

# FLAMBOROUGH CENTRE SCHOOL

\_\_\_\_\_  
Student Name

Teacher/Class:\_\_\_\_\_

Grade:\_\_\_\_\_

## *The Best Place to Be!*



### **2020-2021 Instructional Day**

#### **Instructional Day**

**Period 1 - 8:00-8:40**

**Period 2 - 8:40-9:20**

**Period 3 - 9:20– 10:00**

**1<sup>st</sup> Nutrition Break - 10:00-10:40**

**Period 4 - 10:40– 11:10**

**Period 5 - 11:10– 11:40**

**Period 6 – 11:40 – 12:20**

**2<sup>nd</sup> Nutrition Break 12:20 – 1:00**

**Period 7 - 1:00-1:40**

**Period 8 - 1:40-2:20**



## **Flamborough Centre Staff 2020-2021**

Ms. Harris – Educational Assistant

Ms. Keith – Educational Assistant

T.B.D.- JK/SK

Miss Armstrong- Gr.1/2

Mr. Bhaduri – Gr. 3/4

Mrs. Adams- Gr. 5/6

Mrs. Giammichele- Gr. 6

Mr. Zandbergs –Gr. 6/7

Mr. Hakenberg - Gr. 7

Mr. Gourlay-Gr.7

Mr. MacLean- Gr. 7/8, P.E. & Science

Mr. Siertsema- Gr. 8

Mme Kerr (LTO T.B.D.)- Core French

Mr. Ruttan - Music

Ms. Millington – Learning Resource Teacher

Mrs. Said - Library/Prep Coverage

T.B.D.– Primary Prep Coverage

Mr. Cameron – Head Caretaker

Mr. Maunder – P.M. Caretaker

Mrs. Leece – Office Administrator

Mr. Hopkins - Principal



## **Flamborough Centre-The Best Place to Be**

### **Mission**

We empower students to learn and grow to their full potential in a diverse world

### **Commitments**

We are committed to creating a caring environment which fosters higher level thinking, working hard and equity for all.

### **Priorities**

*Positive Culture & Well Being*-We will build student and staff relationships through positive climate strategies including a common language of 'Habits of Mind'

*Student Learning & Achievement*-We will improve student learning and achievement by focusing on Diagnostic/Formative Assessment to drive instruction, using the Achievement Chart for summative assessment and Guided Instruction to target specific student learning needs

*Effective Communication*-We will continue to communicate regularly using School Messenger, FC website, Twitter, email and phone calls to keep our community informed.

### **FC 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.

### **HWDSB Code of Conduct**

Hamilton-Wentworth District School Board (HWDSB) recognizes that it is the responsibility of all individuals to contribute to a positive school climate that is inclusive and accepting of all students and staff, and that promotes the prevention of bullying and harassment. The HWDSB Code of Conduct Policy sets out the expectations for behavior consistent with the Provincial Code of Conduct. The Code of Conduct Policy applies to persons on school or board property, on school buses, at school- related events or activities, or in other circumstances that could have an impact on school climate. Any person who enters into an agreement, or uses school board property (third party), must follow standards consistent with the Provincial Code of Conduct and with HWDSB's Code of Conduct Policy.

Please see the HWDSB website for the entire policy.

<https://www.hwdsb.on.ca/wp-content/uploads/2019/08/Code-of-Conduct-policy-revisedAug2019.pdf>

### **Habits of Mind**

We will learn about the Habits of Mind to help support our Positive School Culture & Well Being and Student Learning & Achievement goals. The Habits of Mind are an identified set of 16



problem solving, life related skills, necessary to effectively operate in society and promote strategic reasoning, insightfulness, perseverance, creativity and craftsmanship. The understanding and application of these 16 Habits of Mind serve to provide the individual with skills to work through real life situations that equip that person to respond using awareness (cues), thought, and intentional strategy in order to gain a positive outcome. (Costa & Kallick, 2000)

### **Buses**

Appropriate, safe behaviour is expected of all students when riding the school bus. If your child is reported for disciplinary reasons by the bus driver, we will make connect with parents/caregivers so we can work together to problem solve. Consequences will always include a discussion with the student and may include: a new seating assignment, a temporary removal of bus privileges or a suspension for behaviour that endangers the safety of others.

Students are expected to ride in their assigned buses. 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 are required to buzz the outside door where you will be welcomed to check in at the office. Please sign the visitor's log and wear a volunteer lanyard. 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**

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. If there are any changes need throughout the year, please contact the office and we will be happy to support.

### **Parents/Caregivers:**

- Call **1-844-506-4350** before 8:00 a.m. (Answering machine available 24 hrs.) or utilize the School Messenger App.
- Use the School Messenger App./schoolmessenger.ca to let us know about family vacations, etc.

### **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**

If the decision is made by HWDSB to cancel transportation due to inclement weather, we have deemed the roads unsafe and this triggers the closure of schools for students and staff.

### **Where do I find cancellation information?**

- The HWDSB website [www.hwdsb.on.ca](http://www.hwdsb.on.ca)
- HWDSB's Twitter account [www.twitter.com/HWDSB](https://twitter.com/HWDSB)
- HWSTS website [www.hamiltonschoolbus.ca](http://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 our school is required to close early, we will follow the direction you provided for us on the forms completed in September.

### **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 HWDSB 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 should not be taken at school. If cost is prohibitive to get a doctor's note please connect with the office and we will problem solve together.

### **Peanut Safe School**

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 lunches with other students and snacks of any kind are not to be consumed on the buses. 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**

The Ministry and HWDSB have outlined specific nutritional guidelines which must be followed by each HWDSB school. Up to a maximum of 10 days will be designated by our school to be 'nutrition-exemption days' where 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**

Flamborough Centre School is not responsible for lost items. Personal items such as musical instruments, video games, cell phones, expensive jewelry, cash or other valuable items are the responsibility of the student. We strongly encourage students to use a lock on a regular basis to store any personal items.



### **Personal Electronic Devices**

Personal Electronic Devices (PED's) such as iPads and cell phones are permitted to be used by students at school for educational purposes only. These electronic devices may only be used with permission and under direct 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. Repeat offences will result in PED's being confiscated and stored in the office until the end of the day. If the concern still persists, parents will be contacted and we will discuss possible solutions to the issue.

Cellular phones must remain off and in the student's locker at all times during the school day unless they are 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 to be used to photograph students and staff within our school.

### **Dress Code**

All 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, anything suggesting violence or alcohol/substance use
- tube/tank tops, halter tops, spaghetti straps
- clothing that reveals undergarments
- clothing, hair styles, bandanas, headbands or costumes that are representative or symbolic of anti- social cliques or gangs

### **Accessories**

- Hats and sunglasses are reserved for outside use
- 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. Vulnerable Sector Screening 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.

**Angel Fund**

We are a proud school community who takes great pride in supporting all of our students. If you are experiencing challenges with respect to finances, please connect with the office. We have an 'Angel Fund' to help cover costs of school excursions and events.

**Elementary Homework Guidelines**

Homework cannot be assessed or evaluated for the purpose of the Ministry Report Card; however, 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. Daily journals, travel logs, discussions that apply math to a real-world context and reading are examples of activities parents/caregivers can do with their children 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.

All the best for an amazing school year,

**Flamborough Centre Staff**