**WELCOME TO FOREST GLEN**

It is with great pleasure that we welcome you to ***Forest Glen Public School***! We are extremely proud of the school experience we offer our students, and we encourage everyone to make the most of their time with us.

**Main Office – 519-662-2830**

**Safe Arrival – 519-570-8080, ext 3284**

**Teacher Voicemail – 519-570-8080, teacher’s extension**

This **Parent Handbook** contains useful information for each family. If you have any questions, now or in the future, and the answer is not in the Handbook, *please* give us a call so we may assist you at **519-662-2830.**

**OUR MISSION**

***Forest Glen Public School* is a caring community where learning, respect,**

**and responsibility come together.**

***Forest Glen Public School*** is a dynamic school community because of its partnerships between staff, students and parents. Each group has an important role to fulfill to make the school thrive. We expect all staff, students, and parents to follow and support our **core values**; **learning, respect, and responsibility.**

## LEARNING

* Complete your work to the best of your ability
* Be prepared for class
* Listen to instructions and ask questions
* Be a critical thinker

## RESPECT

* Treat others the way you want to be treated
* Have a positive attitude
* Value and accept everyone for who they are
* Use good manners

## RESPONSIBILITY

* Be accountable for your actions
* Make good choices
* Be dependable
* Set goals and strive to achieve them

**The Student Planner**

The ***Forest Glen Public School*** planner will assist in communicating important information such as homework assignments, upcoming events, and other important information sent home by the teacher. It is also a useful method for you to communicate with the teacher. Teachers will teach students how to use their planner as part of their regular daily activities. Students are expected to take their planner home and show it to their parents ***daily***.

**Absences and Lates**

It is extremely important that students be in REGULAR ATTENDANCE in school. Being at school regularly maximizes their opportunities to learn. Parents are requested to inform the school of their child’s absence by calling our **SAFE** **ARRIVAL** number – **519-570-8080, ext 3284**. Being on time is also very important! When a student is late they often miss important information at the start of the day, miss the start of lessons, and can be disruptive to the rest of the class. A pupil arriving late must obtain a **LATE SLIP** from the office before going to their class.

## Forest Glen School Timetable

**8:18 a.m. Bell to line up**

**8:20 a.m. Entry Bell**

8:20 a.m. Period One

8:50 a.m. Period Two

9:20 a.m. Period Three

9:50 a.m. Period Four

**10:20 – 11:00 a.m. Nutrition Break**

11:00 a.m. Period Five

11:30 a.m. Period Six

12:00 p.m. Period Seven

**12:30 – 1:10 p.m. Nutrition Break**

1:10 p.m. Period Eight

1:40 p.m. Period Nine

2:10 p.m. Period Ten

**2:40 p.m. Dismissal**

**Change of Address and Telephone Numbers**

Please relay any of the following changes immediately to the school.

* Change of home address or telephone number
* Change of employer telephone number
* Change of ‘emergency’ contact person or number
* Change in medical information

It is important that this information is accurate and up to date. When accidents occur or students are ill, it is important that we are able to contact you.

**Student Behaviour**

At ***Forest Glen Public School***, our goal is to make your child’s day safe, happy and productive. We expect each student to follow our Core Values of Learning, Respect and Responsibility. Students are encouraged and guided to make the correct choices on an individual basis as necessary. At times, students will make inappropriate choices that will require consequences. Depending on the situation the consequences may include:

* Discussion/conference with the student about behaviour
* Loss of privileges
* Removal from class
* Referral to administration by teacher
* Referral to Child and Youth Worker
* Home contacted/parental involvement
* In-school detention/suspension
* Out of school suspension
* Police involvement
* Expulsion

The above consequences are not listed in sequence. The consequences will vary based on the behaviour demonstrated.

**School Safety**

Students’ safety is a priority for us at ***Forest Glen Public School***. The expectations below must be followed consistently to assist in making our school as safe as possible.

* Only **drop off** students at the designated area at the **end of the parking lot**.
* **Enter by the front doors** when coming to the school to volunteer, visit, bring in students when late, and pick up students for appointments. **All doors will be locked** and you will have to **buzz in** at the main entrance only.
* **Sign in** and out at the office when **volunteering** or **visiting**
* Meet your child (ren) **outside at dismissal**
* **Do not bring dogs** onto school property
* **Do not smoke** when on school property

Your assistance and cooperation with these expectations make this a safer place for your child(ren).

**Dress Code**

Please keep in mind that **school is a place of work for students** and this will help to make good clothing choices on a daily basis. In general, student clothing should be ***neat, clean and presentable.***

All apparel should be respectful of both self and others.

* Acceptable **shorts** may be worn. Hems and all other edges should be neat and should provide appropriate coverage (no “short-shorts”). Hemlines should sit below the tips of fingers.
* **Tops** for ALL students should cover the upper body from waist to both shoulders, be neat and of a solid, opaque material.
* Tops must OVERLAP bottoms. **No midriff** showing.
* **Underwear** on both the upper and lower portions of the body will be covered. (eg. Tank top straps need to be roughly 2” wide).
* All clothing should be **free of images and/or words** that may be suggestive, derogatory, or promote substance abuse.

**Shoes:** Students must **wear shoes** at school at all times. Leaving an extra pair of clean shoes at school during the winter is recommended.

Consequences for wearing inappropriate clothing may include any or all of the following:

* Being **asked to change** or cover up inappropriate clothing. The student may need to go home to change.
* Being asked not to wear inappropriate clothing in the future.
* Phone **call home** to parents to inform them of the situation.

## PHYS-ED: FOR PHYSICAL EDUCATION CLASSES, SHORTS, T-SHIRT AND RUNNING SHOES (WITH NON-MARKING SOLES) ARE APPROPRIATE ATTIRE. ALL GRADE 7 AND 8 STUDENTS ARE ASKED TO WEAR SCHOOL GYM UNIFORMS. ALL JEWELRY MUST BE REMOVED FOR PHYSICAL ACTIVITIES TO ENSURE STUDENT SAFETY.

**Permission to leave school**

If your child is to leave school during some part of the day, please **SEND A NOTE** to your child’s teacher. In order to promote a safe environment, parents and guardians are asked to report to the office to **sign out their child** when picking them up.

**Illness**

To ensure a healthy school environment, students should recover fully from illness at home before returning to school. Upon return, your child will be expected to participate in school programs, including our outdoor recess time during the nutrition breaks. Please contact the school if your child has special medical needs that require alternate arrangements. Please remember to call our **Safe Arrival** number when your child will be away from school – **519-570-8080, ext 3284**.

**Bicycles, Skateboards, Scooters**

Bicycles, skateboards and scooters may be brought to school at the discretion of each family. The school cannot assume responsibility for loss or damage to any of these items that are brought to school. In order to prevent accidents, **students are not allowed to ride any of these items on school property.** Bicycles should be placed in the bicycle racks and locked upon reaching the school grounds. Please do not have your child double-lock their bike with another student’s.

#### **Dismissal - Meet Them Outside**

All parents are asked to wait **outside their child’s entry/exit door** at dismissal times. This is the most efficient way to ensure a safe and quick exit of all students from the school.

Parents who wish to speak with a teacher after school are asked to wait for a few minutes following dismissal before entering at the main entrance to give the teacher a chance to see that all students are safely on their way. Parents may also come to the office to book an appointment with their child’s teacher.

**Please do not have your child meet you in the parking lot.** This is not a safe practice since small children are difficult to see amongst the parked cars.

**Punctuality**

Students are expected to arrive at school and be **ready for entry** by **8:20 a.m.** If you know your child will be late, please call the **Attendance Check Line (519-570-8080 ext. 3284)** in advance. Students arriving late must report directly to the office.

Students that are **habitually late** or absent will be tracked and monitored by their teachers. When concerns become warranted, the office will monitor attendance and begin to involve parents closely to **develop a plan of action** to resolve the problem. On occasion, the School Board attendance counselor may become involved if the issues around attendance are not corrected.

## Empty that Backpack

We rely on our students to bring home a variety of materials from school. Often permission forms, class newsletters, school announcements, and planners go home on a regular basis. Uneaten student snacks and parts of lunches may also “take up residence” in backpacks. Please have your child get into the “empty the backpack” habit. Hopefully, you will stay better informed as a result.

#### **Bus Expectations**

Our students frequently travel to/from school and to off-campus events by school bus. The ***Waterloo Region District School Board*** has firm expectations regarding student behaviour while riding a school bus. Rules and regulations apply to all students being transported for off-campus programming. ***The school bus is considered an extension of the classroom.*** Riding a bus is a privilege, not a right. Improper conduct may result in the withdrawal of this privilege.

Students travelling by bus MUST:

* **Wait** for the bus in an orderly fashion
* **Board** the bus in single file
* **Obey** the driver, teacher and safety patrols at all times
* **Remain** seated while the bus is in motion

**Personal Property**

Cell phones, iPods, or **ANY ELECTRONIC DEVICE,** valuable jewelry, sums of money, valuable apparel or treasured possessions **should not come to school**. The school cannot assume responsibility for lost or damaged items, or for valuables left in lockers, the gym, change rooms, classrooms or outside. **Please leave these items at home. If necessary, electronic devices can be left at the office.**  We are developing a BYOD (bring your own device) policy and will communicate this once we have it established.

**Lockers**

The locker is the **property of the school**. Other than students in our primary wing, all students will be assigned a locker to keep items that are essential for school. Students will not carry belongings in a knapsack from class to class.

*LOCKS ARE NOT USED ON LOCKERS AT FOREST GLEN PUBLIC SCHOOL*. We aim to create an environment of **trust** and **responsibility**. Valuable personal possessions should be left at home. Past history has shown that students respect this and that student materials are just as safe as if they were hanging in a bag on a coat hook (as many other schools do). Like any public space, **it is unwise to leave valuables within a locker.** Students are not allowed unsupervised access to their lockers during class time: They should only be at their locker at the start and end of each day, and at nutrition break times.

**Pediculosis (Head lice)**

Even though it is very common, many parents have never dealt with head lice and are not sure what to look for. Head lice are tiny, grayish insects that live and breed on human hair. Nits or eggs appear as tiny white specks attached to the individual hair shafts. Head lice prefer to live on clean, healthy hair. They are commonly spread by head to head contact. They cannot jump, fly or be spread by pets or animals.

Please **check your child for head lice** and/or nits (eggs) **regularly**, especially before they return to school after a holiday period. If you discover head lice, information about treatments can be obtained by contacting your doctor or pharmacist. **Please notify the school office**. We understand the desire for confidentiality; however we are obliged to inform parents of other students in the same class of the presence of head lice.

*Please note* that when a child returns to school after having head lice, the student must be **brought to the office** where an adult in the school will check them. **Students may not return to school until they are completely clear of lice and/or nits.**

**Nutrition Breaks**

The school day schedule contains **two** nutrition breaks, one in the morning and one in the afternoon. **ALL students are expected to remain at school for the first nutrition break**. Should you wish your son/daughter to come home or leave the school premises during the second nutrition break, please send **written notice** to the office.

**Milk** is available every day during first nutrition break. Milk tickets can be ordered on the hot lunch forms or purchased at the office. **Hot lunch forms** are sent home three times a year, and these lunches take place once or twice a week.

We encourage our students to eat nutritious foods. Research tells us that students learn best when they eat balanced meals and keep well hydrated by drinking plenty of water.

**IMPORTANT: PLEASE AVOID** all products with **PEANUTS** i.e. peanut butter sandwiches. We have students with **severe peanut allergies at Forest Glen**. This includes peanut butter substitutes such as Wow Butter.

**Lost and Found**

Students are encouraged to frequently **check our Lost and Found box**. All personal items and gym clothes should be clearly marked with the student’s name, so that these items may be readily returned to the correct owner.

**Your Child’s Health**

***Please advise the office if your child has special health needs.*** If prescription medication must be taken/kept at school, an **authorization form** must be completed. Medication is kept in a locked cabinet in the main office, and administered by office staff. All medication must be brought to school in a **pharmacist’s container and clearly labeled** with the name of the patient and the name of the drug.

**Under NO circumstances may a child bring medication for self-administration to school. School personnel cannot administer non-prescription medication, including aspirin or cough syrup. Students must not keep any medication in their desks or knapsacks.**

**Off-Campus Education**

Off-campus trips enhance classroom programs and provide our students with meaningful learning experiences. We expect all of our students to participate.

Destinations include outdoor education centers, community facilities and locations directly related to school events and classroom learning. To offset the cost of these trips, we often ask that a portion of the expense be paid for by our students.

Detailed information regarding off-campus trips will be shared with parents in advance. **Signed permission forms must be returned for the student to participate.** Teachers and parent volunteers provide appropriate supervision, according to school board policy.

Volunteers who accompany the students on school trips are expected to model exemplary behaviour. Smoking is detrimental to the health of our children and will not be permitted in the presence of our students at any time. As well, when it is necessary to bring a lunch, we request that you be sensitive to food allergies (i.e. peanut products) that may endanger the well being of students.

**Inclement Weather**

On days when weather is unsuitable for outdoor activity, we advise students to arrive no earlier than five minutes before classes begin. In very bad weather, children are allowed to **wait quietly in the hallway** outside their classrooms until the bell rings.

Students benefit from active play during outdoor recesses and should come dressed appropriately for a variety of weather.

In extreme weather conditions, parents should check our website and **listen to the local radio stations** (96.7 FM or 105.3 FM), early in the morning, for announcements regarding school closures. Please do not telephone the school. By subscribing to our website, all posts will come directly to your email, including those regarding inclement weather.

Parents should frequently review with students the family procedures to follow during severe weather. If Forest Glen is open in the morning, the school will remain open all day and students will be dismissed at regular dismissal times.

**Before/After School Care**

We are excited to continue offering before and after-school care in our school. **Child care is available from 7:00-8:15 a.m. and 2:40-6:00 p.m. each school day for Kdgn – gr 2 students and after school only for gr 3 – 6 students** and on professional activity days. Parents can **register** for care via the **WRDSB website.**

**Safe Welcome**

The first priority of everyone in our school community is the safety of our students. September 2014 marked the beginning of the Safe Welcome program at ***Forest Glen Public School*** and all other schools in WRDSB. All visitors (parents, vendors, central Board staff, etc.) to our school will access the main doors to the school using an intercom system. **All doors are locked all day.**

***Forest Glen Public School*** staff will monitor the intercom. Your support in keeping our children safe and your patience when we are unable to respond immediately is appreciated. It will be important that all students arrive on time for school.

#### **Supervision**

Students are supervised on the playground before school **beginning at 8:10 a.m**., **during our nutrition breaks** and as they **leave at the end of the day**. Students must stay on the playground area where they can be seen. For safety and security, we ask that students do not arrive at school **BEFORE 8:10 a.m.** unless they have a scheduled activity before school.

There is **no supervision** by staff before 8:10 a.m. or after 2:50 p.m. unless they are involved in a supervised school activity such as a club or sport. Students who wish to play at the school after dismissal are expected to go home and “check-in” before returning to the school to play, in order that parents know where they are. The extended day programs have priority to the use of the playground after school.

**School Council**

Our School Council includes community members, parents and staff. Each September the chair is elected for the year. At meetings we share information about provincial assessments, new programs and School Success planning. The Council provides advice on a variety of issues and sets up committees for fundraising and other projects. Funds raised by School Council support additions to our programs such as technology, swimming, greening and trips.

Our school council is always looking for individuals in our community to be part of our team. **All are welcome!**  Anyone in the school or broader community can attend and observe our meetings. The council meets monthly at 6:30 p.m. in the library. Meeting dates will be noted in the school’s newsletters and website.

**Visitors and Volunteers**

***Guests are always welcome at Forest Glen Public School!*** For the safety of all, we ask that all visitors and volunteers **sign in at the office** and **wear a volunteer badge** when they are in classrooms and hallways. If you wish to meet with a specific staff member, it is wise to call ahead and make an appointment. If your child has forgotten a project, gym clothes or a lunch, please **drop it off** at the office and we will ensure that your child receives it.

Volunteers contribute greatly to the education of youngsters at ***Forest Glen Public School***. Staff and students are deeply appreciative of the help they receive. Volunteers are parents with children in our school, senior citizens, or any adult in our community. **No experience is necessary! Please call the school at 519-662-2830 if you can offer some time to support our school.**

**Student Drop off and Pick up**

Safety for our students is a top priority. When dropping off students, please do not stop in the lane by the primary doors. **Drop your children off at the far end of the parking lot**, past the pool entrance by the gate. Continue to drive around the lot, following the arrows. We have lots of parking available if you need to park. **Students are to go to the back playground where we have staff supervision of the yard until the bell rings.**

**Please do not use the bus driveway in front of the school.** This must be kept free for school buses and is a fire route. The by-law officer will ticket cars parked in this area and in the no parking zone on Waterloo Street in front of the school.

**Important Dates**

**\* P.A. Day:** Thursday, Sept. 3, 2015

**\*Labour Day:** Monday, Sept. 7, 2015

**School Council**:

**\* Thanksgiving**: Monday, October 12, 2015

**\* P.A. Day:** Fri. Nov. 13, 2015

**\* Holiday:** Dec. 21, 2014 – Jan. 1, 2015

\* **P.A. Day:** Fri. Jan. 29, 2016

**\* Family Day:** Mon. Feb. 15, 2016

**\* March Break:** Mar. 14 – Mar. 18, 2016

**\* Good Friday**: Friday, Mar. 25, 2016

\* **Easter Monday:** Monday, Mar. 28, 2016

\* **P.A. Day:** Fri. Apr. 22, 2016

**\* Victoria Day Holiday**: Mon. May 23, 2016

**EQAO:** May 24 toJune 2, 2016

\* **P.A. Day:** Friday, June 3, 2016

**Last Day of School:** Fri. June 29, 2015

\* **P.A. Day:** Fri. June 30, 2015

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\* School is closed to students on holidays and P.A. (Professional Activity) Days.