

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

**Champlain Discovery Public School**

390 Bell Street

Pembroke, ON, K8A 2K5

613-735-6575

Principal: Michelle Belsher      Vice-Principal: Shelley Gagne



**Dedicated Devoted Determined**

### **WELCOME!**

A new school year has begun and with it we renew once again our hopes and determination to achieve at the highest level possible. The staff of Champlain Discovery is committed to providing the opportunity and assistance for our students to work to their full potential. In undertaking this task we actively seek the cooperation and assistance of parents. We do because we know that when home and school work together, students come to value their education and learn most effectively.

At CDPS, we encourage our students to respect the rules by which we are able to get along together and to achieve our goals, to internalize the eight virtues of character development, and to work to their utmost potential by producing their best work. We believe that these are the foundations for a positive value system.

Please call at any time with your input or questions.

*I am only one, but I am one. I cannot do everything, but I can do something. And I will not let what I cannot do interfere with what I can do. ~ Edward Everett Hale*

## VISITORS

**WE MUST, AT ALL TIMES, MINIMIZE INTERRUPTIONS OF STUDENTS AND TEACHERS DURING INSTRUCTIONAL TIME.**

- All visitors/parents are asked to report to the office.
- Visitors to the school who need to proceed beyond the office into the school population will be given identification badges. Anyone in the school building without a badge should expect to be approached and questioned. These guidelines are designed to assist us in providing a safe and orderly school environment.

## Medication

School personnel are permitted to administer health service or prescription medication *only with the written authorization of the parent/guardian and the doctor's signature*. A consent form can be picked up at the school office. A parent/guardian must supply the principal with the medication in its original container, which will be kept in a secure location in the office. (We do not have the facilities to store medicines that need to be refrigerated). Do not send any medication, including non-prescription drugs such as Tylenol, etc. to school with your child.

## Illness

When a student becomes ill at school, we try to keep the student comfortable as possible until arrangements can be made to have the student picked up. **Please do not send your child to school if he or she is not feeling well.** Please keep your emergency telephone numbers up-to-date.

## Injury

When a student becomes injured at school we endeavour to contact parents/guardians as soon as possible to determine your desired course of treatment. Where immediate treatment is necessary, a staff member will take the student to the nearest emergency service or the school will call 911.

## School Environment

Champlain Discovery staff work as a team to promote a positive, safe learning environment for our students. Students attending this school must be able to feel safe from harassment and physical threat.

All students are expected to follow the school and classroom rules as well as uphold CDPS principles of responsibility, which are:

- ◆ Students are responsible for their own behaviour,
- ◆ Students are responsible for their own learning,
- ◆ Students are responsible for treating all persons with consideration and respect,
- ◆ Students are responsible for contributing to their classroom and school, and
- ◆ Students are responsible for the environment - for treating it with care so others may enjoy it.

## **Prevention is the key to a positive school climate.**

When inappropriate behaviour occurs, measures will be applied that are both corrective and supportive. This progressive discipline approach includes:

- ◆ Early and ongoing intervention,
- ◆ Addressing the inappropriate behaviour,
- ◆ Provide opportunities for the student to learn from the choices he or she makes, and
- ◆ Parental awareness and involvement.

At all times, the school will act in accordance with the Code of Conduct established by the Renfrew County District School Board under the Education Act of the Province of Ontario.

### **STUDENT IN GOOD STANDING POLICY**

Students at Champlain Discovery Public School are encouraged to become active in a wide range of extracurricular activities. Such participation can be a valuable component of an effective overall education. The following are guidelines which will be used to maintain a reasonable balance between the academic requirements and extracurricular activities such as sports, field trips and excursions. Students are viewed as ambassadors of the school, and compliance with the Code of Conduct is expected both prior to and during the event.

A STUDENT IN GOOD STANDING must meet the following criteria:

**ACHIEVEMENT:** The student is working to potential and is up-to-date with regards to assignments and homework.

**ATTITUDE:** The student reflects a positive attitude with ALL members of the school community, both in and outside the classroom.

**BEHAVIOUR:** The student has consistently met reasonable behavioural expectations both in the classroom and in the school in general, and has demonstrated that he or she is responsible and reliable. The student conducts him/herself in a safe manner, respecting the safety and well-being of others.

**ATTENDANCE:** The student attends school regularly and is consistently punctual.

A student who wishes to join a team or club must present a completed "Student in Good Standing" form to the coach and staff before taking part in extracurricular activities. The granting of the Student In Good Standing status is a privilege and may be revoked at any time by the administration on the recommendation of a teacher.

### **DISCIPLINARY PROCEDURES**

Most disciplinary issues will be handled by the classroom teacher. The principal will become involved in the event of a serious breach of conduct or in the case of repeat occurrences of similar inappropriate behaviour.

Any one of the following consequences may be used as part of the learning process:

- Informal interview with the student.
- Formal interview with the parent.
- Assistance of School Support Counsellor/intervention team.
- Detention of the student.
- Withdrawal of student from classroom setting.
- Written agreement between the student and the school.
- Replacement of and/or payment for any damaged or mistreated items.

## ASSESSMENT AND EVALUATION

The Renfrew County District School Board believes that the purpose of assessment and evaluation is to improve student learning. To this end, Assessment and Evaluation practices shall:

- ✓ be focused upon clearly identified curriculum expectations and the achievement chart;
- ✓ provide opportunity for students to demonstrate learning to the best of their ability;
- ✓ be fair and equitable to all students;
- ✓ address the needs of all students, while appropriately recognizing relevant student differences;
- ✓ enhance learning by building on previous successes;
- ✓ identify next steps for students to improve their learning;
- ✓ include provisions for student self-assessment and goal setting;
- ✓ address both what a student learns and how well a student learns;
- ✓ be preceded by a clear description of the expectations and standards.
- ✓ Specifically, the RCDSB has an Assessment and Evaluation procedure that:
- ✓ provides for ongoing, varied assessment that provides students with multiple opportunities to demonstrate their learning
- ✓ regards assessment as an opportunity to guide instruction, thereby meeting the needs of individual students.
- ✓ ensures communication with parent/guardians regarding their child's progress and development.
- ✓ provides timely feedback to students to help students set appropriate learning goals.
- ✓ addresses the needs of students with an Individual Education Plan (IEP).
- ✓ ensures that students clearly understand what the curriculum expectations are as well as what the evaluation criteria are before beginning a task and/or course.
- ✓ provides in-class time for students to work on assessment tasks.
- ✓ requires the gathering of data on learning skills and provides feedback and progress updates to students and parents in regards to the student's progress in these skills.

## REPORTING

A progress report will be issued in the fall. This report is designed to inform parents/guardians on how their child is progressing towards the achievement of curriculum expectations as well as their development of Learning Skills and Work Habits. No marks will be assigned. This progress report will be used to guide the discussion at Parent-Teacher interviews and help to determine Next Steps to support your child.

Provincial report cards will be issued twice a year: February and the end of June.

Students in Grade 1 - 6 can expect subject areas to be reported on using Letter grades.

Students in Grade 7 & 8 can expect subject areas to be reported on using Pegged Marks.

Students in grades 1 - 8, whose achievement is not meeting the minimum ministry standard, will receive a mark of "R". This indicates that remediation is required to meet curriculum expectations.

Students in grades 1 - 8, who have not been able to demonstrate their competency in a specific subject area, due to such instances as prolonged absence or illness will receive a mark of "I". This indicates that there is insufficient evidence to provide a mark at that time.

## Homework Policy

It is reasonable to expect some homework during the year.

*Homework may include:*

- Finishing up class work
- Reviewing things you learned in class
- Working on projects and stories
- Getting ready for tests
- Reading
- Memorizing number facts

If at any time you have concerns with the amount of homework that your child is receiving, please contact your child's teacher and arrange a time for you to meet.

**Plagiarism:** Plagiarism takes two forms. The first is using a quotation or sentence verbatim (word for word) without citing the source. The second form of plagiarism is paraphrasing another's ideas, or restating those ideas in your own words, style and language without acknowledging their origin or source. In either case, it is imperative that you give credit to the source (or author) of those ideas.

## LATE OR MISSING ASSIGNMENTS

The timely submission of assessment tasks is a Work Habit. As educators, our role is to support the development of learning skills and work habits. Teachers will use a variety of strategies to ensure that work is submitted on time. However, if work is late a teacher may require a student to complete the task through academic detention and will notify parents to discuss consequences and next steps. Any issues with non-compliance, regarding the submission of work will be referred to the Principal of the school.



## Lunch

For safety reasons **we do not allow students to leave the school property unsupervised at lunch.** Parents are welcome to **pick up** their children at the school for lunch excursions, but please send a note to the teacher beforehand.

## Lates and Absences

- Students who walk or are dropped off at school may arrive between 9:10 and 9:30 a.m.
- Late arrival: students must receive an admit slip prior to proceeding to class.
- Absences: Please call or notify the office if your child is going to be absent from school. A call will be placed to your residence via our electronic call system if notification of the absence has not been received.

## Dismissal Changes

- Changes to your child's dismissal from school should be communicated to the teacher. Students will be paged upon your arrival. It is not necessary to call the school ahead of time.
- School dismissal is at 3:50 p.m. Early dismissal will not occur after 3:40 p.m.
- End of the day phone calls to change your children's dismissal plans create many problems for the school. These calls should be limited to emergencies only and the office informed by 3:00 pm.

## BEHAVIOUR ON THE SCHOOL BUS

A bus is an extension of the classroom and students must conduct themselves on the bus in a manner consistent with established standards for classroom behaviour. It is the duty of the students to follow the rules established for the safe use of the bus and to respect and obey the driver. Students suspended from the bus are to attend school with the parents being responsible for providing transportation. Please refer to our Board's transportation policy available online at <http://www.renfrew.edu.on.ca/rcdsb/transdep.htm> (click on Joint Transportation PDF Documents then select Student Transportation Guide for Parents/Guardians) or request a copy from our office.



## Dress Code

Clothing worn by students at Champlain Discovery Public school must be appropriate for active play and presentable for the school as a work place.

- ✓ All shirts must have a back.
- ✓ Shoulder straps must be at least 2 finger widths
- ✓ Pants up and shirt down. (including leggings)
- ✓ All belly or midriff should be covered
- ✓ Leggings/Jeggings must cover bottom
- ✓ Footwear must be appropriate (i.e. platform shoes are not safe or appropriate; gym shoes are to be worn for gym)
- ✓ Indoor and outdoor shoes are required.
- ✓ Backpacks and coats are to be stored in lockers.
- ✓ Hem of shorts & skirts must reach top of finger when arm relaxed at sides

### Clothing not allowed includes:

- X Muscle or mesh shirts
- X Spaghetti strap tops
- X Low cut tops that show cleavage or underwear.
- X Underwear that is exposed (top or bottom)
- X Any clothing with depicts advertising for drug, tobacco or alcohol products, rude pictures or vulgar expressions or graphics is prohibited
- X Hoods, hats, caps or coats worn in class.
- X Scented body sprays, perfumes or cologne are not to be brought to school.
- X PJ pants
- X Short shorts or skirts

IF ATTIRE IS QUESTIONABLE, IT IS UNACCEPTABLE

## Phys-Ed Requirements

All students should have a second pair of shoes to wear during gym classes and indoors during inclement weather. These should be a non-black soled athletic shoe.

\*\*For Grade 6-8 students: Gym uniform is the school t-shirt and black shorts. Shirts are available at the school by mid September.

## Use of Electronic Devices

Teachers are encouraged to utilize these devices during the school day in an effort to maximize and support student learning. Students are reminded that the use of personal or school devices is a privilege, not a right. Therefore, the use of any e-device during class time is at the discretion of the classroom teacher.

Although personal e-devices can come to school, it is ultimately the parent's responsibility to decide whether the device can come to school and it is at their risk. The school will not assume responsibility for lost, damaged or stolen devices.

The school code of conduct is in effect at all times an e-device is used on school property. Teachers will remove the device from the student if they feel it is not meeting the school rules for conduct and acceptability. Please note that although the RCDSB internet filter is in place to limit access to certain sites - all sites visited must be age appropriate and must be educational in character. All other sites are prohibited.

Teachers are encouraged to allow students to connect onto the school WiFi and access various sites (i.e. dictionary/thesaurus/take a photo of work samples/etc) during class time. The use of these devices during class time is ALWAYS up to the discretion of the classroom teacher.

- \* Students are allowed to use their electronics during the indoor portion of their lunch (eating time), or when inside during inclement weather.

### **Breaking of the following rules will result in confiscation of the e-device.**

- \* E-devices will not be permitted outside or in the hallways during class time. Locking your e-device in your locker is recommended before going out for recess (includes cell phones!)
- \* Students will **only** be permitted to wear/use **one** ear bud/ear phone. The volume should such that others can't hear. This ensures student safety and hearing of directions when needed.
- \* Sharing of e-devices is **not** permitted.
- \* The recording of staff or students and the taking photos of other students or staff is **NOT permitted** at any time. And under no circumstances will electronics be permitted in the washrooms.

**If a student violates the above**, the school will follow its progressive discipline policy. In the event of misuse of the e-devices; the device will be **confiscated**, and a parent or guardian will be contacted to pick up the device at the office. Repeated violation of these rules or misuse of the e-device, such as cyber-bullying, may result in the banning of the device and may include suspension from school.

**The wording of this policy may be changed at any given time to reflect new directives from the Ministry of Education or the Renfrew County DSB**