



CENTRAL PUBLIC SCHOOL

700 Norfolk Street
Windsor, Ontario
N9E 1H4

Phone: 519-969-3530 Fax: 519-969-4057 www.publicboard.ca

Principal: Mme A. Symchyshyn Vice-Principal: Mrs. J. Cunningham Secretary: Mrs. M. Vacratsis

Central Student & Parent/Guardian Handbook

Welcome to Central Public School – Home of the Cyclones!

2024-2025

Welcome to the 2024-2025 school year! Central Public School is an amazing place to learn and grow. We are constantly learning as a staff and are focusing on the best ways to provide academic instruction and social-emotional self-awareness skills for our students. In addition, we strive to make every student feel that they are safe, included and a valued part of the Central community.

The Central staff is committed to each student as a whole child. We have high expectations for your child(ren) and will plan, teach and assess in order that each of them can meet with success. Staff give freely outside of their roles as teachers to offer a range of extra-curricular opportunities.

Our Mission Statement reflects our beliefs and goals:

At Central School, our quest is to support students in setting personal goals, and to encourage and inspire them to work diligently to reach their full potential.

We believe we make a difference in students' lives by fostering independence, problem solving, creativity and character development in a positive and safe learning environment.

We encourage our families to get involved. We need parents/guardians to be partners in the teaching and learning process. Please consider volunteering as a member of our School Council! We want our parents/guardians to always feel welcome and know that we are committed to providing a quality education for all children. Communication between home and school is an integral part of every child's education. The staff at Central Public School strive to create an encouraging and positive learning environment.

The following pages contain important information about our school. The purpose of the Central Student and Parent/ Guardian Handbook is to assist students and parents/guardians with some of our general policies, procedures, and expectations. Please review the contents with your child(ren).

Please feel free to call us at 519-969-3530 with any questions or concerns at any time. By working together, Central Public School will continue to be a wonderful place to be!

Mme Annemarie Symchyshyn
Principal

Ms. Jodi Cunningham
Vice Principal

2024 - 2025 School Year

Daily Schedule

8:05 am	Supervision begins on school grounds Students should not be at school before this time.
8:18 am	Warning Bell rings
8:20 am – 10:00 am	Learning Block One
10:00 am – 10:40 am	Fitness/Nutritional Break
10:40 am – 12:20 pm	Learning Block Two
12:20 pm – 1:00 pm	Fitness/Nutritional Break
1:00 pm to 2:40 pm	Learning Block Three
2:40 pm	Dismissal Students are expected to leave the premises promptly.

School Calendar

Labour Day	Monday, September 2, 2024
Thanksgiving	Monday, October 14, 2024
Winter Break	Monday, December 23 – Friday, January 3, 2025
Family Day	Monday, February 17, 2025
March Break	Monday, March 10 – Friday, March 14, 2025
Good Friday	Friday, April 18, 2025
Easter Monday	Monday, April 21, 2025
Victoria Day	Monday, May 19, 2025

Classes Begin: JK-8	September 3, 2024	Classes begin for ALL students
PA Day	September 20, 2024	No school for students
PA Day	October 11, 2024	No school for students
Parent - Teacher Interviews	November 14, 2024	Parent-Teacher Conferences
PA Day	November 15, 2024	No school for students
PA Day	January 17, 2025	No school for students
Parent - Teacher Interviews	February 13, 2025	Parent-Teacher Conferences
PA Day	February 14, 2025	No school for students
PA Day	June 6, 2025	No school for students
Last Day of Classes	June 26, 2025	Last day of classes for students
PA Day	June 27, 2025	No school for students

Student Agenda – A to Z

Allergy Alerts

All students have the right to a safe environment when attending school. We have several students and staff members who are allergic to **peanuts, tree nuts, peaches, bananas, pineapple, kiwi, shellfish, and scents**. The presence of these items may cause immediate and severe allergic reactions. We request that you do not send peanut butter sandwiches or other nut products, peaches, bananas, pineapple, kiwi, or shellfish to classrooms that have been designated as “Allergy Alert” areas. In addition to food allergies, scents such as cologne, perfume, body spray and other scented products may cause a severe allergic reaction. Please help us create a healthier environment by choosing to wear or use scent-free products. The use of stick deodorant is encouraged. Spray on deodorant, body spray, etc. is **prohibited** from being used at school.

To keep all children safe, if you plan on sending in treats for special occasions, please first check with the teacher. We strongly suggest sending in **non-edible items for classmates** to celebrate birthdays or other occasions. Sending in **food** for distribution to classmates is discouraged. Before sending in ANYTHING, please **clear it in advance** with the homeroom teacher. **Purchased food** items only will be permitted but **must include a list of ingredients** for any food being distributed due to allergies. No baked items are permitted.

We try to minimize the risk to our students with allergies, but we cannot guarantee allergy-free areas. Parents and students must maintain their own vigilance in this matter.

Assessments

EQAO Grade 3 & 6 Reading, Writing, Math

INSIGHT -Grade 2

CAT4 -Grade 7

****Details and Dates will be communicated once determined for the 2024-25 school year.**

Attendance

Research shows that student success in school is directly tied to attendance. Students are expected to be in attendance each day school is in session, except for personal illness, medical appointments or family emergencies. Please plan family vacations outside of school time. Children who are continually late or absent lose out on daily academic learning time. *Attendance is crucial for success at school.* Persistent, unexplained absences from school will be investigated by the school social worker/attendance officer.

- Absences

Students are expected to arrive at school on time (8:20 a.m.). **If your child will be absent or late, please call the school at 519-969-3530 to inform our secretary, Mrs. Vaccratsis, as soon as possible.** Voicemail and Edsby are available 24 hours a day.

When your child is not at school and we are not informed, the Safe Arrival Policy *requires us to contact the parents* to ensure that your child is safe. Attendance is taken every morning and afternoon. If a student is absent and we have not been contacted by the parent, we are required to make the following calls to verify the reason for the absence:

- Parents/guardians will be called at home.
- Parents/guardians will be called at work.
- Emergency contact phone numbers will be called.
- Siblings at school may be asked.
- A message will be left on the home answering machine.
- When all reasonable attempts have been exhausted, the Safe Arrival Policy has been fulfilled.

Please ensure that all phone numbers are current and up to date.

Note: Under the Child and Family Services Act, Section 79, the principal is required to report to the Children's Aid Society, any child under the age of 10 who is absent from school without reasonable supervision and care. For children 10 years of age but under the age of 16, reporting shall be at the discretion of the principal.

If your child is not feeling well, please keep him/her home. If students are at school, they should be well enough to do their work and play outside. Students cannot be left unsupervised in a classroom or at the office during recess, so they must be healthy enough to go outside.

- **Lates**

Students who arrive after the **8:20 AM entry bell** are **late** and **must** report to the office for a late slip.

Learning begins immediately at the beginning of the day with instructions for the first learning block. Remember that late arrivals interrupt the learning of your child and of all students.

School is dismissed daily at 12:20 p.m. for second nutrition break, and at 2:40 p.m. **Students who go home for lunch will leave the school at 12:20 p.m. and should return by 12:55 p.m.** Parents/guardians who wish to have their child(ren) leave at a time other than regular dismissal times should call the office well in advance or send a signed and dated note to the teacher indicating the intention. If someone other than the parent/guardian is coming to pick up the child(ren), please provide a written and signed confirmation.

- **Early Departures**

When a parent/guardian or designated person arrives at the school, he/she should come to the office to pick up the child. **Due to supervision issues, students will not wait or be called to the foyer until parents/guardians arrive. Students will be paged to come to the office when a parent/guardian arrives and has signed out the student in the book in the office. Please add pick-up time to your plan to allow for a smooth transition time.** Any end of day changes in pick up times for your child(ren) should be prearranged before 2:00 pm by telephone only and please be sure to speak to someone. We cannot ensure that last minute changes are relayed in time as there are an extremely high number of calls in the last half hour of the school day.

Assemblies

In person assemblies will continue this school year. Dates/times will be communicated with families.

Bicycles and Other Modes of Transportation

Students are always welcome to ride their bikes to school. Bike racks are provided for students and students should **lock their bikes**. Students are required by law to wear helmets and other appropriate safety equipment. It is the parent(s)'s responsibility to ensure that their children have this safety equipment. The school accepts no responsibility for lost or stolen bikes. Students are not allowed to bring motorized scooters to school. When arriving at the school, bikes, rollerblades and skateboards are to be *walked onto school property*. Pedal scooters should be collapsed and carried, and inline skates should be removed before entering the school grounds.

Bullying

At Central Public School, we proactively try to prevent bullying and pledge to deal with incidences of bullying when they occur. **Bullying is defined as a form of repeated, persistent, aggressive behaviour** that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation (Ministry of Education). Please encourage your child to tell an adult or please call the school personally.

Bullying can be physical, verbal or psychological. The actions are intentional or repetitive, exerting some form of power and control.

Examples of Verbal Bullying Behaviours

- Making fun of another student
- Name calling, put-downs, insults, taunts, sarcasm
- Hurtful comments about individual differences, family, clothes, or other possessions
- Racial and/or religious slurs
- Hurtful comments about sexual gender and preference
- Spreading rumours
- Telling students not to play or interact with another student
- Unwelcome comments that degrade or make another feel uncomfortable
- Intimidating telephone calls
- Threat of violence against a person, their friends or family
- Public challenges to do something

Examples of Non-Verbal Bullying Behaviours

- Graffiti
- Hateful or hurtful written comments
- Slamming books
- Passing notes with the intent to humiliate or threaten another
- Written comments telling others to exclude, ignore or reject another
- Revealing personal information that could lead to public humiliation
- Internet bullying behaviours (e-mails, text messages, social media posts)

Examples of Physical Bullying Behaviours

- Hitting, pushing, kicking, shoving, poking, chasing, spitting
- Physical intimidation or assault with or without a weapon
- Defacing or destroying property
- Stealing, extortion
- Acts that demean another such as hazing and pantsing
- Unwanted touching

The Central staff works diligently to ensure that the school is free from bullying. We need your help in reinforcing the following strategies that will assist your child if confronted with bullying behaviour:

- Seek help from an adult or peer.
- Make assertive statements to the bully, addressing your feelings.
- Look the bully in the eye and tell them to stop.
- Walk away from the bully.
- Remember there is safety in numbers.
- Avoid certain places to avoid a bullying situation.

If you know that someone is being bullied, report the situation to the nearest teacher or adult. Incidents of bullying, regardless of place of origin, will be dealt with at the school level if it affects the moral tone of the school and/or welfare of the students.

Please note that all Human Rights violations will be treated seriously and will provide opportunities for further learning.

To eliminate bullying, students, staff, administration and parents all need to take a role. Therefore, at Central, we will adhere to the following responsibilities: We will not bully other; We will demonstrate kindness and respect towards others; We will help students who are bullied in a supportive manner by using our words and/or reporting what we see to an adult; We will include everyone in games and activities; We will tell an adult at school and an adult at home.

Students who do not follow these rules will be subject to consequences (see Interventions and Consequences section).

Bussing

Appropriate bus behaviour is expected whether students are travelling to/from school or on a field trip. Upon entering the bus, students must sit safely and remain seated for the entire bus ride. Loud noises, eating, drinking and chewing gum are not permitted (we do make exception for students who have blood sugar issues at the time of riding). Riding the bus is a privilege and the school works closely with the bus company to ensure a safe bus ride for all students. Bus drivers report inappropriate behaviour to the school on incident forms. The bus company does retain the right to remove the privilege of riding the bus due to inappropriate behaviour.

If your child travels on the bus daily they must: 1. Be at a bus stop on time (**ten minutes prior to the pick-up time via BusKids.ca**). 2. Remain seated in their bus seat; younger students are highly encouraged to sit at the front of the bus. 3. Help to keep the bus clean and free from

litter. 4. Not throw anything out of the window. 5. Use appropriate language and volume for school. 6. Not engage in physical contact with other students. 7. Not eat or drink on the bus. 8. Be respectful and kind towards others.

The driver is in complete charge of the vehicle. If a child is returned to the school, it is the responsibility of the parent to transport the child home. Students are **only** allowed to travel on **their** assigned bus and get off the bus at their assigned bus stop. This is a Board policy involving insurance coverage, so we will not be able to grant special requests. Any damage to a bus caused by a student shall be charged to the parent. Bus patrols are there to assist the bus drivers and should be listened to by all students. Bus patrols do not discipline students or write bus discipline reports. The bus patrols know that their position is a privilege and can be revoked.

Violation of bus rules may result in the following consequences:

- Discussion of the rules and a warning letter sent home.
- Second offense – 1-day suspension from the bus (child is expected to attend school).
- Third offense - 2-day suspension from the bus (child is expected to attend school).
- Students may be removed from the bus indefinitely if unacceptable behaviours persist.

Please note: **All JK/SK students must** have a previously named designate meet them at their bus stop on their ride home.

Central C Award System

Students in Grades 4 to 8 can earn points towards a “Central C” award. Points are given for academic achievement, participation in sports and clubs, and for volunteer work. It can take up to five years to earn enough points for the “Central C” award at graduation. Students are encouraged to contribute to the Central School community and to participate in a variety of activities.

Change of Information

If you change your address, phone number or workplace, you must notify the school immediately, so our records can be kept up to date. It is particularly important to have accurate information in case of student illness, accident, inclement weather, custody matters, etc. Any legal documents need to be kept on file in the student O.S.R. (Ontario Student Record) especially those indicating custody.

Code of Conduct

- **Rationale**

The Code of Conduct at Central Public School is an extension of the Greater Essex County District School Board’s Code of Conduct. The Code of Conduct is based not so much on rules, as on the way we expect the members of our school community to treat each other. The Code of Conduct is based on the foundation that every student should enjoy coming to school knowing that he/she has a right to an education without disruption. That is, every person should be free from social, physical and emotional harassment while at school.

Members of the school community will:

- Treat each other with kindness and respect
- Support learning and keep distractions out of class
- Help others when they are in need

Members of the school community will not:

- Bully, cyberbully, or encourage others to do so
- Harm others, including harm with the motivation of hate or discrimination
- Use a personal mobile device during class unless permitted by an educator
- Use, share or sell vape, nicotine and/or tobacco products on school property

Speak with a staff member if you or someone else needs help.

- **School Rules**

Rules are necessary to protect the safety and welfare of the school community and to maintain a positive school atmosphere.

1. In carrying out his/her duties to maintain proper order and discipline in the school, the Principal/Vice Principal, with reasonable grounds of suspicion, in the presence of another person, may conduct a search of a student's clothing, possessions, or any area (locker, desk, backpack) where his/her possessions may be stored. The decision to search must be based on reliable information obtained by the Teacher/Vice Principal/ Principal that the school's Code of Conduct or Board Policy was or is being violated. The decision may be made based on information from sources such as: students, parents, observation of staff or from a combination of these sources of information.

2. Pupils will work and play cooperatively without racial, cultural or any other form of discrimination and show respect and courtesy for others.

3. School property or the property of others is never to be intentionally destroyed or damaged. Please ensure that all personal property (lunch bags, school supplies, clothing, etc.) is labelled to help us return lost items. It is the student's responsibility to keep textbooks, classroom books, library books, etc. in the best shape possible. Damage or loss will be charged to the student.

4. Fighting, bullying, or verbal (oral or written), sexual or psychological abuse against another student are not acceptable at school, or when travelling to and from school.

5. Weapons or explosive devices including fire crackers or fireworks are not to be brought into the school at any time. Bringing any of these items to school will result in suspension and possibly police intervention.

6. Students are not permitted to threaten other people or use profane, abusive language, racial language or offensive gestures.

7. For the safety of all, stones, snowballs, and other dangerous objects are not to be thrown.

8. Students are expected to conduct themselves appropriately when on the playground and show due respect for school property and equipment. Littering, spitting, etc. are not acceptable. See Playground Section for a complete set of rules.

9. **Personal devices** (i.e., cell phones, tablets, laptops, etc.) are **ONLY** permitted while **under teacher supervision for educational purposes**. Personal devices should be kept in backpacks during school hours for security purposes (or as directed by the homeroom teacher). Portable devices are **not permitted during recess or lunch times**. Due to our need to maintain privacy, students are **not** to take pictures at school unless under the supervision of their teacher. Students who choose to bring personal communication and/or computing devices to school do so with the understanding that they are the responsibility of the owner. It will **not** be the school's responsibility to retrieve missing personal items. Students are not to share devices with others or to use them in washrooms, change rooms, etc. It is expected that parents monitor all games, apps, pictures, and files on their child's electronic device to ensure that all content is appropriate and follows school guidelines before sending the device to school.

School phones will be made available to students for emergencies. ***If there is an emergency and need to get in touch with your child(ren), please contact the school office. Please do not text or call your child's cell phone.*** Should a student have a cell phone in their possession, it is to remain off and secured in their backpack during the school day (or as directed by the homeroom teacher). If it is used **without permission** during instructional time or nutrition breaks, it will be turned in to the office until the child's parent can pick it up at the school.

10. Students are not to bring portable video game systems to school.

- **Interventions & Consequences**

The Greater Essex County District School Board and we, at Central Public School, support a progressive discipline policy. Progressive discipline is a non-punitive, whole school approach that uses a continuum of corrective and supportive interventions and consequences to address inappropriate behaviour to build upon strategies that promote positive behaviours. Depending upon the student's age, history, severity of offence and/or circumstances, a variety of disciplinary consequences may occur.

When students make mistakes, an effective discipline policy assists students in learning from their mistakes, so they are not repeated. When students choose to break rules, they must first speak with the staff (teachers, child and youth worker, noon hour assistant, educational assistants, principal or vice principal).

Actions and Consequences may include: A Warning, In School Counselling, Interview with the student, Phone call home, Reflection Sheet, Mediation between students, Detentions, Withdrawal from class, Isolation of the student within the classroom, Interview with parents, Pupil-teacher contract, Daily contact with parents (communication journal), Removing privileges such as participation in school events or extra-curricular activities (choir, band, teams), Requiring restitution such as clean-up or repair work (Community Service), Restorative Justice Circles. When problems are more serious or persistent, steps to prevent may include: Developing Behaviour and/or Safety Plans, Suspension from school, Help from outside agencies such as the Teen Health Centre, Children's Aid Society, etc., School Team Meeting, Involvement with the police, Expulsion from school.

- **Suspension/ Expulsion**

The provincial government completed a review of The Safe School's Act, 2000. For the most up to date, detailed information regarding suspensions and expulsions, you may wish to visit the Ministry of Education website (<https://www.ontario.ca/page/school-suspensions-and-expulsions>) or contact the school office directly.

- **Office Referrals**

Students who are asked to leave the area of instruction by a teacher are to leave promptly and report to the office directly to meet with the Principal or Vice-Principal. Teachers are responsible to complete an incident report sheet for the office. Students who are sent to the office for inappropriate choices are expected to complete a reflection and are not to return to class or leave the office without the permission of the Principal/Vice-Principal.

- **Movement in the Halls**

Movement throughout the school shall be safe and quiet, respecting objects/people in the hall and without disrupting other classes. The staff will work with students to practice this procedure. It is expected that all sports equipment will be held securely for the safety of everyone in the hallway. During the opening exercises all people including pupils, staff, and volunteers will stop and stand quietly for the playing of the national anthem (if culturally appropriate).

Concussion

The GECDSD has a concussion protocol that schools must follow. In the event that your child has symptoms of a concussion, the school will contact you and provide you with the necessary forms so that a medical professional can assess and/or clear the student for school activities. This is a multi-step process with the goal of a safe return to activity.

Daily Physical Activity (DPA)

In order to promote healthy, active living, students are required to engage in twenty minutes of planned, supervised physical activity. DPA will occur each day that a class does not have a scheduled physical education period. This activity may occur in the gym, outside, in the classroom or other appropriate places in the school. Socks and running shoes must be worn for DPA and Physical Education classes.

Digital Responsibility

The GECDSD has an Acceptable Computer Use Policy which all students must agree to before being allowed to use electronics at school. This policy includes use of computer equipment and vandalism to equipment. Students must realize that no files are to be considered completely private. Students must acknowledge respect for other network resources. In general, the fact that a student can perform a particular action does not imply that he/she should.

Computers and electronic devices can only be used with direct teacher supervision and for educational purposes. This applies to school provided devices and devices brought from home. Students are expected to use good judgement regarding the use of computers and ask a teacher if clarification is needed. Inappropriate use of the Internet will result in computer privileges being revoked.

Dress Code

To ensure a positive and productive learning environment, an appropriate, yet inclusive dress code is needed in school.

- **Footwear**

All individuals on school grounds and in school buildings should wear shoes at all times. Should there be a need to evacuate, students will be able to do so safely by wearing appropriate footwear. Students are not to wear sponge soled “Flip-flops” as they are unsafe. Shoes with closed toes, heels and rubber soles must be worn if playing sports (i.e. soccer, basketball, etc) for student safety.

- **Clothing**

Student clothing should be protective against all kinds of weather (i.e. sun, rain, cold temperatures, etc.) and must be appropriate for the learning environment. Except during extreme weather situations, students will be going outside several times a day and need to ensure that they have the proper clothing for the weather.

Students will be asked to call home for a change of clothing when they are wearing inappropriate or culturally insensitive clothing, or alternate clothing will be provided (i.e. any clothing or jewelry that displays the following: obscenities, swearing, violence, nudity, alcohol or drug references, and racial or gender slurs).

Edsby

Edsby is the school’s primary means of sharing information with parents/guardians. Any new/important information will be posted on Edsby. Teachers will also post information, including homework, on Edsby to keep students and parents/guardians informed about upcoming events and learning activities. It is important that you create a routine for checking Edsby on a regular basis with your child.

If you have not signed up for Edsby, please contact the office for assistance.

Entry and Dismissal

Supervision begins at 8:05 am. No student is to be on the hardtop until this time.

In the morning, kindergarten and primary students can be dropped off on the east side of the school on Woodland Avenue, which is close to the entrance to their designated supervised playground. The staff parking lot on Virginia Park (by the gym) is closest to the junior and intermediate supervised playground. Many parents/guardians walk their children to school, and some may wish to remain with them on the playground for a few minutes. Please identify yourself to the staff on duty so they know who you are.

Students should cross Norfolk Street with the crossing guard. **Please refrain from using the bus bay on Norfolk at any time (you may get a ticket).** The staff parking lot on Virginia is small and gets very congested. Parking is also available on adjacent side streets. Please do not block in any cars in either parking lot at any time. Bus students are to enter the school through the front door and walk to the hardtop once they disembark from the bus.

For pick-up at the end of the day, we suggest that you arrange a spot where your child can safely walk to meet you. Please arrange to have older brothers and sisters meet their younger siblings outside at their dismissal door. The older students will exit the school by the front door at the front of the school. This procedure reduces congestion in the hallways and allows our bus students to easily proceed down the halls. Bus students will exit first to load the buses and then walkers will be dismissed. **Students are to report home after school.** If they wish to play at the Central Community Park, students **must** go home first or be with an adult. Students are not to go directly to the park or to remain on the school yard. There is no supervision provided after school hours.

Fundraising

In addition to School Council fundraising, the school holds fundraisers throughout the year. The funds raised are used to purchase additional recess and/or sports equipment, supplement classroom materials, for field trips, technology, extra-curricular fees, uniforms, outdoor learning areas, special event materials such as shelter tents for sporting events, equipment for clubs and other related items not covered by the Ministry of Education.

Homework

- **Philosophy**

The Greater Essex County District School Board views homework as beneficial when appropriately conceived, explained, assigned and assessed.

- **Purpose of Homework**

Although we acknowledge that students, regardless of age, need personal time for such things as recreational play, religious and cultural activities, home duties, family responsibilities, and social activities, we believe that homework is a valuable component of education. Homework may include the: a) practice and reinforcement of skills which have been taught; b) preparation for upcoming classroom activities; and/or c) application of skills learned to new areas.

Homework completion has the potential to create conflict at home and at school. Research suggests that by having an established, consistent homework routine in place aids with homework completion.

- **Grades 1 and 2**

Daily homework assignments are not considered appropriate for the early primary grades. Parents can support their child's program by encouraging the use of books for pleasure and may wish to establish a routine of school-related activities for 10-20 minutes each school day. Reading and number fact games are an effective way for home to be involved. Occasionally, projects will be assigned that are designed to support the curriculum. Remember, "Reading is fundamental!"

- **Grades 3 to 6**

Students should spend 20 to 30 minutes each day on various types of homework. Additional time may also be required for test preparation or projects. Reading, math activities, and educational computer use should be encouraged.

- **Grades 7 & 8**

Students in the intermediate grades should spend 30 to 60 minutes per day on various types of homework. Additional time will also be required for test preparation or projects. Reading, math activities, and technology use should be encouraged.

There are consequences for incomplete homework or failure to do homework. Consequences for incomplete or a failure to do required homework shall reflect the age and the developmental level of the student involved.

- **Academic Honesty**

Assigned work is to be completed with integrity. Plagiarism is a serious offense. Students are plagiarizing when they use another person's words, images or ideas without giving that person credit. Work is considered to be plagiarized not only when it is copied word for word, but also if some of the words have been changed (paraphrasing) without citing the source of the original ideas. Consequences may include: completing the assignment over, loss of grade or credit for the assignment, team meeting.

Human Rights

The Greater Essex County District School Board is committed to building inclusive learning and working environments where all students and staff feel valued, accepted and know they belong. No student should be harmed by the words or actions of others at school. All members of our board community should feel safe, welcome, accepted and included at every GECDSB school and work site.

In keeping with these values, the following conduct will not be tolerated at GECDSB schools or in GECDSB environments:

- discrimination;
- harassment and bullying;
- the proliferation of hate;
- the use of the n-word;
- the use of any hateful slurs or epithets; and
- reprisal (retaliation) for trying to have an incident addressed.

Students are **not** allowed to say, write or read out any version of the n-word (including with the "a" ending) and are not allowed to ask for a "pass" from Black students to use the n-word. GECDSB staff have also received direction that they are not allowed to say or read out the n-word.

Please talk to your child(ren) and make them aware that the conduct listed above is not allowed – this includes on social media or in any other context that can negatively impact the school environment.

Our students have a right to safe, respectful, and non-discriminatory learning environments. Students or parents/guardians who hear or learn about hateful or discriminatory acts or language should report it to the school principal, vice-principal or another staff member right away. When these incidents happen, they are treated seriously and addressed by the school/board.

For more information about Human Rights please visit the GECDSB website at:

[Human Rights - Greater Essex County District School Board \(publicboard.ca\)](http://www.publicboard.ca)

Inclement Weather

As a part of the Inclement Weather Procedures, parents of elementary school children who walk to school are reminded that if they decide to keep their children home, for all or part of the day, that they are required to contact the school in the usual manner. We encourage students who can safely travel to school to attend. Please listen to local radio stations for information. AM580, AM800, FM97.5, FM88.7, FM92.7, FM93.9 and FM95.9 provide this information. The Board web site is another source for information regarding school closure and/or bus cancellation.

(www.publicboard.ca) If buses are cancelled in the morning due to snow, they will **not** be running after school. If **busses** are **cancelled** in the morning due to fog, they sometimes will run in the afternoon so please check **BusKids.ca**.

Children will remain in the school during nutrition breaks on days when the wind speed combined with the temperature indicates a risk of flesh freezing; or excessive humid and hot conditions as identified by Environment Canada. Conditions are assessed periodically throughout the day by administration.

Lice (Pediculosis)

Please note that our Board has a **No Nit Policy**. When a lice infestation occurs, the child will be sent home. The child will be excluded until all lice, lice eggs and egg cases are removed. If you notice an infestation, please inform the school so that we may advise other parents to check their children. As always, confidentiality will be maintained. Although outbreaks of head lice are rare at Central, you can help by reminding your children to not share scarves, coats, and hats. If you require further information, please call the Health Unit at 519-258-2146, ext. 257.

Lunch Procedures

Two nutrition/fitness breaks are provided for the students at Central. The first break occurs from 10:00 to 10:40 am and the second break occurs from 12:20 to 1:00 pm. Food is not permitted outside. Students who eat lunch in their classrooms are supervised by Prostaff, teachers and student monitors. Students are expected to comply with the following rules:

- Talk quietly and remain seated
- Use good table manners
- Do not trade food because some students have serious food allergies
- Listen to and respect the adults and student monitors in charge
- Clean up after eating
- Strive for a garbage-free lunch

Permission to Leave forms will be sent home with every student in grades 3-8 to indicate if your child(ren) will be walking home for lunch on a consistent basis. These will be kept on file in the office. For the safety of our students, we must always know their whereabouts. Parents will assume full responsibility for the safety and conduct of their child while off school property. Additionally, students who persistently return late will lose the privilege to leave without an adult. Students who have permission to go home for lunch (second nutrition break only) are to

sign out and in at the office for each occurrence. We cannot accept orders from Skip the Dishes or other delivery services. As well, we do not promote students going to a fast food restaurant by themselves at lunch. They frequently do not have time to finish eating during the lunch break and they will not be allowed to eat afterwards in class.

Medication

The GECSDB has a set policy for administering regularly scheduled medication (including inhalers and EpiPens) by school personnel. Medication may not be administered to students unless the “Request and Authorization for the Administration of Medication at School” form has been completed by a parent/guardian and the child's physician. This form is available at the school office. From there we create a “Plan of Care” with input from parent/guardians. It is then signed and kept on file in the office. Parents/guardians are required to deliver medication to the school. According to Board policy (AD-17), we are unable to dispense medication without a prescription bottle and a signed form. **For the safety of all children, students cannot have any type of medication in their lunch bags or backpacks to administer themselves. This includes over-the-counter medications such as Tylenol and cough syrup. Any over-the-counter medication cannot be dispensed by staff.**

Inhalers can be used in the office if the student has had proper training. EpiPens must be stored in the office. Parents/guardians are required to supply the school with a current Epi-Pen in its original container with date of issue and expiry date clearly visible. Students who ride the bus and require an Epi-Pen must carry one with them. We strongly recommend that students with severe allergies wear a Medic Alert necklace or bracelet.

Phone Use

The school phones shall be used by students only in special circumstances, such as in the case of an emergency, and in all such cases, permission must be granted by staff and/or office personnel. Students will not be permitted to make calls to ask to make after school arrangements that are not related to school. The plans need to be made in advance.

Physical Education

This is an extremely important program and every student is required to participate. Any temporary exemption will require a certificate from a family physician. All students must have appropriate running shoes. Students are not permitted to wear jewelry, watches, necklaces, etc. during physical education for safety reasons.

Playground

All areas of the playground are supervised by adults. During severe weather conditions, students will be supervised inside the building. Students needing a washroom while outside should seek permission from an adult before entering the school. They should enter through the centre back doors.

Our playgrounds are a place where our students enjoy themselves in a safe way. We encourage children to be friendly to others and to our environment. Our students are safe and have fun when they:

- Use the “Hands Off” policy and follow all Code of Conduct rules

- Stay within the school boundaries and play within their age group
- Use basketballs and Four Square balls on the hardtop and soccer balls and footballs on the field
- Wall ball is permitted with a tennis ball only (no hard baseballs or softballs are permitted on the playground)
- Play tag in the field only
- Do not use any equipment on days when it is hardtop recess – this is a safety concern as we are not able to spread out sufficiently
- Stay off the ice as it is a danger

Flip flops should **not** be worn if participating in outdoor games. These shoes have been identified by Health & Safety as inappropriate wear for school grounds due to the number of injuries. Shoes with closed toes, heels and rubber soles must be worn.

When students must be confined to the hardtop due to wet weather, no running games of football or soccer are allowed due to the density of people in that space.

School Council

Central has an active School Council, which supports student achievement in partnership with administration and staff. It provides a forum for parents/guardians within a school community to work collaboratively to develop common goals and create events or plans to support all the students. Fundraising is also a priority of the School Council.

The School Council is always looking for interested individuals to contribute their expertise since a wide cross section of the school community is preferred to increase effectiveness. All Central parents/guardians are welcome to attend monthly meetings, but only elected members of council can vote on issues that pertain to the school. If you wish to become a member of School Council, watch for information that will come home at the beginning of the school year. Elections will take place at our first council meeting.

School Teams

School teams, for some sports, may be established during the year. To represent Central on a school team is a privilege that is granted to those students who have earned it. Others with whom our students come in contact will form an opinion about Central by the way that they behave and act. To this end, only those students who conduct themselves appropriately, regardless of athletic ability, will be allowed to join school teams. The coaches have the ultimate decision and that decision will be supported by the office. Staff coaches give voluntarily of their free time and have the final decision on playing time. For students who do play on sports teams, parents will need to sign a team contract for each team on which they participate.

- **Team Uniforms**

We encourage students to care for their uniforms in an appropriate manner. The uniform is to be returned clean and in the same condition as when it was issued. Uniforms should not be worn during the school day. Team members will have time to change prior to their events. A \$25.00 uniform deposit will be collected at the beginning of a team's season and returned to the student once the season has ended, and the uniform is returned cleaned and in good condition.

Smoking/Vaping: Note to the School Community

As a result of the “Smoke Free Ontario” legislation, **adults** are subject to fines if they are smoking/vaping on school property. This *includes* the time spent waiting in cars for children at the end of the school day. Administration is required by law to supply the names of individuals smoking/vaping on school property to the Health Department. This applies while attending any school or sporting event as well.

Student Services

The Greater Essex County District School Board provides each of its schools with support staff including social work, psychological services, speech and language, and health services. Parent permission is required for these services.

Trading/Bartering

No trading or bartering of any personal items will be allowed at any time on school premises or on the bus. Issues of trading will be referred back to the parent or the child. They will not be dealt with at the school level as it is a choice made by the children. If cards and other collectibles interfere with learning in the classroom, a teacher may contact parents indicating these items will be sent home and not return to the classroom.

Visitor Procedure

The implementation of the Province-Wide Safe Welcome Program’s Locked-Door Policy is now in effect. Our school’s main entrance is equipped with a Video/Intercom Access System to provide added safety for our students, staff and school community. All doors will be locked, and a security access device is in place at the main school entrance. Our visitor procedure is that all persons entering the school, or its grounds **must**:

1. Report directly to the office upon arrival
2. Sign the Visitor Log
3. Wear a visitor badge and
4. Report back to the office, sign out and return the badge before departure.

We do not permit unexpected visitors to classes as this would interrupt instructional time. Please be aware of our scent policy and wear scent-free products when visiting. Thanks in advance.

Volunteers

We are fortunate to have parents/guardians and community members who volunteer in our school. They support our school by driving students to sporting events, assisting with special lunch days, volunteering in the classrooms and library, and helping with events such as fundraising projects. Please contact your child’s homeroom teacher or call the if you would like to volunteer. Your help would be greatly appreciated.