

FLAMBOROUGH CENTRE SCHOOL

Student Name

Teacher/Class: _____

Grade: _____

The Best Place to Be!



2018-2019 Instructional Day

8:00 a.m. Instructional Day Begins

Period 1 - 8:00 - 8:50

Period 2 - 8:50 - 9:40

9:40 - 10:20 Nutrition Break #1

Period 3 - 10:20 - 11:10

Period 4 - 11:10 - 12:00

12:00 - 12:40 Nutrition Break #2

Period 5 - 12:40 - 1:30

Period 6 - 1:30 - 2:20

2:20 p.m. Dismissal

Flamborough Centre Staff 2018-2019

Mrs. Baker- JK/SK

Ms. Thompson - ECE

Miss Armstrong- Gr. 1/2

TBD - Gr. 2/3

Mr. Bhaduri - Gr. 4/5

Mr. Zandbergs - Gr.6 Math, Science H & PE (6A & 6B)

Mrs. Giammichele- Gr. 6 Language, Social Studies, Drama (6A & 6B)

Mrs. Tovey - Gr. 7 Language, Math (7A) and Gr. 6-8 Visual Arts

Mr. Hakenberg - Gr. 7 Language, Math (7B) and Grade 7 Science, H & PE (7A & 7B)

Mrs. Ciuffreda- Gr. 8 Language, History, Geography (8A, 8B) and Gr. 7 Hist./Geog.

Mr. MacLean - Gr. 8 Math, Science, Health & PE (8A & 8B)

Mme. Kerr- Core French Gr. 4-8

Mr. Ruttan - Music Gr. 1-8

Mrs. Millington - Learning Resource Teacher

Mrs. Said - Library/Prep Coverage

Ms. Harris - Educational Assistant

Ms. Robb - Educational Assistant

Mr. LaRiviere - Head Caretaker

Mr. Maunder - Afternoon Caretaker

OUR GOAL

To create a safe and positive environment where all children are provided with an education that meets their diverse learning needs and allows them to reach their full potential!

OUR SCHOOL COMMUNITY

Every student at Flamborough Centre is entitled to a safe and productive learning environment. Expectations include respect for oneself, respect for others and respect for our school and community. Parents who reinforce these three “R’s” support a positive school environment while encouraging students to take responsibility for their actions and to do what is right when faced with a problem.

Code of Conduct/ Discipline Policy

From HWDSB Code of Conduct

The Code of Conduct establishes standards of behaviour that are consistent with the Provincial Code of Conduct and apply to all members of the school community. The Code of Conduct promotes respect within the learning and teaching environment and sets clear Board and school standards of behaviour.

The Hamilton-Wentworth District School Board believes that all individuals attending on Board or school property, on school buses, or at school-related events or activities, should be treated with dignity and respect.

The Code of Conduct promotes a positive school climate which is a contributing factor to a safe and orderly environment. It also supports the Hamilton-Wentworth District School Board’s commitment to Character Education.

DEFINITION OF SCHOOL CLIMATE

School climate may be defined as the sum of all of the personal relationships within a school. These relationships must be founded in mutual acceptance, inclusion, respect, responsibility and civility, and must be modeled by all.

Principal Roles and Responsibilities

Principals will hold everyone to the highest standard of respectful/responsible behaviour and will take a daily leadership role in the school by:

1. Demonstrating care and commitment to academic excellence in a safe teaching and learning environment;
2. Holding everyone, under their authority, accountable for their behaviour and actions;
3. Empowering students to be positive leaders in their school and community;
4. Communicating regularly and meaningfully with all members of their school community;
5. Modeling respect, responsibility and civility, and ensuring these are taught as part of the curriculum;
6. Maintaining consistent standards of behaviour for all students; and
7. Modeling the character attributes of the Hamilton-Wentworth District School Board.

Teacher and Staff Roles and Responsibilities

Teachers and school staff will hold everyone to the highest standard of respectful/responsible behaviour by:

1. Helping students work to their full potential and self-worth;
 2. Empowering students to be leaders in class, school, and community;
 3. Communicating regularly and meaningfully with parents;
 4. Maintaining consistent standards of behaviour for all students;
 5. Demonstrating respect for all members of the school community;
 6. Preparing students for the full responsibilities of citizenship; and
 7. Modeling the character attributes of the Hamilton-Wentworth District School Board.
4. Demonstrate responsibility for actions or behaviour off school property or outside of the school day that would have an impact on the school climate;
 5. Follow the established rules and take responsibility for their own actions;
 6. Model the character attributes of the Hamilton-Wentworth District School Board;
 7. Demonstrate appropriate participation in the civic life of the community.

Student Roles and Responsibilities

Students demonstrate respect and responsibility when they:

1. Come to school prepared, on time, and ready to learn;
 2. Show respect for themselves, others and those in authority;
 3. Refrain from bringing anything to school that may compromise the safety of self or others;
1. Show an active interest in their child's school work and progress;
 2. Communicate regularly with the school;
 3. Help their child be neat, appropriately dressed and prepared for school;
 4. Ensure that their child attends school regularly and on time;
 5. Promptly report to the school their child's absence or late arrival;
 6. Become familiar with the Code of Conduct and school rules;
 7. Encourage and assist their child in following the rules of behaviour;
 8. Assist school staff in dealing with disciplinary issues involving their child.

Parent Roles and Responsibilities

Parents support a safe and respectful learning environment when they:

All of the HWDSB Safe Schools policies are available from the school Principal and on the HWDSB website at www.hwdsb.on.ca



BUSES

Appropriate, safe behaviour is expected of all students when riding the school bus. Should your child be reported for disciplinary reasons by the bus driver, you shall be notified. Consequences, including suspension, may result for those students who continue to endanger the safety of themselves and others.

Students will be permitted to switch buses and ride to a friend's home **in the following circumstances only**: when afterschool care cannot be provided on that day at the student's own home; and when transportation to a school-sponsored event is only possible by going to a friend's home. **Students of both families (the family of the student changing buses, and the family of the student to whose home the student is going) must provide written permission or parent phone call for this to happen. Written permission in the form of a text message is not appropriate.**

Each situation will be considered on an individual basis and we will continue to work with families so that students do not find themselves in unsafe situations.



SAFETY FIRST

All visitors to Flamborough Centre Public School **MUST** report to the office first and sign the Guest Register. In the event of a fire drill, all visitors must exit the building. If you need a message sent to your child, please call the office directly and we

will ensure your child receives the message. **Please do not text or phone your child's cell phone during the instructional day.**

SAFE ARRIVAL/EMERGENCY POLICY

It is the policy of the HWDSB elementary schools to develop and implement an arrival program as part of the daily attendance procedure. Parents, guardians and caregivers have the prime responsibility for the safety of their children. The policy assists the parent/caregiver in ensuring the whereabouts of students.



Complete the September Verification of Information form indicating the appropriate order of calls to be made in case of an unexplained absence, emergency or inclement weather.

Parents:

- Call **905-689-6636** before 8:00 a.m. (Answering machine available 24 hrs.).
- Send the student with a note to explain lates and absences.
- Inform us in writing outlining holiday duration.

LATE DISMISSAL OF STUDENTS

Students may choose to stay after school for scheduled activities. Parental consent and signature is required. Children are **not** allowed to phone home for permission to go to someone else's house after school.

INCLEMENT WEATHER PROCEDURES

The HWDSB has an **Inclement Weather and Board Cancellations Policy** that we adhere to. During inclement weather, all schools and offices in the district are closed.



The HWDSB Rule: Inclement weather + Bus cancellation = No school

When HWDSB cancels busing due to inclement weather, we have deemed the roads unsafe and this triggers the closure of schools. Some boards have different procedures.

Where do I find cancellation information?

We will share this announcement in a variety of ways:

- The HWDSB website www.hwdsb.on.ca
- HWDSB's Twitter account www.twitter.com/HWDSB
- HWSTS website www.hamiltonschoolbus.ca
- Local media outlets: CBC Hamilton, CHCH TV, CHML, CKPC Brantford, Hamilton Community News, Hamilton Spectator.

Early closing is occasionally necessary due to emergencies at the school. If school is required to close early, parents of students in Junior and Senior Kindergarten will be contacted by the office.

Parents are advised to:

- tell their child what to do if he/she is dismissed from school early
- make plans for a neighbour to care for the child until a parent/guardian arrives home.



MEDICATION

According to the Board's Policy, any student requiring medication during school hours needs to submit a "Medication Administration Form" which is filled out by the Doctor. These forms are kept on file in the office. Over the counter medication **is not** to be brought to school.



PEANUT/NUT SAFE ZONE

We have families at our school and with whom we share buses with life threatening allergies to peanuts, nuts and peanut oils. Avoid sending snacks and foods to school containing these products. Students are **not to share food** from their lunch with other students, **and snacks of any kind** are **not** to be eaten on the buses. The HWDSB requires schools in which there are students identified with life-threatening allergies to have an Anaphylactic Management Plan. Staff members attend yearly training to respond to these emergencies.

NUTRITION POLICY

Our Nutrition Action Committee will work to provide updated and helpful information to families with regard to our Nutrition Policy and our school's nutritional guidelines. The Ministry and Board have outlined specific nutritional guidelines which must be followed by each HWDSB school. Specific days will be designated for our school by the Nutrition Action Committee on which parents may send special food items which do not necessarily comply with our nutritional guidelines. However, **these food items must still meet our nut-free policy.**

PERSONAL PROPERTY/VALUABLES

The school is **not** responsible for lost items. Personal items such as musical instruments, video games, iPods, cell phones, expensive jewelry or other valuable items are the responsibility of the student.

PERSONAL ELECTRONIC DEVICES

Personal Electronic Devices (PED's) such as iPods, iPads and cell phones are permitted to be used by students at school for educational purposes only. These electronic



devices may be used with permission and supervision of the classroom teacher.

Electronic devices may not be used at nutrition breaks.

Students are responsible for storing all personal electronics securely in their lockers during instructional time when not in use. If a student is discovered to have an electronic device in the classroom at any time and is using it inappropriately or without permission he/she will be instructed to put the device away. Repeated offences will result in PEDs being confiscated and stored in the office for parents to pick up.

Cellular phones must remain off and in the student's locker at all times during the school day unless being used for instructional purposes. **Use of cell phones for phone calls and/or texting is not permitted at Flamborough Centre.** Given that we are an elementary school it is vitally important for student safety and our accountability that all necessary calls be directed through school staff and the office.

Digital and cell phone cameras are not for school use. There are some students without consent to photograph. Distribution of photos may jeopardize student safety and security. All photos taken by the year book staff or school/board staff are screened prior to publishing or for use on the website.



DRESS CODE

All staff and students are expected to dress in a neat, clean, safe and sensible manner suitable to the school environment. The following clothing is **inappropriate** for regular school classes:

- clothing bearing offensive, suggestive pictures or language or

anything suggesting violence or alcohol/substance use

- tube/tank tops, halter tops, spaghetti straps which reveal undergarments
- short shorts/short skirts
- clothing that reveals underwear and improperly fitting clothing
- clothing, hair styles, bandanas, headbands or costumes that are representative or symbolic of anti-social cliques or gangs

Accessories-

- Hats and sunglasses are not to be worn in the school.
- Coats, purses and school bags should be kept in lockers or on coat hooks.

Footwear-



- Safe, suitable footwear should be worn at all times during the school day. A second pair of soft soled shoes is recommended for wet or snowy weather. Shoes which leave scuff marks on the floor are not allowed in the gym.

Physical Education Clothing-

It is recommended that each child in the Junior and Intermediate classes have a change of clothing which should include a t-shirt, shorts, socks and running shoes. Primary students require appropriate footwear.

PEDICULOSIS (HEAD LICE)

Outbreaks of Head Lice among school children are a common occurrence. Check your children regularly. Public Health does not consider pediculosis a health risk. If head lice or their eggs are discovered, immediate treatment is required. Parents are to report any cases to the office. Every

attempt will be made to ensure privacy and confidentiality.

VOLUNTEERS

Volunteers are an important part of our school. Parents are encouraged to become involved. Your support is appreciated! Police Checks are required for all volunteers who will be working with students. Stop in at the office for more information about how you can help in our school.



LIBRARY

Students are able to sign out two books at a time. Books are to be returned in good condition by the due date. Overdue materials must be returned prior to additional books being signed out. In the event that books are lost or damaged, we ask that the parent and/or student replace it with one of equal value.

TEXTBOOKS

Students are expected to take responsibility for agendas, textbooks and school materials. Respect property by keeping them in good condition. **Lost or damaged materials are to be replaced.**



LOST AND FOUND

Articles are often misplaced or forgotten. The lost and found box is located at the office. These items are removed and donated to those in need at the end of each month.



ELEMENTARY HOMEWORK GUIDELINES

Homework cannot be assessed or evaluated for the purpose of the Ministry Report Card. However, the HWDSB supports the practice of effective, meaningful and engaging homework. Homework is an out of classroom learning experience assigned and monitored by a teacher to enhance student learning for the purpose of practice, review, study and skill mastery. When students are taken out of school at times other than school holidays or days of significance, the parents or guardians must provide the program.

Daily journals, travel logs, discussions that apply math to a real world context and reading are examples of activities parents and guardians are encouraged to do while travelling. With proper use of time, most assignments can be completed **during the instructional day**. A general rule for daily homework is approximately 7 minutes per grade. By grade three, about 20 minutes for homework is appropriate and up to 80 minutes by the end of grade eight.

Have a safe and productive
school year!

"The Best Place to Be!"

***FLAMBOROUGH CENTRE
SCHOOL***