

# **Mapleridge Public School**



**Student Handbook**

**2021 - 2022**

## Welcome to Mapleridge Public School!

The staff of Mapleridge Public School would like to welcome students back for another year! We would also like to welcome new and returning families to our school community. Again this year, we will be focusing on providing a learning environment of high academic achievement and well-being.

Mapleridge is a caring school community where staff, parents/guardians, community members, neighbours and community agencies work together to provide for and support our children. We believe that education should be a partnership and that children learn best when parents, guardians, school educators and the larger local community work together.

This handbook is intended as a guide for Mapleridge students and parents. We have included several items of information that will surely help you and your child over this academic year. Please also set up your Edsby accounts in order to stay up-to-date on events and activities and be aware of Mapleridge's calendar of events on Edsby, provided every month throughout the year. In addition to classroom-specific information sent out via classroom educators, this will keep you informed about school activities and happenings at Mapleridge.

If, at any time, you have questions or concerns, your first point of contact is with your child's teacher(s). After that, our school's office can be reached at 705-472-5751 between 8 am and 4 pm. Mapleridge's school website and/or our Edsby site are two great sources of information.

Thank you for choosing Mapleridge Public School! It is our sincere hope that we can help meet your child's academic, emotional, social, and physical needs not only through the expertise and dedication of our staff, but also through the various programs offered here at Mapleridge. We are looking forward to an amazing year of learning. Come join us!

Sincerely,

Alison Clarke  
Principal

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## School Information 2021—2022

School Daily Schedule:

8:25	Bell Rings and Day Begins
8:25-10:05	<b>Instructional Block</b>
10:05 – 10:45	Nutrition Break/Recess
10:45 – 12:25	<b>Instructional Block</b>
12:25 – 1:05	Nutrition Break/Recess
1:05 – 2:45	<b>Instructional Block</b>
2:45	End of Day Dismissal

### Five Day Cycle

All NNDSB schools will continue to follow a 5 day cycle this year. The 5-day cycle will help to provide equality to programs that happen on a weekly basis. For example, if a school was to have their Library Day on Mondays, they miss out on a number of days during the year because of holidays and PD Days. The 5-day cycle will not include any days that the students are not scheduled to be at school. Our monthly calendars will indicate Day 1, Day 2, etc. as well as the dates so that parents and students can keep track. Teachers will send home information to let you know on which days of the cycle your child has Library, Phys. Ed, Music, etc.

## MAPLERIDGE SCHOOL TEAM

Principal	Alison Clarke
Secretary	Cathy Laperriere
Custodian	Tim Wrightman
Custodian	Tracy Butler
Early Learning Kindergarten A	Sheena Lazarou
Early Learning Kindergarten A	Katherine Oglestone
Early Learning Kindergarten B	Jennalee Hawn
Early Learning Kindergarten B	Tanya Forth
Grade 1	Tammy Simpson
Grade 2	Courtney Piper
Grade 2/3	Shani McFadden
Grade 3/4	Gord Geisler
Grade 4/5	Jeff Cox
Grade 5/6	Jodie Ferguson
Grade 6/7	Karen Bartraw
Grade 7/8 A	Heather Cloutier
Grade 7/8 B	Gracie Simpson-Malek
Literacy Intervention	Kathy Buell
Primary, Junior and Intermediate Preparation	Melissa Evers
Primary Preparation	Melissa Sparling
French as a Second Language	Kurtis Herron
Differentiated Learning Resource	Kathy Buell
Educational Assistant	Linda Bain
Educational Assistant	Allea Young
Educational Assistant	Rose-Anne Weiler
Facilities Supervisor	Steve Attwell
Library Technician	Jennifer Fry

## **ABSENCES**

Regular school attendance is vital for a successful school year. If a student is going to be absent from school, we ask parents/guardians to call the school before 8:25 am or leave a message at 705-472-5751. When possible, a note could also be given to the teacher prior to the absence. This is important for reasons of safety. The *Safe Schools Act* requires us to contact those parents/guardians of students who are not in school when the school has not been notified. Students who arrive after 8:25 am are expected to sign in at the office and catch up on any missed work. If you drop your child off after our 8:25 start time, please stop at the office to sign the visitor book and indicate that your child has been dropped off.

## **ILLNESS OR INJURY**

If a student is injured or becomes ill at school, a parent or alternate will be contacted as soon as possible. A sick child will be isolated from classmates. First aid or medical care will be provided for injured students until a parent or designate arrives. Please ensure that emergency contact numbers and health information is kept up to date during the course of the school year. Every child who is well enough to be at school will benefit from being outdoors in the fresh air during breaks in the school day. Please do not send notes requesting that a child stay in at recess, as we do not have supervision available for students that are not outside.

## **VISITORS**

As part of our **Safe Schools Policy and COVID Management Guidelines**, all parents and other visitors must sign in at the office and follow all COVID protocols upon entering the school. Access to the school will be determined based upon the intent of the visit to avoid interruptions to instructional blocks.

## **SIGN-OUT**

To minimize disruptions in classrooms and confusion at bus time, parents picking up children are asked to wait until the end of day bell rings at 2:45 pm whenever possible. Please do not drive through the bus lane at times when the busses are boarding and disembarking.

If students must be picked up early (for an appointment, etc.), please notify the office ahead of time if possible. When you arrive at the school, please sign the book in the office to indicate that you have picked up your child. Students will not be permitted to leave school property, during the instructional day, without adult accompaniment. Out of the ordinary, end of day plans are to be made prior to 1pm each day.

## **CUSTODY**

Unless a court order specifically states otherwise, both parents have access to information concerning a student's progress at school. It is the responsibility of custodial parents to ensure that a copy of any custody order which restricts the access of noncustodial parents is on file at the school office.

## **DAILY ANNOUNCEMENTS**

Mapleridge Public School will play "O' Canada" each morning and make school related announcements each day. Students will be expected to stand for the national anthem as outlined in Ontario Regulation 435/00 under the Education Act. Morning Announcements may also include birthday wishes and other greetings. If there are reasons why your child cannot participate in these routines, please contact the school office and/or inform your child's teacher.

## **IDENTIFICATION OF STUDENTS FOR SCHOOL-RELATED ACTIVITIES AND SHARING OF PICTURES OF YOUR CHILDREN**

At the beginning of the school year, forms will go home asking for your permission to share pictures of your child in different publications such as newspapers, school newsletters, Edsby, social media and our school website. Please read the information carefully. Space is provided to specify any conditions or restrictions you may want to note. For example, if you do not want your child's picture on social media, such as Facebook, you may include that information there. The school will then ensure that those directions are followed.

## **INDOOR SHOES**

Our custodial team works very diligently each and every day to keep Mapleridge clean and safe. We ask that students bring a pair of soft-soled athletic shoes to school to wear indoors and during gym classes.

## **NO SCENTS MAKES GOOD SENSE**

Please avoid the use of perfumes, colognes and other scented products. Scented products can aggravate health problems for some people, especially those with asthmas, allergies and other medical conditions.

## **FIELD TRIPS**

Staff and students look forward to the school trips that take place throughout the year. School trips are to be educational in nature and align with expectations within the Ontario curriculum. Students are expected to follow the school's "Code of Conduct" during any in-school or out-of-school event or activity. Failure to comply with staff supervisors' expectations and/or general behavior expectations may result in a student being removed from the field trip experience. For any field trip throughout the school year, parents/guardians are encouraged to contact the principal if the cost of a field trip would exclude their child from attending at any time.

## **ALLERGIES AND HEALTH CONCERNS**

It is important that all parents be aware that there are some children here at Mapleridge with life-threatening food allergies (anaphylaxis). This medical condition is caused by a severe reaction to specific foods and can result in death within minutes. It is the responsibility of parents of students with severe health concerns, including those who are endangered by anaphylaxis, to provide current medical information, EPI pens as required, and to work with the principal in developing a plan that addresses the needs of the at-risk child within the school. It is our goal to minimize the allergens in our school so as to ensure that we have as safe an environment as possible when a child's life is at risk. Please send only **peanut-free and nut-free** snacks and lunches with your child and **do not send eggs** to school. Also, please read the labels of other foods like muffins, granola bars and cereals before you put them in your child's snack or lunch. Our concern is for foods where nuts may be a "hidden ingredient" and where "cross-contamination" may occur.

We also request that parents/guardians call their child's teacher before bringing in any food products for sharing with classes and/or pets or animals for meeting/greeting, as some students might experience allergic reactions to certain foods and/or animals.

## **MEDICATION**

If your child requires prescription or non-prescription medication during school hours, please notify the office to provide the necessary authorization and complete necessary medical forms. In some instances, you will be required to provide a doctor's signature detailing when the medication should be given to your child. We require that most medications, whether prescription or not, be stored in the office. Asthma puffers are an exception and can be carried on a student's person. For storage in the school office, medications require clear labels with the child's name and instructions for use. For the protection of all students and staff, school personnel will confiscate unauthorized medication found in possession of a student and contact home. If your child requires an auto-injector (i.e. Epi-

pen) because of an anaphylactic reaction, then there must be two provided to the school.

## **DRESS CODE**

Under the Safe Schools Act, 2000, sub-section 302(5) each school is required to have a dress code. Mapleridge Public School has established a dress code with a purpose to work towards a safer and more respectful learning and teaching environment. We encourage our students, staff and visitors to dress in an appropriate manner, which assists in working towards this goal.

We define appropriate dress (also reflected in Board Policy) as being the following:

1. Tops and bottoms must overlap.
2. No underwear should be showing.
3. No hats or bandannas are to be worn in the school.
4. Hooded sweatshirts must be worn with the hood down.
5. No inappropriate messages on articles and clothing or visible inappropriate tattoos. (Examples: alcohol promotions, sexual innuendo or comments, references to drugs or violence)
6. See through clothing or clothing cutouts are not appropriate.
7. Bathing suits and pajamas are not appropriate for the regular school day.
8. Backless outfits, spaghetti straps, muscle shirts with large arm openings and low-cut tank tops are not acceptable attire.
9. Shorts and skirts must meet the "finger-tip test" (arms straight down at the sides).
10. Accessories and jewelry cannot be unsafe for play, distracting or perceived as weapons.

It is expected that all students will be supported by parents/guardians and school staff to comply by dressing appropriately when attending school. Failure to comply with the school dress code will result in the student being requested to change or cover up the item(s) that violate the school dress code.

## **SCHOOL COUNCIL**

School councils have been created to enhance students' learning through the co-operative efforts of parents, students, staff members, and others in the community. As a member, you can help your council discover ways to improve the education of students in our school! Elections are held every September for positions on the School Council.

The School Council meets an average of once a month and is an active group of people who contributes to Mapleridge in many positive and valuable ways such as fundraising activities, providing parent/caregiver perspectives and input and special events coordination and support. Come and join in the fun! Watch for announcements for our first meeting. We hope to see you there!

## **SELF-IDENTIFICATION FOR ABORIGINAL STUDENTS**

Parents of all Near North students are asked, if appropriate, to voluntarily identify their child(ren) as being of Aboriginal (First Nations, Métis, or Inuit) ancestry. This question is on registration forms for new students and on student update forms for existing students. Forms are also available in all school offices.

The data collected through the Aboriginal Self Identification process will continue to inform our efforts to further support the success of our Aboriginal students.

## **LIBRARY**

Mrs. Jennifer Fry is expected to be our Library Technician again this year. Mrs. Fry is a much appreciated and valued member of our school team and will support students' library needs and provide information to parents through our school newsletter. If you have an overdue library book from last year, please remember to return it to the school. Thank you!

## **LITERACY SUPPORT**

Within the first few weeks of school, your child may be working individually with Mrs. Buell and/or his/her classroom teacher, doing literacy activities, such as letter identification, reading levelled texts, or engaging in writing activities. This is to provide useful information that will inform instructional programming. These literacy assessment/activities will also help to determine which students would be most suited to receive focused literacy instruction. If it is decided that your child would benefit from either our Early Literacy program, you will be contacted. If you have further questions and/or wonderings, please contact Mrs. Buell, your child's classroom teacher and/or Ms. Clarke.

## **STUDENT ACCIDENT INSURANCE**

The Near North District Board of Education does not provide accident insurance for students. Low-cost student accident insurance, available in September of each year from an independent insurer offers coverage. Please review the pamphlet included in Mapleridge's welcome package carefully as families are encouraged to purchase insurance for students enrolled in school and taking part in school-related events offered during the school year.

## **LOCKERS**

**Lockers (as well as student desks and cubbies) are school property.** In order to maintain proper order and discipline in the school, the principal who has reasonable grounds to do so may conduct a search of a student's locker. Many of our students are provided with lockers. Students who choose to purchase a combination lock must give the serial number and combination to their teacher and follow any classroom rules/routines related to locker use. If using a combination lock, students are encouraged not to give out their combination number to their peers. Students are not to change locks or lockers without permission. Misuse



of locker space in any way may result in a loss of the privilege of having a locker.

## **STUDENT NUTRITION PROGRAM AND LUNCH PROCEDURES**

Mapleridge is delighted to be able to continue to offer our student nutrition program which allows us to offer healthy food items at breakfast and during the day. Items such as fresh fruit, vegetables and juice as well as milk, cheese, breads and cereals are just some of the things we will have available **for all students** to enjoy! Although there is no fee for this meal program, any parent/guardian or community member who would like to make a donation in support of these programs is encouraged to do so. Financial donations will be accepted as well as donations of food and time. If you have interest to volunteer your time in support of these programs, please contact Ms. Clarke (Principal).

We will also have **weekly pizza** slices available to pre-order through "**Cash Online.**" Please contact the school if you do not have access to the internet for purchasing. Look for monthly order form notifications!

Each student is responsible for bringing his/her own lunch to school each day. At nutrition break times, all students are expected to follow the lunchroom rules as posted. No students are to leave school property unless in the care of a parent/guardian. All students are expected to go outside for a 20-minute recess following the 20-minute nutrition break unless supervised by school staff at an indoor activity. Students are required to remain on school property from arrival until dismissal at 2:45, unless accompanied by a parent/guardian. If you have a scheduled appointment for your child, or plan to pick your child up during one of the breaks, you will be required to call the school or send a note to your child's teacher.

## **VOLUNTEERS**

Mapleridge Public School relies heavily on the network of volunteers who graciously give of their time and talents to support our school

programs. If you are available and have some time to spare, please complete the **volunteer survey form and/or contact the school** posted on Mapleridge's website. We will gladly add your name to our volunteer list as volunteer activities come up!

Please know that all volunteers, working with students, will be required to submit a current Criminal Reference Check, including a vulnerable sector check, to the school. We ask that one be submitted each year. We will be happy to help with this process as needed!

## **FUNDRAISING**

Once again Mapleridge Public School's staff and School Advisory Council are planning fundraisers to help lower the cost of school trips and special events. All parents will be notified of fundraising events in advance via information flyers and newsletters. The school appreciates the support that fundraisers receive from families and community members and thank you, in advance, for your participation and support.



## **COMPUTERS AND TECHNOLOGY.**

Students need to use computers and technology to gain essential skills. Computers and other technological learning tools are to be used only under the direct supervision of a staff member. Misuse of any technology will result in discipline measures. All students and parents are required to sign and be aware of the Near North District School Board's Acceptable Use Policy.

This year, Mapleridge students will again have the opportunity to work with MacBooks, iPads, etc. as part of their regular classroom programs. Students that would like to bring personal computers or electronic devices to school to support their learning program must seek permission from their classroom teacher. The school is not

responsible for any loss or damage of personal items and any such items are to be used under the supervision of a teacher to support learning.

## **LANDLINE PHONE USE, CELL PHONES AND OTHER ELECTRONIC DEVICES**

Student use of the school telephone is for emergencies only approved by the classroom teacher, secretary and/or principal. If you require occasional contact with your child, you are welcome to call the school and your child can return the call at one of the scheduled breaks or immediately, depending on the situation.

Today's student needs to be able to use technology to analyze, learn and explore. Digital age skills are vital for preparing students to work, live and contribute to the social and civic fabric of their communities. Students have a responsibility to be a digital citizen and understand the human, cultural and societal issues related to technology and practice legal and ethical behavior.

Please know that **the use of cell phones or other electronic devices for texting and calling purposes is not, generally, permitted during the instructional day.** If a student is found to be using an electronic device for such purposes during nutrition breaks, recesses and/or class time, the student will be asked to put it away. If the misuse of the device continues, the device will be held at the office for parental pick-up.

In some cases, cell phones and other devices do have functions that allow the device to be used to support learning. Individual teachers will, at times, allow personal devices to be used to support learning during instructional time. These decisions will be made on a case-by-case basis and will be made when the educator is able and willing to supervise the use of the device. Please see the Student Code of Conduct for specific expectations for student use of electronic devices and/or contact Ms. Clarke for clarification.

## **SMOKING and/or VAPING**

Smoking or vaping, in any form, and possession of smoking-related items are prohibited on school board property.

## **VALUABLES**

Students are reminded that valuables should be kept at home. At times, accidents happen and items may be damaged. It is the owner's responsibility to take care of any valuables brought to school. The school is not responsible for loss or damage of items.

## **LOST AND FOUND ITEMS**

Students who find items of value are expected to hand them into the office. Lost and found items will be collected and put in an area so that students can be regularly checking to retrieve these items. Parents/guardians are encouraged to watch for lost and found items posted on Edsby, as well, to locate missing items. Please know that at break times (e.g., December), any remaining items will be collected and donated locally.

## **PLAYGROUND SAFETY RULES**

1. No pushing, tripping or fighting.
2. Take turns when playing together.
3. Students must wear supportive footwear at all times. No socks or bare feet allowed.
4. In case of injury –DO NOT MOVE THE PERSON. Report to supervisor immediately.
5. No throwing sticks, sand, stones, snowballs or other objects.
6. No eating while engaging in physical activity.

7. Garbage to be placed in receptacles inside/outside.
8. Ask permission to get a ball if it goes over the fence or on the road. No climbing on school fencing!
9. No piggyback rides or lifting of other students.
10. No cartwheels, headstands, handstands, flips or summersaults.
11. Students must be given permission to enter the school by a staff member.

## **PLAYGROUND EQUIPMENT RULES**

1. Follow teacher guidelines for maximum number of students and age levels permitted on play equipment or in particular areas. Students may not run around play equipment.
2. Skipping ropes or other ropes or strings are not permitted on the playground equipment.
3. No scarves, loose clothing or helmets are permitted on equipment.
4. No hanging upside down, sitting on high points or jumping from climbers.
5. No running though the play structure areas while in use by other students.

## **SCHOOL CODE OF CONDUCT**

The Near North District School Board will continue to take steps and enact procedures that enhance the safety of students and staff members in its schools and that promote clear standards of behaviour. The Near North District School Board has developed Administrative Guidelines, which were also used to develop our Code of Conduct. The Code of Conduct Administrative Guidelines have recently been revised. These guidelines, relating to *Safe Schools*, can be accessed on the Board's website at [www.nearnorthschools.ca](http://www.nearnorthschools.ca). A copy of Mapleridge's Code of Conduct can be found on our website and on Edsby.

## **SUSPENSION AND EXPULSION POLICY**

The Near North District School Board's policies and related administrative guidelines addressing suspensions and expulsions provide direction for its schools and take into consideration consistency, clarity and procedural fairness, while treating suspensions and expulsions as necessary options on a continuum of progressive discipline procedures.

The primary purpose underlying the implementation of all disciplinary measures is to achieve a positive consequence for the student and the school. Please see the Administrative Guideline regarding Student Conduct Management for more information. Progressive Discipline is a non-punitive, whole school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. Numerous strategies are outlined in the Administrative Guideline and Mapleridge's Progressive Discipline Plan. To review these administrative guidelines as well as specific information regarding suspensions and expulsions please visit [www.nearnorthschools.ca](http://www.nearnorthschools.ca).

## **BUS POLICY**

Students at Mapleridge Public School are reminded that riding the bus is a privilege. All school rules apply while riding the bus too and are in place to ensure the safety and comfort of everyone.

**Parents are asked to go over the accompanying policy regarding bus discipline protocol, to help familiarize themselves and their children with it.**

## SCHOOL BUS SAFETY

To maintain a high standard of safety for our students, parents of school bus passengers should be familiar with the "Code of Conduct on School Buses", outlined below. Please review the "Code of Conduct on School Buses" with your children.



1. Follow the directions of your driver.
2. Be at your bus stop 5 minutes before your pick-up time.
3. Stay seated while the bus is in motion.
4. No smoking/vaping, eating, chewing gum or inappropriate/offensive language.
5. Keep books, lunch boxes and other bulky items on your lap.
6. Students are responsible for any deliberate damage caused by them to the bus.
7. Whenever possible, leave the last row of seats vacant.

According to the Near North District School Board bussing policy, **students have to be picked up at the same location each morning and dropped off at the same location each day.** For example, your child can be picked up at your home each morning and dropped off at a babysitters' each day. Children cannot be picked up or dropped off at another stop along the route. For example, if a child is going to a grandparent's after school and the grandparent lives along the bus route, the grandparent will have to meet the child at their regular stop. **Students will not be permitted to ride on other buses. If your child wishes to go to a friend's home, alternate transportation arrangements need to be made.** This also includes children who ride a school bus occasionally to visit a parent.

### TRANSPORTATION DISCIPLINE REPORTING:

When there is an incident on the bus that contravenes the bus policy, the bus driver is required to document it on the proper form and forward it to the school office for either the Principal or Vice-Principal to investigate. The following are the steps that will be followed when a student has been reported to be in breach of school bus policy:

**1<sup>st</sup> Report:** Parents are contacted and a copy of the report is sent home for them to sign and return to the school.

**2<sup>nd</sup> Report:** Parents are contacted and a copy of the report is sent home. The child's transportation privileges are suspended for up to one day.

**3<sup>rd</sup> Report:** Parents are contacted and a copy of the report is sent home. The child's transportation privileges are suspended for number of days depending on the severity of the infraction.

**Serious Incident:** Parents are contacted and a copy of the report is sent home. The student's transportation privileges are subject to permanent suspension.

\*\*\*\*PERMISSION REQUESTING THAT CHILDREN BE ALLOWED TO RIDE ON A DIFFERENT BUS THAN THEIR ASSIGNED BUS WILL NOT BE GRANTED BY THE SCHOOL. ALL SUCH REQUESTS MUST BE MADE TO THE TRANSPORTATION CONSORTIUM \*\*\*\*

*THE NEAR NORTH DISTRICT SCHOOL BOARD PERMITS SCHOOL BUS OPERATORS TO USE VIDEO CAMERAS ON SCHOOL BUSES FOR THE PURPOSE OF PROMOTING PROPER BEHAVIOUR AND SAFETY OF STUDENTS.*

## **INCLEMENT WEATHER PROCEDURES**

Living where we do, fog, freezing rain, snow and cold temperatures can interfere with the operation of the school buses. To ensure your child's safety and minimize confusion on inclement weather days, all of the school boards in our area have established a common procedure to notify you when buses are to be cancelled, delayed or when students will be returned home early.

Bus operators in our area collect information on road conditions from personal observations and through the local Roads Superintendents. When conditions warrant a delay or cancellation, the bus operators will contact the school board staff who will notify radio stations of the

decision. **The announcements should begin on the radio soon after 6:15 AM.**

The Near North District School Board Administrative Guideline for Transportation of Pupils states:

- 1) It is the responsibility of parents/guardians to determine whether or not it is safe for their child to leave for school in inclement or severe weather.
- 2) Parents/guardians must be aware that:
  - a) When a bus does not travel a route in the morning because of poor weather, it will **not** do so at the end of the school day.
  - b) If weather conditions deteriorate during the day to the point where it is unsafe to allow the buses to depart, **the students will be kept at the school and the parents will be notified.**
- 3) When transportation is cancelled because of inclement weather, schools will normally remain open. Under severe weather conditions, the Manager of Transportation will contact the Director of Education who will determine if any or all of the schools are to be closed.
- 4) **A parent's decision to keep children home because of inclement weather will be respected.**

The phone number for the Nipissing-Parry Sound Transportation Consortium is 472-8840. If you have any questions or concerns regarding transportation, please speak with the school principal or call the Consortium directly.

### **SAFETY CONCERNS - JEWELERY**

To ensure the safety of all students, all pupils' necklaces and neck wear (i.e. chokers, chains, whistle straps, neck key-chain holders, etc.)

should be constructed of break-away material, or preferably not worn at all.

## **EMERGENCY FIRE DRILLS**

The signal for a fire drill is a continuous bell ringing. Students are to walk, single file, quietly, to the nearest exit indicated on the poster in their classroom. Students will file outside with their teachers and remain in a quiet row as they await the taking of attendance by the teacher. Students and staff will be informed when to return to class. In the event of a true emergency and school closure is warranted, students will be taken to an alternate shelter (The Royal Canadian Legion on King Street or 250 Clark on Clark Street) and parents will be contacted prior to the children being bused home or released to a parent/guardian or designate.

## **LOCKDOWN DRILLS**

A lockdown drill will be held two times a year. The signal for a lockdown drill is an announcement over the PA. Any students or staff in the hallway will go to the nearest classroom. Classroom doors, windows and blinds will be closed. Students will remain quietly in the classroom while attendance is taken. There will be an announcement letting staff and students know that the drill is over.

## **COMMUNICABLE DISEASES**

The North Bay and District Health Unit (476-5437) provides guidelines regarding treatment of illness and disease that the school must follow. The following diseases or conditions must be reported by the school to the North Bay and District Health Unit, and the student must be excluded from the school for the specified period:

*Conjunctivitis (pink eye)* – until seen by a doctor and under treatment for 24 hours

*Diarrhea* – observe proper hand washing technique in all cases; report outbreak  
*German Measles (Rubella)* – 7 days after onset of rash  
*Hepatitis "A" or "B"* – contact the Health Unit; use precautions  
*Impetigo* – until seen by a doctor and under treatment for 24 hours  
*Influenza* – “Students with influenza-like symptoms should be encouraged to stay at home.”  
*Meningitis* – from onset until 48 hours after starting antibiotic  
*Mumps* – 9 days after onset of parotid gland swelling  
*Pediculosis (head lice)* – until treatment is completed and the student is nit free  
*Red Measles (Rubella)* – 4 days after appearance of rash  
*Ringworm (of skin or scalp)* – until seen by a doctor and under treatment for 24 hours  
*Scabies* – 24 hours after 1st treatment prescribed medication  
*Scarlet Fever* – 24 hours after treatment with penicillin  
*Strep Throat* – 24 hours after treatment with penicillin  
*Trench Mouth* – until seen by a doctor and under treatment for 24 hours  
*Whooping Cough* – 1st 5 days of a 14-day antibiotic treatment or 21 days if untreated

## **PEDICULOSIS MANAGEMENT**

The problem of head lice and nits is usually present in our community at any given time. It is important to be checking for head lice on a regular basis at home. It is very important that when you call to advise us that your child will be absent from school, you let us know if you have found head lice. This permits us to check the rest of the class and ensure that your child is returning to a nit-free environment.

Representatives of all District School Boards, in consultation with local Health Units, have jointly initiated a management policy to deal with occurrences of head lice.

Here are some key points to consider:

- Head lice are easily transmitted from one person to another. Children are especially vulnerable.
- The occurrence of head lice has nothing to do with dirt or cleanliness standards in a home.
- Extra house cleaning and use of insecticide sprays are not needed. Wash all clothing, towels, pillows, linens, combs and brushes as well as headgear used by the infested person in the past two days in hot soapy water.
- Prompt action is necessary to prevent spreading.
- Advise the parents/guardians of your child(ren)'s playmates.
- Advise the principal at your child(ren)'s school or daycare.
- Everyone should be advised to never share hats, combs, hairbrushes, scarves or toques with anyone else.

The policy of dealing with an occurrence is as follows:

1. If a case has been verified:
  - a) the principal is notified
  - b) the child is excluded from school until treatment is initiated and **nits are removed. It is essential that you remove ALL nits from the hair before a child will be allowed to return to school.**
  
2. The parent should:
  - a) obtain appropriate treatment from a pharmacy. Consult a physician about appropriate treatment for anyone with seizure disorders, children under age 2, lice in eyebrows or eyelashes, broken or infected skin of the scalp, and anyone who is pregnant or breastfeeding.
  - b) Follow through on these recommendations quickly and efficiently.
  - c) **Please accompany your child to school when they return, as students will be checked to ensure they are nit-free upon return to school**

We firmly believe that with your co-operation, we can be effective in preventing and curbing major outbreaks.

## **IMMUNIZATION**

Parents must provide documentation to the North Bay and District Health Unit that students have received all immunizations required by law. Students in Grade 7 are inoculated at school against Hepatitis B. Parents of Grade 8 girls may elect to have their child inoculated against the Human Papillomavirus (HPV) as well.