

COBDEN DISTRICT PUBLIC SCHOOL

'COURAGE TO DREAM - POWER TO SUCCEED'

16 Cowley Street, P.O. Box 130
COBDEN, ON K0J 1K0
TEL: 613 646-2271 FAX: 613 646-2194

Principal	Mrs. Maria Manwell
Vice Principal	Mrs. Sandra Bennett
Office Manager	Mrs. Janice McCambridge
Secretary	Mrs. Kelly Murphy



STUDENT AND PARENT HANDBOOK

2022-2023

At Cobden District Public School we believe in creating a welcoming and accepting atmosphere that fosters and supports our students to learn, grow and develop into life-long learners. Our staff is committed to facilitating this development by providing stimulating learning opportunities, frequently assessing student progress and communicating regularly with parents.

Classes begin at 9:25 am and end at 3:45 pm

Welcome to Cobden District Public School! We are so pleased to have you and your family as part of our school community.

This handbook contains important information about the routines, policies and procedures at Cobden Public School. Please read and discuss with your child and store this handbook in an accessible location so that you can refer to this resource throughout the year.

Additional events or changes are communicated to you by School Messenger, Facebook (Cobden Public School) as well as on Twitter (@cobdendps).

Thank you for being an active member of our school community. We look forward to working with you to ensure that your children have an enjoyable and productive year!

Sincerely,
Mrs. Maria Manwell
Principal

Bell Times

9:05 a.m.	Supervision on yard begins <i>(Students should not arrive before this time)</i>
9:25 a.m.	School Day Begins (1 st Block)
11:25 a.m.	Lunch
11:45 a.m.	Recess/Activity Break
12:05 p.m.	Classes Resume (2 nd Block)
1:35 p.m.	Lunch Break
1:55 p.m.	Recess/Activity Break
2:15 p.m.	Classes Resume (3 rd Block)
3:45 p.m.	Dismissal- Bus Loading/ walkers/bikers dismissed

SCHOOL CALENDAR 2022/2023

September 5	Labour Day		February 21	Report Cards
September 6	First Day of School		March 13-17	Mid-Winter Break
			April 7	Good Friday
October 10	Thanksgiving Day		April 10	Easter Monday
November 14	Progress Reports		May 19	P.A. Day
November 17	Parent Teacher Interviews			
November 18	Board Holiday		May 22	Victoria Day
			May 10-June 14	Gr 3 & 6 EQAO window
December 23- January 6	Christmas Break Begins		June 9	P. A. Day
January 9	Classes Resume		June 26	Report Cards
February 3	P. A. Day		June 29	Last Day of Classes
February 20	Family Day		June 30	P. A. Day

Meet our Staff

Matt Alexander	Gr. 7 & 8
Jennifer Bell	Gr. 3 & 4 French Immersion, music
Rick Boudreau	Gr. 6/7 Core
Kristine Burchat	Educational Assistant
Nancy Clark	Gr. 1, Gr. 2/3
Courtney Schruder	Gr. 4/5
Kim David	Gr. 1,2,3
Erin Dolan	Gr. 7 & 8 French Immersion
Terri Dombroskie	Gr 1/2 and 2
Lorraine Hamilton	SERT
Larissa Lennox	Kindergarten Educator
Wendy Holly	Kindergarten Educator (RECE)
Bridgette Wilson	Custodian
Amy Leavoy	Gr. 7/8
Janice McCambridge	Senior Secretary
Derek McLaughlin	School Support Counselor
Briana Belmore/ Carley Butcher	Science, gym, Health coverage
Kelly Murphy	Secretary
Anne Myers	Gr. 2/3 French Immersion & arts, French
Jessica Nephin	Kindergarten Educator
Sharon Nicolai	Educational Assistant
Joy Pilgrim	Gr. 5/6 & 6
Penny Rochon	Educational Assistant
Laura Schuler	Noon Hour Supervisor
Lindsay Stairs	Gr. 5/6 & 6 French Immersion
Angela Stone Butterworth	Kindergarten Educator, Itinerant teacher
Jori Turcotte	Gr. 1 French Immersion

Jennifer Vaillancourt	Kindergarten Educator (RECE)
Kim Van Lindenberg	Gr. 2 and 1/2 French Immersion
Caryn Wattie	Kindergarten Educator (RECE)
Sue Smith/ Carina Wuehr	Chief custodian
Sherri Wylie	Gr. 3 & 4

Covid Protocols and Procedures 2022/2023

As announced on August 31, 2022, the provincial guidance on COVID-19 isolation has changed. To see the updates made by the Ministry of Health to the COVID-19 guidance document and associated screening tool please click on the following links:

https://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/contact_mgmt/management_cases_contacts.pdf

We ask that you continue to complete the daily screener: <https://covid-19.ontario.ca/school-screening/>

Our water fountains are closed, so students will need to bring a refillable bottle for use at school.

ANAPHYLAXIS POLICY (AND ALLERGIES)

The schools within the Renfrew County District School Board are committed to providing a safe environment for those who suffer from Anaphylaxis, the term used to describe acute, severe, life-threatening allergic reactions that require immediate medical treatment. For some students, anaphylactic reactions can be triggered by not only eating foods, but also by their touch and smell or caused by environmental factors such as bee stings. While it is impossible to create a risk free environment, steps have been taken to minimize potentially fatal anaphylactic reactions. Everyone's cooperation and assistance is appreciated. **PLEASE NOTIFY THE SCHOOL OFFICE IF YOUR CHILD HAS BEEN DIAGNOSED WITH A LIFE THREATENING ALLERGY.** Please do not send any peanut or sesame products to school. If your child is in a class with another type of allergy restriction, a letter will be sent home informing you about the specific allergy and any steps we would like you to take to help ensure a safe learning environment.

ARRIVAL AND SCHOOL ENTRY

School begins at 9:25, yard supervision begins at 9:05 **please ensure that your child does not arrive before this time as there will not be supervision available.** School ends at 3:45 and there are two 40 minute nutrition breaks during the day. On the first day of school, staff will be on the schoolyard to direct students to their class groups.

~Late Arrival

Students who are not in the classroom by instruction time are considered late and will need to get a late slip from the office prior to entering class. This is necessary so that office staff knows the whereabouts of our students and will avoid an automated call regarding their absence.

Any student arriving after the beginning of class should use the front doors of the school and check in at the office.

ATTENDANCE

To enable children to do well in school, their attendance has to be regular and their arrival punctual. Please note that absent children are still responsible for the work they missed during their absence. **If your child will be absent, please inform the school office by phoning 613-646-2271 (an answering service is available 24 hours a day) or emailing cobattendance@rcdsb.on.ca** If a student is not present or accounted for, expect a call from our office staff or automated system to the home as well as other numbers you provide to us.

We ask that you ensure that your child is in good health before returning to school. This will benefit your child in the long run, as well as their classmates.

<u>BICYCLES/ IN-LINE SKATES/ SCOOTERS</u>
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Bicycles, and in-line skates &/or scooters are to be **WALKED/DISMOUNTED ON SCHOOL GROUNDS**. Lock bicycles in racks or by the nearby fence of the school immediately upon arrival in the yard. Students need to remove their in-line skates upon arrival on the school grounds and change into street shoes. Scooters are to be folded and stored while on school property. For safety reasons, students using this equipment are dismissed after buses have left the yard.

Busing

Many of our students arrive at school by bus. They are dropped off in front of the school and walk into the yard under the supervision of staff. At dismissal, buses line up in the yard. Grades 1-8 load first followed by the students in the Annex area.

~STUDENTS' RESPONSIBILITIES REGARDING BUSING

In order for the Board to provide safe, efficient, reliable and economical transportation, pupils are expected to observe the following rules:

While being transported on school buses, pupils shall:

- Be at the bus stop in advance of the scheduled pick up time (at least 10 minutes).
- Obey promptly any directions or instructions given by the driver including allocation of seats when necessary.
- Refrain from talking to the driver except in cases of emergency.
- Refrain from unnecessarily loud or boisterous talking and the use of abusive or profane language.
- Remain seated at all times.
- Sit three to a seat where possible.

- Keep windows closed at all times, unless otherwise instructed by the driver.
- Keep arms, head and feet inside the bus
- Refrain from smoking and the use of drugs and alcohol.
- Refrain from littering the bus
- Refrain from throwing objects.
- Be responsible for any willful damage to the bus.
- Refrain from eating on the bus

If students do not follow these expectations, drivers shall immediately report to the principal, the name of the pupils and the nature of the offense using the breach of discipline report form. The principal shall notify the parents, in writing, of any school bus suspension. Withdrawal of bus privileges does not exempt the pupils from regular school attendance. (See Sec.10(c) and 11(a) of the Regulations.)

Video monitoring will be used on the buses periodically. These videos will be used only in the interest of safety. The principal and bus personnel only will have access to these videos.

~Bus Cancellations

In case of severe weather, bus cancellations can be viewed on the Transportation website www.onthebus.ca as well as local radio stations and Twitter.

Please note: If buses are canceled in the morning due to weather, they are canceled for the day—they will not bring your children home. When buses are canceled, parents are responsible for the safe transportation of their children to and from school (Pickup is at 3:45pm). If children are walking, please provide adult supervision. On such days our regular academic programs may not be offered due to the number of absences; however if that is the case, an alternate academic program will be provided.

Children are not counted as absent on those days.

Parents of students who walk to school must contact the school if their child will not be attending during inclement weather days to ensure that they are safely accounted for.

~Unclear/Unsafe Stops

The following procedure will be followed in dealing with an occasional unclear, unusual or unsafe stop or destination.

- (i) First, return the pupil to the school before 4:35 p.m., if time permits, and the parents shall be responsible for transportation;
- (ii) If not, then contact the school bus operator and request assistance;
- (iii) If not, then contact the Board's Transportation Departments and request assistance;
- (iv) If not, then contact the principal and/or Transportation Managers at home and request assistance;
- (v) If not, then contact the Police **and request assistance.**

~To make changes to busing:

To make changes to a students busing arrangements, please follow these instructions to fill out the proper paperwork:

- Go to the RCDSB website - <https://www.rcdsb.on.ca/en/index.aspx>
- Hover over the header called "Our Schools"

- Click on “Buses and Transportation”
- Scroll down to a box outlined in blue that says “Click to Request a Change to Student Information”
- Fill out the form

The form is then submitted to the school, we make changes to the busing information and it is then uploaded overnight to the RCJTC.

****Please note: It can take up to 4 business days for a change to come into effect****

~Busing Concerns?

Please contact the school directly

CODE OF CONDUCT

Each student is unique with individual strengths and needs. In an atmosphere of mutual respect and appreciation the school attempts to help the student develop the following:

1. Feelings of self-worth and confidence.
2. A sense of personal responsibility towards academic work, attendance and behaviour.

The Code of Conduct for Cobden District Public School is based on self-respect and respect for the rights of others. The rules are intended to create a positive learning atmosphere, to protect school property and to enable the educators to do their best for all students. Every student has the right to an education without interference, and every student has a responsibility not to interfere with the education of others. Students are expected to do their best academically, to attend regularly, and to complete all assignments as directed.

~CODE OF STUDENT CONDUCT: Students, Staff and Visitors of Renfrew County District School Board are expected to demonstrate a commitment to the core values reflected in the Code of Conduct (AP 140) while on school property, school buses or attending school events.

Students will bring credit to themselves, their families and their school. Each student is expected to:

- Attend classes punctually and regularly;
- Be neat and clean in person and habits;
- Be diligent in studies;
- Be kind and courteous to fellow students;
- Use proper, acceptable language at all times;
- Be cooperative and respectful to all staff members;
- Have respect for personal and public property
- Exhibit honesty and responsibility in personal obligations; be responsible for personal conduct on school premises, on school buses and during all extracurricular functions; and
- Refrain from smoking and the use of tobacco products, drugs, intoxicating inhalants, alcohol and near-beer or wine anywhere on the property of the Board, on school buses or in taxis, including on school trips or excursions and at school –related functions.



~PROGRESSIVE DISCIPLINE

Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. The range of interventions, supports and consequences used must be clear and developmentally appropriate, and must include learning opportunities for students in order to reinforce positive behaviours and help students make good choices.

Parents or guardians should be actively engaged in the progressive discipline approach.

~Progressive Intervention Strategies may include early and/or ongoing *intervention* strategies, such as:

- Contact with the pupil's parent(s)/guardian(s);
- Oral reminders;
- Review of expectations;
- A written work assignment with a learning component;
- Volunteer service to the school community;
- Peer mentoring;
- Referral to counseling;
- Conflict mediation and resolution; and/or;
- Consultation.

~TEACHER RESPONSIBILITIES

Teachers and school staff, under the leadership of the principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff members uphold high standards when they:

1. Help students work to their full potential and develop their self-worth;
2. Empower students to be positive leaders in their classroom, school and community;
3. Communicate regularly and meaningfully with parents;
4. Maintain consistent standards of behaviour for all students;
5. Demonstrate respect for all students, staff, parents, volunteers and members of the school community; and
6. Prepare students for the full responsibilities of citizenship.

~Suspension

A student may be suspended from school and from engaging in school related activities if the student commits infractions set out under the Education Act. Principals must determine whether mitigating factors were involved while deciding on the consequences.

All board employees who work directly with students are required to respond to incidents that may have a negative impact on school climate.

This behaviour includes, but is not limited to: **bullying, racist, sexist or homophobic comments** that are unacceptable in our schools. Responding may include asking the student to stop the behaviour or explaining why it is unacceptable.

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.

COLD WEATHER

Students are expected to go outside during the winter months unless the temperature is below -21C with the wind chill. Please ensure your child dresses warmly.

Please ensure your child has a warm coat, hat, mitts or gloves and winter boots. We recommend sending an extra pair of mittens and socks in case the first pair gets wet.

CONCERNS

It has been our experience that most concerns are a matter of misunderstanding and can usually be quickly resolved with direct communication. Parents who have a concern should talk directly to the staff member involved. Failing resolution at that level, please contact the office for an appointment with the Principal.

CUSTODY INFORMATION

Please inform the principal of any child custody agreements or arrangements which may affect your child at school. Please note: that both parents can access/change information and pick up their children unless there are legal documents that provide a different direction for the school.

DISMISSAL ROUTINES

Please be reminded that our school day does not end until 3:45 p.m.

For walkers, students will exit the building using the main front doors. Students biking to school are expected to leave only AFTER receiving permission from the duty staff as they must travel near/by the bus zone. Students taking bikes to and from school must wear a helmet.

ELECTRONIC DEVICES

The school understands that some parents may wish their child to have a cell phone with them at all times. If a student has a cell phone at school it must be turned off and in their locker during class time. Cell phones may be used at the teacher's discretion for educational purposes only. Students may not use their phone as a camera (photo or movie) in the school, on the school yard, or on the bus unless staff permission has been granted. Cell phones used for inappropriate purposes will be placed in the office for the parent or child to retrieve. The school is not responsible for lost, stolen or broken items.

Permission will be granted by the office for students to use the school telephone only in emergencies, or at the request of a teacher.

Our Board procedure (RCDSB Administrative Procedure 141) states clear expectations for all Users who access the Board network or who use Board or Personal-owned devices while on Board property. The full procedure is [here](#).

Users are required to promote responsible use of board resources and to refrain from unauthorized access or abuse. They are expected to make every attempt to avoid inappropriate materials.

Users are required to use computers and electronic devices as educational, business and communications tools and to avoid any use which has a negative impact on safe, caring and orderly schools/administrative buildings.

EXTRA-CURRICULAR SPORTS/ACTIVITIES

Students, who are in good standing, have an opportunity to participate in activities outside of the classroom, including competitive sports activities for junior and intermediate students, plays and music programs at various grade levels.

- Participation on the grade seven and eight teams will be determined through tryouts and criteria established by the coach. The students chosen to represent the school on these teams must be students in good standing.
- Team shirts and equipment used by these teams are to be properly cared for and returned to the school immediately following each sporting event.

HOMEWORK AND STUDY HABITS

Each student must assume a variety of academic responsibilities. These may include:

- Daily homework, review of the day's work, studying for tests, individual assignments and long term projects.
- Asking your homeroom teacher for assistance if you need it.
- Organizing your time and planning for completion of assignments by the due date.

We recognize that homework is truly work to be completed at home. As a guide for parents and students, on average primary students should spend between 20-30 minutes on homework, junior students 30 – 40 minutes, and intermediate students 40-50 minutes. This may include nightly reading or review of daily notes. If your child spends well beyond the average amount of time suggested for their division please contact your child's homeroom teacher. Completion of homework assignments and careful preparation for tests will greatly increase your child's chances for success and support the 'Work Habits' component of the report card.

ILLNESS DURING SCHOOL

If your child feels ill, they will stay at home where rest and medication can be provided. When a child is **absent** from school for any reason, the school must be informed of the reason for absence. This complies with the Ontario Education Act and is necessary for our records.

If students become ill or are injured at school, they should report directly to their teacher/office. The parent or emergency contact person will be telephoned and informed of the situation. Parent or designated 'pick- up' person is asked to ring the bell at the front doors and let the office know that they have arrived. **Students should not be contacting parents directly unless staff are aware.** In the case of a serious injury and if no one can be reached, arrangements will be made to have the child taken to the hospital. For this reason, it is important that parents keep work and emergency phone numbers current.

LEAVING SCHOOL PROPERTY AT LUNCH

Some 7/8 students may wish to go out at the first nutrition break (11:25). If that is the case, they are required to provide written permission from a parent or guardian **prior to** arriving at school that day. This helps promote student responsibility and organization as well as makes it easier for staff to track absences.

The homeroom teacher initials this note and returns it to the student. The student presents the note at the office where they sign-out. Sign-in is required upon return to school. Students who return home for lunch daily are to bring in written permission indicating such, at the beginning of the year. Such notes will be kept in the office. Students are to remain on school property during the second nutritional break.

LEARNING ENVIRONMENT

~Curriculum and Evaluation: All students will follow the Ontario Curriculum unless they are identified as an exceptional student and are receiving a modified program as outlined in their IEP. The Ontario Curriculum provides learning expectations by grade level.

You will be informed of the ways in which we are implementing the curriculum through school newsletters, class newsletters, School Council meetings and celebrations of student learning. Access to the curriculum is available at: <http://www.edu.gov.on.ca>

LUNCH AND NUTRITION BREAKS

Students have two 20 minute nutrition breaks throughout the day. Milk will be available to purchase online (school cash) for the first nutrition break.

MEDICAL INFORMATION

If your child has a serious medical condition that we should know about, please notify the school as soon as possible.

~Medication

Please notify the office of all medication required at school. **No medication should be brought to school without the school's knowledge and all medication must be kept at the office (Specific exceptions can be made to inhalers under certain circumstances- please contact the office if that is the case).** Specifically the Board maintains that the provision of health services and the management of prescription drugs are the primary responsibility of parents or guardians. Most prescription drugs may be administered effectively outside of school hours. However, the Board authorizes staff to assist in the provision of health services in school when medically necessary (Admin Reg C-29). Please contact the office for appropriate forms.

Please note that school staff will not administer ANY medication to children unless the permission form has been completed.

Updated information regarding your child's medical needs is essential. PLEASE NOTIFY THE OFFICE OF ANY CHANGES IN MEDICAL INFORMATION PERTAINING TO YOUR CHILD. i.e. ALLERGIES, ASTHMA, SEIZURE DISORDER, HEART CONDITION, ETC.

SCHOOL COUNCIL

The Council's primary purpose is to provide a forum where parent/guardian, community and school staff representatives meet to discuss items pertaining to Cobden Public School, thus providing advice to the principal. We meet about four times a year. All meetings are open to the Cobden School community.

STUDENT IN GOOD STANDING

Every student at C.D.P.S. is expected to follow the Code of Student Conduct which outlines the student responsibilities that are required in order to be a student in good standing.

A student in Good Standing involves the following criteria:

ACHIEVEMENT – The student is working to potential and is up-to-date with assignments and homework.

ATTITUDE – The student shows a positive attitude both inside and outside the classroom.

BEHAVIOUR – The student consistently meets reasonable behavioural expectations both inside and outside the classroom and has demonstrated that he/she is responsible and reliable.

ATTENDANCE – The student is attending regularly and is consistently punctual. .

TEXTBOOKS

Students will be expected to financially compensate the school for the loss or damage to any classroom textbooks, library books and/or school property.

Students will have access to books and resources electronically through RCDSB eLibrary services - Sora. Sora allows for 24/7 access to eBooks of interest and reading levels for K-12. It's convenient for students to check out titles anytime, anywhere on any device with no worry about misplacing a book or running up late fees - these digital titles automatically return at the end of the lending period!

Go to <https://soraapp.com/library/renfrewca>

VISITORS

Cobden Public School welcomes volunteers and visitors. As per the Safe Schools Act and Board Policy, **all visitors/volunteers, including parents, are required to ring the buzzer, the office will direct you at that time. Please ensure you sign in upon entry.** This includes parents who wish to pick up their child during the day. Please try to coincide pickup with nutrition/activity breaks to avoid interruption of student learning.

For safety reasons, parents and other visitors are to remain in the office or designated area.

Visitors are not permitted on the yard, as supervising staff may not be aware of the circumstances surrounding the visit.

Visitors, like teachers and students, are expected to follow the Ontario Schools Code of Conduct:

Students, Parents/Guardians, Teachers & other staff, and, Volunteers must:

- Respect & comply with all applicable federal, provincial & municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas & opinions
- Treat one another with dignity & respect at all times, especially when there is a disagreement
- Respect & treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability
- Respect the rights of others
- Show proper care & regard for school property & the property of others
- Take appropriate measures to help those in need
- Respect persons who are in a position of authority
- Respect the need of others to work in an environment of learning and teaching.

VOLUNTEERS

Cobden staff welcomes all volunteers who support our programming. All volunteers who accompany students on class trips or assist children in our school classrooms and halls must have a recent Criminal Background Check completed from the local OPP detachment/online. Please be aware that this documentation can take several weeks to be processed and is kept on file at the Board Office for three years. Getting your CBC early in the year will help to avoid disappointments as school trips/events approach. Volunteers must respect the confidentiality of students and staff information