



- ) parents will be called at home
- b) parents will be called at work
- c) emergency phone number contacted
- e) siblings at school will be asked
- f) a message will be left on the home/work answering machine

**WHAT TO DO:**

- 1) **Late for school** - sign in at the office before going to your classroom.
- 2) **Absent from school** - Parents need to notify the office the morning of the absence or at noon if the student will be away for the afternoon. Leave a message on the school answering machine if you are unable to make personal contact.
- 3) **Injured or ill:** Tell a teacher of any injury or illness. You will then be referred to a person with first aid training and/or your parents or guardians will be contacted.
- 4) **Leaving for an appointment** - Bring a note to your teacher. The note is to be dated and signed by a parent/guardian. Parents can also contact the school by phone. Sign out of school at the office when you leave.

**VISITORS**

We pride ourselves on the friendly and inviting atmosphere at our school. Visitors are always welcome at Maitland River Public School and we value your input and participation. However, the safety and best interests of all students require careful control of visitors to the school. **All visitors to our school must report to the office.** Please use the front door. Student teachers and volunteers in our school are issued a visitor identification badge which must be visible at all times. Please note that all exit doors except for the front doors, are locked to ensure that visitors sign in at the office. Students returning to school after the bell for any reason must use the front doors and must report to the office. Our school is equipped with a Chubb Security Alarm System.



**PARKING**

Visitors to our school should use the parking lot. The disability parking spot is located by the front door. In the interest of safety for our students, visitors **should not park or pull up to our front doors or stop in the bus loading zone** to drop off students. This area often has students around it.

It is also a fire exit.

**ANNOUNCEMENTS/POSTERS**

The principal/designate will make community announcements daily at 8:50 a.m.

Posters/ads promoting community functions must be approved by the principal before they are distributed to students or displayed on the walls.

**VOLUNTEERS**

Our volunteer program is an essential part of Maitland River Public School. Volunteers are needed for many tasks. There is a job for everyone. If you have some time to spare or you know of someone who might be interested, please complete the form in our September newsletter and return it to school. Throughout the year, volunteers are gladly welcomed. Simply call our school office and leave your name. All volunteers are required by Board policy to have a criminal reference check completed.



**SUPERVISION**

Please note the times that our yards are supervised. For families living in the Town of Wingham, please instruct your children to go directly home when they are dismissed. Supervision ends at 3:25 p.m. Problems occur most often at times when students should have left for home. We also want to discourage children from arriving before 8:45 a.m. **On rainy days, students will not be allowed into the school before 8:45 a.m.**

**LUNCH ROOMS & RECESS BREAKS**

Both the Turnberry and Wingham campus will be following the same break schedules. While all Turnberry Campus students will stay at school for lunch, the Maitland River—Wingham Campus will allow town students the option to go home for lunch on our 1st nutrition break from 10:50 to 11:30 a.m. This allows time for most students to travel to and from school and eat their lunch. Where it is impossible for a student to go home for lunch, we provide supervised lunch rooms. Students are supervised in the lunch rooms for 20 min. after which they all go outside. In keeping with our “Green School” philosophy, parents are asked to send litterless lunches.

**Milk, Pizza Sales and Snack Program:**

White & chocolate milk are available and will be delivered at 10:50 a.m. each day. We will also be offering pizza once a week for students who wish to have a hot lunch. Our snack program is provided to all students. Food orders are organized through the school office.



**BICYCLES AND VEHICLES**

Bicycle riders are to obey all traffic rules including riding on the right side of the street, obeying traffic signs for stopping and yielding, and wearing an approved helmet. If students do not obey the rules of the road and do not cycle safely they may be asked to not ride their bicycles to school. Bicycles should be parked in the bike racks provided on the school yard. Students are not to handle or sit on their bike once it is parked in the bike rack and are not to touch other students' bicycles at any time. There is to be no loitering around the bike rack at any time during the school day. The use of bicycles, scooters and rollerblades is to be discontinued as soon as the student enters the yard. Persistent opposition to staff on these issues will lead to a contact home and individual students will lose their privilege of using these methods of transport to school for a time.

**AMDSB CODE OF CONDUCT**

Visit our school webpage for the complete outline of Behaviour Expectations or at

<http://blog.amdsb.ca/coc/>

**VANDALISM**

Care must be taken with school equipment and property. Students are expected to pay for any damage done to school facilities. Students are encouraged not to bring valuable personal items to school. We cannot assume responsibility should they become lost, broken or stolen.

**INSURANCE ACCIDENT AND LIFE**

Provincial law prevents the school board from insuring your son/daughter against accident or loss of life. If you do not have your own personal type of family accident insurance (including

dental) consider the merit of enrolling in the Accident and Life Insurance Plan which is offered through the school in September of each year. It covers children 24/7, 365 days/year.

**Industrial Alliance Pacific  
Life Insurance Company  
1-800-556-7411  
Basic = \$13.50 Child**

**INSURANCE COVERAGE ON PRIVATELY OWNED EQUIPMENT IN THE SCHOOL**

Insurance coverage on equipment/property that is in "the care, custody or control" of the Board or its agents contains a \$10,000 deductible clause. The Board denies the liability for loss/damage of personal equipment.

**ORAL MEDICATION**

Staff is not allowed to administer medication without proper authorization. Parents are asked to phone the school for information about the necessary authorization forms required and to clarify any questions they may have in this regard. **Parents are required to deliver medication to and from the school.**



**Maitland River is a NUT and EGG SAFE School**

Please visit our school webpage for details.



**PHYSICAL EDUCATION**

Maitland River Public School offers a variety of physical education programs both within the curriculum and as extra-curricular activities. We emphasize physical fitness and outdoor activities. The physical activities vary with the grade level. In the interests of safety, our school will be enforcing the OPHEA Safety Standards guidelines for dressing for physical education activities. These include running shoes that have soles that do not leave black marks on the floor for grades 1 to 4 students. If girls wear dresses, they should have a change of clothing that day to allow for active participation. For grades 5 and 6 all students will be required to have a change of clothing - running shoes, tee-shirt and shorts or track pants. Bare feet are not allowed for gym activities. Students may not wear any watches or

jewelry during gym activities or intramurals. Any studs or piercings must be taped so they can't tear the skin with contact. Wrist bands are available for medic-alert bracelets that can't be removed.

### **SCHOOL NEWSLETTER/ SCHOOL WEBPAGE**

The Maitland River Public School Newsletter is published at the beginning of every month. It is the school's primary means of sharing information with all parents/guardians. To meet our Green School goals, please provide the school with a current email address in order to receive this newsletter electronically. It will also be posted on our school webpage. Hard copies will be sent home to families who request it. In addition to the School Newsletter, your child's teacher will be sending regular communication about events that are happening in the classroom. Some staff also post daily or weekly homework on their classroom homepage.



### **CODE OF CONDUCT COMPUTER USE**

Students are expected to use computer equipment, access to networks and the Internet responsibly. Inappropriate use of the board's computer resources will result in consequences. If the actions of a student appear to break the law, the police will be informed. The following rules apply:

#### **Personal Safety**

1. Students must never give out personal information about themselves or others (such as address, phone number, pictures of themselves) to strangers met through the Internet.



2. Web pages should not contain personal information about students (address, phone numbers, pictures unless parents have given consent).

3. Students must report to a teacher or other school staff member any computer or Internet related activity (e.g., threats, abusive language) that gives them concern or appears to threaten the safety of people or places.

### **Use of Equipment, Software and Networks**

1. Computer equipment, including cables and network drops, must not be damaged.
2. Use of computer resources including the Internet must respect the safety and rights of others. Information must not be accessed, downloaded, stored or distributed that is illegal, abusive, threatening, obscene, harassing or otherwise inappropriate.
3. Students must not share passwords or use the passwords of others nor should they try to hack into computer systems.
4. Computer files or the data in files must not be deleted, modified, moved or copied unless permission has been given to do so by a school staff member.
5. Creating and transmitting computer viruses, hoaxes, e-mail worms, sending junk mail or similar nuisance behaviour or related threats to computer security is not permitted.
6. Software used must be properly licensed. Licensed software must not be copied illegally.
7. E-mail, conferencing, on-line chat and content of web pages must respect the safety and rights of others.
8. Students must report to a teacher or other school staff member any inappropriate use of computer equipment, software or networks, including the Internet.
9. Students must not attempt in any way to log on using another person's identity.
10. Students should not intentionally access Internet sites with inappropriate content of no educational value.
11. If using the work of others, credit must be given and permission obtained if copyright materials are used.  
<http://blog.amdsb.ca/programs-services/homework-help/>



Please show consideration for those with environmental allergies and refrain from wearing scented products (e.g. perfume, after shave, hair care products). If communication is required in an alternate format or any other considerations are required, please contact the school. This will help us create a barrier free environment.

### **LIBRARY / RESOURCE CENTRE**

We are fortunate to have the expertise of a Technical Resource Assistant at Maitland River Public School available to assist teachers and students with computers and resources. The Resource Centre contains a computer lab and many items for loan and use including fiction books, easy read books, non-fiction books, encyclopedias in print and in electronic format.. Check-ins and check-outs for all books are done electronically. We sponsor book fairs during the year and we encourage parents/guardians to take advantage of this opportunity to purchase quality books at an affordable price. Students are encouraged to borrow books from our library. There will be a replacement charge for lost books.

### **SCHOOL COUNCIL**

The Maitland River School Council is an important part of our school. The Council is available for consultation and advice on school matters. It conducts fund-raising projects to provide school materials and resources, sponsors guest speakers and helps to promote school spirit. All parents are welcome and encouraged to attend School Council meetings. Elections for new officers are held in September. Nomination forms are available in the office. Meetings are held four times per year. Please see the newsletter calendar for dates and topics.

### **FIELD TRIPS**

Class field trips are planned to extend and enrich the classroom experience. All field trips which take place during regular school hours are an integral part of the curriculum and have clearly stated learning expectations following the Ontario Curriculum. There may be a cost levied to each student to cover admissions, bussing, etc.

### **SCHOOL PLANNERS**

Every student in Grades 1-6 is expected to purchase a Planner that contains our School Handbook. Student Planners assist students with

organization and time management as well as promote communication between the home and school. Parents and teachers will be required to sign Planners according to a schedule set up by the teacher. Students are required to keep a record of homework, tests, assignments and special events. If a Planner is lost, it must be replaced. Take time to examine your child's Planner. It contains valuable information. Also visit the classroom web page for updated homework.

### **TEXTBOOKS**

Students at Maitland River Public School are provided with the necessary textbooks on a loan basis. Students are expected to treat their books with care and are responsible for returning the text in the same condition in which it was lent. Students are responsible for replacing lost books. If a text is damaged, the student will be charged the replacement cost.

### **HOMEWORK POLICY**

Please visit our school webpage for an outline of these expectations.

### **TORNADO EMERGENCY PLAN**

Maitland River Public School has a Tornado Emergency Plan in effect. Periodic drills will be held to familiarize students with the proper procedures to take in the event of a drill or actual tornado. Tornadoes have been sighted locally and therefore it is extremely important to take the drills seriously and to move quickly and quietly to the designated areas. For a complete outline of our plan, please see our school webpage.



### **FIRE DRILLS**

Everyone must leave the school when the fire bell sounds. It is very important that you note the exit to be used for each area of the school. As a general rule, this will be the closest exit. Since the classroom schedules will take you to many parts of the building, you should become familiar with the routine for each area. For a complete outline of our plan, please see our school webpage.



# Maitland River Public School Is A Green School



## Litterless Lunches

Help Maitland River Public School reduce the load on our landfill sites and recycling:

- Send lunches in a lunch pail
- Send healthy lunches in washable, reusable containers
- Use reusable juice and water containers
- Send a reusable spoon every day in lunches for puddings and fruit cups as well as personal lunches



## Barrier Free Environments:

As part of the Board's endeavour to create barrier-free environments, the Accessibility for Ontarians with Disabilities Committee is asking that we promote the following when planning any meeting or presentation:

Please show consideration for those with environmental allergies and refrain from wearing scented products (e.g. perfume, after shave, hair care products). If communication is required in an alternate format or any other considerations are required, please contact the school. This will help us create a barrier free environment."

## Peanut Free Snack Ideas.....

- \* Yogurt mixed with Fruit
- \* Milk puddings
- \* Fruit Cups (canned in juice)
- \* Any fresh fruit or vegetable
- \* Celery sticks stuffed with soft cheese
- \* Cheese crackers
- \* Whole grain cereal or muffins
- \* Half bagel with cheese
- \* Juice boxes-vegetable or fruit
- \* Popcorn (for older children)
- \* Mini carrots with dip
- \* Sliced meat wrapped around cheese sticks



## Nut-Safe School

### WHY HAS MY CHILD'S SCHOOL ASKED ME TO AVOID SENDING NUTS OR NUT PRODUCTS FOR LUNCHES AND SNACKS?

There are children in the school with a nut allergy. Your child's school is "nut-safe" for a very important reason. A nut allergy is usually severe and can be fatal. Without treatment these students could die within minutes. Even tiny amounts of nut residue on desks or books can cause someone with a nut allergy to have a strong reaction.

"Nut-Safe" schools can only be achieved when everyone is committed. That's why your help and cooperation are very important. The most important thing you can do is avoid sending any foods from home that may contain even traces of nuts or peanut products.

### YOU CAN DO THIS BY....

- \* Reading labels to see if nuts or peanut products are present. Peanut products include peanut oil, peanut butter, peanut sauce, peanut flour, peanut meal, mixed nuts, ground nuts, mandalona nuts and some unspecified oils. It also includes products that have warnings such as 'may contain traces of nuts' on the package.
- \* Checking ingredient lists each time you buy a product. **Ingredients may change !!**
- \* Avoiding products that do not carry a list of ingredients.
- \* Not packing "bulk foods" – the scoop you used in the flour may have just come from the peanut bin!

### MY CHILD ENJOYS PEANUT BUTTER SANDWICHES. WHAT DO I MAKE FOR LUNCH NOW?

- \* If peanut butter is one of your child's favourite foods, you may feel some despair about what else to offer for lunch. It will take time to adjust, but your effort will make the school a safer place for everyone. Here are some great peanut-free lunch and snack ideas to get you started! They are easy to make and can be inexpensive too.

## Primary Yard Rules

- 1) Students must ask permission from the yard supervisor to enter school for a drink or to use the washroom.
- 2) Playground safety rules and boundaries are reviewed regularly as weather conditions change.
- 3) No tag on or around playground equipment.
- 4) Wear appropriate clothing and footwear on equipment – no flip flops or platform shoes, no laced hoods on coats, no bike helmets. etc.
- 5) Only 3-5 students standing on platforms, waiting for their turn on the slide.
- 6) Slide down the slide forward and in a sitting position – one at a time.
- 7) Move across zip line in one direction – one person at a time.
- 8) Use equipment you are tall enough to reach. e.g. No one can help you reach the zip line.
- 9) Do not reach areas by climbing across support bars.
- 10) Pylon markers by the equipment indicate the area is unsafe and “Off Limits” i.e. rain, freezing rain, hard frost, create slippery surfaces; puddles on or/at the bottom of the slide are hazardous.
- 11) Stones, sand and twigs stay on the ground. Sweep stones off equipment.
- 12) Soccer is played on the grass area.
- 13) Safe and co-operative play is expected of all students, at all times.
- 14) No “hands on” others or rough play.
- 15) Stay in designated areas.



## Junior Intermediate Yard

- 1) Students must ask permission from the yard supervisor to enter the school for a drink or to use the washroom.
- 2) Playground safety rules and boundaries are reviewed regularly as weather conditions change.
- 3) Students are to immediately enter playground area and move to their appropriate yard upon arrival at school.
- 4) No tag on or around gardens and rocks.
- 5) No tree climbing.
- 6) Do not stand in door alcove areas.
- 7) Students are to sit on **rocks**, no climbing, jumping or balance walking on these items
- 8) No tag on or around playground equipment. No sitting on top of the monkey bars.
- 9) No baseball at recess unless a staff person is supervising the game.
- 10) Proper equipment must be worn for team sports. i.e. backcatchers mask in baseball.
- 11) Pylon markers by the equipment indicate the area is unsafe and “Off Limits” i.e. puddles; freezing rain, hard frost, create slippery surfaces.
- 12) Stones, sand and twigs stay on the ground. Sweep stones off equipment.
- 13) Ball sports are played in the field area, not near windows.
- 14) Safe and co-operative play is expected of all students at all times.
- 15) Stay in designated areas.
- 16) No “hands on” or rough play.
- 17) No “Food or Drink” on the school yard.



**Maitland River Public School Playground Rules**

# Maitland River Public School Character Attributes

## AVON MAITLAND DISTRICT SCHOOL BOARD'S CHARACTER ATTRIBUTES For all School Community Members

### **Fairness**

- \* Take turns
- \* Include everyone and not leaving anyone out
- \* Share with others

### **Honesty**

- \* Say what you mean and mean what you say
- \* Make promises you can keep
- \* Tell the truth tactfully
- \* Admit your mistakes
- \* Refuse to lie, cheat, or steal
- \* Be true to yourself and do what you know is right

### **Empathy**

- \* Reflect on the meaning of things
- \* A very close understanding between persons
- \* Put yourself in other people's shoes
- \* Forgive others and yourself when you make mistakes
- \* Sympathetic, sad, concerned for someone in misfortune

### **Respect**

- \* Treat everyone and everything with respect
- \* Treat others the way I would like to be treated
- \* Appreciate all cultures.
- \* Honour the thoughts and ideas of others.
- \* Clean up after ourselves.
- \* Do not litter.

### **Integrity**

- \* Keep your promises
- \* Do what you say you will do
- \* Be able to be trusted
- \* Show good character when no one is looking
- \* Know what you stand for and living up to your ideals
- \* Be someone others can count on
- \* Be honest even when it is difficult

### **Courage**

- \* Stay strong even when you are afraid
- \* Willing to try new things
- \* Admit mistakes and learn from them
- \* Make amends when you do something wrong
- \* Do what is right for you even when it is hard
- \* Ask for help when you need it

### **Optimism**

- \* Really care about what you value in life
- \* Take action to make your dreams come true
- \* Feel good about doing what is right
- \* Have a positive attitude
- \* Look on the bright side
- \* Be confident in oneself and one's abilities
- \* Be willing to take risks

### **Compassion**

- \* Notice when someone is hurt or needs a friend
- \* Imagine how they must be feeling
- \* Take time to show that you care
- \* Ask how they are and listen patiently
- \* Forgive others when they make a mistake
- \* Be helpful to a person or animal in need

### **Perseverance**

- \* Choose your commitments wisely
- \* Set goals and stick with them until completed
- \* Pace yourself, and take one step at a time
- \* Do not let doubts or tests blow you off course
- \* Stand by your friends and loved ones

### **Responsibility**

- \* Complete what you said you would do
- \* Stay on task
- \* Take care of your belongings
- \* Do your chores without being asked
- \* Take care of the earth
- \* Be able to work independently
- \* Clean up after oneself
- \* The ability to respond and the willingness to accept the power needed to take action.
- \* Own up to your mistakes and make up for them
- \* The habit of doing your duties, whether you feel like it or not
- \* Live with the consequences of your decisions and mistakes, including neglect
- \* The habit of honoring our promises and commitments even when this involves





# Maitland River Public School Bus Rules

## Code of Conduct for Students on School Busses

Students must comply with all instructions from their Teacher in Charge and the bus driver.

Students are responsible to the principal of the school for their conduct while traveling on a school bus or other vehicle used for a school trip and are required to:



- Be at their bus pickup point prior to bus arrival time
- Respect the property and privacy of homes or businesses adjacent to the bus stop
- Wait in an orderly fashion well back from the side of the road recognizing that a danger zone exists in the immediate vicinity of the bus
- Wait until the school bus driver directs them to enter or exit the bus, cross the road to board the vehicle or signals them to cross to the other side of the street
- Proceed directly to their seat and remain seated for the duration of the trip
- Refrain from smoking, consumption of food and beverage, fighting, profane, loud and abusive language as well as all forms of disruptive behaviour
- Refrain from opening and closing windows, unless authorized by the driver
- Respect the bus equipment

Only authorized students are to be on the bus. Buses will not transport students for Birthday Parties, or other personal student arrangements.

### BUS CANCELLATIONS

Changes in bus times due to any reason (weather, loss of electrical power, etc.) will be announced on CKNX radio (AM 920 and FM 102). They can also be found by clicking on the school bus on the web at [www.ourschoolbuses.ca](http://www.ourschoolbuses.ca). Please notify the school if alternate plans are necessary to avoid sending students (particularly the younger ones) home to an empty house. We are reminded occasionally that schools must close early for unexpected events even on the nicest days.

To download a Request for Transportation to/from an alternate Residence visit:

<http://ourschoolbuses.ca/forms/>

## Discipline—Student Transportation

3.4.1 Step 1—Pupil warning by bus driver. If no improvement then:

3.4.2 Step 2—Pupil warning by principal and notification to parent/guardian. If no improvement:

3.4.3 Step 3—Pupil and parent/guardian discussions with principal. Advise if student behaviour does not improve, suspension of bus riding privileges will result. If no improvement then:

3.4.4 Step 4—Temporary removal of bus riding privileges by principal. Notification of student, parent(s) or guardian(s), if pupil is a minor, driver of Board-owned bus, contractor, Transportation Manager and the Director of Education. Principal will also telephone parent(s) or guardian(s) of pupils who are minor, if possible. If no improvement then:

3.4.5 Step 5—Long-term removal of bus riding privileges by principal. Written notification to parent(s) or guardian(s), if pupil is a minor, bus driver and the Transportation Manager. This discipline will continue until the principal has been satisfied that appropriate bus behaviour will be followed.

3.4.6 NOTE: The principal may proceed to Step #4 immediately depending on the severity of the incident.

### Optional Student/Parent Contact

(to be discussed and decided between parents and students only)

I have read the Handbook with my parent (s)/guardian(s), and I agree to carry out my responsibilities as a student of Maitland River Public School.

Student:

\_\_\_\_\_

Witness:

\_\_\_\_\_