

Forest Glen Public School

Name: _____

Room: _____

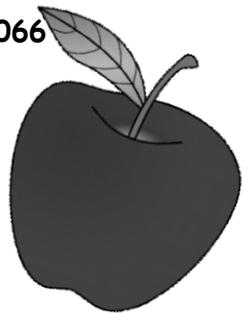


437 Waterloo St.
New Hamburg, Ontario
N3A 1S9

Main Office 519 662-2830

Fax 519 662-1066

Attendance Line 519 662-2830 and press 1



| | |
|----------------|---------------------------|
| Principal | Tamara Kaufman |
| Vice-Principal | Keri Reay |
| Head Secretary | Karen Witmer |
| Secretary | Sylvia Pietras-Gorczewski |

Welcome to Forest Glen Public School

Welcome to a new school year. The staff at Forest Glen Public School is looking forward to working with you and your family during the upcoming school year. A special welcome is extended to those students and families who are new to our Forest Glen community. This year we welcome new and returning staff, who will blend their many special talents, skills and expertise to make Forest Glen a dynamic, caring place of learning. Together, we are ready to meet the educational needs of this community with energy, enthusiasm and excellence. Extra-curricular activities play an important role in getting children involved in their school community. Please encourage your child to take advantage of the many extra-curricular opportunities that are offered at Forest Glen.

Excellent communication between home and school is vital in order to meet the educational needs of your child. We hope that you will find the information in this handbook useful as the year progresses.

Yours in Education,
T. Kaufman K. Reay

Student Planners

"If I plan to learn, I must learn to plan."

To facilitate learning, students need to develop excellent planning, organizational and study skills. This planner has been designed to enhance student learning and to facilitate ongoing communication between home and school.

Consistent, responsible use of this planner will enable students to develop:

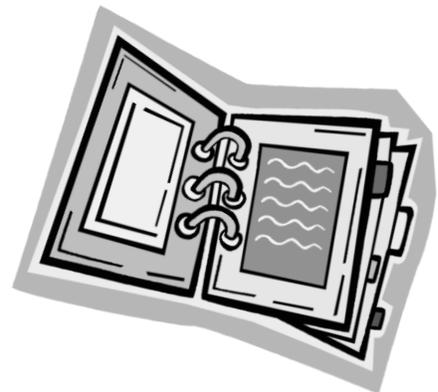
- effective time management and organizational skills
- better study habits
- improved homework completion
- enhanced academic performance and achievement
- the ability to set personal goals

Parents will learn about:

- homework assignments
- upcoming events
- units of study, skills and concepts taught
- specific goals set by their child

Teachers will:

- teach effective use of the planner
- use the planner to communicate with parents



Bringing Community Together Through Character

Community is a feeling of fellowship with others as a result of sharing common attitudes, interests and goals. Falcons strive daily to be an inclusive community of learners through:

Hope

- Hope is knowing there is a way to reach your goals and believing that you will get there.
- Hope is about goal setting, planning how to achieve it, and taking actions to do so.
- Hope isn't only wishful thinking – it's about working hard towards your goals

Gratitude

- Gratitude is about noticing, acknowledging and appreciating the things in your life.
- Gratitude is about being thankful.

Optimism

- Optimism is about seeing the best in yourself, in others, and in your surroundings.
- Optimism is a way of thinking; looking on the bright side, expecting positive outcomes and thinking happy thoughts.

Compassion

- Compassion is the ability to understand and lessen someone else's pain.
- Compassion is being mindful of others' thoughts, feelings and experiences.
- Compassion is also treating **yourself** with the same kindness and caring you have for others.

Resilience

- Resilience is the ability to bounce back or bounce forward after failure or challenge and try again.

Mindfulness

- Mindfulness is about being purposefully aware of what is happening as it happens.
- It is a state of active, open attention to the present moment.
- Mindfulness means paying purposeful attention to the present moment in a nonjudgmental way.

Caring

- Caring is feeling or showing concern for or kindness to others.
- Caring is talking positively about others.

Empathy

- Empathy is placing yourself in another person's shoes and thinking about how others may be feeling.
- Empathy is the ability to understand and share the feelings of another person.

Efficacy

- Self-efficacy is about believing in yourself and knowing you have the skills to achieve what you set your mind to.
- Self-efficacy is your belief in your own abilities to deal with different situations; your confidence in your control over your own motivations, behaviours and social environment.

We believe these traits are at the centre of everything we do and are the foundation for positive relationships between staff, students, parents and the community.

Daily Timetable

| | |
|-----------------|-------------|
| Period 1 | 8:20- 8:50 |
| Period 2 | 8:50-9:20 |
| Period 3 | 9:20-9:50 |
| Period 4 | 9:50-10:20 |
| Nutrition Break | 10:20-11:00 |
| Period 5 | 11:00-11:30 |
| Period 6 | 11:30-12:00 |
| Period 7 | 12:00-12:30 |
| Nutrition Break | 12:30-1:10 |
| Period 8 | 1:10-1:40 |
| Period 9 | 1:40-2:10 |
| Period 10 | 2:10-2:40 |

Important Dates in 2022-2023

| | |
|----------------|---------------------|
| September 1 | P.A. Day |
| September 5 | Labour Day |
| September 6 | First Day of School |
| October 10 | Thanksgiving |
| October 24 | P.A. Day |
| November 18 | P.A. Day |
| Dec. 26-Jan. 6 | Winter Break |
| January 20 | P.A. Day |
| February 20 | Family Day |
| March 13-17 | March Break |
| April 7-10 | Easter Weekend |
| April 21 | P.A. Day |
| May 22 | Victoria Day |
| June 2 | P.A. Day |
| June 28 | Last Day of School |
| June 29 | P.A. Day |



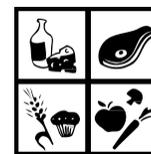
Leaving the School Building

If a student must leave the building at times other than regular dismissal times (eg. for music lessons or medical appointments), we expect that the student will be **personally picked up at the office**. Students must **sign in and out through the office**. These precautions are for safety reasons, and assist with the attendance check program.

Attendance

The school must be notified of a student's absence every day. Parents can phone the **Attendance Line- 519 662-2830 and press 1** at any time, 24 hours a day, and leave a message to explain the absence. Parents can also email the attendance line at fgl-attendance@wrdsb.ca. This is a crucial step in keeping our children safe. 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.

Late students interrupt classes, distract others and miss early morning routines and announcements. We encourage students to work together with parents to ensure regular, punctual attendance.



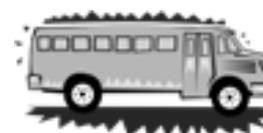
Nutrition Breaks

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 both nutrition breaks.**

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. Water fountains and water bottle refill stations are available to students throughout the day.

Bus Expectations

The Waterloo Region District School Board has firm expectations regarding student behaviour while on a school bus. **The bus is to be 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. Only students assigned to a bus may ride the bus; no temporary riders allowed.



Bicycles, Skateboards, Scooters and Roller Blades

Bicycles, skateboards, scooters or roller blades may be brought to school at the discretion of each family. **The school cannot assume responsibility for loss or damage to bicycles or other wheeled items brought to school.** In order to prevent accidents, students are not allowed to ride any of these vehicles on school property. Bicycles should be placed in the bicycle racks and locked upon reaching the school grounds.

Do Not Use the Bus Loop

The bus loop in front of the school is for busses and emergency vehicles ONLY and must be *kept free at all times*. Busses come through the loop at any time during the day and while it is rare for an emergency vehicle to come to school, they must have easy access when they come. ***Please park in the parking lot if you need to come into the school. Bylaw officers will fine visitors who are parked in this area.***

Street Safety

An adult crossing guard will be available to assist students at the corner of Waterloo St. and Forest Ave. Students who need to cross the street to enter the school must cross at this corner.



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.** Continue to drive around the lot, following the arrows. This is “one way” to prevent back ups. 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 from 8:05am until the bell rings at 8:20am.

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.

Emergencies

An illness or injury can happen at any time, and our first concern is to give immediate attention to the student. If the injury is minor, the student receives first aid and, when ready, returns to class. If warranted, the parent will be informed of the injury. Parents will be contacted to pick up a student who is not feeling well enough to participate in his/her program. For serious injuries, emergency personnel will be called and parents will be notified immediately. For this reason, **accurate and current contact information must be kept by the office.** Please help keep us up-to-date.

If your child is sick, please keep them at home to reduce the spread of illness. The expectation is that students who are at school are well enough to go outside at recess time.

Your Child's Health

Please advise the office if your child has special health concerns. **If daily medication is kept at school, an authorization form must be completed.** Medication must be brought to school in a pharmacist's container and labeled with the name of the patient and the drug.

Medication is kept in a locked cabinet in the main office, and administered by office staff. The exception to this rule is for asthma inhalers and epinephrine auto-injectors (Epi pen). Students who need these medications, and have sufficient maturity, are expected to carry them.

School staff cannot give non-prescription medicine (e.g., Tylenol, cough syrup) or **prescription medicine** (such as antibiotics).

Progressive Discipline

Progressive discipline is a non-punitive, whole-school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour and build upon strategies that promote positive behaviours. The interventions may include:

- Review of expectations and/or oral reminders
- Written work with a learning component
- Conflict mediation and resolution
- Peer mentoring
- Contact with parents/guardians
- Counseling with the Principal, Vice-Principal or our Child and Youth Worker
- Restorative Practices
- Detentions
- Suspensions

Lockers

The locker is the property of the school. Most students (gr. 3 to 8) will be assigned a locker to keep items that are essential for school. Students are encouraged not to carry belongings in a knapsack from class to class. Grade 7 and 8 students will be given locks. Students must return the locks at the end of the year or pay \$3. **Locks are not used on lockers in Grades 3 - 6 at Forest Glen. We aim to create an environment of trust and responsibility. Valuable personal possessions should be left at home or given to a teacher for safekeeping. Past history has shown that students respect this and that student materials are just as safe as they would be 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 the day and at nutrition break times.

Dress Code



Forest Glen is a learning community where students have the right to be comfortable in and express their identities through their daily clothing choices. Students also have the responsibility of ensuring their attire contributes to a positive, safe, equitable and inclusive learning environment. Students are encouraged to remember to choose clothing options that allow them to participate fully in all aspects of their school day.

Student Dress Standards:

- All clothing (tops and bottoms) must be worn in such a way that undergarments and private parts (e.g., groin, nipples, etc.) remain covered at all times and should cover a greater area than undergarments.
- Clothing may not promote or symbolize: hate, discrimination, illegal activities, profanity, violence, drugs or alcohol.
- Clothing must be respectful of self/others.
- Hats or hoods may be worn as long as your face is visible. Hats and hoods must be removed during the national anthem or if a staff member determines it is negatively impacting your learning or the learning of others.

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

Phys-Ed: Shorts, t-shirt and running shoes (with non-marking soles) are appropriate attire. All jewelry must be removed for physical activities to ensure student safety.

Supervision

Outside supervision is provided before school from 8:05 a.m., during nutrition breaks and after school until 2:50 p.m. **There is no supervision by staff before 8:05 a.m. or after 2:50 p.m.**

Students who wish to play at the school after dismissal are expected to go home and “check-in” so that parents know where they are.

Outdoor Breaks

Students benefit from active play during outdoor recesses and **should come dressed appropriately** for a variety of weather conditions. Extra clothing in cold weather is advised and proper sun protection in warmer weather is highly recommended.

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 most likely spread by head to head contact and 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, but we are obliged to inform parents of other students in the same class of the presence of head lice. Please note: **All nits (eggs) must be removed before your child can return to school.** Bedding, clothing, hats, scarves, etc. must also be thoroughly laundered to avoid re-infestation.

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 easily identified by the owner. Lost valuables (keys, glasses etc.) are kept in the main office.



Inclement Weather

In extreme weather conditions, parents should listen to local radio stations and/or the www.wrdsb.ca website early in the morning, for announcements regarding school or bus cancellations. ***Please do not phone the school for this information.***



If Forest Glen is open in the morning, we expect that it will remain open all day and students will be dismissed at the regular time. Parents always have the option of keeping their children home or picking them up early, if there is a concern about the weather conditions. If you decide to keep your child(ren) home for the day, remember to call the school to let us know.

Off-Campus Education

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

Destinations include outdoor education centres, community facilities and locations directly related to school events and classroom learning.

Detailed information regarding off-campus trips will be shared with parents in advance. Permission must be given by parents in order for the student to participate. Appropriate supervision, according to school board policy, is provided by teachers and parent volunteers.

Visitors and Volunteers

Guests are always welcome at Forest Glen! 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 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 students at Forest Glen. Staff and students are deeply appreciative of the help received. Please call the school at 519-662-2830 if you are interested in volunteering. All volunteers are required to complete a Volunteer Application form and provide an up-to-date Vulnerable Sector Check.

School Council

Our School Council includes administration, community members, parents and staff. Each September the chair is elected for the year. **The Council is an advisory body who works with the school to enhance student learning and the school environment.** Funds raised by School Council support additions to our programs such as technology, the Arts 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. at Forest Glen. Meeting dates and specific locations will be noted in the school's newsletters.

School-Day

Our school continues to use School-Day, **an online portal that lets us instantly share school news and events.** Please help us improve our communications and reduce the amount of paper our school uses by registering for School-Day today. Visit www.school-day.com and click on 'Register'. Once you've created a School-Day account you will need to add your student's information including their OEN, which is located at the top right corner of a report card.

If you would like more information about School-Day, please visit their website or contact them at info@school-day.com or call toll free 1-855-253-1731.



Electronic Device Policy

At Forest Glen Public School, we believe that technology can be a powerful tool to enhance learning. While there are potential issues associated with the use of technology, the benefits far outweigh the issues. We believe that it is our role as educators in the 21st century to teach our students to be responsible users of technology. Please note that students are not required to have electronic devices at school.

Please stay involved and informed as to your child's social media usage. If you have any questions or concerns, please call us. Thank you for your support.

Loss/Theft/Damage

The school cannot take any financial responsibility for fixing or replacing a device. **Students are bringing electronic devices to school at their own risk.**

Appropriate Use Policy

1. No video or audio footage may be captured without teacher permission
2. No electronic device usage in washrooms, change rooms, hallways or the playground
3. Refrain from posting images etc. online

➤ *If parents need to contact their children or if children need to contact their parents they do so by asking their teacher and using the class phone or the phone in the office*

➤ **Please, do not text your child during the day as their phones will be in their lockers. If you need to get a message to your child please call the school. Please talk to your child about appropriate use of their devices. We appreciate your support!**

When devices are being used without permission, there is a three strike system.

The steps are as follows;

- **1st time:** device is brought to the office – picked up at the end of the day
- **2nd time:** device is brought to the office – phone call home
- **3rd time:** device is brought to the office – picked up at the end of the day by a parent

Thank you for your support with this policy – we are trying to keep our students focused on learning and also trying to keep them safe from inappropriate use of the devices.

Student Schedule

| | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|-------------|-------|-------|-------|-------|-------|
| 8:20-8:50 | | | | | |
| 8:50-9:20 | | | | | |
| 9:20-9:50 | | | | | |
| 9:50-10:20 | | | | | |
| 10:20-11:00 | | | | | |
| 11:00-11:30 | | | | | |
| 11:30-12:00 | | | | | |
| 12:00-12:30 | | | | | |
| 12:30-1:10 | | | | | |
| 1:10-1:40 | | | | | |
| 1:40-2:10 | | | | | |
| 2:10-2:40 | | | | | |