



C.R. Gummow

<http://crgummow.kprdsb.ca>

Principal: A. Osborne

Kawartha Pine Ridge DSB Mission

We educate our students to excel in learning, to succeed in life and to enrich our communities.

Kawartha Pine Ridge DSB Motto

Educating for Success!

C.R. Gummow PS Mission

We at C.R. Gummow take care of each other. Students, families and staff all matter. We believe in developing relationships. We build connections to foster growth. We value learning and celebrate progress.

STUDENT GUIDELINES

1. Homework Policy

Homework provides extended opportunities for students to develop their knowledge and skills. It develops work habits necessary for life-long learning. The work students do at home helps them to practice the skills they have learned in the classroom and prepare for learning the next day.

The Kawartha Pine Ridge DSB stresses that homework is not used to teach new skills. Instead, it supports the learning that occurs in class, during school time, under a teacher's guidance and supervision. Homework helps students develop positive work habits they will need throughout their lives, such as responsibility, organization, independence, initiative and collaboration. It also helps teachers identify learning gaps and adjust instruction, if needed, to better help the student meet with success.

Depending on your child's or teen's age and individual needs, homework may include: Reading daily, with or without parents, reviewing vocabulary and math facts, completing work not finished in class, doing research for projects and assignments to be

completed in class, preparing presentations on knowledge or skills learned in class, etc.

Student Tips

- Establish a routine of doing homework at the same time and in the same place each day.
- Use your agenda to record all homework assignments.
- Pick a homework partner to check with if necessary.

2. Personal Items

Please make sure that all of your personal articles are clearly marked with your name.

3. Library

The student who is assigned a book will be ultimately responsible for its return in good condition. Students are required to demonstrate responsibility when using any materials or resources provided by the school. In case of loss or damage, the user is responsible.

Student Tips

- Think twice before lending textbooks or library books to friends.

4. Physical Education Routines

- For comfort, ease of movement and skill development it is strongly recommended that students wear comfortable clothing for gym. All students are required to have indoor running shoes for gym use that are kept at school. Gym running shoes may be worn as their all-purpose indoor shoes.
- All Intermediate students are **required** to bring a change of clothes for gym.
- All gym equipment should be clearly labelled.

- Exemption from Physical Education activities is permissible only upon the recommendation of your doctor and with a note from home.

5. Absences

Compulsory attendance applies not only to regular school days, but also to special events and trips. While we encourage our pupils' regular attendance, children who are not well are best cared for at home. By remaining out of school, sick students will likely recover more quickly and prevent the spread of illness to others.

6. Safe Arrival Program

We conduct a Safe Arrival program on a daily basis at C.R. Gummow PS. If your child will be late or not in attendance for the day, please report the absence to the **Student Absence Reporting System prior to 8:30 am.**

If a student is not in school and is not accounted for by the Absence Reporting System, the automated system will initiate a calls and emails to parent/guardian contact lines.

Children who are late for school, for any reason, **must sign in at the office** prior to heading to class.

7. Yard Supervision

All parents are reminded that yard **supervision begins at 8:05 am.** For this reason students who walk to school, or are dropped off by car, should not arrive prior to 8:05 am.

A REMINDER THAT CARS ARE NOT PERMITTED IN THE BUS LOADING ZONE.

8. School Entry/Exit

Students are to enter the school at the bell using the doors assigned for their class. Classes are expected to line up quietly before they are asked to enter the building. **No student entry or exit is allowed**

through the main doors at the front unless the student is late.

9. Student Arrival

It is the parents'/guardians' responsibility that students arrive at school on time and ready to work. Teachers begin class instruction for the day at 8:20 am. As well as disrupting the class, a late student may miss important information for the day's work. It is important that students learn the value of being on time.

Drop Off Option 1, Kiss & Ride:

Students will be greeted by a teacher as they open the car door for you. The driver remains in the vehicle. The child must exit from the right side of the vehicle to the sidewalk. Parents do not get out of the car.

Drop Off Option 2:

Pull up to the south doors and let your child out. The driver may quickly get out.

Drop Off Option 3:

Driver parks their car in the lot and walks their child to the yard.

10. To Release a Student

We request that parents send a note to the teacher should you wish your child to be released early. Telephone calls during the school day to make these arrangements cause unnecessary interruptions in classrooms and the office. The note should indicate the time, date and reason for your request.

When picking up a child at school for an appointment or to take them to lunch, **we request that the adult report to the office for their child to be signed out.**

Parents please note: Phone arrangements should only be made in cases of **emergency situations.** Please do not leave a message on the answering machine regarding changing arrangements.

11. Balanced Day

The 2019 – 2020 daily schedule will be as follows:

8:20	Entry bell rings
8:20 – 10:00	First Instructional Block
10:00 – 10:40	First Nutrition Break
10:40 – 12:20	Second Instructional Block
12:20 – 1:00	Second Nutrition Break
1:00 – 2:40	Third Instructional Block
2:40	Dismissal bell rings

12. Nut Safe School

Our school has several students who have life-threatening allergies to nuts. We are asking for your support and cooperation in refraining from sending nuts or nut products to school. We need to maintain the safety of these students by ensuring that they do not come in contact with nuts, nut products and surfaces with nut products on them (i.e. door handle touched by someone with peanut butter on his/her fingers, water fountain handles, etc.). Your help and support in promoting a safe environment at our school is greatly appreciated.

13. Medication Policy

In keeping with board policy, the staff is not allowed to keep or administer any medication to a student without first receiving a form signed by the parent and the doctor. This form may be obtained from the school office. All medications are kept in a locked cabinet in the office. A record is kept of all medications administered at school, including those administered by the students. This means that no student should have any medications in their classroom or on their person with the exception of students who use asthma medication for which they may have an alternate plan. **All medications (except asthma and Epipens dependent on the needs of the student and parent wishes.) must be stored at the office.**

14. Individualized Emergency Response Plans

Students with any potentially life threatening illnesses or medical conditions must have a completed individualized emergency response plan on file at the

office. This plan needs to be updated yearly so that school personnel know the safest way to deal with an emergency. Please contact the office to schedule a brief meeting to review the plan as soon as possible.

15. Dress Code

Please note “Code of Conduct 4.15”

For health and safety reasons, indoor shoes will be required for each student. Jackets, hats and outerwear will be removed upon entering class. Students should dress appropriately for the weather.

16. Bicycle/Skateboard Safety

A significant number of our grades 1-8 students are riding their bicycles/skateboards/scooters to and from school. To help ensure safe travelling for everyone, it would be appreciated if parents could take some time to review proper riding practices with their children, including the legal requirement for helmets. Also, students should be reminded that for safety reasons bicycles/skateboards/scooters are to be **walked** at all times when on school property.

Student Tips

- Lock your bike at school.
- Do not leave your bike in the schoolyard overnight, even if it is locked.

17. School Telephone

Students may use the office telephone as deemed necessary. Parents should not be texting their child while they are at school.

18. Lost and Found

Students should not bring valuable items to school as the school will not be responsible for lost or stolen items. A lost and found box is maintained at the school. With staff permission, each student may visit this box to search for and claim belongings. Parents are welcome to visit the school and search for family possessions.

At the end of each term, the articles in this box will be displayed so that students and/or parents may claim them. Items not claimed at these times will be given to a charitable organization.

19. Inclement Weather and Busing

In the event of an emergency when school operations are affected, the following guidelines will be followed:

If buses are not running radio announcements will be on all local stations. You can also check www.stsco.ca for bus cancellations. During inclement weather conditions, these stations and website will keep you updated on deteriorating weather conditions and bus cancellations prior to the beginning of the school day. **The school will remain open when buses are not running.**

Please do not call the school to inquire about bus cancellations and/or school closures. This information will be provided by the radio stations. For more information please go to the STSCO website at www.stsco.ca.

20. Busing Instructions to Students

Safety First: It is a good idea to review, from time to time, some basic safety rules. When riding on a school bus, students are expected:

- To follow the directions and instructions provided by the driver
- To board and leave the bus in an orderly manner
- To remain in their seats when the bus is moving
- To follow the hands off policy established the school's Code of Conduct

Any behavior which distracts the driver's attention from other traffic or from the prevailing road conditions is a safety issue. For this reason, students whose behavior gives cause for concern regarding the safety of other students on the bus may **lose the privilege of riding on the bus.**

Student Tips

- Keep well back of the travelled portion of the road at the boarding points until the bus has stopped.
- Do not move toward the bus until it has stopped.
- Board the bus in an orderly manner.

21. Equity and Diversity

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 C.R. Gummow PS, 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. This includes activities that promote anti-racism, gender equity, respect for people living with disabilities, and for people of all sexual orientations, gender identities and expressions (including clubs, groups or activities with the name Gay-Straight Alliance or GSA).

School Code of Conduct

The C.R. Gummow P.S. Code of Conduct sets clear standards of behavior for all members of the school community – students, staff, parents, community partners, volunteers and visitors – and is based on the Kawartha Pine Ridge DSB Code of Conduct and the Provincial Code of Conduct.

This Code of Conduct applies at school, during school related or school sponsored activities and to events that happen outside of school but might have an impact on the school climate. This Code of Conduct includes cyberbullying.

It is important to note that the new Code of Conduct strives to make schools safer by focusing on promoting positive behavior, on providing early and ongoing intervention, on preventing inappropriate behaviour and on addressing inappropriate behaviour with

appropriate consequences. As a result, it makes a shift away from a punitive approach to incidents of harm and wrongdoing to a new approach that seeks to correct the inappropriate behaviour and, in KPRDSB, to repair the harm that has been caused.

Progressive discipline and restorative practices are two of the supports available to schools when working with inappropriate behaviour or conduct, and principals 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.

1. School Code of Conduct

The Ministry of Education requires that all schools develop a code of conduct which communicates the standards of behaviour to all the members of the school community and the types of behaviour expected from them. Members of the school community include: students, staff, parent(s)/guardian(s) and others such as visitors and volunteers.

Codes of Conduct must be reviewed at least every three years. School principals must consult with students, staff, the school council and the superintendent in this review. School Codes of Conduct must be consistent with the provincial code and aligned with Board Policy No. ES 1.1, Safe, Caring and Restorative Schools and this Administrative Regulation.

The Board recognizes that all students, parent(s)/guardian(s), teachers and staff have the right to be safe, and feel safe in their school community.

This School Code of Conduct has been developed in accordance with the guiding principles of the Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct in order to create a common philosophy and understanding upon which safe learning and working environments can be maintained for all

school community members. It is applicable to students while at school or engaged in a school-related activity or in other circumstances where engaging in the activity has an impact on the school climate.

2. School Code of Conduct Responsibilities

(Every school shall use the following rights and responsibilities for the school Code of Conduct.)

In order to uphold the right of all school members to access a safe school community, there are a number of responsibilities for which all school members must be accountable to ensure a safe and/or positive learning environment.

2.1. Common School Community Member Responsibilities

- Safety is everyone's responsibility.
- Everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity.
- Everyone is responsible for preventing harm.
- Students, staff, volunteers, parents and guardians have additional responsibilities unique to their roles.

2.2. Additional Student Responsibilities

Each student has the additional responsibility to:

- Exercise self-discipline, follow the established rules and accept responsibility for their actions based on age and individual ability;
- Come to school prepared, on time and ready to learn
- Show respect for themselves, for others and for those in authority; and
- Refrain from bringing anything to school that may compromise safety, inclusion or respect for the dignity of another member of the school community.

- Use personal mobile devices during instructional time **only** under the following circumstances:
 - for educational purposes, as directed by an educator;
 - for health and medical purposes;
 - to support special education needs.

2.3 Additional Teaching Staff

Responsibilities

Teaching staff have the additional responsibility to:

- Help students achieve their full potential and develop their self-worth
- Assess, evaluate and report student progress
- Communicate regularly and meaningfully with students, parents or guardians
- Discipline fairly and consistently, taking any mitigating factors into account; this is in keeping with school board regulations on Discipline/Promoting Positive Student Behaviour/Code of Conduct, and the School Code of Conduct
- Be on time and prepared for all classes and school activities
- Prepare students for the full responsibilities of membership in their community/society
- Safeguard students from persons or conditions that interfere with the learning process
- Understand and minimize any biases that may affect student-teacher relationships.

2.4 Additional Parent(s)/Guardian(s)

Responsibilities

Parent(s)/Guardian(s) has/have the additional responsibility to:

- Attend to their child's physical, social, academic and emotional well-being
- Show an active interest in their child's school work and actively support student progress
- Communicate regularly with the school

- Help their child be neat, clean, appropriately dressed and prepared for school
- Ensure their child attends school and is on time
- Promptly report to the school their child's absence or late arrival
- Become familiar with the code of conduct and school rules
- Encourage and assist their child in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues.

2.5 Use personal mobile devices during instructional time only under the following circumstances:

- For educational purposes, as directed by an educator;
- For health and medical purposes;
- To support special education needs.

3. Standards of Behaviour

3.1 Respect, Dignity, Civility, Equality and Responsible Participation in School Life

We all value one another and treat each other with respect and dignity. We educate our students to be caring, responsible community members who protect everyone's physical, social, academic and emotional well-being. Everyone in the school community must:

- Respect and comply with all applicable federal, provincial and municipal laws
- Demonstrate the character attributes set out by the school board
- Respect differences among people, their ideas, opinions, experiences and perspectives
- Treat one another with dignity and respect at all times, and especially when they disagree
- Respect and treat everyone fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability
- Respect the rights of individuals and groups

- Show proper care and regard for school and student property
- Take appropriate measures to help one another
- Address behaviours that are disrespectful, unwelcoming or that exclude anyone
- Use non-violent means to resolve conflict
- Dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and message
- Respect persons who are in a position of authority
- Respect the common goal to work in an environment of learning and teaching.

3.2 Physical and Emotional (Psychological) Safety

Weapons

The following will not be tolerated:

- Possession of any weapon or replica weapon, such as firearms
- Use of any object or means to threaten or intimidate another person
- Causing injury to any person with an object.

Alcohol and Drugs

The following will not be tolerated:

- Possessing, being under the influence of, or providing others with, alcohol or restricted drugs.

Physical Aggression

The following will not be tolerated:

- Inflicting or encouraging others to inflict bodily harm on another person
- Intimidation

Non-physical Aggression

The following will not be tolerated:

- Emotional, sexual, homophobic, racist, sexist, faith-based, ability-based or social status-based actions that hurt an individual or group, whether intentional or not
- Threatening physical harm, bullying or harassing others

- Using any form of discrimination, stereotype, prejudice, harassment, hate/bias-motivated act.

Further to these standards of behaviour, all school members are expected to seek staff assistance, if necessary, to resolve conflict peacefully.

Bullying and harassment in any form are wrong and hurtful. Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions. Where bullying does occur, we respond fairly and appropriately, to build respectful relationships. Restorative practice is one strategy we use to prevent, and repair the harm caused by bullying and exclusion.

Bullying definition: *Bullying* is aggressive and typically repeated behaviour by a pupil where:

- The behaviour is intended to, or the pupil ought to know that the behaviour would be likely to; cause harm, fear, or distress to another individual or group, including physical, psychological, social, emotional or academic harm to reputation or property; create an unwelcoming environment at a school for another group or individual.
- The behaviour occurs where there is a real or perceived imbalance of power between the pupil and the individual being bullied, based on factors such as size, strength, age, intelligence, peer group, economic or social status, religion, ethnic origin, sexual orientation, family circumstance, gender, gender identity, gender expression, race, disability or the receipt of special education.
- The behaviour includes use of any physical, verbal, electronic, written or other means.

Cyber-bullying involves bullying by electronic means, including:

- Creating a web page or blog in which the creator assumes the identity of another person
- Impersonating another person as the author of content or messages posted on the Internet
- Communicating inappropriate material electronically to more than one individual, or posting material on a website that may be accessed by one or more persons.

Bullying, in any form has negative effects on:

- A student's ability to learn
- Healthy relationships and the school climate
- A school's ability to educate its students.

Bullying in any form **will not be accepted** on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where bullying will have a negative effect on the school climate.

4. School Code of Conduct Rules

- Students must be allowed to learn.
- Teachers must be allowed to teach.
- The following behaviours **are not acceptable** for anyone in the school community:
 - Physical, verbal, electronic, written or other means of sexual or psychological abuse (e.g., sarcasm, ridicule, humiliation)
 - Assault
 - Bullying
 - Actions motivated by hate, bias, or discrimination (e.g., on grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability).
 - Damage to property in the school environment (including school grounds, school buses, on school excursions).

Note: The principal also may apply these rules to a pupil when the pupil's conduct outside the school environment negatively affects the school.

- students will follow the rules of school conduct while on any field trip or school-related activity;
- skateboards, roller blades, scooters and bikes are not to be used on school property;
- outdoor clothing, including hats, caps and bandanas, are not to be worn during class times/in the school building;
- intermediate students are **required** to change into athletic attire for physical education classes. Physical education clothing must follow dress code expectations;
- vulgar or profane language is not acceptable (shall use proper and acceptable language);
- students must identify themselves to school staff upon request;
- students are expected to participate productively and actively in school curriculum;
- students are expected to bring notes to explain absences;
- smoking and possession of tobacco, matches, lighters or other prohibited items are not permitted on school property and will result in immediate suspension; and
- cell phones, pagers, other communication devices are only permitted under teacher supervision (see section on PEDs).

School Dress Code

Students will dress appropriately for the school environment. This includes:

- clothing which covers shoulders to mid-thigh; midriff is covered;
- no spaghetti straps, no muscle shirts, no clothing advertising inappropriate products or messages including alcohol, tobacco, drugs or profanity, putdowns;
- undergarments cannot be exposed;

- appropriate jewellery and accessories, e.g. no studded/spiked jewellery or belts, no necklaces made from bullet casings;
- any student wearing clothing that is deemed inappropriate will be required to cover up, change or turn the offensive message to the inside.

5. School Code of Conduct Procedures

(The principal will outline in the school the common practices and procedures of the school. These may include daily routines that impact on behaviour, i.e., in classrooms, the use of lockers, lunchtime, hall monitoring, playground, buses, attendance, general deportment.)

- Signs will be posted directing visitor(s) to begin their visit at the office.
- Students do not go home at lunchtime without a note;
- Parent volunteers wear identification tags;
- Police checks are required for all volunteers in the school; new volunteers to the school must register on www.kprdsb.ca website after they apply for their police check.
- Teachers wearing orange vests supervise the yard using walkie talkies
- Most school doors are kept locked during the day;
- Students line up to enter the school. Students enter and exit the school at their assigned doors unless reporting to the office for a late slip;
- Teachers meet their classes at the doors;
- Morning announcements update student and staff about safety issues;
- The Safe Arrival program checks for late and absent students;
- Parents wait for students outside during dismissal time;
- Indoor running shoes are required by students;
- Hats are not worn in the school;
- Bicycles, scooters, skateboards and roller blades must be walked or carried on school property;
- Dogs are not permitted on school property.

6. Strategies to Promote Acceptable Behaviour

6.1 Prevention Strategies

- Establish a positive school climate
- Maintain effective classroom management and discipline
- Model encouragement, reinforcement and rewards for positive behavior
- Promote social skills development
- Provide information regarding anger management programs
- Use peer counselling and conflict resolution (i.e. Kelso's choices)
- Use effective, respectful home-school communication

6.2 Supportive Intervention Strategies

- Teachable moments
- Verbal reminders and reinforcement
- Active listening
- Positive choices
- Restorative practices and other problem solving techniques
- Contracts for expected behavior
- Appropriate outside agencies
- Interviews/discussion
- School/board/community resources
- Understanding of individual and group interactions and power imbalances within society
- Learning and information-sharing to better understand people and situations.

7. Consequences for Unacceptable Behaviour

Consequences shall be appropriate to the individual, related to the circumstances and/or actions and progressive when appropriate.

7.1 Consequences may include one or more of the following:

- Restorative practice
- Warnings
- Time-outs
- Time-owed
- Restricted privileges
- Learning about an issue
- Apology

- Restitutions (e.g., paying for damage, doing community service)
- Suspension
- Expulsion.

7.2 As required by law, a student **will be suspended**, and expulsion may be considered, if the pupil commits one or more of the following infractions at school or a school-related activity:

- Possessing a weapon including a firearm
- Using a weapon to cause or to threaten bodily harm to another person
- Committing a physical assault that causes bodily harm requiring medical treatment
- Committing sexual assault
- Committing an offence motivated by hate, bias or discrimination
- Trafficking in weapons or in restricted drugs
- Committing robbery
- Giving alcohol to a minor
- Bullying if:
 - The pupil has been suspended previously for bullying
 - The pupil's presence in the school creates an unacceptable risk to another person.

7.3 As required by law, a student **may be suspended**, and expulsion may be considered, in the following cases:

- The pupil commits an infraction in the school community, which could have a negative effect on the school
- The pupil's pattern of behavior is so "refractory" (unmanageable) that the pupil's presence is harmful to the learning environment
- The pupil has taken part in activities that:
 - Cause the pupil's presence to be harmful to the physical or emotional well-being of others in the school
 - Cause extensive damage to property at the school
- The pupil's pattern of behavior has shown the pupil has not prospered by the

instruction available, and the pupil persistently resists changing the behavior.

7.4 As required by law, a student **may be suspended** in the following cases:

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or restricted drugs
- Being under the influence of alcohol
- Swearing at a teacher or at another person in a position of authority
- Committing vandalism that causes extensive damage to property at the school
- Bullying
- Any other activity for which a principal may suspend a student under a policy of the Board.

7.5 In addition, the KPR Board will **consider suspending** a student for the following infractions:

- Persistent opposition to authority
- Habitual neglect of duty (e.g., constant refusal to do schoolwork)
- Willful destruction of school or Board property
- Use of profane or improper language
- Conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or others in the school
- Being involved in a physical fight.

Personal Electronic Devices (PEDs)

Cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones have become a distraction, interruption, and a method of exchanging information often, without consent. The ringing and vibrating of a cell phone during class or text-messaging takes away from the valuable time needed for instruction and most importantly, student learning.

In order to maintain a safe learning community we expect that:

- cell phones remain on silent in student lockers
- if teachers give permission to use their PED, they must be face up on their desk
- use of cell phones on trips involving buses are at teachers discretion

We are relying on your support to help us make the most from the time spent in classrooms. You can help by:

- ✓ Never text your child. We have a phone in the office that your child may use and secretaries who will take messages and deliver them
- ✓ Know that your child does not need a PED and feel confident in saying NO, even when they tell you a convincing story otherwise.
- ✓ Know that there is never a time when your child needs a cell phone at school.

Policy & Regulations:

- ❖ The board and its schools are not responsible for lost, stolen or damaged PEDs.

- ❖ Consequences for the inappropriate or prohibited use of PEDs will follow progressive discipline guidelines and, depending on the nature of the infraction, may result in a range of responses, in accordance with School Codes of Conduct, Ontario Safe and Caring Schools legislation and Board Policy No. ES-1.1, Safe, Caring and Restorative Schools, and as outlined in the administrative regulations supporting this Board policy.

As with the other personal property items, the school is not responsible for lost, stolen or damaged PEDs.