



MALDEN CENTRAL PUBLIC SCHOOL

STUDENT AND CAREGIVER HANDBOOK

2023-2024



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**DAVID DAWSON
PRINCIPAL**

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Malden Public School is committed to providing the best possible educational opportunities in a safe, supportive environment. Staff, students, parents, and community volunteers work together to promote the development and growth of each child and foster tolerance and respect in all ways. The information that follows is provided as a guideline to the expectations and routines within the schools.

School Timetable

We have new bell times for the 2023-2024 school year. The new schedule is as follows:

- 9:10** Entry bell
- 9:15** First instructional block begins
- 10:55** AM nutrition break (Students outside for 20 minutes, then inside to eat for 20 minutes)
- 11:35** Second instructional block begins
- 1:15** PM Nutrition Break (Students outside for 20 minutes, then inside to eat for 20 minutes)
- 1:55** Third instructional block begins
- 3:35** Dismissal

Important Dates

Please take note of the following dates:

Classes Begin (Grades 1-8)	September 5
Kindergarten classes begin	September 11
PA Day	September 22
PA Day	October 27
Parent-Teacher interviews	November 16
PA Day	November 17
Winter Break	December 23 - January 7
PA Day	January 19
Parent-Teacher interviews	February 15
PA Day	February 16
March Break	March 9 - 17
PA Day	June 7
Last day of classes for students	June 27

Student Information

All schools require up-to-date information for each student. Please inform the school secretary if you change your address, home or business phone numbers or email address. If your child becomes ill or there is an emergency, we must have the phone numbers of at least two people (i.e., emergency contacts) that we could call if you can't be reached.

Safe Arrival Program

The Greater Essex County District School Board through the Ministry of Education has in place a Safe Arrival Program for elementary schools.

After morning announcements and upon the return to classes after lunch, teachers will send to the office the names of students who are not in attendance along with any notes that have been sent. The secretary will contact parents/caregivers of any student who is absent without an explanation. A call will be made to the home first, followed by the contact phone numbers provided by the parent/caregiver. Please note that there must be contact with an adult. Talking to the absent child will not be acceptable.

Students who arrive late or leave early must report to the office. Students who leave the school at any time prior to the dismissal time MUST be signed out by a parent/guardian.

Absences, Lateness, Sickness

Punctual and regular attendance is expected but if your child is ill, they are better off at home under your care. If a student is going to be absent or late, parents must report the child's absence in advance. Please enter the

absence in Edsby or leave a message on the 24-hour answering machine stating the child's name, grade, and teacher and that they will be late or absent that day as well as the reason. Parents or caregivers should call the school before the start of the school day.

Entrance and Exit Procedures

Please ensure that your child does not arrive at the school before outdoor supervision begins, which is 9:00 am. Upon arrival, students are to follow the school's procedures for morning entry. Students are expected to enter and exit through their designated doors.

Allergies

There are students at MCPS with severe allergies to peanuts, tree nuts, and other foods. As a result, we are a nut-sensitive school. We therefore ask that parents/guardians refrain from sending any products containing nuts or traces of nuts to school. We strongly discourage families from sending in food for distribution to classmates. Non-food items (erasers, pencils, stickers) are better options. On behalf of these students and their families, we send you our appreciation for your understanding and cooperation in this matter. Thank you!

Bicycles

Students may ride bicycles to school under parent direction. Students are expected to practise safety regulations, walk their bike on school property, and lock it in the designated bicycle area, near the storage shed. Students should always wear a helmet when riding a bicycle.

Bus Transportation

It is the policy of the Transportation Department that all students must use the same bus stop each day. Only in an emergency can an exception to this be approved by the principal (upon request from the parent in writing). Students are not allowed to change buses for completing group assignments or just to visit classmates.

All JK/SK pupils must be met at their bus stop by a parent or designate or the child will be returned to the school. Parents will be informed if a student does not get on their bus as expected to go home.

Bus Conduct

Most of our students are eligible to be bussed to and from school. Bus routes and pickup/delivery times are set by the Transportation Department of the GECDSB. If your child travels by bus, please ensure they are at the designated stop **five to ten minutes prior** to the expected pickup time.

Riding on a school bus is a privilege and not a right. The following rules should be reviewed at home with your children to ensure the safety of all:

- Be on time
- No rough-housing on or off the bus
- Board in single file
- Assist small children
- No eating or drinking
- No littering
- Quiet and appropriate talk only
- No animals or large objects
- Damages will be paid by offender
- Listen to the patrols
- Respect and obey the driver and the requests of the school bus patrols for safety's sake.

Misconduct on the bus will be reported to the principal. Parents will be informed of bus problems. Depending on the circumstances students may receive a reprimand, detention, or may not be allowed the privilege of riding the bus. JSK Parents please note that your child will require a designated adult present at the bus stop to receive them. If no one is present, or the person receiving your child does not appear on the list approved by you, your child will be returned to the school and you or the next person listed as an emergency contact will be telephoned to pick up your child. This is for the safety and security of your child. Having your child returned to

the school for pickup may result in suspension or removal of bus privileges. For more information regarding bus delays or cancellations, please refer to: <http://www.buskids.ca> or download the free BUSDELAYS (WESTS) app found on the website or in the app store.

Code of Conduct

The staff, students, and community of MCPS adopt as its Code of Conduct, the Code of Conduct for the GECDsB and the Provincial Code of Conduct. The following guiding principles of the Code as described in Section 301 (2) of the Education Amendment Act (Progressive Discipline and School Safety), 2007 are:

- To ensure that all members of the school community, especially people in positions of authority are treated with respect and dignity
- To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- To encourage the use of non-violent means to resolve conflict
- To promote the safety of people in the schools
- To prohibit the use of alcohol, illegal drugs, and restricted substances

The GECDsB and MCPS are committed to excellence in education. Such excellence demands an environment which protects and promotes the dignity and self-esteem of each person and mutual respect of one person for another.

Celebrating Students

Malden Public School uses a variety of incentives to acknowledge personal and school-wide student achievement and reinforce appropriate expectations (e.g., office visits, postcards, newsletters, notes, house or classroom points, displaying student work, having student names displayed on trophies and/or plaques). If you have any questions regarding this, please feel free to contact the school.

Student Attire

Students should appreciate that clothing worn to school should be conducive to an academic environment and should represent a positive image.

Gum Chewing

Except for special circumstances, there is no gum chewing allowed on the bus, on the school grounds, or in the school building.

Homework

Homework is a learning activity that should increase in complexity with the student's maturity and should assist in the mastery or revision of skills and stimulate interest in learning on the part of the students. JK to Grade 2 students should generally not have homework. Parents may support their child's program by encouraging reading for pleasure and by reviewing writing and math skills through simple games and activities. By the end of Grade 3 and up to Grade 6, students should have approximately half an hour of homework per night with additional work for special projects from time to time. Grade 7 and 8 students should have between 30 minutes to an hour of homework per night with additional work for special projects from time to time. When assigned, homework is expected to be completed by the due date established by the teacher. Questions or concerns about homework should be brought to the attention of the teacher.

Inclement Weather

On days when the weather is bad, the Board may decide to close the schools or cancel transportation. Decisions about closure or transportation are broadcast by our local media partners as soon as possible on bad weather days. You may also check bussing cancellations on the web at www.buskids.ca.

Nutrition Break Expectations

Pupils are expected to:

- Eat their lunch only in designated areas and in their assigned seats;
- Conduct themselves in a responsible manner;
- Respect the rights of others;
- Assist with lunchroom housekeeping duties as directed by the monitors or School Aides;
- Use recyclable containers, but not glass;
- Show respect for all lunchtime supervisors;

Medication

In accordance with Policies and Regulations of the GECDSB, prescription medication can only be administered at school if the proper form (available from the school office) that has been completed and signed by a qualified physician prior to the administration of medication. This form is valid for one year from the date of completion or until the prescription expires or is altered by the physician, whichever comes first. All medications must be prescribed by a qualified physician and must be stored in the office.

Parent-Teacher Interviews

Although appointments may be arranged at any time during the school year by contacting the school office, Parent-Teacher Interviews are scheduled in the evening twice each year. Students may be encouraged to attend the interviews. More specific information about interview times will be provided by the school as the dates approach.

Personal Possessions

Malden Public School or the GECDSB cannot be held responsible for lost or damaged personal possessions. It is suggested that valuable items such as electronics, CDs, jewellery, collector cards, toys, expensive clothing, etc. be left at home.

Personal Communication and Computing Devices

Internet access is for educational purposes and is monitored by staff. An Acceptable Computer Use contract is signed by each student and kept on file.

The use of personal communication and/or computing devices are not permitted in school buildings during instructional time except:

1. When an emergency requires a 911 call.
2. When permitted and supervised by a staff member for educational purposes.

Students who choose to bring personal communication and/or computing devices to school do so with the understanding that:

- These devices are the responsibility of the owner and that the GECDSB and/or school are not liable for damage, loss, or theft of the device or data that is stored on the device.
- These devices are to be off during instructional time, unless it is approved by a staff member.
- These devices may not be used at any time where individual privacy must be protected such as washrooms, locker, or change rooms.
- Unless expressly permitted by a staff member, personal communication and computing devices are not to be used during tests or examinations.

Students will be subject to school discipline, as per the school and board policy relative to the Code of Conduct, when:

- Students use their device without permission;
- Such a device is used in such a way that it disrespects another's privacy;
- Such a device is used to bully or harass;
- Such a device is used without staff permission, during a test or examination.

Students are not permitted to take photos, audio, and/or video in school buildings or during off site school sponsored events before, during or after school unless they have permission from school staff and the people being photographed and/or recorded in advance.

A student's Personal Electronic Device (PED) may be searched if there are reasonable grounds to believe that there is evidence of a breach in the school or school board's Code of Conduct.

Phone Use

The school phone may be used by pupils with the approval of teacher or office personnel or in emergency situations.

Playground Rules

Playground expectations include the following:

- Listen to and follow staff direction
- Stay inside the school yard and play in your designated area.
- Request permission from the duty teacher before re-entering the building.
- Hands and feet off! - No rough play, play-fighting, fighting, or bullying
- No put-downs, swearing, no using racist, sexual or abusive language
- No throwing snowballs, ice, sticks or stones. No snow kicking.
- No riding bikes, skateboards, roller blades or "Heelys" on school property.
- Respect and care for school property.
- Use fixed playground structures safely and appropriately and as they were designed – no playing tag on this equipment.
- Report any damage to a staff member.

Physical Education Classes

Physical education is a very important part of an educational program. Students may be excused for a single period with a note from home. A note of explanation will be needed from a doctor for longer periods of time. Students must remove jewellery during PE classes/activities for safety reasons.

School Advisory Council (MCPIC)

The GECDSD values the contributions of parents and other partners involved in education. The School Council provides a forum for people interested in public education to work cooperatively to develop common goals and plans and to achieve these goals at the school level. Election of the members is held each September. All parents are both encouraged and welcome to attend all meetings.

School Teams Athletic Uniforms

Our Malden uniforms are worn with pride. If your child has been issued a uniform for team sports or clubs, please encourage him/her to look after it properly so it is returned clean and in good condition. Uniforms are not meant to be worn during the school day. Teams are provided with time to change into uniforms prior to games.

Team Athletics

Our teachers willingly volunteer their time to coach the teams. It is imperative that they are given the professional courtesy and trust of parents of student-athletes.

Being on a school team should be an enjoyable and rewarding experience for the student-athlete. It allows for a level of competition and skill development that is not usually achieved in the house league system. It does, however, carry an additional set of responsibilities and expectations.

The privilege of being a representative on a school team is granted to those students who have earned it. Student-athletes are expected to behave and act in a way that reflects our Code of Conduct. To this end, only students who conduct themselves appropriately, regardless of athletic ability, will be selected for school teams.

Teacher-coaches oversee the players on the team. Decisions regarding the selection of team members are based on a variety of criteria. This criteria includes, but is not limited to, skill level, a willingness to learn, and general attitude towards peers, teachers, and academics.

The *twenty-four-hour rule* will apply if there are any disputes regarding team athletics-related issues. This rule states that twenty-four hours must pass before a parent, spectator or other person may bring any issue to the coach of the team. Once this rule has been followed, any team athletics-related dispute must be addressed in the same manner as an academic concern (e.g., *an appointment is to be made with the teacher-coach by calling the office during school hours*).

It is important to realize that although teacher-coaches are very concerned about your child's self-esteem and social development, not every student who tries out for a team will be successful. Therefore, if the disappointment of not making a team is a serious concern for you or your child, it may be advisable that he or she not attempt to compete at the school level at this time.

Code of Conduct for Team Athletics

To better understand what is expected of our student-athletes, the following guidelines have been created.

- Teacher-coaches are expected to:
 - Instil in team members knowledge and respect for the rules of the game. Close competition, good sportsmanship, and having fun are all goals of team athletics. Winning at all costs is not consistent with these goals.
 - Manage the team in a fair, judicious manner. They are to make all the decisions (e.g., team selection, practice schedule, communications with parents) concerning the team and the players on the team.
 - Apply the *twenty-four-hour rule* (see section above) when disputes arise regarding team athletics.
- Student-athletes are expected to:
 - Do their best during practices and at games. Practices are mandatory and absence from practices may result in a suspension from the team.
 - Be team players and to be supportive of *all* other team members whenever the team plays or practises.
 - Display the qualities of good sportsmanship and fair play and to play the game according to the letter and spirit of the rules.
 - Maintain acceptable levels of academic achievement, effort, behaviour, and attitude about the school. Lack of compliance may result in that student being suspended from the team.
- The ability and judgment of the referee is not to be questioned by any student-athlete, parent or spectator. Any display of disrespect in this area may result in that athlete's removal, not only from the game, but also from the team.
- Trash-talking, during practices and in games, is not acceptable. Also unacceptable is any behaviour that embarrasses, unduly intimidates, threatens, or humiliates another player, team, referee, spectator, or school.
- Only proper attire, as determined by the coach, will be allowed at practices and games.

Smoking

Tobacco products are not allowed on Board property. Students absolutely must not bring any matches, lighters or other items to school which could cause a health or safety concern.

Student Expectations and Behaviour

Pupils are expected to meet the requirements for pupils as legislated in Section 23 of O. Reg. 298 - "Operation of Schools - General".

23 (1) A pupil shall,

- (a) be diligent in attempting to master such studies as are a part of the program in which the pupil is enrolled;
- (b) exercise self-discipline;

- (c) accept such discipline as would be exercised by a kind, firm and judicious parent;
- (d) attend classes punctually and regularly;
- (e) be courteous to fellow pupils and obedient and courteous to teachers;
- (f) be clean in person and habits;
- (g) take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and
- (h) show respect for school property.

- 23 (4) Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends,
- (a) on the school premises;
 - (b) on out-of-school activities that are part of the school program; and
 - (c) while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to a board.

Pupils are subject to the expectations and consequences of Ontario Schools: Code of Conduct and codes of conduct established by local schools. Consequences, both mandatory and discretionary, shall be determined by the school principal, superintendent, and/or Board, in accordance with the legislation.

The Greater Essex County District School Board and Malden Public School are committed to creating safe, secure, and harmonious learning, teaching and working environments. We believe that every student has the right to a good education and to attend school without fear, intimidation or reprisal, and a corresponding responsibility not to deny these rights to others. To promote safe and harmonious environments all schools, school-sponsored activities, Board properties and Board-sponsored activities must be free from conduct which infringes upon the rights of others or endangers people or property.

The Board and Malden Public School support these expectations through the Safe School Policy, regulations, administrative procedures, and related guidelines. Adherence to these requirements and to those set out by the *Ontario Schools: Code of Conduct and the Safe Schools Act, 2000* is expected of all members of the school community. Our goal at Malden Public School is for students to independently determine appropriate behaviour and to develop a lifetime habit of learning. Modelling of expected behaviours at home and at school will help children to develop self-discipline.

Classroom rules and consequences vary a little with each teacher. They are developed, discussed, and reviewed regularly with the students.

Bullying

Bullying, harassment and violence have a contaminating effect on school climate. The Ministry of Education defines bullying as a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (*or should be known to cause*) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. Victims, witnesses, perpetrators, staff, students, and family members are all affected by these behaviours.

Due to varying stages of student growth and development, consequences for elementary and secondary school students will differ in severity. The GECDSB supports a progressive discipline policy which is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours that in the end help students to make good choices. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that is both corrective and supportive. The range of interventions, supports, and consequences used by the school must be clear and developmentally appropriate. For students with special education and/or disability related needs, interventions, supports and consequences must be consistent with the expectations in the student's Individual Education Plan and/or their demonstrated abilities. Students, teachers, school staff, principals and parents are encouraged to disclose necessary information regarding inappropriate behaviour and/or acts of aggression to facilitate timely responses that meet the needs of both the victim and perpetrator.

Human Rights at the GECDSB

For information about human rights and responsibilities, please visit <https://www.publicboard.ca/humanrights/>.

Early and Ongoing Intervention Strategies

If a student has displayed inappropriate behaviour the principal or designate may utilize a range of interventions, supports, and consequences that are (1) developmentally appropriate, and (2) include opportunities for students to focus on improving their behaviour.

These may include:

- Contact with student's parent(s)/guardian(s);
- Verbal reminders;
- Review of expectations;
- Written work assignments addressing the behaviour, having a learning component;
- Detentions;
- Assigning the student to volunteer services in the school community;
- Conflict mediation and resolution;
- Peer-mentoring;
- Referral to counseling, as applicable;
- Referral to community agencies;
- Positive behaviour management plans;
- Withdrawal of privileges;
- Supervised withdrawal from class;
- Restitution for damages;
- Suspension (subject to mitigating circumstances);
- Recommendation for expulsion (subject to mitigating circumstances).

The most severe of the above consequences are suspension and expulsion. The Ministry of Education has created very specific guidelines for our Board and its schools to assist in determining if these consequences are suitable for the situation. Principals must also consider any mitigating factors when considering whether or not to suspend a pupil, the duration of a suspension, and considering whether to recommend the student for expulsion.

Activities Leading to Possible Suspension

A Principal shall consider whether to suspend a student if they believe that the student has engaged in any of the following activities while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on the school climate:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or illegal drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- Bullying;
- Any act considered by the Principal to be injurious to the moral tone of the school;
- Any act considered by the Principal to be injurious to the physical and/or mental well-being of any member of the school community;
- Any act considered by the Principal to be contrary to the Board or school Code of Conduct.

Activities Leading to Suspension Pending Expulsion

A Principal shall suspend a student if they believe that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons or restricted drugs;

- Committing robbery;
- Giving alcohol to a minor;
- An act considered by the Principal to be significantly injurious to the moral tone of the school and/or to the physical and mental well-being of others;
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
- Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other persons in the school or Board;
- Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him/her and that s/he is persistently resistant to making changes in behaviour that would enable him or her to prosper;
- Any act considered by the Principal to be a serious violation of the Board or the school Code of Conduct.

Threat/Risk Assessment: Fair Notice and Process

What behaviours warrant a Student Violence Threat/Risk Assessment?

A Student Violence Threat/Risk Assessment will be initiated when behaviours include, among other activities:

- serious violence or violence with intent to harm or kill
- verbal/written threats to harm or kill others
- Using online social media to threaten to harm or kill others
- possession of weapons (*including replicas*)
- bomb threats
- fire-setting

Visitors

All persons entering the school must be buzzed in and report to the office. This is requested to ensure the safety and welfare of all students. It also helps that that office is aware of any early departures or late arrivals of students. **When you report to the office, please sign-in and receive a visitor's pass from the office staff.**

Volunteers

Malden Central Public School is very pleased to have parents and other adult volunteers in our schools to assist with a variety of classroom and school activities. New volunteers are always welcome! Please note that volunteers are asked to obtain a Police Clearance and fill out a Volunteer Information Package prior to beginning work with students. Please contact the school principal if you are interested in volunteering.

Volunteer Drivers

From time to time, volunteers are needed to assist in transporting students to various school functions (sporting events, field trips, etc.). Without these volunteer drivers, many of our activities would cease to exist. We are extremely grateful to all who assist in the transportation of students.

In addition to being adequately insured, volunteer drivers must complete and sign the Volunteer Driver form, made available at the school office, prior to transporting students for any organized school event.