CALLING THE SCHOOL
You may reach the secretary, Mrs. Dal Pai, daily from 8:00 a.m. until 12:00 and 1:00 until 4:00 p.m. by calling 567-4030. She can be very helpful. If you have a matter that deals with a specific teacher, please leave a message with Mrs. Dal Pai and the teacher will return your call as soon as possible. Please ask Mrs. Dal Pai to deliver only emergency messages to students. **All personal arrangements should be made at home.** If you reach the answering machine, please leave a message. Please note that the Northern Telephone Directory has a school principal phone number listed (567-3494). This phone number is our emergency phone line and we do not take incoming calls on it.

ATTENDANCE
**Safe Arrival Program** - We want to try to ensure that every child arrives safely at school. It is expected that parents will call the school between 8:05 and 8:50 a.m., or leave a message on the answering machine, the evening before or early morning if their children are going to be absent. If your child is away and we have received no word from you, our school secretary will call your home. Please help us to avoid making unnecessary calls by letting us know about absenteeism before the school day begins.

Punctuality is important! Being late frequently is not a good training for life and being late disrupts classes.

*Notes are required for: 1. leaving early, 2. going to appointments during school hours, 3. leaving the school property at noon 4. being picked up.*

SCHOOL HOURS
*The school yard is not supervised until 8:30 a.m.  Children must enter through the side gates and wait outside. A shelter is available for inclement weather.*

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50</td>
<td>Bell Rings</td>
</tr>
<tr>
<td>10:30 - 10:50</td>
<td>Snack in classrooms</td>
</tr>
<tr>
<td>10:50 - 11:10</td>
<td>Outside play time</td>
</tr>
<tr>
<td>12:50 - 1:10</td>
<td>Lunch in classrooms</td>
</tr>
<tr>
<td>1:10 - 1:30</td>
<td>Outside play time</td>
</tr>
<tr>
<td>3:10</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

*Children must arrive at school dressed for the weather and ready to play outside. Be sure children are warm enough. Clothes worn outside must stay with the person and not be put on the ground. Junior Kindergarten students will be outside before 8:50 and at both recesses.*
SCHOOL POLICIES AND PROCEDURES - Continued

VISITING THE SCHOOL
Our front entrance has a camera and the door is locked. You must push the buzzer and wait to be let into the school. Always check in at the office when visiting the school. Visitors will sign in and receive a visitor’s badge. This is School Board Policy to better protect Central School students. If you need to talk to your child, Mrs. Dal Pai will call him/her to the office. Please do not go directly to your child’s class to avoid interrupting lessons. If you are bringing something for your child, please leave it with Mrs. Dal Pai. All school doors and gates are locked when students are in school.

PICKING UP STUDENTS
Please wait outside the school to meet your children. The front door is locked. All walkers or students to be picked up, exit by the side door and through the gates. This is to eliminate confusion and congestion in the front entrance for the safety of our Junior Kindergarten students walking to the gym for dismissal. If you are picking up your children during the day, please wait at the office and the secretary will call your child up to the foyer.

LIBRARY AND TEXTBOOKS
This year library books will come to the classroom with the teacher. Children may still sign out books. Students who lose or damage library books are charged a replacement fee of $5.00 for paper backs and $10.00 for hardbound books (far less than the actual cost of the book). Students will pay the full price for a lost textbook.

COMPUTERS
Students use the new computer lab at least once a week. They log on to an interface called “Student Connect”. To help protect our students when using the Internet, we have a program called “Student Link 2” that takes them to grade and subject specific information. A technology information form is sent home once while your child is at school. This form describes acceptable use of technology.

AGENDAS
All grades 1 to 6 students have agendas. A parent’s reading of the agenda should become a part of every student’s homework routine. Homework usually consists of completing work not done during school time, or nightly reading routines. Exceptions to this are projects, and studying for tests. It is the child’s responsibility to complete his/her assignments. If your child does not complete or have his/her assignments at school, you will receive a note or phone call indicating our concern. If you think that your child has too much homework, please contact the teacher to see how your child is using class time. The 10 minutes for each grade is a good rule of thumb, i.e. grade 1 - 10 minutes, grade 2 - 20 minutes, grade 6 - 60 minutes, etc. If you are finding French homework too difficult, please write a note in the agenda. Be sure your child learns to protect books by using zip-loc bags and a school bag.

Education is the passport to the future, for tomorrow belongs to the people who prepare for it today
Malcolm X
NEWSLETTERS
Start looking for your monthly newsletter at the beginning of a new month. Each newsletter is numbered. Please read them thoroughly and keep the summary of events at the beginning of the newsletter on your fridge. If you think that you have missed a letter, check out our school web page on the board web site at www.dsb1.edu.on.ca. Newsletters will be posted there, or, call Mrs. Dal Pai for a copy.

SUPPORT YOUR CHILDREN AND THE SCHOOL
Always show your child that you respect education, the school and the values for which it stands. The staff will support your home values. Our focus for Character Education continues to be the Virtues Program and we will focus on two virtues per month. Should you have concerns about any situations arising at school, please talk to staff members to get a complete picture.

VIDEO SURVEILLANCE
Please be advised that we have video surveillance in parts of the school as well as the playground. This has been put into place to help protect personal property, as well as the safety and security of our students.

TEACHERS ON DUTY
There is at least one adult on duty from 8:30 a.m. until 3:25 p.m. in areas where the children are expected to be. While children are out at recesses, three staff supervise them. CHILDREN ARE NOT TO BE INSIDE THE SCHOOL BEFORE 8:30 A.M. **CHILDREN DROPPED OFF AT SCHOOL BEFORE THERE IS A DUTY TEACHER MUST REMAIN OUTSIDE AND ARE NOT SUPERVISED.**

FOR SAFETY’S SAKE CHILDREN MUST
- Keep away from the mud and water at the bottom of the hill.
- Play safe games — No piggy back, play fighting, rolling down the hill, or jumping off the snow hills.
- Stay off play structures if they are too slippery, snowy or icy.
- Walk on the play structures; do not play tag on them.
- Wear running shoes or closed toed shoes when on the playground climbing structures.
- Only a maximum of 3 people are allowed on the “twirly” at one time.
- Ride only one way on the glider, if someone else is waiting. Only one person is on the glider at a time.
- Go down the slides, one at a time and on your bottoms.
- Do not climb “up” the slide.
- Only have one person at a time on a swing. Swings may be pushed, BUT NOT TWISTED, TWIRLED OR SWUNG SIDEWAYS. Do not jump off the swings.
- Stay away from the gas meter by the school.
SCHOOL POLICIES AND PROCEDURES — Continued

PROFESSIONAL DEVELOPMENT DAYS
These are days when children have a day off but teachers work either at the school or attend workshops. Notice of these days is given at the beginning of each school year on the calendar, as well as in newsletters throughout the year. This helps families to plan ahead.

LUNCH
Our lunch is scheduled at the 12:50 – 1:10 nutrition break. Children may purchase milk at this time.

LUNCH RULES
- Only send the amount of food your child can eat so there is no giving away, throwing away or trading of food.
- Send a thermos, drinking box or plastic container – NO GLASS BOTTLES.
- Notes are required for students to leave during lunch hour – this includes children who bike to school.
- Pack lunches and snacks in different bags than school books, preferably 2 bags (1 snack and 1 lunch)
- No pop or carbonated beverages are allowed for lunches.
- If special lunches (McDonald’s, Kentucky Fried Chicken etc.) are brought to the school for students to eat, students must eat them in front of the office.
- Milk is available every day for 75 cents. A milk card of ten milk tickets may be purchased for $7.50 from Mrs. Dal Pai.
- Pizza slices are sold on Fridays for $2.00 each. In addition to pizza, on the last Friday of each month hot dogs will be available for sale for $2.00. Reminders for hot dog dates will be made in monthly newsletters.

Microwave Schedule: There will be no specific schedule for microwave use. We will attempt to make microwaves available for all classes on a daily basis. Students in grade 1-6 will use microwaves located in hallways and have to carry their food into class. JK/SK rooms will have their own microwaves. Please be considerate and only send food to be warmed up in the microwave, not dinners that take a long period of time or soup that could burn children.

MORNING SNACK
Morning snack occurs from 10:30-10:50. During morning snack time, students are encouraged to make healthy eating choices (i.e. yogurt, fruit, veggies). Healthier snacks will help students maintain their energy and focus until the 12:50 lunch time. Please remind your child to save desserts for the afternoon lunch time, after they have eaten their lunch.

PLAY TIME
At 10:50 and 1:10 p.m., ALL students must go outside, including JK students. Children in JK to Grade 1 play at the top of the hill. Grade 2 to 6 students play at the bottom of the hill. On rainy days, children entertain themselves in the halls or classes under supervision. The computer lab is available on a rotation schedule.
SCHOOL POLICIES AND PROCEDURES – Continued

Central School is a nut free school

Peanut Alert
We have students with life threatening allergies to peanuts and peanut products. To protect these young children we are abiding by the following rules:

- All rooms are peanut free
- Hand washing is encouraged before and after lunch and snacks
- Trading of snacks or lunches is not allowed

DSB O3.450 No5,¶ E413 has an anaphylactic policy in place. This and other policies may be viewed at:
http://www.dsb1.edu.on.ca/boardinfo/policymanual.php

LOST AND FOUND
Write names on all school bags, containers, clothing, sports equipment, etc. that your child brings to school. You and your child should check the “Lost and Found” regularly. It is usually over-flowing with good clothing. Clothing left in lost and found for extended periods of time are donated to needy families.

SHOES
Because of the sand and mud in our playground, outdoor shoes worn to school must be changed to a pair of indoor shoes when reaching the classroom. Children must have running shoes with light coloured soles for Physical Education. Make sure they are labelled and checked regularly for sizing. Outdoor shoes should also be runners, so your children can play safely on the playground equipment.

BICYCLES / SKATING BOARDS / ROLLER BLADES
Any bicycles brought to school must be locked to the fence outside the gates upon arrival. The school does not take any responsibility for bicycles or helmets. Bicycles may not be ridden on school property. If your child brings a bike, he/she is expected to remain at school all day unless a note is sent. Skate boards and roller blades are not allowed on school property during the school day.

FIELD TRIPS
During the year, teachers often plan class excursions in our community or surrounding areas. Letters are sent home to request permission from families anytime children are involved in a trip outside of our town. All pupils who are well mannered, respectful, follow rules, and complete their work throughout the year are invited to go on excursions.
LOST OR STOLEN ITEMS
Please be advised that the school does not assume responsibility for lost or stolen items.

PARENT VOLUNTEERS
Parent volunteers are required for the following activities.
- special events (i.e. field trips, play days)
- classroom helpers
- rink board helpers
- cleaning/flooding the rink
- Home and School Association (PTA) events - barbeques, fundraising

Your assistance is always greatly appreciated. Please contact Mrs. Dal Pai if you can help. A volunteer sign-up sheet is sent home in September.

CRIMINAL RECORD CHECK
All volunteers must provide proof of an updated criminal record check conducted by the local police force.

SCHOOL ADVISORY COUNCIL
In September, parents who wish to be members of the Advisory School Council, must complete a nomination form and return it to school by September 24th. School Council acts in an advisory capacity to the school principal. Meetings are scheduled, once a month, on the most convenient evening for the members.

HOME AND SCHOOL ASSOCIATION (formerly PARENT TEACHERS ASSOCIATION)
All parents who have children attending this school are welcome to belong to this association. This active group raises money so our school can have new outside equipment, exciting school trips, special treats, and other extras, not funded by DSB Ontario.North.East. Meetings are usually held once a month on the most convenient evening for its members, starting September 13th at 5:30 p.m.

FUND RAISING
Fund raising is an ongoing challenge for schools. Throughout the year, school families are asked to support our fundraising endeavours by buying and selling items such as chips and nachos at Halloween and cheese at Christmas. We are always looking for new fundraisers, so please share any ideas that you have. All proceeds raised through fundraising directly benefits the children of our school (field trips, special events).
SNACK PROGRAM
Last school year Central School provided healthy snacks on Wednesdays and Fridays for all students thanks to our volunteer snack helpers. Donations were received from Red Cross, Breakfast for Learning and Central Home and School Association. Volunteers are welcome!

TRANSPORTATION
Transportation to and from school is provided to eligible students as a privilege and not a right. All Kindergarten students are bussed, but distance from the school and grade level determines which other students are bussed.

Please review the Bus Regulations sent home with your child. **PLEASE DO NOT SEND NOTES WITH YOUR CHILD OR CALL THE SCHOOL ASKING THAT YOUR CHILD TAKE SOME BUS OTHER THAN HIS/HER REGULAR BUS FOR A NIGHT.** Flexibility is only available in “emergency” situations. Children line up for buses in the gym after school. If a child has no note explaining an emergency situation, the child will take his/her regular bus. **Please make sure that your child clearly understands how he/she is getting home before 8:50 a.m. Staff cannot give last minute messages to students.**

Bus drivers of Junior Kindergarten and Kindergarten students are required to keep any child on the bus if no adult is visible at the drop-off location. In this event, the child will be driven back to the school at the end of the bus route. If this happens, parents or guardians should call the school to make arrangements to pick up their children. If you are concerned that you have missed the "drop off", the whereabouts of your child can usually be established by calling McLellan's Bus Company at 567-3105.

BUS NOTICES
Should your child misbehave on the bus, you will receive a report through the school from the bus driver. The first infraction is a warning. The second report is a three day bus suspension. Report number “three” means off the bus for 8 school days. Should a fourth bus report be received, your child will be off the bus indefinitely.

PARKING
_In the interest of the children’s safety, parents must not park in the school parking lot._

*Only people employed at the school may drive into the parking lot.*

Please respect our parking lot regulations.
Parents may call the Timiskaming Health Unit at 567-9355 with any questions as to the school nurse program or services offered. A school nurse no longer comes to the school on a regular basis, however, the THU arranges the necessary inoculations for our students. We also have an Influenza clinic at school. A dental hygienist checks specific grades of younger students for tooth decay. When children are enrolled, parents are asked if there are any special health problems and this is included in the child’s student records. Allergies are shared with our Snack Program volunteers. Please, be sure we are aware.

ILLNESS AND INJURY
If your child is ill while at school there is little that we can do for him/her. The secretary will contact the family. Please ensure that your emergency phone numbers are kept up to date. In cases of minor cuts and scrapes, we will apply first aid and/or a "magic" ice pack. If we suspect an injury of a more severe nature, we will try to contact a parent to arrange transportation to the Emergency Department at the hospital. In an emergency, an ambulance will be called.

ORAL MEDICATION
*Medication is the parent’s responsibility.* The school will assist if the following procedures have been followed:

a) A medication form has been completed by the parent or Doctor (forms available in office).

b) The medication arrives at school in the original pharmacy container with instructions.

c) The school stores the medication in a container.

HEAD LICE
DSB Ontario North East now has a Pediculosis (Head Lice) Policy requiring students to be “nit free” before returning to school. If head lice/nits are found on a student, all families with children in that class will receive a notice so they can check their children. Children are allowed to return to school only after receiving treatment and being declared "lice and nit free".

SPECIAL SERVICES
Special Educational Services are very much in demand and a process must be followed to receive services. Parents may contact Timiskaming Health Unit at 567-9355 (medical concerns), Timiskaming Child and Family Services at 568-5437 (psychological services), Community Care Access at 567-2222 (speech/language and occupational therapy providers) and Timiskaming Hearing Clinic at 567-1115 (hearing and auditory processing testing). Parents should take their children for regular eye examinations. Accessing these services is the responsibility of parents.
COMMUNICATION AND REPORTING
If you sense any learning difficulties affecting your child, please contact the appropriate teacher before speaking to the principal. The teachers will keep you well informed of your child’s progress. Formal report cards will be given on February 12, 2014 and June 27th, 2014. An interim report will go home on November 12th, 2013 and April 17th, 2013. Our scheduled student led conferences are important communication opportunities as well.

A few of our exciting activities........

Robotics  Student Led Conferences  Roots of Empathy

Outdoor Rink  Hilliardton Marsh  Interlink
TIPS TO HELP PARENTS OF FRENCH IMMERSION STUDENTS

1) Be supportive of the teachers, the school, the principal and your child’s program. Discuss concerns with your child’s teacher.
2) If your child is eager to speak French at home, be encouraging, but otherwise don’t force your child to do so.
3) Only correct your child in expression or pronunciation if you are French speaking.
4) Remember that your child’s learning capacity is vast.
5) Expose your child to French television programs.
6) Take children to a French bookstore and to the library for books and music.
7) Take advantage of local events that increase your child’s exposure to French language and culture.
8) Be proud of, and celebrate your child’s successes.

SOME HINTS FOR PARENTS OF JUNIOR AND SENIOR KINDERGARTEN STUDENTS

1) Rest is very important so please ensure a reasonable bedtime.
2) A nourishing breakfast starts the day off well.
3) Stress nutrition with your child and provide him/her with snacks of fruit and vegetables. It is recommended that Junior and Senior Kindergarten students carry their snacks in a back pack so their hands are free.
4) Help your child to understand that "No" means NO. Children need to be able to express this to those around them, respectfully, as well as readily accept it from others, respectfully.
5) Encourage self reliance in dress, speech and actions. Dressing your child in clothing he/she can manage by him/herself is a great help to the school. Practice with zippers, boots, shoelaces, etc. Slip-on or Velcro closure shoes are helpful.
6) Set aside a special time to discuss the events of the school day. A display area at home for work sheets and art work will show you are interested in your child’s accomplishments.
7) Join the town library.
8) Always speak positively about the school, the staff and your child’s classmates.

DISTRICT SCHOOL BOARD ONTARIO NORTH EAST POLICY MANUAL
All policies developed by District School Board ONE may be viewed from the Board’s website. These can be accessed from www.dsb1.edu.on.ca. From here, polices may be accessed by the button on the left hand side of the screen.