

# **Phelps Central Public School**

**Home of the Phoenix**

## **Student/Parent Handbook**



**2021-2022**

## **REVISED**

**The 2020/21 Student/Parent Handbook has been revised to meet the Reopening School Directions by the Ministry of Education.**

**Revisions have been made and we have included them in this handbook. New changes may continue to occur throughout the year with direction from the Ministry of Education/School Board/Public Health Officials.**

**Physical distancing, masks and proper hand hygiene will be reinforced at all times during the school day. All students must self-screen every day before attending school.**

## ***Welcome To Phelps Central Public School***

On behalf of the entire staff at Phelps Central Public School, we would like to welcome you and your family to our school. We will do all we can to ensure students have a successful and positive experience during this school year. Phelps is a caring school where community partners, staff, parents, neighbours and community agencies work together to provide for the total welfare of our children. We are committed to doing our best to fulfill the Near North District School Board's mission statement **"to educate learners to their fullest potential in preparation for life-long learning."**

Because education is a partnership, children learn best when parents support the work of the school. Support can come in many ways such as: attending school functions or volunteering in the school; participating in parent/teacher interviews; talking to your children about their day at school; monitoring homework responsibilities; and ensuring that your children arrive at school nourished, rested and ready to learn.

This handbook is a guide for students and parents. It contains a variety of information that will help both you and your child over the coming ten months at Phelps. It is our hope that it will answer a lot of the questions you may have as we embark on another school year. A newsletter, with attached calendar of events will be provided monthly to keep you informed about school activities throughout the year. You can also visit our Facebook page or the school website at [www.nearnorthschools.ca/phelps/](http://www.nearnorthschools.ca/phelps/) to stay informed on events. If, at any time, you have questions or concerns please reach out

Thank you for entrusting your child's education to us. 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 talented staff, but also through the various programs offered here at Phelps. We are looking forward to an exciting year. Come join us!

Sincerely,

Karen Waller, Principal  
Sean Meighan, Vice Principal

## School Information 2020—2021:

### School Bell Schedule

8:30 am	Busses arrive
8:30-10:30	1 <sup>st</sup> Instructional Block
10:30 – 10:50	Outside Play/ 1 <sup>st</sup> Nutrition Break (Split Yard/Nutrition)
10:50 – 11:10	Outside Play/ 1 <sup>st</sup> Nutrition Break (Split Yard/Nutrition)
11:10 – 12:40	2 <sup>nd</sup> Instructional Block
12:40 – 1:00	Outside Play/ 2 <sup>nd</sup> Nutrition Break (Split Yard/Nutrition)
1:00 – 1:20	Outside Play/ 2 <sup>nd</sup> Nutrition Break (Split Yard/Nutrition)
1:20 – 2:50	3 <sup>rd</sup> Instructional Block
2:50 pm	Dismissal

### Five Day Cycle

All 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.

### SCHOOL STAFF

Principal	<i>Mrs. K. Waller</i>
Vice Principal	<i>Mr. S. Meighan</i>
Secretary	<i>Ms. S. Duchesne</i>
Custodian	<i>Mr. K. Veinott</i>
JK/SK	<i>Ms. E. Plante /Ms. P. Grenier</i>
Grade 1/2/3	<i>Mrs. C. Norman- Zapcic</i>
Grade 3/4	<i>Mrs. M. Campbell</i>
Grade 5/6	<i>Mrs. R. Synnott</i>
French/Prep	<i>Mlle E. Plante</i>
Grade 7/8	<i>Ms. A. Steer</i>
Resource/Physical Education Prep	<i>Mrs. C. Colbert</i>
Educational Assistants	<i>Christine Giesbrecht, Billie Chevrier, Danille Deguay</i>
Lunch Supervisor	<i>TBD</i>

# STUDENT/PARENT HANDBOOK

All students must self-screen every day before attending school.

Physical distancing, masks and proper hand hygiene will be reinforced at all times during the school day.

## ABSENCES

### Important

Anyone experiencing new or worsening symptoms consistent with COVID-19 must not attend school and should seek appropriate medical attention as required, including getting tested at a COVID-19 testing centre.

At home screening is mandatory every morning. Please use this link to do the Covid 19 Screening for your child.

[Covid 19 School Screening Link](#)

For students who are engaged in remote learning, attendance would be taken according to the school's daily protocol.

Regular school attendance is vital for a successful school year. If a student is going to be absent from school, we ask parents to call the school before 8:30 a.m. or, when possible, to give a note to the teacher prior to the absence. This is important for reasons of safety. The *Safe Schools Act* requires us to contact those parents of students who are not in school when the school has not been notified. Students who arrive after 8:30 are expected to sign in at the office and catch up on any missed work.

## ALLERGIES AND HEALTH CONCERNS

It is important that all parents be aware that there are some children here at Phelps Central Public School 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 nut free snacks and lunches with your child. Also, please read the labels of other foods like muffins, granola bars and cereals before putting 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.

## **APPROPRIATE DRESS CODE**

Students in grade 1-8 will be required to wear masks indoors on school property. Students may wear their own non-medical masks, and non-medical masks will also be made available for students should they be required. Reasonable exceptions on the requirement to wear masks may apply.

Students in Kindergarten will be encouraged but not required to wear masks in indoor spaces.

Students will not be required to wear masks outside unless physical distancing cannot be maintained (e.g. distance between students = 2m). This protocol can change at different times throughout the year dependent upon the Ministry of Health requirements.

The standards for dress at the school are based on common sense and are intended to support the comfort, safety and modesty of all students. At Phelps we believe the following:

- ✓ Tops and bottoms must overlap;
- ✓ No underwear should be showing;
- ✓ No pajama bottoms or bathing suits (except for special events outlined by the school);
- ✓ No hats, hoods, or bandanas are to be worn in school (except for special events outlined by the school);
- ✓ Clothing must be free of inappropriate messages (e.g. alcohol beverage promotions, sexual innuendos or comments, references to drugs, etc.);
- ✓ See-through clothing or clothing cut-outs are not appropriate;
- ✓ Accessories and jewelry cannot be distracting or perceived as weapons.

For the added safety of students, proper footwear should be worn at all times.

**Students are required to have indoor shoes with non-marking soles.**

## **BOUNDARIES**

Students are expected to remain within the designated areas on school property at all times. Students are also expected to remain at school all day and are not allowed to leave the school for lunch. Dated written parental permission is required if your child is walking or biking to school. Students who ride a bike to school must walk their bicycle on school property and, by law, must wear a helmet. Cyclists creating a safety hazard at bus times will not be permitted back on school property with their bike. Skateboards must not be used on school property. Climbing on fences is dangerous and is forbidden. Students must also request permission to retrieve play items that are out of the schoolyard. Students are to enter and exit the building only by designated doors.

## **BUS POLICY**

All students will be required to wear a mask on the bus, unless there has been a provided exemption (masking guidelines do apply).

*Students at Phelps Central Public School are reminded that riding the bus is a privilege. Rules that the school, the Near North District School Board and the bus companies apply to the bus are there to ensure the safety and comfort of everyone.*

*Nipissing/Parry Sound Transportation Consortium 705-472-8840*

*Alouette Bus Line 705-753-3911*

(1) **Riding a school bus** is a privilege that can be removed by school administration if a student persistently breaks the rules for bus behaviour. In the event of a bus misconduct report, the student may be suspended from the bus. During bus suspensions, parents must ensure that the child is in attendance at school in spite of the loss of transportation privileges.

Students are expected to:

- ✓ Follow the driver's directions
- ✓ Be courteous and respectful at all times
- ✓ Refrain from eating on the bus
- ✓ Stay seated
- ✓ Keep the aisles clear and free from litter
- ✓ Use appropriate language and behaviour at all times

(2) **In the event of inclement weather**, it is the responsibility of parents to listen to the radio or check the transportation website or the Near North District School Board website (<http://en.npssts.ca/npssts/en/delays> or <https://www.nearnorthschools.ca/>) to determine the extent of bus cancellations or school closure, if any. If the school is open but buses are cancelled, any students transported to school by parents in the morning must be picked up by parents at the end of the day. In the rare event of an early dismissal due to severe, worsening weather and road conditions, contact with a parent or alternate must be made before students are permitted to leave the school, unless parents have specifically designated their wishes beforehand in writing.

(3) Students are **only** permitted to ride on the bus or buses to which they have been assigned by the transportation office, and to get on/off the bus only at their assigned pickup/drop off location or transfer points.

## **COMPUTERS AND TECHNOLOGY**

The Internet and other forms of technology can be incredibly useful tools for staff and students. We have several forms of technology in our classrooms including iPads and Macbooks, that help enrich the experience for our students. As great of a tool technology can be, the use of the Internet and text messaging for bullying and harassment is a serious problem of increasing magnitude in society. These activities, when taking place off the school site or outside school hours, normally are not a school matter, but rather, community or police matters. On occasion, however, these activities can have an impact on the school and negatively affect the safety and the learning environment at the school, and thereby become school matters and issues of concern for school administrators. Please review the Acceptable Use policy with your child, and ensure that your child brings back the form,

signed at the beginning of the school year. The Acceptable Use Guideline is posted on our Facebook page for your information.

### **Personal Mobile Devices**

This Administrative Guideline has been revised to reflect the revisions of the Provincial Code of Conduct, to include a restriction on the use of personal mobile devices during instructional time.

The use of **personal mobile devices** during instructional time is permitted under the following circumstances:

- For educational purposes, as directed by an educator
- For health and medical purposes
- To support special education needs

The Near North District School Board has a duty under the Ontario Human Rights Code to provide appropriate accommodations to students and employees of the board, including educators. If a student or other person employed by the board requires the use of a personal mobile device as an accommodation under the Human Rights Code, the NNDSB is obligated to allow such accommodation.

If they don't meet any of the guidelines listed above and are brought on school property, they must stay turned off, and in a student's backpack. If students are caught using cell phones, or other such personal devices, they will be confiscated and either returned at the end of the day, or it may be such that a parent/guardian must come to the school to pick the device up. Please also note that the school is not responsible for lost or damaged personal electronic devices. Please review the Acceptable Use policy with your child, and ensure that your child brings back the form, signed at the beginning of the school year. The Acceptable Use Guideline is posted on our Facebook page for your information.

### **COMMUNICABLE DISEASES, 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 (i.e. one that is throwing up) will be isolated as much as possible from classmates; first aid or medical care will be provided for injured students until a parent or designate arrives. **Please ensure that emergency contact and health information is kept up to date during the course of the school year.** It is our belief that every child who is well enough to be at school will benefit from being outdoors in the fresh air during recess and lunch breaks.

Please inform the school immediately if your child comes down with any of the following contagious illnesses: German measles, whooping cough, meningitis, strep throat, red measles, chicken pox, hepatitis, or scarlet fever. We are required to report any of the above illnesses to the Health Unit.

All schools in the Near North District School Board follow the North Bay and Parry Sound District Health Unit's "Reporting and Exclusion Guidelines", which can be found at:

<http://www.myhealthunit.ca/en/partnerandhealthproviderresources/reporting-and-exclusion-guidelines-for-schools.asp>

## **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.

## **FIELD TRIPS**

As per Ministry of Education guidelines during COVID-19 restrictions:

To align with physical distancing, schools should not plan field trips and activities requiring group transportation at this time, until public health data suggests otherwise.

## **IMMUNIZATION**

The Medical Officer of Health has the authority to force a Principal to exclude from schools, pupils who do not have the documented evidence of proper immunization. Parents must provide documentation to the North Bay Parry Sound District Health Unit that students have all immunizations required by law. For more information about what immunizations are required, please visit:

<http://www.nearnorthschools.ca/in-the-spotlight/Documents/Immunization%20requirements%20for%20attendance%20at%20school%20document%20for%20parents%20-%20eng%20and%20fre.pdf>

Parents may choose to not immunize their children based on medical, philosophical, or religious reasons, but documentation must be completed and submitted to the Health Unit, stating this. These forms can be found on the Health Unit site;

<http://www.nearnorthschools.ca/in-the-spotlight/Documents/Immunization%20requirements%20for%20attendance%20at%20school%20document%20for%20parents%20-%20eng%20and%20fre.pdf>

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. (At present we are not clear if this will take place in schools for the upcoming 2021-2022 school year.)

## **INSURANCE**

The Near North District School Board does not provide accident insurance for students. Low-cost student accident insurance, available in September of each year from an independent insurer, covers accidental dental claims, out-of-province hospital coverage, private tuition, disability and

rehabilitation benefits and much more. Families have the option to complete the application on the pamphlet and mail it directly to the Insurer, or apply online at [www.insuremykids.com](http://www.insuremykids.com) where further information is also provided.

## **LOCKERS/CUBBIES**

Personal belonging brought to school should be minimized. Personal items (e.g.; backpack, clothing, sun screen, water bottles, food) should be labeled and stored separately in cubbies/lockers/designated areas.

**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. All students in grades 5 – 8 are provided with lockers. Students are asked to purchase a combination lock and must give the serial number and combination to their teacher. 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.

## **LOST AND FOUND**

Unclaimed items are disposed of each school break. Students who find items of value are expected to hand the item in to the office. Please label items for school, and encourage your child to check the Lost and Found regularly to claim lost items.

## **ADMINISTRATION OF EMERGENCY MEDICATION (e.g. EPI-PEN or GLUCAGON)**

The Near North District School Board's Emergency Protocol requires the collection of information from your doctor and from the parent, complete with signatures, in order to administer medication to your child in an emergency situation. If your child has a serious diagnosed allergy or medical condition that may require the administration of emergency medication, please ensure that all forms are completed and returned to the school. It is the responsibility of parents of students with severe health concerns to provide recent medical documentation and to work with the Principal in developing a plan, which addresses the needs of the student at-risk within the school setting.

## **ADMINISTRATION OF MEDICATION (NON-EMERGENCY)**

When a student requires the administration of medication, parents must fill out forms that outline the reason(s) for the medication, dose, schedule of administration, and information around storage. Sometimes these medical authorization forms require the signature of a doctor. These forms can be obtained from the office. Please don't hesitate to come in and speak to Mrs. Larochelle for more information or to answer questions you may have. **Please do not send in medication with hand written notes or without having this authorization completed.**

## **NUT SAFE/SCENT SAFE**

Since we have several children who could potentially have life-threatening reactions to the minutest amounts of peanuts and other nut products, the Near North District School Board requires that all parents and students refrain from bringing peanut or nut products to school. **This includes peanut butter substitutes like Wow Butter.** This is Board policy – we understand that they do not contain nuts, but we do not want to give the impression that nut products are allowed because they look so similar, despite the identification stickers. The only products containing Wow Butter that are allowed include Bear Paws, Wagon Wheels and individual packets of Wow Butter, because they are sealed units. We also have other significant allergies in our building, that individual teachers will inform parents of. We thank you for your cooperation. Please also note that the NNDSB encourages that our buildings be scent-free as well, so we ask that students and parents refrain from wearing heavy perfumes/scented products in the school.

### **ONLINE PAYMENT OPTION**

At Phelps, we support School Cash Online which offers parents the convenience of making online purchases (i.e. food at BBQ, pizza, field trips, etc.). It is a safe, secure and convenient way to pay for goods at school. Registering can be done quickly and easily via the link below. Click on the following link to register: <https://nearth.schoolcashionline.com>

If you have questions about School Cash Online, our office staff would be happy to assist you!

### **RESOURCE PROGRAM (DLRT – Differentiated Learning Resource Teacher)**

Our Resource Program includes remedial, preventative and enrichment activities based on the curriculum, delivered by our specialized resource teacher. In consultation with the classroom teacher, parents/guardians, and if necessary, school administrators, the most appropriate course of action is established for those students who have been referred. Our resource teacher works with groups of students with similar needs on a regular basis. They also spend considerable time working with classroom teachers to develop Individual Education Plans (IEPs), to ensure appropriate classroom modifications and accommodations for students identified with exceptional needs are put in place. If your child has an IEP, we encourage you to provide input into your child's plan – we want your say! In addition to our DLRT, the I.P.R.C. (Identification Placement and Review Committee) also contributes to the Identification process. This year's DLRT continues to be Carey Colbert. Please contact the school if you have any questions or concerns around your child's needs.

### **SELF IDENTIFICATION FOR INDIGENOUS STUDENTS**

Parents of all Near North students are asked, if appropriate, to voluntarily identify their child as being of Indigenous (First Nations, Métis, or Inuit) ancestry. The data collected through the Indigenous Self Identification process will be the foundation of our efforts to further support the success of our Indigenous students. Please review the Indigenous Self-identification brochure for further information, or contact the school if you have questions or concerns.

### **SCHOOL COUNCIL**

The School Advisory Council (SAC) at Phelps is an incredibly involved group of parents. They have a vested interest to promote communication, participation, and involvement at Phelps among parents, children, school and community. Our SAC brings together committed parents, administration, teachers, and staff to work on making Phelps the best place it can be for our school community. There are so many ways to support your children at school and, being involved in SAC is just one of

them. We meet four times a year (meeting dates will be published in our newsletters, Facebook page, and website). We are always looking for new members, so feel free to come out and join us! Our first meeting will be held on **Thursday October 8<sup>th</sup> at 6:00pm and will be held in a virtual environment and you can join by a computer or phone.** Everyone is welcome!

## **SIGN-OUT**

To minimize disruptions in classrooms and confusion at bus time, parents picking up children are asked to wait until 2:50. Please do not drive through the bus line as the busses are boarding or while students are 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, we will have the child meet you outside at the front doors.

## **SMOKING and ELECTRONIC PERSONAL VAPORISERS (VAPES)**

Students will not smoke or vape on school property. If students do smoke or personal vaporizers (e cigarettes or vapes) on school property, they could be fined by the North Bay-Parry Sound Health Unit or ticketed by North Bay Police School Liaison officer. Members of school teams or clubs will not smoke or use electronic personal vaporizers (vapes) when they are actively involved in the team or club i.e. practice, game, event, outside the arena, school or venue.

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

Each student will be required to bring their own water bottle that is labelled and kept with them during the day and not shared. Students will eat with their cohort in their classroom. Students will be asked to wash their hands before eating. A policy of not sharing food will be enforced. During COVID-19, microwaves will not be available for student use.

Thanks to funding through Breakfast Clubs of Canada, Community Living, and private donations Phelps will continue to offer **food items** during first nutrition break for all students. Fresh fruit, vegetables and juice as well as milk, cheese, breads and cereals are just some of the things we will have available for students during the first nutrition break. Although there is no fee for this meal program, any parent who would like to make a donation in support of the program is encouraged to do so. Financial donations will be accepted as well as donations of food and time. If you would like to volunteer your time to support this program, please contact the principal.

For safety reasons microwave ovens are not available for student use. All students are expected to go outside for a 20-minute recess in conjunction with a 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 2:50pm unless accompanied by a parent.

## **TELEPHONE**

Student use of the school telephone is for emergencies only approved by the classroom teacher. Access to the telephone for forgotten items lessens the effectiveness of the agenda as a planning

tool. If you require contact with your child please call the school and your child can return the call at the scheduled recess.

## **VALUABLES**

Students are reminded that valuables are safest 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.

## **VISITORS**

Community Agencies, Visitors, Volunteers and Parent Access

Visitors, parents/guardians will not be permitted in the school during the pandemic at this time. Should parents/guardians need to come to the school, please reach out to set up an appointment. Appointments must be approved by the Principal/Vice-Principal.