



District School Board Ontario North East

The best that education has to offer

Charlton-Savard Public School **Handbook/Calendar**



2009 – 2010

“a community devoted to student achievement”

Keep me in a safe place



A Message from the Principal

I welcome all staff and students back for an exciting year at Charlton-Savard Public School. Your previous two vice-principals brought a wealth of curriculum knowledge with them that benefited both teachers and students. I have been a principal for 11 years at two schools and trust that my experience as a school leader will assist CSPA.

The school staff looks forward to providing the best education that we can for your child. However, to do that, we need your cooperation, trust and respect. Our goal is to support a varied education, combining academics, activities, sports, special days and school trips. Our expectation is that all students will put forth their best effort so they are able to enjoy the varied activities that students are offered. Monthly certificates will be given to students who are following classroom rules, being respectful and completing assigned work. These will be tracked so that we have a record of students who are continually successful.

Character education will continue to be our focus as we encourage and practise the many different virtues. With your cooperation, we will be able to empower your child to use virtues in everyday life. We want all students to be happy and safe.

As we begin our first year together, I trust that it will be an enjoyable one. I look forward to meeting all the school families.

*Yours in education,
Karen Gamble, Principal*

DISTRICT SCHOOL BOARD ONTARIO NORTH EAST MISSION STATEMENT

District School Board Ontario North East is committed to providing a safe, positive and mutually respectful student focused environment which promotes the development of skills, knowledge and attitudes necessary for life long learning.

Charlton-Savard Public School is located in the Southern Region of District School Board Ontario North East. The Director of Education, Linda Knight, works out of the Corporate Office in Schumacher. The Southern Region Superintendent, Jo-Anne Plaunt, is responsible for schools from Temagami to Kirkland Lake. She may be reached by phone at 1-800-461-8759. Our elected representative is Tom Henderson. Please visit the Board web-site at: <http://www.dsb1.edu.on.ca>

SCHOOL INFORMATION

Charlton-Savard Public School Staff for 2009 – 2010

Karen Gamble	Principal and Special Education Resource Teacher
Sherry Shea	JK/SK Teacher
Tara Ruel*	.5 LTO Core French Teacher
Deb Babcock	Grades 1, 2 & 3 Teacher
Susan Pittman	Grades 4 & 5 Teacher
Matt Watorek	Grades 6, 7, & 8 Teacher
Tammy Card	.2 Music, Library & Art Teacher
Lyndsey John	.5 Educational Assistant
Sarah Fletcher	Monitor
Pat Cousineau	Secretary
Anne Blancher	Custodian
Kathy Howe	Custodian

*Should the .5 teacher assigned to CSPA return during the year, she would teach .5 JK/SK and Sherry Shea would teach .5 Core French



CHARLTON-SAVARD PUBLIC SCHOOL

Phone Number: 544-8422

Fax Number: 544-2539

SCHOOL HOURS

9:00	Bell Rings
10:40 -11:00	Snack in lunchroom and classrooms
11:00 -11:20	Outside play time
1:00 -1:20	Lunch in lunchroom and classrooms
1:20 -1:50	Outside play time
3:30	Dismissal

(The school yard is not supervised until 8:30 a.m.)

AIMS

SCHOOL MOTTO

CARING SHARING

Charlton-Savard Public School staff work diligently to provide the best education to meet your child's needs and ability. Our Balanced School Day allows our students to have longer blocks of uninterrupted programming for language and math. Every classroom focuses on four reading and writing blocks during their literacy class. Physical Education is scheduled daily. Every class works in the computer lab at their scheduled times. Class work from JK to eight is a mix of "teacher taught" material, and learning centres. Our goal is to address the different learning styles of our students. The Ontario Curriculum guidelines Grades 1 – 8 are followed in all subject areas.

REPORTING DATES

Interim Report Card – Friday, October 9

First Report Card – It will be sent home on December 2. Interviews will be December 3 from 4 – 6 p.m. and December 4 from 9 – 12

Second Report Card – It will go home March 12

Third Report Card – Students receive it the last day of school – June 24

FIVE DAY SCHEDULE

Effective this school year, the school will follow a five day schedule. August 31 will be Day 1, September 1 will be Day 2, September 2 will be Day 3, September 3 will be day 4 and September 4 will be day 5. When we return after Labour Day, September 8 will be Day 1. It will not matter the day of the week. The school days have been added to the school calendar. If we have a snow day, it is a cancelled day and will not change our schedule. For example, Wednesday, November 18 is "Day 4". It is a snow day so we lose that day. When we return on Thursday, November 19 it will be Day 5.

SCHOOL PROCEDURES



CALLING THE SCHOOL

You may reach our secretary, Mrs. Cousineau, daily from 8:00 a.m. until 4:00 p.m. by calling 544-8422. She can answer most questions or take a message for you. Please only ask the secretary to deliver emergency messages to students. **All personal arrangements should be made at home.** If you call and get the answering machine, please leave a message.

ATTENDANCE

Safe Arrival Program - We try to ensure that every child arrives safely at school. If your child will be absent you can: 1) email the school at Charlton-Savard.School@dsb1.edu.on.ca ; 2) call between 8:00 and 9:00 a.m., 3) leave a message on the answering machine, the evening before or early morning. If we have received no word from you, our school secretary will call your home. Please help us to avoid making unnecessary calls by letting us know about absenteeism before the school day begins.

Notes or Calls - Notes or calls are required for: 1. leaving early, 2. going to appointments during school hours, 3. being picked up instead of taking the bus.

DRESSING FOR THE WEATHER

It is imperative that all children arrive at school dressed for the weather and ready to play outside. Be sure children are warm enough. Clothes worn outside must stay attached to the body and not be put on the ground. Junior Kindergarten students will be outside before 9 a.m. and at both recesses.

PICKING UP STUDENTS

If you are picking up your children after school, please wait in the front foyer or outside the school. If you are picking up your children during the day, please wait at the office and the secretary will call your child up to the foyer.

TEACHER ON DUTY

There is one adult on duty from 8:30 a.m. until 3:50 p.m. in areas where the children are expected to be. Children dropped off at school before there is a duty teacher are not supervised.

PROFESSIONAL DEVELOPMENT DAYS

These are days when children stay home but teachers work either at the school or attend workshops. Notice of these days is given at the beginning of each school year on the calendar, as well as in newsletters throughout the year. This helps families to plan ahead.

NEWSLETTERS

Start looking for your newsletter at the beginning of each new month. Newsletters are numbered. Please read them thoroughly and keep the summary of events at the end of the newsletter on your fridge. If you think that you have missed a letter, check out our school web page at: www.dsb1.edu.on.ca/Charlton-Savard.

SCHOOL PROCEDURES

VISITING THE SCHOOL

Our front entrance has a camera and the door is locked. You must push the buzzer and wait to be let into the school. ***Always check in at the office when visiting the school.*** Parents will sign our guest book. This is School Board Policy to better protect Charlton-Savard School students. ***If you need to talk to your child, Mrs. Cousineau will call him/her to the office. Please do not go to your child's classroom!!*** If you are bringing something for your child, please leave it with the secretary. All school doors are locked when students are in school.



LIBRARY AND TEXTBOOKS

Students who lose or destroy library books or text books are expected to pay for their replacement. The teacher will send a note home to inform parents of the amount due. Be sure your child learns to protect books by using zip-loc bags and a school bag.

COMPUTERS

Students use the computer lab during their scheduled time. They log on to an interface called AStudent Connect®. To help protect our students when using the Internet we have a program called AStudent Link 2® that takes them to grade and subject specific information. An Internet information and permission form is signed once while your child is at this school. Please teach your child to use the Internet respectfully.

AGENDAS

All grade 1 to 8 students have agendas. It should be a part of every student's homework routine to show a parent this book. Homework usually consists of completing work not done during school time. Exceptions to this are projects, reading, and studying for dictations and tests. ***It is the child's responsibility to complete his/her assignments.*** *If your child does not complete or have his/her assignments at school, you will receive a note indicating our concern.* If you think that your child has too much homework, please contact the teacher to see how your child is using class time. The 10 minutes for each grade is a good rule of thumb, i.e. grade 1 - 10 minutes, grade 3 - 30 minutes, grade 7 - 70 minutes, etc.

FIELD TRIPS

During the year, teachers often plan class excursions in our community or surrounding areas. Letters are only sent home to request permission from families anytime children are involved in a trip **outside** of our town. All pupils who are well mannered, respectful, follow rules and complete their work throughout the year are invited to go on excursions.

LOST AND FOUND

Write names on all school bags, containers, clothing, sports equipment, etc. that your child brings to school. You and your child should check the "Lost and Found" regularly. It is hung on a clothesline in the hall.

SCHOOL PROCEDURES

LUNCH (1:00 p.m.)

Our lunch is scheduled at the 1:00 – 1:20 nutrition break. Children may purchase milk at this time. This school year, the JK, SK, Grades 1, 2, and 3 students will eat in the lunch room. The Grades 4 & 5 students and the Grades 6, 7 & 8 will eat in their own rooms. One teacher will supervise the three rooms, with older students assigned to the eating rooms to watch for choking. Students will be expected to clean up their area after eating.

LUNCH RULES



- Be sure your child likes what you send in his/her lunch.
- Only send the amount of food your child can eat so there is no giving away, throwing away or trading of food.
- Send a thermos, drinking box or plastic container – NO GLASS BOTTLES.
- ***NO pop or carbonated beverages*** are allowed for lunches.
- Students remain in their seats.
- Students clean up their lunch containers and litter just prior to leaving their rooms.
- Students are polite and respectful.

MICROWAVES

There will be microwaves available in the three eating areas. Only send food that can be quickly heated in the microwave – less than 1 minute!! Children must have time to eat their lunch.

MILK

Milk will be sold daily at a cost of 75 cents. Parents will sign up for milk so that the school does not order too much.

SPECIAL LUNCHESES

Every Friday children will be able to purchase their lunch at school, if they so wish. We have set up the following schedule:

Week 1 (October 2) – Hot Dogs at a cost of \$1.50 per hot dog

Week 2 (October 9) – Pizza at a cost of \$1.50 for a small slice (half the size of last year's slice)

Week 3 (October 16) – Hot Dogs at a cost of \$1.50 per hot dog

Week 4 (October 23) - Pizza at a cost of \$1.50 for a small slice (half the size of last year's slice)

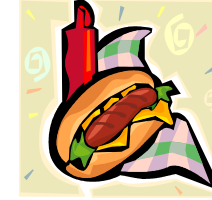


This schedule will be repeated throughout the year. Mrs. Cousineau will send out a milk and lunch sign-up sheet each month.

PARENT VOLUNTEERS

Parent volunteers are required for the following activities:

- \$ hot dog days
- \$ special events (i.e. field trips, play days)
- \$ library helpers
- \$ snack program
- \$ fund raising



Your assistance is always greatly appreciated. Contact Mrs. Cousineau if you can help.

CRIMINAL RECORD CHECK

All volunteers **must** provide proof of an updated criminal record check.

SCHOOL ADVISORY COUNCIL

In September, parents who wish to be members of the School Advisory Council, must complete a nomination form. School Council acts in an advisory capacity to the school principal. This group focuses on the educational, facilities and fund raising components of the school. Meetings are scheduled, once a month, at the most convenient time for all the members.

FUND RAISING

Fund raising is an ongoing challenge for schools. We are always looking for new ideas, so if you have any suggestions please share them with us. Throughout the year, school families are asked to support our fundraising endeavours.

SNACK PROGRAM

Last year, the snack program at Charlton-Savard Public School provided healthy snacks two days of the week for all students, thanks to volunteers. Financial donations were received from Red Cross and Breakfast for Learning. Volunteers are welcome!



TRANSPORTATION AND ADVERSE WEATHER CONDITIONS



Transportation to and from school is provided to eligible students as a privilege and NOT a right. All Kindergarten students are bussed, but distance from the school and grade level determine what other students are bussed.

Please go over the Bus Regulations (that will be sent home) with your child. **PLEASE DO NOT SEND NOTES WITH YOUR CHILD OR CALL THE SCHOOL ASKING THAT YOUR CHILD TAKE SOME BUS OTHER THAN HIS/HER REGULAR BUS FOR A NIGHT.** There is some flexibility in Aemergency@ situations only. Children line up for buses in hall after school. The school policy is that if there is no note the child takes his/her regular bus. *Please make sure that your child clearly understands how he/she is getting home before 9:00 a.m. Staff will not be held responsible for giving last minute messages to students.*

Bus drivers of Junior Kindergarten and Kindergarten students are required to keep any child on the bus if there is no adult visible when they drop the child off. The child will be driven back to the school at the end of the bus route. If you miss your child call the school to make arrangements to pick up him/her. If you are concerned that you have missed the "drop off", the whereabouts of your child can usually be established by calling the bus company.

BUS NOTICES

Should your child misbehave on the bus, you will receive a report through the school from the bus driver. The first infraction is a warning. The second report is a three day bus suspension. Report number "three" means off the bus for 8 school days. Should a fourth bus report be received, your child will be off the bus indefinitely.

ADVERSE WEATHER CONDITIONS

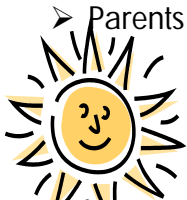
At times, weather conditions lead to cancellation of school buses or early dismissal. To keep informed parents/guardians can do the following:

Cancellation of school buses prior to 9:00 a.m.

- Listen to the local radio station as the Transportation Officer contacts all stations prior to 7:00 a.m.
- Check DSBONE website at www.dsbone.edu.on.ca

Early Dismissal (during the school day):

- Parents will be contacted as per the information on the Adverse weather Information Form completed in September.
- Parents can also listen for information on the radio stations: CJKL, CJTT, CJBB, CBC.



HEALTH SERVICES AND EDUCATIONAL RESOURCES

ILLNESS AND INJURY

If your child is ill while at school there is little that we can do for him/her. The secretary will contact the family. **Please be sure that your emergency phone numbers are kept up to date.** In cases of minor cuts and scrapes, we apply first aid and/or a "magic" ice pack. If we suspect an injury of a more severe nature, we will try to contact a parent to arrange transportation to the Emergency Department at the hospital. In an emergency, an ambulance will be called.

ORAL MEDICATION

Medication is the parent's responsibility. The school will assist if the following procedures have been followed:

- a) A medication form has been completed by the parent or Doctor (forms available in office).
- b) The medication arrives at school in the original pharmacy container with instructions.
- c) The school stores the medication in a container.



HEAD LICE

DSB ONE now has a Pediculosis (Head Lice) Policy requiring students to be "nit free" before returning to school. If head lice/nits are found on a student, all families with children in that class will receive a notice so they can check their children. Children are allowed to return to school only after receiving treatment **and** being declared "**lice and nit free**".

SPECIAL SERVICES

Special Educational Services are very much in demand and a process must be followed to receive services. Parents may contact Timiskaming Health Unit – 544-2221 (medical concerns), Timiskaming Child and Family Services – 544-8870 for children's mental health services, Community Care Access – 705-567-2222 (speech/language and occupational therapy providers) and Timiskaming Hearing Clinic at 567-1115 (hearing and auditory processing testing). Parents should take their children for regular eye examinations. Accessing these services is the responsibility of parents.

DISTRICT SCHOOL BOARD ONTARIO NORTH EAST POLICIES

District School Board Ontario North East has developed many policies over the years. All these policies are available on the board website at www.dsb1.edu.on.ca . Please feel free to access these policies if you wish to read them in their entirety. Please check the **Anti-Harassment Policy - Policy 1.2.2.** (It states that a “school community is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. It is the responsibility of every person to create and contribute to a climate of understanding and mutual respect for the rights and dignity of each individual.); **Student Code of Conduct - Policy 2.1.6** (It states that the board adopt a policy to support and encourage the staff, students, and parents in developing a school environment which is conducive to effective learning and to attitudes of mutual respect and trust); **Violence Prevention - Policy 2.1.7** (District School Board Ontario North East schools are committed to providing a safe, welcoming, violence-free environment. This policy promotes a safe and orderly learning environment for its students, staff and community through the implementation of effective measures to deal with violence in its schools. These measures include the establishment of preventative procedures, the provision of appropriate early intervention procedures, and the administration of disciplinary action in accordance with the Education Act, Board Policy, Ontario Schools Code of Conduct, the Criminal Code and other appropriate legislation.); **Drug Education Policy – Policy 2.1.13** (Our schools are committed to encouraging students to make healthy lifestyle decisions regarding substance use/abuse. It is our goal to protect the health and safety of all students through support, counseling and/or disciplinary actions where warranted.); **Appropriate Dress Policy - Policy 2.1.14** (Due to the influence that dress can have on the opinion others have of our students, as well as the need for safe and respectful learning and teaching environments, our school will abide by the dress code that came home in the first day of school package.); **Suspension Policy - Policy 2.1.15** (The Board and school are committed to the use of progressive discipline and consideration of mitigating circumstances. Several infractions that may lead to a suspension of a student after an investigation by a principal are listed.); **Expulsion Policy - Policy 2.1.18** (A student will be expelled, subject to mitigating factors, for specific infractions listed in the policy while he or she is at school, is engaged in school-related activities, and/or in circumstances where the infraction has an impact on the school climate); **Handheld Electronic Communication and Listening Devices - Policy 2.1.28** (In order to support learning in the classroom, and support the safety and security of students and employees, the use of handheld electronic communications (i.e. cell phones), listening devices (i.e. music) and related equipment (i.e. earphones) on all school property during regular school hours of operations by students is prohibited.); **Appropriate Use of Information Technology - Policy 1.2.10** (This policy states a code of conduct for users of Network/Internet and what students must do to protect themselves while using the Internet. Students may not copy software from school computers.); **Bullying Prevention Policy - Policy 2.1.26** (District School Board Ontario North East is committed to promoting trusting and cooperative relationships where everyone has the right to learn without fear of bullying of any kind. Bullying will not be tolerated on school property, at school-sponsored events, or on school buses.); **Police and School Protocol – Policy 2.1.10** (The Board has a police and school protocol policy promoting a safe and orderly learning environment for its students, their families, school staff, volunteers and community through the implementation of effective measures to include the involvement of police forces in a positive and cooperative manner).

CHARLTON-SAVARD GENERAL SCHOOL RULES

This school promotes responsibility, respect, civility and academic excellence in a caring environment.

Follow the three steps if being bothered: 1) Say stop. 2) Walk away. 3) Tell the duty teacher.

- Be on time.
- Be where you are supposed to be.
- Be prepared for school by having necessary materials (i.e. books, pencils) and your homework completed.
- Be courteous and considerate to others.
- Be respectful of school property, your own property and the property of others.

RULES INSIDE THE SCHOOL

- Walk in a quiet, orderly fashion in all halls.
- Help keep classrooms, hallways and washrooms tidy.
- Wear indoor shoes in the school at all times; muddy or wet outdoor footwear must remain in the hallway.
- Upon arriving at school students will put their bags in their classroom and go directly outside.

RULES OUTSIDE THE SCHOOL

- When playing outside, students must stay in their own areas and be in view of the supervisor.
- Students must ask permission from the supervisor to enter the school.
- Students will report to the teacher on duty if there is a problem.
- Play safely on the school grounds using school provided equipment. Skateboards, scooters, roller blades and hockey sticks are NOT to be used on school property. Leave stones, sand and snow on the ground
- Active, fun play that does not involve rough play (i.e. pushing from behind, pulling clothes, kicking) "play" fighting, or climbing on prohibited equipment (i.e. soccer net standards or rink boards).



REPORTING PROBLEMS AT SCHOOL

In Class Concerns: Students who have problems in the classroom will bring home an "IN CLASS CONCERN". This note is to inform the family that there is a concern in the classroom. The note must be signed and returned to the school. These notes are numbered for the month. The teacher may assign a consequence.

Warning Note: A warning note, on orange paper, signed by the teacher and principal is sent home to inform families that a school rule has been broken. The incident is explained and the consequence that took place. This note must be signed and returned to the school the following day. A record of this note is kept in the office.

Unacceptable School Behaviour: Students who display unacceptable actions receive a red-coloured note to inform the family that their behaviour is unacceptable and a consequence is taking place. These behaviours are recorded and may lead to a suspension. Such behaviours are: inappropriate language, bullying, lying, threatening.

Madatory Suspension: Swearing at a teacher, uttering a threat to injure, acts of vandalism, possessing or under the influence of drugs or alcohol lead to immediate suspension.

SOME HINTS FOR PARENTS OF JUNIOR AND SENIOR KINDERGARTEN STUDENTS

- Rest is very important so please ensure a reasonable bedtime.
- A nourishing breakfast will start the day off well.
- Stress nutrition with your child and provide him/her with snacks of fruit and vegetables. It is recommended that Junior and Senior Kindergarten students carry their snacks in a back pack so their hands are free.
- Help your child to understand that “No” means NO. Children need to be able to express this to those around them as well as readily accept it from others.
- Encourage self-reliance in dress, speech and actions. Dressing your child in clothing he/she can manage by him/herself is a great help to the school. At home, practice with zippers, boots, shoelaces, etc. Slip-on or Velcro closure shoes are helpful.
- Set aside a special time to discuss the events of the school day. A display area at home for work sheets and on work will show you are interested in your child’s accomplishments.
- Have your child join the nearest town library.
- Always speak positively about the school, the staff and your child’s classmates.



Kindergarten Graduation - 2009

Dress Code

(Safe Schools Act)

In May 2001 a vote was held on the issue of appropriate dress code versus school uniforms, as mandated by the provincial government. Our parents voted in favour of an appropriate dress code. Parents had further input on suggestions for acceptable standards of dress.

The following are the acceptable standards of dress for students at Charlton-Savard Public School:

Clothes must be clean, neat, appropriate and proper fitting. No ripped or torn clothing will be permitted.

No see-through clothing and no visible undergarments will be permitted.

Shorts must be long enough to reach the end of the fingertips when a student's arms are extended downwards.

Skirts and dresses must be approximately at the knee.

No bare midriffs will be permitted.

No halter-tops or tube tops are permitted.

No clothing with spaghetti straps is permitted for Grades 6, 7 or 8 students.

Slogans and/or pictures which are suggestive or offensive and which promote unhealthy lifestyles are prohibited.

No hats may be worn in the school without permission.

No outdoor coats or boots may be worn in the classroom without permission.

No visible body piercings are allowed except for ear piercings.



Interpretation of the above will be at the discretion of the Principal.