



# Student Agenda 2020-2021

This agenda belongs to:

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Principal: Denise Minardi  
Office Administrator:  
Rose MacDonald  
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## School Day 2020-2021

8:30 – School Grounds Open  
8:45 – Instructional Day begins  
8:45-9:05 – Period 1  
9:05-9:45 – Period 2  
9:45 – 10:25 – Period 3  
10:25-11:05 – First Nutrition Break  
11:05-11:45 – Period 4  
11:45 – 12:25 – Period 5  
12:25-1:05 – Period 6  
1:05-1:45 - Second Nutrition Break  
1:45-2:25 – Period 7  
2:25-3:05 – Period 8  
3:05 – Dismissal

## School Year Calendar

First day of instruction is Tuesday September 8, 2020.

Last day of instruction is Tuesday June 29, 2021.



### School Holidays

Thanksgiving Day – Monday, October 12, 2020

Christmas Holidays- Monday, December 21, 2020– Friday, January 1, 2021

Family Day- Monday, February 15, 2021

Mid-Winter Break- Monday, March 15 – 19, 2021

Good Friday- Friday, April 2, 2021

Easter Monday- Monday, April 5, 2021

Victoria Day- Monday, May 24, 2021

### Professional Activity Days

Wednesday, September 2, 2020 and  
Thursday, September 3, 2020 – staff only

Friday, November 27, 2020

Friday, January 29, 2021

Friday, March 5, 2021

Friday, June 4, 2021

Wednesday, June 30, 2021



All important dates and information will be posted on a regular basis on the Millgrove Website. Please be sure to subscribe to our website so that you receive notifications

when new information is posted. [www.hwdsb.on.ca/millgrove](http://www.hwdsb.on.ca/millgrove)

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### SCHOOL AGENDAS – Agendas will remain at school for the start of the school year.

Students **MUST** bring their agenda to class each day to accurately record home practice, assignments, upcoming events, results of tests, etc. **Parents**, please check and sign your child's agenda regularly. Parents are to use this book to communicate with the school regarding bus or after school pick-up changes. The classroom teacher uses the agenda to ask or answer questions or concerns from home. If the agenda is lost or ruined, a \$5 replacement fee will be charged for a new agenda.



At Millgrove we are committed to making our school a safe and caring place for learning. Millgrove’s prevention strategy includes a school-wide focus on **Positive Culture and Well-Being**. All members of our school community will work together to create an inclusive, respectful and safe environment. Some of the ways that this will be accomplished is through:

- Bullying Awareness and Prevention Programs
- The MindUp Curriculum
- Random Acts of Kindness
- Growth Mind Set
- Community Circles

*If you suspect that your child is facing any type of conflict, your first course of action is to speak with your child’s educator.*

### **The Millgrove Code of Conduct**

- Be kind and use kind words in a kind way
- Be respectful and listen to each other
- Be safe and keep your hands and feet to yourself
- Be responsible for your choices and actions
- Be accepting of others’ differences and ideas

#### **BULLYING**

Bullying is defined as **aggressive and typically repeated behaviour** by a student where the behaviour is intended, or the student ought to know that the behaviour would be likely to have that effect of;

- causing fear or distress to another individual, including physical, psychological, social or academic harm;
- harm to the person’s reputation or property;
- creating a negative environment at the school for another individual.

#### **Recognizing the Difference Between Normal Peer Conflict and Bullying:**

<b>Normal Peer Conflict</b>	<b>Bullying</b>
Equal power of friends	Imbalance of power; not friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful
Not serious	Serious with threat of physical or emotional harm
Equal emotional reaction	Strong emotional reaction from victim and little or no emotional reaction from bully
Not seeking power or attention	Seeking power, control, or material things
Not trying to get something	Attempt to gain material things or power
Remorse – will take responsibility	No remorse – blames victim
Effort to solve the problem	No effort to solve problem

## Code of Conduct/Discipline Policy

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, 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

## Millgrove Anti-Bully Pledge

This is for us, for our friends today and our friends tomorrow. We WON'T watch someone get picked on, because we CAN do something about it! We KNOW sticking up for someone is the right thing to do. We CARE! We CAN change things. We CAN be leaders. We WILL stand up!

**By signing this pledge, we the students agree to:**

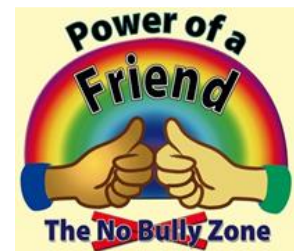
1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a teacher.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, and the playground areas.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and teachers to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

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

Date: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_



**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:

- Demonstrating care and commitment to academic excellence in a safe teaching and learning environment;
- Holding everyone under their authority accountable for their behaviours and actions;
- Communicating regularly and meaningfully with all members of their school community;
- Empowering students to be positive leaders in their school and community;
- Modeling respect, responsibility and civility and ensuring these are taught as part of the curriculum;
- Maintaining consistent standards of behaviour for all students.

**Teacher and Staff Roles and Responsibilities** – Teachers and school staff will hold everyone to the highest standard of respectful/responsible behaviour by:

- Helping students work to their full potential and develop their self-worth;
- Communicating regularly and meaningfully with parents;
- Maintaining consistent standards of behaviour for all students;
- Demonstrating respect for all members of the school community;
- Preparing students for the full responsibilities of citizenship;
- Empowering students to be leaders in the class, school and community.

**Student Roles and Responsibilities** – Students demonstrate respect and responsibility when they:

- Come to school prepared, on time and ready to learn;
- Show respect for themselves, others and those in authority;
- Refrain from bringing anything to school that may compromise the safety of self or others;
- Follow the established rules and take responsibility for their own actions;
- Demonstrate responsibility for actions or behaviour off school property or outside the school day that would have an impact on the school climate.

**Parent Roles and Responsibilities** – Parents support a safe and respectful learning environment when they:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat and appropriately dressed and prepared for school;
- Ensure that their child attends school regularly and 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.

### **ANAPHYLAXIS**

Parents are required, under the new Anaphylaxis Policy, to inform the classroom teacher and office, in writing, if their child has severe, life threatening allergies, as we need to ensure that safety precautions are in place. Millgrove is a **PEANUT/NUT SAFE SCHOOL** as we have students and staff with life threatening allergies to peanuts and/or nuts. **Please do not send your child with any peanut or nut products for lunch, snacks, or special occasion treats.** Working together, we can help ensure the safety of all our children.

### **MEDICATION**

Please note we must have both yours and the doctor's written permission (on the HWDSB approved form) to dispense or supervise the intake of medication for your child. Forms are available at the main office if your child requires medication. Please note that permission must be renewed at the beginning of every school year.

### **ILLNESS**

It is advised that children who are sick or are recovering from an illness remain at home until they are well enough to participate in recess and all classroom activities including physical education. This way, the children will be able to participate fully in the school program and not spread illness or infect other students.

### **DRESS CODE**

Students are required to wear clothing that is appropriate for school at all times. Having under-garments showing is not considered appropriate dress. T-shirts with inappropriate words or graphics should not be worn at school.

### **EARLY DISMISSAL OF STUDENTS**

It is highly recommended that once a student is at school, they remain at school for the entire day. In the exceptional circumstance that a student needs to leave early for an appointment, etc., a written note in the student agenda or a phone call to the office is required. **Adults picking their child up must buzz the office and their child will be brought to the meet you at the front doors.**

### **HOME PRACTICE**

#### **Student's Role:**

- Be conscientious about fulfilling their home assignments.
- Keep work units and notes in order and up to date.
- Read and review work frequently
- READ for pleasure (10-30 minutes a night).
- Bring their agenda home and return it to school on a daily basis.

**Parent's Role:** – If home practice is to be of value, parents must play a significant role and can help by:

- Checking and signing your child's agenda nightly;
- Monitoring what school work the child does at home;
- Reading with your child.
- Providing a quiet, equipped setting;
- Providing a regular, consistent time, free from distractions, phone calls, computer games and television;
- Providing support, suggestions, interest, clarification and encouragement. If a concept is not understood, contact the teacher;
- Informing the teacher (by agenda note, phone, email, etc.) when work cannot be completed;
- Taking your child to community resources, i.e., library and museum, and encourage the use of newspapers, magazines, and technology.

### **HOT LUNCHESES – Suspended during the COVID-19 pandemic**

School Council will continue to offer our students a Pizza Lunch and hot lunch for a fee. Both are served during second nutrition break on dates when parent volunteers are available.

### **INCLEMENT WEATHER – EMERGENCY CLOSURES**

Board officials will announce on local radio stations, Twitter and the Board website, whether transportation is cancelled and schools are closed. If it becomes necessary to close the school during the day, every effort will be made to notify you through the school board's SchoolMessenger automated phone system. Please discuss this possibility with your child and explain the procedure that you wish him or her to follow in case the school should close early.

Radio stations: 900 CHML CKOC 820 CHAM 102.9 K-Lite FM  
Television Station: CH TV (channel 11) (CH Morning Live)

### **\*ANNUAL MEDIA, PHOTO USE, AND INTERNET USE CONSENT AGREEMENT– in the Parent Portal**

HWDSB has a "Media Consent Agreement" for using the internet. The signatures of the student and parent/guardian on the form are mandatory before access is granted for use of the internet on the Board's system. There is also an "Internet Use and Photo Consent Agreement". Both must be submitted online.

### **LEARNING PLAYGROUND**

Millgrove School has a unique and beautiful learning playground area developed in partnership with many parents, staff, service groups and businesses. The area promotes active play and has components for academic pursuits. It consists of the following; traditional climbing apparatus, black top games, a Peace Garden, naturalized Carolinian Garden and classroom vegetable gardens. At Millgrove, we discuss "safe play" and "care" for our Learning Grounds on "GO FOR GREEN DAY".

### **NUTRITION BREAKS**

Millgrove School is on a Balanced Day. This includes two Nutrition Breaks. One teacher will be on duty and move from room to room providing supervision during the eating portion of both nutrition breaks.

Students are expected to:

- Adhere to the routines;
- Use manners at all times;
- Remain seated while eating.

We encourage litter-less and healthy lunches that include plenty of fruits and vegetables. Try to avoid packaged and processed foods. Refillable water bottles are best for your child as they close/reopen during the day, unlike a juice box. Involve your child in choosing the foods to include in their snack / lunch. This helps to ensure that they eat the food and that you are aware of changes in their food likes and dislikes.

### **PEDICULOSIS**

The control of head lice is a shared responsibility in the community. It is the primary responsibility of the parent/guardian to check and treat the child. Parents are reminded to inform the office if you suspect that your child has pediculosis. Letters go home to all students in the affected classes. When a child has been identified with head lice, their parent is notified so that treatment can be completed immediately.

### **PHYSICAL EDUCATION**

Physical Education (PE) is an important part of the school curriculum and safety is of utmost importance. Running shoes are mandatory for PE classes. Students will not be permitted to participate in boots, flip flops, sandals or bare feet. Students should dress in clothing appropriate for physical activity. It is recommended that they wear PE clothing to school on the days they have gym class. Skirts, dresses and jeans are not appropriate clothing for physical activity. There is a washroom available if your child needs to change.

### **SAFE ARRIVAL CHECK PROGRAM**

Parents, guardians and caregivers are required to inform the school of any absences or lateness. They are expected to use the SchoolMessenger system to report an absence or late arrival. **You must provide your primary email address to the school to use the SchoolMessenger system.**

- SchoolMessenger app (free) – download the app from the store or go to <https://go.schoolmessenger.ca>; tap **Sign Up** to create your account; select **Attendance** from the menu, and then select **Report Absence**.
- Web and Mobile Web - go to [go.schoolmessenger.ca](https://go.schoolmessenger.ca). Click **Sign Up** to create your account; select **Attendance** from the menu, and then select **Report Absence**.
- **Interactive Toll-free Phone** – Call the toll-free, interactive telephone system at 1-844-506-4350.
- Absences can be reported 24 hours a day, 7 days a week.
- Complete the September information sheet indicating the appropriate phone numbers to be called in the case of an unexplained student absence.

The School is expected to;

- Ensure teachers take attendance at the start of the day and after lunch.

### **SCHOOL CASH ONLINE**

For safety and efficiency, we would like all of our families to register on School Cash Online to reduce the amount of cash and cheques coming into the school. School Cash Online is used to pay for our hot lunch program as well as school trips and merchandise. Each student has their own PIN number and registration takes less than 5 minutes. Please visit <https://hwdsb.schoolcashionline.com> and select the “Get Started Today” option.

### **SCHOOL BUSES**

Each student who is entitled to travel on the school bus will receive a Code of Conduct form from the bus line during the summer. This form is also available on the HWDSB website under ➤ quick links ➤ transportation ➤ Policies ➤ Student Code of Conduct (HWDSB). The purpose of these rules is to ensure everyone's safety while traveling to and from school. The Education Act defines the bus as an extension of the classroom. As such, the Principal is responsible for maintaining an appropriate level of conduct and discipline for all riders. **Any student, who requires to go home on a different bus other than their assigned bus, for daycare or emergency situations, must bring a note from a parent or guardian. For liability reasons, students who are not assigned to any of our buses will not be permitted to travel to and from school on our regular bus runs.** Please visit [hamiltonschoolbus.ca](http://hamiltonschoolbus.ca) for busing updates such as delays. If you have any other busing concerns please call transportation at 905-523-2318.

### **SCHOOL COUNCIL**

Parents represent the majority of the council membership. You are eligible for membership on School Council if you have a child enrolled at Millgrove School and are willing to commit to approximately one evening meeting per month. The executive consists of an elected chair or co-chairs, secretary, treasurer and community rep. Nominations are accepted during the first month of the new school year. The Principal and a staff representative participate in each meeting. Please consider being a part of this great group. Send an email to [schoolcouncil274@hwdsb.on.ca](mailto:schoolcouncil274@hwdsb.on.ca) for more information.

### **SECURE SCHOOL DRILLS**

- Fire Drills - six times a year
- Lockdown Drills – two times a year
- Bomb Threat/Evacuation Drill, Shelter in Place or Hold and Secure – one time a year

### **SUPERVISION**

The playground is **open and supervised 15 minutes** before the start of instruction in the morning (8:30), and 15 minutes after the dismissal bell in the afternoon (until 3:20). **Please do not send your child to school before the playground is supervised as we are unable to ensure their safety.** The creative playground behind the field is not supervised by school staff and therefore students are not allowed to play in the area before school unless accompanied by an adult.

### **TECHNOLOGY**

We will demonstrate respectful use of technology. This includes turning cell phones off or to silent mode in the school and not texting or making calls during instructional time. While electronic devices have many educational uses, they are only to be used in the school or classroom with permission from the classroom teacher. Due to privacy issues, taking pictures or videos is not permitted. Parents are asked to remind their children of appropriate use of these devices for before and after school use. Remember that ***"when the bell goes, the cell goes!"***

### **VISITING THE SCHOOL – During the COVID-19 Pandemic visitors to the school are limited**

**All visitors must report to the office.** If you are volunteering and entering instructional areas, please sign in at the office and take a volunteer badge. Parents, Guardians or Caregivers should prearrange their visits with the classroom teacher for the start or end of the day. Teachers have a duty and responsibility to care for all students at these times. If your child has forgotten something, please leave it at the office and we will call your child to the office to pick up the item. All parents are asked to wait for their children outside of the front of the school during dismissal hours or in office if it is an early dismissal.

### **VOLUNTEERS - During the COVID-19 Pandemic there is no volunteering .**

Volunteers are active throughout the school. These adults may work directly with students and staff. Our volunteers have made a significant positive impact on our school environment. The HWDSB Policy mandates that all volunteers must have a Police Check with a Vulnerable Sector Screening. Please see the School Website for more information about the Volunteer Process. **We encourage all of our parents and caregivers** to have this done so that you may take part in the many wonderful things that happen at Millgrove School.