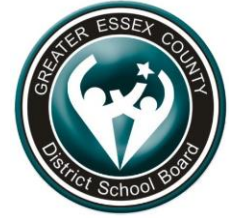




General Brock Public School Student/Parent Handbook 2024-2025



3312 Sandwich Street
Windsor, Ontario
N9C 1B1
519-254-2571
519-254-2840 (fax)

Office Staff

Mrs. Andria St. Germain – Principal
Mr. Chris Knight – Vice Principal
Ms. Jillayne Campbell - Secretary

General Brock Mission Statement

General Brock Public School is a school in which each student’s potential in Academics, the Arts and Athletics is nurtured and developed. Our staff expects high standards and works cooperatively with students, parents, and the community to create a positive and safe learning environment. We strive to create and maintain an atmosphere that fosters caring, sharing, cooperation, positive self-esteem and respect for self, society, and property. We believe that character development supports academic achievement. Character development is embedded in all that we do. We build a strong sense of community and participate in Restorative Justice when appropriate.

At General Brock Public School, “We Care About Each Other!”

School Schedules

We are a “Balanced Day” School on a five-day cycle.

Entry	08:30 a.m. and 8:35 a.m.
Period One	08:35 to 10:15
First Nutrition Break	10:15 to 10:55
Period Two	10:55 to 12:35
Second Nutrition Break	12:35 to 01:15
Period Three	01:15 to 02:55
Dismissal	02:55

*Teachers will walk students to exit door on main floor; parents meet children outside under the canopy or at a pre-arranged location

Breakfast Program

We have a daily breakfast program, for students only. The menu is the same each week:

- Monday – Pancakes
- Tuesday – Bagels
- Wednesday – Cereal
- Thursday – Grilled Cheese

Friday – Chef’s Choice

Breakfast club opens at 8:10am and ends at 8:25am. Breakfast is served for our students only. Funding is provided based on our student enrolment for the school year.

Assemblies: Please join us!

When we are able, our monthly assemblies will resume on the last Monday of the month at 1:25 p.m. Parents/guardians are welcome to attend any of our assemblies to watch our talented Brock students. We have many seats available for you. You are welcome to bring your other children from home too! We’d love to see you.

Attendance – Please call us if your child will be absent at 519-254-2571. EDSBY attendance reporting is the preferred way to report an absence. If you require assistance establishing an EDSBY parent account, please contact Ms. Campbell in the main office.

Morning Entry

Upon arrival, students will line up at the 8:30 bell and begin to enter the building at this time by their designated door. Please arrive as close to the bell as possible.

Students should not be on the yard and unsupervised before 8:20 a.m.

Lates

Learning begins each day promptly at 8:35 a.m. It is important for each student to arrive at school on time so that they do not miss learning, nor do they interrupt the learning of other students. Supervision and Breakfast Club are both available beginning at 8:10 a.m. each morning. If a student arrives after 8:35 a.m., they must report to the main office before going to class. This will allow us to correct attendance records and avoid unnecessary calls to parents.

Bicycles, Rollerblades, Skateboards

For the sake of safety and security, bicycles, in-line skates, Heelies, skateboards and scooters are **NOT** to be used on school property during school hours. Please be sure to walk your bicycle/scooter on school property upon arrival and at dismissal each day. All bicycles and scooters are to be locked up along the black fence.

Cell Phones and Personal Devices

We know that cell phones are a significant distraction for students at school, especially in the classroom. They can lead to students being disengaged from their learning and isolated from their peers next to them.

In September 2024, student access to social media platforms on school networks and school devices will be restricted. The Greater Essex District School Board (GECDSB) Code of Conduct requires students to refrain from using their cell phones at all times during the instructional day. Exceptions include if use is:

- For educational purposes, if explicitly permitted by the educator
- For health and medical purposes
- To support special education needs

Parents and caregivers can reach their child at any time by calling the school’s main office.

For grades 7 to 12, students' personal mobile devices are stored out of view and powered off or set to silent mode during instructional time, except when their use is permitted by the educator under the circumstances outlined above. **Specifically, the expectation of our grade 7 and 8 students will be to keep cell phones and personal devices locked in their lockers during the school day. Students will not be permitted to use cell phones during nutrition breaks and recesses.**

For grade 6 and below, students' personal mobile devices are stored out of view (**in lockers and/or backpacks**) and powered off or set to silent mode throughout the full instructional day, except when their use is permitted by the educator under the circumstances outlined above.

Consequences

The student is responsible for their personal mobile device, how they use it and the consequences of not following the school board's Code of Conduct, which may result in progressive discipline. If a staff member sees a student using their cell phone, the staff member will instruct the student to place the cell phone in a designated location.

For first offences, the staff member may designate the student's pocket, backpack, or locker as the location in which the cell phone is to be placed.

For subsequent offences, the staff member will direct the student to the main office and the administrator will determine the designated secure location in which the student will place their phone; the administrator will notify the student's parent/caregiver and consider using progressive discipline.

The student must be permitted to retrieve their cell phone no later than the end of the school day. If the student refuses to place their cell phone in the designated location, the principal will notify the student's parent/caregiver and consider using progressive discipline.

Vaping

Students found in possession or use of tobacco, vapes, or related products must surrender the item(s) to an administrator. Parents and caregivers will be notified. As per GECDSB Regulations, it is expected that students involved in these incidents receive support to learn from inappropriate behaviours and make choices that support continuing their learning. Principals have discretion under the board's Progressive Discipline Regulation to consider a range of responses to address violations of the Board Code of Conduct including imposing a suspension.

We want to ensure that this important message is clear and understood by your child(ren). We appreciate every effort on your part to have these conversations with your child(ren). Please, also review the attached information sheet, "Talking to your child about vaping, tips for parents," from the Windsor-Essex County Health Unit that provides updated and recent information regarding the concerns of vaping among students. Here are a few of the important facts:

- It is illegal to sell, buy, supply e-cigarettes or vaporizers under the age of 19
- Vaping is NOT harmless
- Vaping products contain toxic chemicals and addictive ingredients such as nicotine
- Nicotine can alter brain development and can affect memory and concentration

Bullying and Harassment – Brock is a Bully Free Zone

As a Brock citizen, any form of abuse/violence is unacceptable. Harassment/bullying are part of the Safe Schools Policy. Insults, disrespect, and other hurtful acts disrupt learning and teaching in a school community.

What is Bullying?

The Ontario Education Act says that bullying means an aggressive behaviour that is typically repeated, by a child or youth, that is intended to cause fear, harm or distress to another person. This aggressive behaviour occurs in a relationship where there is a real or perceived imbalance of power based on factors such as: size, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability, and/or other reasons.

Types of Bullying:

- ✓ Physical (hitting, shoving, stealing or damaging property)
- ✓ Verbal (name-calling, threats, humiliating comments)
- ✓ Social (excluding others, spreading gossip and rumours)
- ✓ Electronic/Cyber (spreading hurtful rumours, images or comments using technology)

How Do I Report Bullying or Racism?

You have the right to feel safe at school, in your community and online. Talk to someone you trust, a friend, a teacher, a child and youth worker, a coach, or a guidance counsellor.

Adult intervention stops bullying. Tell someone so they can help stop the harassment. You don't have to deal with this alone! If you can't say how, you feel out loud, write it down, then get it to someone who can help. <https://www.prevnet.ca/bullying/teens/i-m-being-bullied-what-can-i-do>

Once the bullying has been reported to the School Principal and/or Vice Principal (P/VP):

If you are the Victim:

- Share the details of the incident with an adult at school that you trust, remember – all conversations are confidential and dealt with strategically*.
- It is recommended that parents/guardians/caregivers be part of the solution. In fact, it is a MUST if you are under the age of 16 (unless there is a good reason not to).
- *If your safety is at risk, the office will respond to keep you or others safe. Please note that keeping you safe may affect confidentiality.
- Work with a trusted adult to problem solve the solution. Often, the incident being reported will need to be investigated.
- Honour the investigation and keep all information confidential from others if possible. Avoid social media and responding to students' questions in class or at lunch.
- Your Principal/Vice Principal and staff in the building will guide you with how to respond when other students get involved.
- Keep track of additional information that comes up related to the incident. Report this information to the office right away.
- Your Principal/Vice Principal cannot help if they do not know!
- Student Voice must be honoured, and the adults in the school will help you as every situation is unique.

If you are the By-Stander or Supporter:

- Encourage the victim to report the situation to a trusted adult.
- Encourage the victim to report the situation to the Principal and/or Vice Principal

- If anyone's safety is at risk, you report the incident immediately to an adult, P/VP, or the police, depending on the situation.
- Support the victim by actively listening, attending the school meetings with them, and checking in on them.
- You want to help them solve the problem. Always honour their confidentiality and the confidentiality of the situation.
- Avoid social media and responding to other student's questions about the incident.
- School staff will guide you and the victim by providing what to say when others get involved.
- Keep track of additional information related to the incident and encourage the victim to report it to the office right away.

Teasing: Teasing can be positive or negative.

Positive Teasing:

- Shows closeness, affection, and familiarity with another person
- Person being teased is not distressed or upset
- Takes place within a strong relationship
- Strengthens the relationship

Negative Teasing:

- Criticizes and embarrasses the other person
- Person being teased is distressed or upset
- Takes place within a weak relationship
- Undermines the relationship

When Does Teasing Become Bullying?

- There is a power imbalance between the children/youth involved—the person teasing has more social power or social value among peers compared to the person being teased.
- The child who is teasing intends to distress or harm the child being teased.
- The child being teased is distressed or hurt by the interaction.
- The negative teasing occurs repeatedly.

https://www.prevnet.ca/sites/prevnet.ca/files/prevnet_facts_and_tools_for_schools_rev_apr2021.pdf

Need Help NOW?

24/7 Support

Kids Help Phone 1-800-668-6868

Text: CONNECT to 686868

Character Education

We all know people who have great character, and we believe it contributes to the quality of life. At General Brock we believe that Character Education is important, and our teachers and Support Staff teach lessons focused on character. Each month we will highlight a character trait and recognize our terrific students for demonstrating a specific character trait. The selected student will be recognized at our monthly assembly. You should be very proud of them if they are selected from among their peers. The character traits highlighted each month are:

September/October	Empathy
November	Resiliency and Coping Skills
December	Positive Attitude
January	Perseverance and Personal Best
February	Co-operation and Teamwork
March	Problem Solver and Conflict Resolution
April	Self-confidence
May	Being a Good Friend
June	Citizenship

Communication:

School Communication will be done through EDSBY, School Messenger and our General Brock Public School website: <http://www.publicboard.ca/schools/brock>

Discipline

We treat General Brock students with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Students can expect a safe, healthy, and friendly environment for their education at General Brock School.

Excellence will be encouraged and celebrated. Each student must show respect and responsibility by:

- displaying a positive attitude toward school
- attending school every day and be on time every day; our warning bell rings at 8:33 am
- dress in such a way as to show pride in oneself and one's school come prepared with all materials and work complete to the best of one's ability
- be respectful to staff, other students, guests, and display good manners
- always use appropriate language with all children and adults in our building
- respect General Brock School and other's property
- solve problems without fighting - hands off others!
- refrain from using prohibitive language (racial slurs and epithets)
- behave co-operatively, following school rules and routines during all school programs, school-related activities, and field trips
- follow the directions of all staff members (teachers, lunch aides, custodians, secretaries, educational assistants, or any other adults of authority)
- keep the school surroundings tidy and free of litter

Head Lice (NITS) also called Pediculosis

When it is discovered that a child has lice (or nits –lice eggs), the child may be sent home. Lice LOVE clean hair. This is nothing to be ashamed of. If you notice an infestation in your child, we would appreciate hearing from you, so that we may send a letter home to other parents to check their children. Ensure proper treatment of the lice/nits before returning to school. Please remind your children not to share scarves, coats, hats, brushes, and combs.

Internet Access

Our school is connected to the Internet. Students are encouraged to use, under the direction of their teacher(s), technology that is provided by our school or themselves to access and use a variety of Digital Services provided by our school, the Board and external Internet sites. Students use technology to perform research, create Digital Content, to communicate, collaborate and share, and to complete their educational assignments. When using these Digital Services, all students agree to be Digitally Responsible.

Lockers

If a locker is kept locked, the office requires the lock combination that will be kept in a secure location and may be used if the teacher, parent, principal, or designate requires access to the locker for student materials (due to illness, etc.) or for a locker inspection. Students need to keep their lockers clean for health reasons. No food should be kept in your locker overnight.

Medication

Schools are not allowed to administer any medication without authorization from a doctor. An administration of medication form can be obtained from the office.

Nutrition Breaks

We are a Balanced Day School with two 40-minute nutrition breaks. The schedule for these breaks is as follows:

Grades 1-4 In the classroom eating from 10:35 – 10:55 and 12:55 – 1:15
Recess/fitness breaks from 10:15 – 10:35 and 12:35 – 12:55

Grades 5-8 In the classroom eating from 10:15 – 10:35 and 12:35 – 12:55
Recess/fitness breaks from 10:35 – 10:55 and 12:55 – 1:15

(These times may be adjusted in the Early Years classrooms)

If you intend to give your child permission to leave the school occasionally at lunch (2nd nutrition break), then you must complete a parent permission form. **Only students in Grade 7 or 8 will be provided with this opportunity.** No student will be permitted to leave without the signed permission form (these will be available in the main office at the end of October). Children in grade 6 or below must be accompanied by a parent/guardian if they are leaving for lunch. Parents/guardians will need to sign out your child(ren) at the main office. Your child must sign in and out of the main office when leaving for lunch. Students with permission to leave for lunch will remain off school property during the entire lunch duration (12:35pm – 1:15pm). We strongly encourage that your child remains at school during the lunch break. This is to ensure the safety of your children.

Parent Advisory Council

The Council meetings are public, and all school community members are welcome to attend. This is an important part of our school. Council meets once a month. Most Brock School Council members are parents. According to policy, other members must include the Principal, a Teaching Staff Representative, Non-Teaching Staff Representative and a Community Representative. We work together to create the best school possible!

Meetings will be held at 8:45 am in our staff room. Dates to be determined during the beginning of each school year.

Parking

For the safety of our children **do not pull into our parking lot or park in the bus bay.** Parents dropping off or picking up their children need to make previous arrangements to meet them off school property. In this way we can have them cross the street safely with the crossing guard. Parking is available on Russell Street and at the Church south of Sandwich Street.

Sports - Code of Behaviour for all Brock Activities

Being on a school team should be an enjoyable and rewarding experience for the student-athlete. It does, however, carry an additional set of responsibilities and expectations.

All spectators should understand the following code:

1. Cheer in a positive manner.
2. Respect decisions of officials. No yelling at or questioning referees.
3. Do not interfere with the competition.
4. Keep off the playing area.
5. Be courteous and respectful.
6. Students must be with a parent.

Failure to comply with this Code of Behaviour may lead to ejection from the game.

Please refrain from approaching teachers at games to discuss in-game decisions or strategies. Should you feel the need to contact a coach regarding a team, please do so at least 24 hours after the game, in a way that is positive and respects that the coach is volunteering their own time and without them, there would be no school sports.

Street Safety

Adult Crossing Guards

Our crossing guard is stationed at the crosswalk directly in front of the school for the safety of our students. This is one of the reasons we want your child to go home right after dismissal so that they can cross the busy Sandwich Street safely. Please assist us by advising your child to pay close attention and DO NOT CROSS unless the crossing guard gives permission to do so.

Student Accident Insurance

Each September Student Accident Insurance forms are sent home. It is extremely important for parents to understand that the board does not provide accident insurance to cover dental and/or other injuries that occur because of accidents during school activities. It may be beneficial for you to check out the insurance paperwork we send home.

Valuables

We discourage students from wearing or carrying any valuables to school. Such things as large sums of money or jewelry are better left at home. If personal devices are brought to school with parent permission, students are responsible for their safe keeping.

Visitors to the School

Visitors are always welcome at Brock, and we value your participation and input. Visitors and parents need to enter through the main front door unless otherwise noted. Safe entry is in place, and you will be allowed entrance to the school once you have properly identified yourself. This is in accordance with provincial guidelines. All visitors to our building are required to sign in and out at the office. A Covid-19 screening will be required prior to entry.

Weather Issues

The following terms shall be used:

Closed - When schools are declared "closed," students, teachers and office staff are not required to report to school.

Early Dismissal of Student - When "early dismissal" is necessary for some or all students, the staff shall remain on duty pending further instructions.

Open - When schools are declared "open", each employee is expected to report for work and parents are advised to use discretion in sending children to school.

You can always check on BUSKIDS on the Board's website <https://geoquery.buskids.ca/default.aspx>