are cancelled.

Snow Days

The school is often open on snow days, even if the buses are cancelled. Parents may transport their children to school but must make arrangements to pick up children by 3:40pm. Depending on the number of students at school and staffing, some classes may be combined and may not run as normal. There will be instructional activities provided for all students who attend.

If the school is closed, parents/guardians will be notified by School Messenger.

Communication

A) General Communication

In addition to formal reporting of student achievement, the school uses other formats to inform and consult parents and the community:

- ✓ **School Council** consisting of elected parents, community members, and staff representatives, advises about policy and school plans, and supports the school with a broad range of activities
- ✓ **Updates** are provided on a weekly/bi-weekly basis

- ✓ **Classroom updates** are sent home regarding various events specific to their classrooms and may include communication through newsletters, curriculum updates, agendas, notes, and telephone calls
- ✓ **School Website**
- ✓ **Edsby** – please make sure that the office has your email information so you can receive regular electronic information
- ✓ **School Messenger Updates**

B) Communicating Student Progress

Teachers may request interviews with parents as concerns arise. Teachers will schedule interviews around the progress report. A progress report will be sent in November. Formal report cards go home in February and June. Parents are asked to complete, sign, and return page 3 to be filed in the Ontario Student Record. This form includes the opportunity for parents to request an interview.

C) Student Information

The school will send a student information form home each September, in order to update student information. During the year, it is important to call the school office if there are any changes to the information such as work numbers, or emergency contacts.

Student Expectations

Homework

Homework is an important part of children's education. It encourages them to develop skills and attitudes for life-long learning.

Homework helps students to practice skills they have learned in the classroom or to prepare for learning the next day. Teachers do not assign marks to student's homework or use homework

as part of the student's final grades. Teachers do, however, comment on student's homework completion in the learning skills and work habits section of the report card.

The type of homework will depend on your child's age and individual needs but may include:

- ✓ Reading daily with or without parents
- ✓ Reviewing vocabulary and math facts
- ✓ Completing work not completed in class
- ✓ Studying for tests
- ✓ Doing research for projects and assignments to be completed in class
- ✓ Preparing presentations on knowledge or skills learned in class

Homework Tips for Parents

- ✓ Check your child's agenda, Edsby, or Google classroom
- ✓ Balance free time, extra-curricular activities, and homework
- ✓ Establish a study area. A well-lit comfortable location at a desk or table is best
- ✓ Minimize distractions such as television, music, telephone calls, texting
- ✓ Make a learning tool kit filled with all the tools your child might need (pencil, eraser, ruler, etc.)
- ✓ Contact the teacher if problems arise with homework. The teacher and school will work with you and your child to solve homework problems

Extra-Curricular Activities

Students are very fortunate to participate in numerous sport and non-sport extra-curricular activities.

It is a privilege to be selected for a school team.

Teacher Coaches will make selections based on try-outs and a set of criterion, with emphasis on:

- ✓ Skill level
- ✓ Attendance at practice
- ✓ Academic performance (completion of assignments)
- ✓ Acceptable conduct/sportsmanship

In order to remain a member of an extra-curricular team, the team must meet the following criteria:

- ✓ Be compliant with the **Code of Conduct**
- ✓ Be cooperative in all areas at school
- ✓ Have a positive attitude
- ✓ Show a good effort at all times, in class and other times
- ✓ Have regular attendance at school
- ✓ Be responsible and trustworthy

Parent cooperation regarding these guidelines is appreciated. The staff takes on these activities as an extra responsibility and the reward is working with co-operative and enthusiastic students.

Code of Conduct

The Orono Public School Code of Conduct sets clear standards of behavior for all members of the community – students, staff, parents, community partners, volunteers, and visitors – and is based on the Kawartha Pine Ridge District School Board (KPRDSB) Code of Conduct and the Provincial Code of Conduct.

It is a common goal for all of us in the Orono School Community to create a positive, safe and enjoyable learning environment for everyone. Students should be responsible citizens, demonstrate respect for persons and property and develop self-discipline.

This Code of Conduct applies at school, during school-related or school-sponsored activities as well as events that happen outside of school but might have an impact on school climate, including on school buses.

It is important to note that the Code of Conduct strives to make schools safer by focusing on: promoting positive behaviour, providing early and ongoing intervention, preventing and addressing inappropriate behaviour and addressing inappropriate behaviour with consequences. As a result, it makes a shift away from a punitive approach to incidents of harm and wrong-doing to an approach that seeks to correct the inappropriate behaviour and, in KPRDSB, to repair the harm that has been caused.

Progressive Discipline and Restorative Practice

Progressive Discipline and Restorative Practices are two of the supports that will be used when working with inappropriate behaviour or conduct at Orono PS. We will use both strategies when considering the most appropriate way to respond to each situation in order to provide students with the opportunity to learn from the choices they make.

Our goal for students is that they develop self-discipline and learn to respect themselves and others. Our goal for the school is to develop and maintain a positive learning environment. Discipline is a shared responsibility amongst staff, students, and parents. Students will be provided with positive reinforcement, praise, and encouragement in recognition of their appropriate behaviour.

We are all responsible for our choices and actions. It is important that we learn from our experiences. The needs of the individual student will be considered when “poor choices”

have been made and responsibility for actions/consequences are imposed.

These consequences may include:

- ✓ Discussion
- ✓ Parental contact
- ✓ Loss of privileges (e.g. bus riding, recesses, etc.)
- ✓ Yard shadowing
- ✓ Time-out
- ✓ Detention
- ✓ Student behaviour contract
- ✓ Restitution of damages
- ✓ School community service
- ✓ Referral for Board Support Services
- ✓ Suspension

As part of provincial legislation (Reg. 472/07), a Principal shall consider whether to suspend a pupil if they believe that the pupil is engaged in any of the following activities while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school climate:

- ✓ Uttering a threat to inflict serious bodily harm on another person
- ✓ Possessing alcohol or illegal drugs
- ✓ Being under the influence of alcohol
- ✓ Bullying
- ✓ Swearing at a teacher or at another person in a position of authority
- ✓ Committing an act of vandalism

A principal shall suspend a pupil if they believe that the pupil is engaged in any of the following activities at while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- ✓ Possessing a weapon, including possessing a firearm
- ✓ Using a weapon to cause or threaten bodily harm to another person

- ✓ Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- ✓ Committing sexual assault
- ✓ Trafficking in weapons or illegal drugs
- ✓ Committing robbery
- ✓ Giving alcohol to a minor

Roles and Responsibilities

It is expected that students shall:

- ✓ attend school regularly, be on time and be prepared for all classes and school activities
- ✓ work to the best of their ability
- ✓ behave in a courteous and tolerant manner towards others, regardless of individual differences, e.g. race, ability, sexual orientation, language or opinion
- ✓ learn and act within boundaries of behaviour necessary to minimize danger to themselves and others
- ✓ act within the limits of the law and not bring to school: drugs, alcohol, cigarettes (matches or lighters) or weapons of any sort
- ✓ treat all school property and the property of others with care and respect
- ✓ learn to use self-control when dealing with conflict or confrontation and develop alternatives to physical and verbal abuse
- ✓ act in a manner that is free from abusive or profane language or offensive gestures
- ✓ learn to express emotions in a socially acceptable manner
- ✓ use good manners at all times in the school (e.g. removing hats in the building)

It is expected that staff shall:

- ✓ foster in their students a positive self-image
- ✓ treat students with respect and sensitivity
- ✓ consistently implement the school wide, proactive approach to discipline
- ✓ protect students from persons or conditions which interfere with the learning process
- ✓ maintain regular communication between home and school (newsletter, phone calls, etc.)

It is expected that parents shall:

- ✓ assist their children in developing responsible behaviour
- ✓ nurture a positive self-image in their children
- ✓ be an equal partner in the education of their children
- ✓ support reasonable disciplinary measures taken by the staff
- ✓ attend to their children's physical and emotional well-being
- ✓ ensure and facilitate regular attendance
- ✓ communicate relevant information concerning their children's individual needs

Orono Public School Expectations

1. Students must be allowed to learn.
2. Teachers must be allowed to teach.
3. Everyone must use polite language and display a courteous manner.
4. Students must play without hurting others and are not permitted to throw stones, sticks, or snowballs. If it looks like a fight, it's not all right.
5. Everyone must walk in the hallways and classrooms.
6. Students must remain on school property during the school day.

7. Everyone must act within the limits of the law and not bring to school: drugs, alcohol, cigarettes (matches, lighters), or weapons. Laser pointers are not permitted.

Our Anti-Bullying Pledge: Supporting Friendship and Respect

We will not accept bullying at our school. Our goal is to develop and support respectful friendships. We agree that it is everyone's responsibility to stop bullying. It is up to each of us to make sure that bullying does not take place.

We will:

- Teacher others with fairness and respect
- Find ways to help others join games and other activities
- Speak out against bullying
- Refuse to let others be bullied
- Reporting bullying to an adult
- Refuse to bully others
- Be responsible bystanders who are part of the solution
- Help others feel safe and comfortable at our school

Promoting Respect through Student Clubs/Groups/Activities

In keeping with the Board's Equity, Diversity and Inclusion Policy (B-3.2), and administrative regulation (B-3.2.1), all schools within the Kawartha Pine Ridge District School Board, including Orono Public School, welcome and support students who wish to lead or participate in school clubs, groups, or activities, that promote safe, accepting, equitable, positive, diverse, and inclusive environments.

Bullying and Conflict: Conflict is different than bullying. **Conflict** is often defined as a disagreement, argument, fight between people.

Bullying is a serious issue and is not acceptable on school property, on school buses, during school-sanctioned activities or online (cyber bullying). Bullying, including cyber bullying, is on the list of activities that may result in a suspension from school.

According to the Ministry of Education, bullying is defined as follows:

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause fear and distress and/or harm to another person's body, feelings, self-esteem or reputation.

Bullying occurs in a context where there is a real or perceived power imbalance.

Bullying takes many forms including physical, verbal, social, and electronic. Below are examples of each form of bullying:

- Physical bullying is defined as hitting, shoving, tripping, stealing, or damaging property
- Verbal bullying involves name calling, mocking or making racist, sexist, or homophobic comments
- Social bullying often involves excluding others from a group or activity (shunning) or spreading gossip or rumours about them
- Electronic bullying or cyberbullying entails spreading rumours, hurtful comments, images and/or gossip through the use of personal electronic devices or technology, including but not limited to email, cell phones, the Internet, text messaging and social media platforms.

No form of bullying is acceptable and when bullying occurs, we will consider the most appropriate way to respond to each situation based on a number of factors including the student's age, their personal history, and mitigating factors.