

Sunset Park Public School Student & Parent Handbook 2021-22



Telephone/Safe Arrival: 705-475-2330
Fax: 705-472-4195

Website: www.nearnorthschools.ca/sunset-park

School Administrators: Kim Pauli, Tammy Hyatt and Rob Roy

School Secretaries: Lynn Bryant and Carrie Small

Our school houses all grades from Junior Kindergarten to Grade 6 (both English and French Immersion) as well as the system class for Junior Developmentally Delayed students (which is accessed by students from across the North Bay region).

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 at the school; joining the School Advisory Council; participating in parent-teacher interviews; talking to your child(ren) 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 while a part of the Sunset Park school community. It is our hope that it will answer many of the questions you may have as we embark on another school year.

If you have any comments or additional questions, please contact the school at 475-2330. Monthly newsletters will be sent from the school using our SchoolMessenger email program, and teachers will also send updates specific to their individual classrooms. 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 through the various programs offered here at Sunset Park Public School. We are looking forward to an exciting year of learning and growing!

Sincerely,

Kim Pauli, Tammy Hyatt, and Rob Roy

Below is the organization of our classes to begin the 2021-22 school year:

FRENCH IMMERSION STREAM:		
Grade	Teacher/ECE	Room #
ELK IMM A	Mlle Patrizio ECE: Mme Josee Raymond-Facette	19
ELK IMM B	Mme Brown ECE: Mme Britney Morin	20
ELK IMM C	Mme Leger ECE: Mme Chantal Sagle	18
JK/SK IMM D	Mme Landry	15
1 A IMM	Mme Lawson	10
1/2 IMM A	Mme McParland Aquino	13
1/2 IMM B	Mme Bentley	12
2/3 IMM	Mme Blacker	14
3 IMM	Mme Howes	5
3/4 IMM	Mme Foster	6
4/5 IMM	Mme Kelly	7
5/6 IMM	Mme Boulanger	9
6 IMM	Mme Pearson	8
ENGLISH STREAM		
ELK A	Mrs. Kettner ECE: Mrs. Sarah Edwards	17
1/2	Mrs. Byrne	11
2/3	Mrs. Corbett	16
3/4	Ms. MacGillivray	1
5	Mr. Carson	4

6	Mr. Jackson	3
JDD	Mrs. Poitras	2

Prep Teachers:

Mme Hamilton

Mme Stewart

Mrs. Bennison

Ms. Moreau (also Early Literacy Intervention)

Resource:

Mrs. Rogers

Mrs. Daly-Stevens

Acceptable Use of the Internet and Other Technologies The Internet or other technologies are not to be used to threaten, harass or demean another member, or members, of the school community. They are also to be used appropriately and for educational purposes. When students are using technology inappropriately, they will be subject to loss of privileges and/or other disciplinary actions depending on the nature of the incident. 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 Facebook and our website for your information.

Administering 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.

Administering Medicine

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. Bryant or Mrs. Small for more information or answers to questions you may have. Please do not send in medication with handwritten notes or without having this authorization completed.

Bicycles, Scooters, etc.

Students who ride bicycles, scooters, etc. to school must wear a helmet and walk them once on school property. For safety reasons, these wheeled toys, also including skateboards, scooters, roller blades, must not be used on school property at any time. The school will not be held responsible for damaged/stolen bicycles, scooters, etc. Students are encouraged to lock them up.

Bullying Prevention and Intervention

Sunset Park Public School recognizes that bullying:

- adversely affects a student's ability to learn;
- adversely affects the school climate, including healthy relationships;
- will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where engaging in bullying will have a negative impact on the school climate.

Providing students with an opportunity to learn and develop in a safe and respectful society is a shared responsibility in which the board and our schools play an important role. Schools with bullying prevention and intervention strategies foster a positive learning and teaching environment that supports academic achievement for all students and that helps students reach their full potential. Bullying prevention and intervention strategies must be modelled by all members of the school community.

The school's Bullying Prevention and Intervention Plan will be going home separately to families to read over and acknowledge. Please watch for it in the weeks to come.

Bus Zone and Student Drop Off/ Pick Ups

Please drop off children using our Kiss and Drop laneway. End of day pick ups will also happen from the Kiss and Drop laneway.

If you are picking up your child, last-minute, please ensure that you notify the office before 2pm in order that we can ensure your child is ready and waiting for you. The longer you wait (or the more last minute the request is), the more difficult it is to track down students, as they are busy preparing for dismissal (it is a busy and noisy time). The earlier you contact the school to let us know, the more seamless the pick-up will be!

Please be aware that we have a Kiss and Drop laneway for student drop offs and pick ups at the start and end of our school days. We have been reinforcing the routine with our school community starting on the first day of school.

- **DROP OFFS**

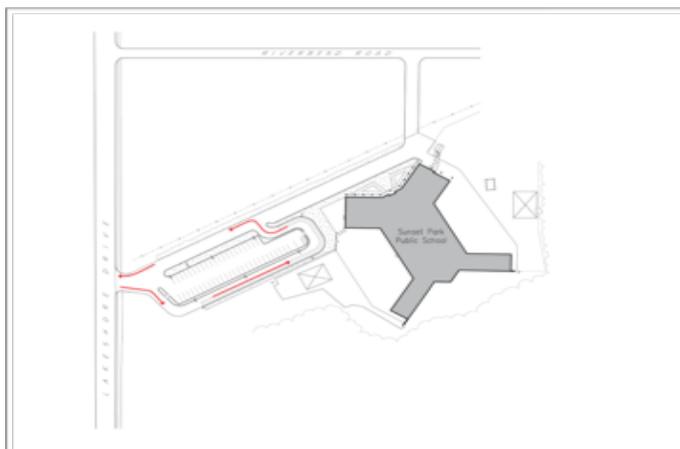
- Guardians are to use the Kiss and Drop laneway when dropping off their child(ren) between 8:10 and 8:30 am. Guardians remain in vehicles.
- Grade JK - 6 parents are asked to say good bye to their child(ren) in the Kiss and Drop zone at which point the student(s) will go directly to their respective school yard.

PICK UPS (at end of school day)

Guardians are to use the Kiss and Drop laneway when arriving to pick up their child(ren) at the end of the day. Guardians will remain in their vehicles.

- At 2:50 (or earlier during busy days) a staff member will arrive outdoors to the Kiss and Drop Zone with the pick up attendance list. Students will report to the designated area.
- Guardians will receive their children from the supervisor in their vehicle.
- Students requiring pick up prior to 2:50 pm will need a parent to call the office prior to 2pm to indicate time of pick-up. **There may be a long**

wait for early pick-ups as each child must be escorted out of the building by an adult.



School Yard supervision begins each morning at 8:10 am. Please ensure that your child is not left at school alone before 8:10 am as it can quickly become a safety concern outdoors. Staff members begin supervision duty at 8:10 am at which time we welcome our students to the school. Thank you for your cooperation.

CASL (Canadian Anti-Spam Legislation)

The Near North District School Board and its schools are working towards compliance with Canada's Anti-Spam Legislation (CASL). Please be aware that we require your express consent to send you electronic messages. If you wish to receive electronic messages from the school, please complete our consent form, which can be downloaded at www.nearnorthschools.ca/casl or obtained by contacting the school office.

You may withdraw your consent at any time, by sending an email (from the address you wish to unsubscribe) to unsubscribe@nearnorthschools.ca. Please be aware that if you choose to unsubscribe, or do not return a completed consent form to your child's school, you will not receive any email messages from the Near North District School Board or its schools.

Cell Phones, Digital Cameras and Other Electronics

The use of cell phones, tablets, iPods, or digital cameras, and other such technology by students on school property is ONLY permitted under the supervision of a staff member and for school purposes WHEN staff have indicated a need for such devices. Students are not to be using these devices during nutrition breaks, in coatrooms, hallways, etc or

during class time when teachers have not requested it. As a school community, we work towards supporting students in becoming responsible users of technology.

If personal devices are brought on school property, they must stay turned off, and in a student's backpack. If students are caught using cell phones, iPods, digital cameras or other such personal devices when not required as per staff directives, 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 note that the school is not responsible for lost or damaged personal electronic devices.

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.

Code of Conduct and Progressive Discipline

Sunset Park Public School will continue to take steps and enact procedures that build resiliency, enhance the safety and well-being of all individuals in its schools and promote clear standards of behaviour. The School Board's Code of Conduct and Sunset Park Code of Conduct will reflect the requirements outlined in Policy/Program Memorandum No. 128 (December 5, 2012). The Ontario standards of behaviour apply to all individuals (principals, teachers, other school staff, students, parents/guardians, volunteers, community groups, partners, etc.) involved in the schools and activities of the Near North District School Board. These standards of behaviour apply to students whether they are on school property, on school buses, travelling to and from school, at school-authorized events or activities, or in other circumstances that could have an impact on the school climate.

The full Sunset Park School Code of Conduct will be going home to families later this week. Please take the time to read it over with your child(ren) and return the acknowledgement sheet.

Custody

Unless a court order specifically states otherwise, both parents have access to their child and to information concerning their child's progress at school. It is the responsibility of custodial parents to ensure that the most recent copy of any custody order or agreement, which restricts the access of the non-custodial parent, is on file at the school. It is imperative that a current schedule of shared custody be provided to the school in the event that transportations arrangements vary.

Dress Code

Under the Safe Schools Act, 2000, sub-section 302(5) each school is required to have a dress code. Sunset Park has established a dress code for all who enter the school including parents and volunteers as being the following:

- No underwear should be showing;
- No pyjama 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, offensive messaging, etc.);
- See-through clothing or clothing cut-outs are not appropriate;
- Accessories and jewelry cannot be distracting or perceived as weapons
- Appropriate indoor shoes should be worn in the building at all times. "Wheelines" (shoes with wheels in the soles) are not to be worn at school.
- Proper athletic shoes must be worn for physical education classes and sporting events.

Extra-Curricular Activities

Throughout the school year Sunset Park has various exciting extra curricular activities for our students to participate in. Upcoming activities are communicated home in a variety of ways including letters home, emails, voice messages, school website and Facebook page.

To help ensure proper planning, supervision and prompt departures, please ensure that required forms are completed and handed in prior to the day of the special activity.

Fire Drills, Lockdown Drills and Evacuation Information

During a fire drill, everyone is expected to evacuate the building in a calm and orderly manner and to wait quietly in the designated area for the re-entry signal. We hold three fire drills in the fall, and three in the spring.

A lockdown drill will be held twice a year. During a lockdown, staff will secure their classroom. All students and staff will vacate the hallways and proceed to a secure area. Fire alarms and bells are disregarded.

In the event of an evacuation, all students and staff will go to the track adjacent to the school at Kerr Park. In the event that it is required, all students and staff will go to Gymtrix on 7 Ferris Drive. Upon arrival at Gymtrix, parents will be notified.

Go Green

At Sunset, we encourage students to “go green” by bringing litterless lunches, and recycling paper waste and milk cartons. In an effort to reduce paper consumption, information material that needs to be sent home in hardcopy, will be distributed based on one per family. **However, most of our school’s information will be posted electronically, so we encourage parents/guardians to provide the school with the most current e-mail address to the office.**

Healthy Food for Healthy Students

Studies show that well-nourished students feel better, behave better and are more attentive and ready to learn. A school food and beverage policy reinforces healthy eating lessons taught in the classroom and helps make sure that the healthy choice is the easy choice for all children. To support healthy eating, parents are encouraged to support our healthy eating policy by packing school lunches and snacks with healthier foods as outlined in Canada’s Food Guide.

Home-School Communication

Sunset Park is committed to engaging in open communication in a respectful manner. A variety of forms of communication are available, such as:

- One-on-one conversations with classroom staff arranged at a time outside of the instructional block;
- Two-way communication in a school home communication book;
- Telephone, 705-475-2330;
- Paper communication home where appropriate, with the youngest and only students, in an effort to save paper;
- School Connects messages on your phone at home (announcing upcoming events, reminders, etc.);
- E-mail (**Please provide the school your most current e-mail address so that we may keep you in the loop electronically);
- Website: www.nearnorthschools.ca/sunset-park;
- Your child’s classroom Edsby page;
- Bulletin board and pamphlet holder in the main office;

Please note, that if at any time you have a concern or are looking for details on something that may have taken place at school, a phone call to speak to staff is often the most meaningful way to bring light to everyone’s perspective. Working together as a team helps make the most of supporting our students to be positive, happy and contributing members of the school community.

Homework Policy

The Near North District School Board has developed suggested homework practices. Homework is designed to assist and improve learning. It reinforces what has been learned in class, prepares students for future lessons, teaches organization and responsibility, encourages innovation and creativity and helps students to develop the skills and attitudes they need for successful lifelong learning. Homework supports the development of learning skills, such as self-discipline, task commitment, time management, responsibility, independence, initiative, and problem solving. Homework facilitates parent involvement in their child's learning and insight in the school curriculum. In addition, effective at home practices enhance positive attitudes about school and about learning routines.

Types of Homework are:

- o PRACTICE-review and reinforcement of learning presented in class;
- o PREPARATION-provides background information for future class work;
- o EXTENSION/CREATIVE-creative applications that integrate and/or expand upon classroom learning;
- o COMPLETION-unfinished class work assigned when the student has not effectively used the time allotted in class

At Sunset Park, we know that based on research, reading for pleasure, information and/or skill-building daily helps students in all curricular areas. We encourage you to have your child read at home on a daily basis. Teachers will determine the homework format that will be used in their class, respective of the age level of their students.

Illness or Injury

If a student is injured or becomes ill at school, a parent or alternate will be contacted as soon as possible. Assistance 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 breaks in the school day.

The North Bay and District Health Unit has guidelines regarding reporting certain illnesses and diseases. Under law, the Principal must exclude pupils with reportable communicable diseases from school, unless there is no risk to others. The Medical Officer of Health also has the authority to force a Principal to exclude, from school, pupils who do not have the documented evidence of proper immunization. Should you need any clarification regarding these Exclusion Guidelines, please contact the North Bay and District Health Unit.

Children who are too ill to go outside are too ill to be at school. Children coming to school ill are unable to function and they are a source of infection for other children. If a child is sick at school, we will call a parent/guardian to make arrangements for the child to be picked up.

Your co-operation with following these guidelines will protect the health of all our students at Sunset Park. To assist in the prevention of diseases, parents in collaboration with the school have been requested to routinely review the proper hand washing techniques with the children.

Covid Protocols mean that any child with Covid-like symptoms may need to be isolated, and parents will be requested to pick up their child. At that time of contact, our return-to-school protocols will be communicated.

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 busses are to be cancelled, or delayed or when students will be returned home early.

Bus operators 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. Bus cancellation information can also be obtained by visiting the Student Transportation Services' website www.npssts.ca or via the Near North District School Boards' website www.nearnorthschools.ca .

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 when a bus does not travel a route in the morning due to poor weather, it will not do so at noon or at the end of the school day; 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 due to 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 due to inclement weather will be respected.

Insurance

Parents are encouraged to purchase Student Accident Insurance. The School Board's insurance does not cover student accidents. Coverage for medical/dental expenses can be met through Student Accident Insurance. Brochures are sent home in September, and are available throughout the year at the office.

Families have the option to complete the application on the pamphlet and return directly to Old Republic Canada with enclosed self-addressed and stamped envelope or apply online at www.insuremykids.com where further information is also provided.

Library Books

Textbooks, library books and other loaned materials are a precious commodity in our school. A replacement cost will be charged for any lost or damaged school property. Mrs. Leppert will once again be our librarian on Days 1 and 2.

Lost and Found Items

It is amazing the amount of clothing and footwear that is collected in the Lost and Found box. If your child is missing some clothing items throughout the school year, please encourage them to check the Lost and Found box. We highly recommend that clothing and footwear be labeled.

Nut Free/Scent Free

Because 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 nor can we properly monitor which products may be nut based because they look so similar, and despite the identification stickers. The only products containing Wow Butter that are allowed include Bear Paws and individual packets of Wow Butter, because they are sealed units. 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.

Nutrition Program

At Sunset Park, we believe that a nourished child is ready for learning. We welcome all students to access our nutrient program if they are hungry. We have been fortunate to receive funding. Students will eat the snack when they come into the school at bell time. Snacks are also available to any child that needs them, at either nutrition break. Covid rules mean that our snack program, or it may be run in a different way this year. Please stay tuned for more details!

Online Payments

SCHOOL CASH ONLINE

This fall, we will continue using School Cash Online at Sunset Park Public School. School Cash Online offers parents the convenience of making online purchases (i.e. field trips, spirit wear) and it is a safe and secure means of handling cash between home and school. Registering can be done quickly and easily via the following link:

<https://nearth.schoolcashionline.com>

Physical Education

All students are expected to participate in Physical Education, unless suffering an injury. Students are required to wear proper clothing (proper footwear and loose-fitting and comfortable clothes). All students must wear indoor, non-marking shoes in the gymnasium. Students are not permitted to enter the gymnasium, unless an adult is present.

Safe Arrival Attendance

In order to ensure the safety of your children, parents or guardians are asked to call the school and leave a detailed message on the answering machine if their child will be absent. If we do not hear from you and your child is absent, it is the Ministry Mandated Policy that we call home to verify your child's absence. Your co-operation with this school initiative is very important as it is another measure we take to ensure the safety of all of our Royals.

School Advisory Council

The mission for the Sunset Park Public School Advisory Council is to promote communication, participation and involvement among parents, children, school and community. Our School Council brings together committed parents, administration, teachers and staff, and a member of the broader community to work at carrying our mission statement. Projects have included our outdoor learning classroom, purchasing of classroom resources and off-setting field trip costs. School Council is also instrumental in organizing both the Santa Sale at Christmas and Family Fun Night in

June, which are signature events for Sunset Park. More information about our SAC for this year will follow. Contact Mme Hyatt if you'd like to get involved!

Supporting Student Achievement

Sunset Park is committed to improving student achievement based on the delivery of the following programs: Early Literacy Intervention, Differentiated Instruction, and the implementation of assistive technology. Research has shown us that all students can achieve given sufficient time and support, once their starting points have been identified. Opportunities to develop the professional knowledge of our Teachers, Early Childhood Educators and Educational Assistants are ongoing. Teachers, Early Childhood Educators and Educational Assistants truly care about students.

Toys

We discourage students from bringing personal toys to school (unless it is a special day designated by staff). Many times, these toys go missing, may be taken from school bags or get damaged/broken. The staff at Sunset Park will do their best to try and recover the lost items; however, we are often not able to solve the problem. Toys can also become huge distractions in the classroom not only for the owner but their peers as well. The best solution is to make sure your child does not bring valued toys and personal items from home. We thank you for your support with this request.

As always, please contact the school should you have any questions about school procedures. Thank you for your support!