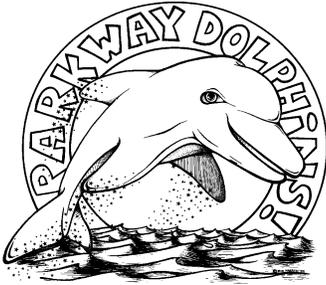


Please keep this booklet for future reference.



## WELCOME

The Parkway staff extends a sincere welcome to all our students and their families for the upcoming school year.

Parkway is an elementary school with a population of approximately 200 students from Junior Kindergarten to Grade Six. Our students go on to Wm. G. Davis Senior Public School for grades 7 and 8, followed by Preston High School for Secondary School.

We have a dedicated staff committed to giving your child a sound foundation for learning. We believe in a strong partnership with parents and the community as we strive to build solid academic strengths and well-rounded young people.

## BALANCED SCHOOL DAY SCHEDULE

The structure of our school day follows the “Balanced School Day” of three 100 minute instructional blocks with a forty minute “Nutrition Break” between both the first/second and the second/third blocks.

Our nutritional breaks are 40 minutes long. In order to keep everyone safe, students are not allowed to go home for lunch without a written note from parents. Attendance will be taken following this second nutritional break.

For all students, JK through grade six, our start time is 9:00 a.m. and our dismissal time is 3:20 pm.

8:45 **Supervision starts**

9:00 **Entry & Classes Start**

11:00 – 11:40 **1<sup>st</sup> Nutritional Break**

(20 minutes to eat; 20 minutes of play)

*\*this is the “go home break”*

1:40 – 2:20 **2<sup>nd</sup> Nutritional Break**

(20 minutes to eat; 20 minutes of play)

3:20 **Dismissal**

## SCHOOL PROCEDURES

### 1. SUPERVISION

Our playgrounds are supervised by teachers fifteen minutes before and after school. Our two nutritional breaks are also supervised by teachers while children eat in the gymnasium and while they play outside.

On days when weather is unsuitable for outdoor activity we advise our students to arrive no earlier than five or ten minutes before classes begin. Children will be admitted to the school early on such days.

### 2. PUNCTUALITY

All students are expected to be prompt with their arrival and entry into the school. If you know that your child will be late for school, please call the school in advance. **A student who arrives late at school, for any reason, must report to the office before entering class.**

If a student must leave the building at times other than the regular dismissal time, he/she must bring a note to the teacher or have their parent/guardian telephone the school to explain the reason for the early dismissal. **It is strongly recommended that the student be personally picked up at the main office.** This precaution may be inconvenient at times, but it will provide excellent safety assurances for our students and families.

### 3. ATTENDANCE CHECK PROGRAM

If your child is going to be late or absent, please phone the school at **519 570-8114 ext. 3614**. You may call 24 hrs a day to report an absence.

Due to limited secretarial time, we would ask that you call the attendance line for absences in order to avoid unnecessary calls to check up on absent students.

Please clarify arrangements for pickup/babysitting with your child before school.

**Parkway Attendance Check**

**519 570-8114 ext. 3614**

### 4. SHORT-TERM SCHOOL WITHDRAWAL

If you need to withdraw your child from school for a reason **other than** illness, medical or similar appointment, or family emergency, please contact the school and arrange to complete the necessary form.

### 5. CHANGES

Please notify the school promptly if any of the following changes apply to you or your family: address, telephone number, emergency contact, marital status, guardianship or any other significant change. The school **must** be able to reach you or an alternate for emergency purposes.

## **6. PHYSICAL EDUCATION CLASSES**

Unless excused for medical reasons, all students are expected to participate in physical education classes.

With the exception of Junior and Senior Kindergarten, gym clothing is recommended for physical education classes for hygiene and safety reasons. This includes a t-shirt, shorts, socks and proper running shoes. For safety reasons, running shoes with heels are not allowed.

You are encouraged to send your child's physical education clothing in a plastic or "tote" bag that can be hung on a hook. Each classroom teacher will communicate their specific requirements for physical education classes.

## **7. LOST AND FOUND**

Students are reminded that they bring toys and other personal belongings to school at their own risk.

The school is not responsible for lost, misplaced or stolen items. Please ensure that, where possible, any personal items brought to school are identified with your child's name. As well, please label all items of outer clothing, boots, gym shoes, etc.

From time to time some clothing or personal items are misplaced and not labeled. These items will be placed in the Lost and Found.

## **8. LIBRARY RESOURCE CENTRE**

The Library Resource Centre at Parkway houses an excellent collection of books, pictures, audio-tapes, video tapes, computer software and other forms of audio-visual materials. To help maintain our collection in reasonable condition, parents are encouraged to oversee the care and safe return of borrowed items. If loaned items cannot be found, parents will be asked to assist with the cost of replacement. Borrowing privileges will also be at risk.

## **9. EATING AT PARKWAY**

Students will have both of their nutritional breaks in their classroom. If the weather is severe (rain, extreme cold, or smog alerts) students may remain in the school after they have finished eating. Teachers provide the supervision for students during the nutritional breaks.

In accordance with Waterloo Region District School Board policy, we encourage students to bring nutritious lunches and snacks to school. Under the balanced school day it will be important to pack two separate "lunches" for students so that they have enough food throughout the day.

Special pizza and "hot lunch" days will be offered throughout the year. These will occur during our second nutritional break. Tuck shop will no longer be operating, however we will continue to have our "emergency" breakfast bins with healthy snacks.

**Parkway has a “no pop” policy. This means students are not to bring soda pop to school.**

## **10. MEDICAL PROCEDURES**

On occasion, we have been asked by a parent to ensure their child receives *prescribed* medication. Please be aware that in order to do so, we require the completion of the *Request for Administration of Medication at School* form. All medication *must* be brought to the office for safe storage and in the original prescription bottle, properly labeled.

**Schools are *not* allowed to administer non-prescribed medication.**

Please contact the school *before* sending medication with your child to ensure that we are aware and safety measures can be followed.

### **i. EPIPENS**

If your child has an **EpiPen**, please notify the school to receive the required forms for you to complete and return. Under legislation (Sabrina’s Law) the school must be provided with two (2) EpiPens. Students with EpiPens are required to wear a **Medic-Alert** bracelet.

### **ii. SEVERE ALLERGIES**

Please contact the school office if your child has a severe allergy. We will ask for additional information to help us to be prepared to assist if he/ she has an allergic reaction at school.

Foods containing peanuts or tree nuts or their byproducts are not permitted at school.

### **iii. ILLNESS AND INJURIES**

In fairness to all, please do not send your child to school if there are definite signs of ill health in the morning. Illness often spreads to other students, putting them at risk

An illness or an injury can happen at any time and our first concern is to give immediate attention to the student. If the injury is minor in nature, the student receives first aid at the school office and when ready, returns to class. Parents are not notified of minor cuts or bruises.

If there is doubt about the seriousness of the injury or illness, the parent is contacted immediately. **Please keep emergency contact information on Student Data Sheets up to date.**

Please note that these Student Data Sheets are used if school personnel have to accompany your child to the hospital in your absence.

### **iv. PEDICULOSIS: (Headlice)**

If you find headlice on your child, please inform the school **immediately** so that action may be taken to minimize the spread. Your child may return to school after proper treatment, including the removal of **all lice and eggs**. After treating your child, check their head daily for the next two weeks. It is a good idea to check your child's

head weekly during the school year. Should multiple cases of headlice occur in your child's class you will be asked to check your child's head and return a form indicating that this has been done. Any student not returning a signed form will have their head checked by school staff trained in spotting pediculosis.

#### v. SCHOOL NURSE

Please call the **Waterloo Regional Health Unit at 883-2000** if you wish to contact the Public Health Nurse regarding any health issue. Public Health Nurses are no longer in the schools on a regular basis but are able to respond to inquiries made by either parents or by school personnel.

#### 11. BEHAVIOUR CODE

Parkway has a comprehensive Behaviour Code designed to safeguard the learning environment of our classrooms, and to make all areas of our school safe and welcoming. The Behaviour Code is communicated to parents in Appendix A of this handbook. Please read this section carefully.

#### 12. PERSONAL ITEMS

Parents are reminded that we discourage students from bringing personal items (cell phones, sports equipment, toys, keepsakes, trading cards etc.) to school. The school cannot be responsible for these items and they are often lost or misplaced. Personal items (candy, toys etc.) that are interfering with learning in

the classroom are generally confiscated by the teacher and returned at the end of the school day. Cell phones, Game Boys, MP3 players and other electronic games/music players are generally not allowed in the classroom and do very little to promote proper play and friendship skills outside.

#### 13. SCHOOL CLOSURE DUE TO INCLEMENT WEATHER

1. a) If the school is CLOSED FOR THE DAY, CHECK THE SCHOOL WEBSITE. An announcement will be made via the local radio stations - **Country 570** and **Oldies 1090, KOOL FM 105.3, Dave FM 107.5** or **CHYM FM 96.7** - as early as 6:30 a.m. in the morning and repeated periodically until 9:00 a.m.
- b) **When transportation is cancelled the school will remain open unless as stated above and all schools are closed.**
- c) Transportation and school will resume the following day unless announced.
- d) If transportation is cancelled all Off Campus trips will be considered cancelled.
- e) There will be no other communication from the school.

2. In the event of emergency closure during the school day, students will be dismissed when parents or emergency contacts can be contacted to arrange an appropriate dismissal.

## **14. SAFETY**

### **i. STUDENT DROP OFF**

Heavy traffic is common in our parking lot, especially at arrival and dismissal times or during inclement weather. For this reason, drivers are asked to drive cautiously and refrain from parking along our sidewalks. The safety of our students is of utmost concern.

### **ii. STREET SAFETY**

Presently, the City of Cambridge provides an adult crossing guard at the corner of Preston Parkway and Parkview Crescent from 8:25 a.m. to 9:00 a.m. and again from 3:20 to 3:40 p.m. There is also a crossing guard at Highway 8 and Preston Parkway from 8:15 a.m. to 9:00 a.m. and 3:20 p.m. to 4:00 p.m. This crossing guard is not on duty during the lunch hour each day.

Grade 5 and 6 student safety patrollers help children cross Preston Parkway in front of the school's parking lot (8:45-9:00 and 3:20-3:30)

### **iii. BICYCLES, SKATEBOARDS, ROLLERBLADES ETC.**

Parkway students may bring their bikes to school, but they cannot ride them on school property. Bike racks are provided. Locks must be brought from home. Bicycle helmets are required by law and must be worn to and from the school. Please do not send scooters or

rollerblades with your child as there are no storage facilities for these items.

**Students are not allowed to ride bicycles, scooters, skateboards or to use rollerblades on school property from 8:45 a.m. to 3:35 p.m..**

### **iv. DOGS, DOGS, DOGS**

For our children's safety, **please do not bring dogs onto school property.** Many small children are afraid of dogs, while many others have severe allergies. Dogs also have a tendency to attract an eager crowd of students wishing to pet the dog. Many students grabbing or improperly petting a dog could cause an otherwise predictable dog to react in a uncharacteristic manner. This poses a risk to students and the dog.

## **15. SCHOOL VISITS**

You are always welcome at Parkway Public School! For the welfare and safety of all concerned it is the policy of The Waterloo Region District School Board that all visitors sign in at the office when they arrive in the school. **If you wish to schedule a meeting** with a specific staff member or administrator, please call ahead to make an appointment for an appropriate time.

Please arrange to drop off and pick up your children outside the school. To avoid congestion in the halls and to ensure the safety of the students, parent/guardians are asked to remain outside during entry and dismissal times. At no

time should you enter the school hallways when lessons or activities are in progress as it is very disruptive for the students and staff. Please check in at the main office if you need access to your children during school hours and we will be happy to assist you.

Please remember that while you are familiar to your child and their friends, you also represent a stranger in the school to all the staff and students who do not know you.

## **16. TELEPHONE**

We are happy to assist a parent who needs to reach his/her child in an emergency during the school day. In most cases it is preferable for us to pass on the message at the next most appropriate time.

With a teacher's permission, students may use the telephones in the classrooms to make "emergency" calls, but not to arrange "play dates" with other students.

Cell phones are not to be used by students during the school day. This includes recess times. Please leave these items at home.

## **17. SCHOOL CLUBS AND TEAMS**

Throughout the year, students will have opportunities to participate in many activities, including sports, clubs and choirs. Most of these activities are open and everyone is invited to join. All of our students are part of a "Spirit

Team". By participating in activities students earn points for their teams.

Grade Six students are encouraged to get involved in leadership activities such as WE Day Initiatives, Safety Patrol, Office Helpers, Library Helpers, Kindergarten Helpers and Breakfast Program Helpers.

## **18. HOMEWORK**

A thorough understanding of each child's needs must guide the decision about the appropriate amount of homework each night. Parents can help by:

- Providing a supervised location, which is free from distractions, well lit, with a good writing surface
- Setting aside a specific time for homework
- Being aware of what the teacher has assigned and by signing the daily Homework pages
- By encouraging the student to complete their own work and avoiding completing their children's work for them

If your child has made a genuine effort and has not completed the work, or if circumstances prevent the work from being done, a phone call or note to the teacher can prevent potential problems.

## **19. DRESS CODE**

The clothing worn by students contributes to the overall atmosphere of the school. In our society, different clothing is appropriate in different places and circumstances. Children learn, for example, to discern the difference between school dress and beach wear.

Students wearing inappropriate clothing will be discreetly sent to the office and may be asked to change to clothing more suited to the school setting.

Please keep the following guidelines in mind when sending your child(ren) to school. These apply regardless of the age of the child. Also, please remember that the school is air-conditioned in May and June and temperatures in the school will be cooler than outside temperatures.

**1. Please monitor shorts for length. They should be fingertip length or longer. Short shorts will not be acceptable.**

**2. No bare tummies.**

**3. No bare backs or bra straps showing.**

**4. No underwear should be visible.**

**5. No spaghetti straps.**

**6. No T-shirts with inappropriate illustrations or sayings.**

**7. Hats to be removed when entering the school.**

**8. No bandanas of any sort or colour are to be worn**

# *Appendix A*

## **Parkway Public School Behaviour Plan**

At Parkway we feel strongly about upholding the highest behavioural standards by rewarding and recognizing positive behaviours and by firmly and consistently dealing with misbehaviours.

The Parkway staff believes self-discipline is developed as part of a continuous learning process and is demonstrated in the ability to behave in a socially responsible manner. At Parkway our students are supported in their growth toward self-discipline and their development of self-worth by a caring, orderly school atmosphere. The Parkway staff encourage open and positive communication to help resolve conflict situations.

It is our intention:

1. To ensure the safety and well being of all children at Parkway School
2. To protect the learning environment of every classroom from persistent/ongoing behavioural concerns
3. To inform your child about various ways we recognize and reward good behaviour at school

4. To provide opportunities for your child to learn that he/she is responsible for and in control of their behaviour
5. To let your child know that the school and parent/guardians are working together
6. To keep you informed if your child misbehaves at school and to let you know the sequence of events that will happen should the misbehaviour continue

Our Goal is...

### **TO TEACH AND AFFIRM APPROPRIATE BEHAVIOUR**

**In the Classroom**

**On the Playground**

**In the Lunchrooms**

**In the Community**

Parkway School is a place that promotes responsibility, respect, and academic excellence in a safe, caring learning and teaching environment. All rules, procedures, and policies outlined in this section are designed to uphold and support this safe, caring learning environment in keeping with the provincial Safe Schools Act and the Provincial Code of Conduct.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens who are courteous and respectful of others. All students are accountable for actions that put at risk the safety of others or oneself.

## Guiding Principles

- All members of the Parkway School community - students, parents or guardians, teachers, volunteers, and other staff members - are included in this Code of Conduct whether they are on school property, on school buses, or at school authorized events or activities.
- All members of the school community are to be treated with respect and dignity.
- Responsible citizenship involves appropriate participation in the life of the school community. Active and engaged students are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Insults, disrespect, and other hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect.

## Roles and Responsibilities

**1. School Staff** shall maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;

- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff and parents;
- Prepare students for the full responsibilities of citizenship.

**2. Students** are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, and ready to learn;
- Shows respect for themselves, for others, and those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own actions.

**3. Parents** play an important role in the education of their children and have a responsibility to support the efforts of the school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Ensure that their child attends school regularly and on time;
- Promptly report to the school their child's absence or late arrival;
- Become familiar with the schools Code of Conduct and rules;

Encourage and assist their child in following the rules of behaviour.

## The Parkway Behaviour Code

Behavioural expectations may vary slightly from grade to grade and from teacher to teacher yet there is a common agreed upon standard that will be consistently dealt with that is summarized within our **Parkway Behaviour Code**. The **Parkway Behaviour Code** listed below is a powerful, easily learned tool for self-discipline and lets children know what is, and is not, acceptable at Parkway. Posters with the **Behaviour Code** are posted throughout the building and in every classroom to make these expectations clearly known to all students.

Using the **Behaviour Code**, each teacher will have clearly posted classroom rules that may be more specific. For example, having homework complete and a homework page signed may be a classroom rule rather than a school wide rule, yet this still is part of Being Responsible.

## Parkway's 'RRR' Code

### Show Respect

- **Be Polite**
  - no name calling, put downs or exclusions
- **Respect School and Community**
  - dress appropriately
  - no vandalism
  - no litter
- **Respect Self and Others**
  - listen and speak kindly to peers and adults

### Show Resilience

- **No Rough Play**
  - no kicking, punching, hitting or play fighting
- **Self-Control**
  - resolve conflicts in a peaceful way

### Be Responsible

- **Obey School Rules**
  - follow teacher instructions
  - be on time and be prepared
  - do not disrupt the class
  - walk in the halls
  - admit to mistakes and accept the consequences
- **Obey the Lunchroom Rules**
  - stay seated
  - use an indoor voice
  - clean up your mess
- **Leave Valuables/Toys at Home**

## Consequences

In order to encourage appropriate behaviour, we have a variety of rewards and reinforcements for positive behaviour throughout the year. These include: Good Behaviour draws and prizes at Spirit Assemblies, classroom “pizza parties”, “*Whale Done*” Awards, “*Student of the Month*” Lunches, and Spirit Teams.

Teachers will follow steps of progressive discipline when dealing with misbehaviour in the classroom. These steps may include a verbal warning, time-out, teacher/student conference, and contact with home. If these steps are not effective the student will be referred to the office. Incidents of misbehaviour requiring office involvement may be logged by the Principal. Students are sent to the office after repeatedly disobeying classroom rules or for incidents of misbehaviour in the lunchrooms or playgrounds.

Though most incidents will follow a standard progression of escalating consequences, each child will be dealt with on an individual basis and each incident is investigated as thoroughly as time permits. In all cases consequences are at the full discretion of the Principal and mitigating circumstances will be carefully considered.

Please keep in mind that severe misbehaviour may result in immediate suspension, rather than the following progression.

## Steps of Progressive Discipline

### In the Office

Counsel with Principal or Principal Designate

Possible consequence (reflective work, missed recess, withdrawal from class, school service, etc.)

Phone call/Letter of Concern sent home informing parent/guardian

Partial or full day suspension from class and recess, served “in school”

Parent/Student meeting with Principal following suspension

Suspension work package sent home