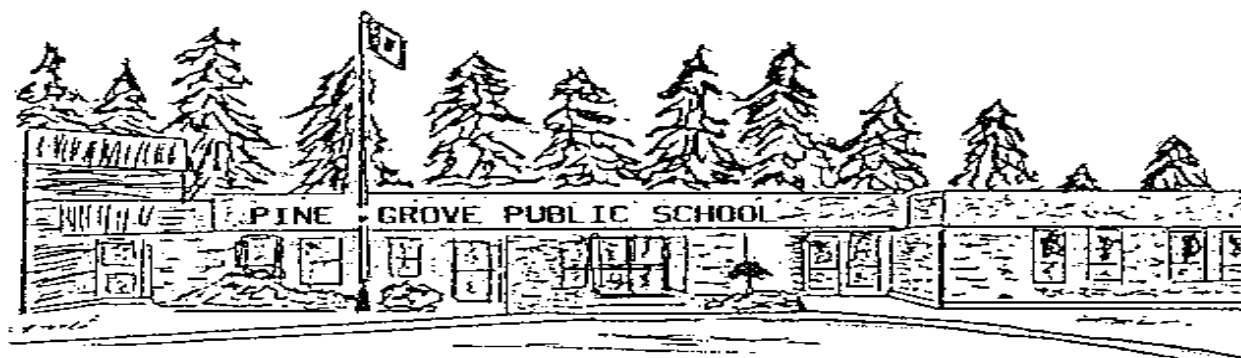


PINE GROVE PUBLIC SCHOOL

Home of the Pumas



PARENT HANDBOOK

Dear Pine Grove Parents and Guardians,

Pine Grove Public School members want to make your child's educational experience the best for him/her. In order to make your child's experiences the very best they can be, home and school must work together.



This Parents' Handbook has been created for you to explain some of the day to day routines and expectations at Pine Grove Public School. We hope that it will help you to guide your son/daughter throughout his/her years at Pine Grove.

Please take some time and read through this booklet. If you have any questions or concerns about any information presented, please contact us at Pine Grove Public School at 905-935-1901. We thank you in advance for your support and co-operation in our efforts to educate your children.

At Pine Grove Public School, we believe that...

- ✓ Every person should be treated with respect.
- ✓ Parents and teachers are partners in the education process modeling tolerance, patience and respect for every child.
- ✓ Everyone must value the accomplishments of others, as well as their own, in order to develop confidence, curiosity, initiative and self-discipline.
- ✓ The provision of a safe, positive and nurturing environment will challenge children to pursue educational excellence.
- ✓ A variety of instructional strategies are necessary to meet the needs of our students, including visual, verbal and hands-on learning experiences.
- ✓ Both individual and collaborative learning strategies are necessary for the development of the knowledge, skills and attitudes that will enable our students to be life-long learners and positive participants in society.
- ✓ On-going communication between parents, teachers and children is necessary for students to achieve educational success.

THE IMPORTANCE OF COMMUNICATION

The home and the school are vital partners in a child's education. Through communication comes understanding and through understanding comes common goals. As parents and educators, we all want to provide the best possible educational opportunities for our children.



The school communicates through monthly newsletters, Parents' Handbook, special notices, permission forms, school council communications, classroom publications, report cards, interviews, open houses, telephone calls, etc. We strongly encourage you, as parents, to initiate communication by making a note in your child's school agenda, sending in a note, calling the school and talking with your child's teacher or making an appointment to see your child's teacher. If you have questions about the school program or your child's progress, please call at 905-935-1901. Our staff need and want your involvement in your child's education!

STUDENT INFORMATION

Each September, students bring home a Trillium Student Verification Form, asking for confirmation of important information needed by the school. This form should be checked carefully, corrections made as needed and returned to the school the as soon as possible. Emergency contact numbers are particularly important as these are the people we call if you can not be reached. Please speak to the people you plan to use as emergency contacts to ensure that they are willing to take on this role. Ensure that they are easily accessible (i.e., frequently at home, carry a cell phone) and that if needed, they could get to the school in a timely fashion. If at any point in time during the school year your information should change, please be sure to contact the school office to update your file.



CODE OF CONDUCT

Every family in grades one through six will receive a booklet entitled "Pine Grove Public School Code of Conduct" at the beginning of the school year. It is fully explained to students by their homeroom teacher. It is then sent home for parents to review with their child. This code of conduct gives some very important information for ensuring good behaviour and citizenship among our students.

SCHOOL HOURS

"School Hours" begin when the student leaves home in the morning and ends when the student returns home at the end of the day.

Outdoor supervision begins at 8:30 a.m. Students who walk to school, ride their bikes or are dropped off in the morning *should not* arrive before 8:30 a.m. Students are expected to be in the building or yard during class times, recess breaks and lunch time. Students who normally stay for lunch are expected to remain at the school for the entire lunch period. Under no circumstances is a student to leave the school during the day without permission and without notifying the office and being supervised by a parent or a designated adult.

Due to our balanced school day times, it is imperative that your child arrive at school **no later than 8:40 a.m.** to be ready to line up with their classmates and enter the school when the morning bell rings. Our school day begins at 8:45 a.m. sharp!

BALANCED SCHOOL DAY

Pine Grove Public School follows a Balanced School Day schedule. Our school day is broken down into three 100 minute blocks of instructional time. Our first bell rings at 8:45 a.m. and our dismissal bell is at 3:15 p.m. It is very important for your child to be at school no later than 8:40 a.m. That way he/she can enter the building with his/her classmates and be ready to begin promptly at 8:45 a.m. Our National Anthem, Pledge of Freedom and announcements are held at the very beginning of the first break. Our first Nutrition/Fitness Break is 10:25 - 11:05 a.m. where the children will have 20 minutes to eat their food and then play outside for 20 minutes. Our second Nutrition/Fitness Break is from 12:45 - 1:35 p.m. It is during this break that the students will be allowed to go home for lunch.

Our day looks as follows...

Welcoming Bell	8:45 a.m.
Instruction Block 1	8:45 - 9:35 a.m.
Instruction Block 1	9:35 - 10:25 a.m.
Nutrition/Fitness Break	10:25 - 11:05 a.m.
Instruction Block 2	11:05 - 11:55 a.m.
Instruction Block 2	11:55 - 12:45 p.m.
Nutrition/Fitness Break	12:45 - 1:35 p.m. (Home for Lunch)
Instruction Block 3	1:35 - 2:25 p.m.
Instruction Block 3	2:25 - 3:15 p.m.
Dismissal	3:15 p.m.



Our morning kindergarten class times are from 8:45 - 11:15 a.m. and our afternoon class runs from 12:45 - 3:15 p.m.

ATTENDANCE

Regular and punctual attendance is very important for your child's academic success at Pine Grove Public School. If your child will be absent or late, parents are asked to call the school and inform the office prior 8:45 a.m. Please let us know the name of your child and the reason why he/she will be absent for the day. An answering machine is available 24 hours a day.



All students arriving late are asked to report to the office. Students needing to leave early should have their parents pre-arrange this by telephone or with a note. Again, students are asked to report to the office before leaving. Parents need to come inside and wait for their child at the office to avoid disturbing classes and to ensure their child is properly signed out at the office.

INCLEMENT WEATHER AND SCHOOL CLOSING

Information about transportation changes and school closures will be available on the websites, radio and television stations listed below as soon as it is available. Please do not phone the school for transportation or school closure information.

Websites: www.dsbn.org, www.nsts.ca
Television Stations: COGECO Cable 10, CHCH Television, City TV, The Weather Network
Radio Stations: KLite - 102.9, fm, CKTB 610 am, Htz 97.7 fm, CHML 900 am, EZRock 105.7 fm, Y-108 - 107.9 fm, Wave 94.7 - every attempt is made to provide the public with information on bus cancellations by the 6:00 a.m.



STUDENT ILLNESS AND INJURY

If your son or daughter appears ill in the morning (i.e., running a temperature), please keep him or her home. Learning is difficult when you are not feeling well and we wish to prevent the spread of sickness to other students. Sometimes one day at home resting can ensure that a student doesn't become more seriously ill in days that follow.



If your son/daughter becomes ill with a communicable disease (i.e., chicken pox, pink eye, impetigo, etc.), please check with your doctor before he/she returns to school.

If a student becomes injured at school, they should inform the teacher or yard duty teacher, who will contact the office. We have several staff who are trained in first aid, and all staff are prepared to handle minor difficulties (i.e., bumps, cuts, etc.)

A phone call may be made to the student's home if the illness or injury is deemed to be more serious. If staff are unable to reach anyone at home, the emergency contact number on the Student Information Form will be used.

Please Note: Students **are not kept in at recess due to illness** as fresh air and exercise are essential to a healthy mind and body. If your child is well enough to be at school, we consider him/her well enough to go outside for recess and lunch recess times. Colds and coughs will not be affected if the student is properly dressed and does not over-extend him/herself. We feel very strongly that if the child is too ill to out outside, it would be in the child's best interest to remain at home for the day. If you believe your child is an exceptional case, please call Mrs. Smith to discuss the situation.

PARENTS PICKING UP STUDENTS

Our dismissal times for children in grades one to six are 12:45 and 3:15 p.m. Up to these times, classes are taking place. Teachers need the undivided attention of their students to maximize their learning. Also with approximately 200 active children being dismissed, the halls become crowded.

It is for these reasons that we ask you to wait outside of the school by your child's exit door. In this way you will be doing your part to protect the important educational environment for the students. You will also be doing your part to ensure safety of our children in the hallways.

If you would like to speak to your child's teacher at the end of the day, please come to the office through the front doors and we will make arrangements and provide you with a visitor's tag as per board and school policy.

INTERNET USE



Throughout the school year, students at Pine Grove will have the opportunity to access the internet as a part of their studies.

All District School Board of Niagara policies regarding in-school Internet usage will be enforced. This refers specifically to the Board's Netiquette Student Code of Conduct. All students and parents/guardians must agree to abide by the directions of the Netiquette document before using the network services provided by the DSBN. The "Netiquette" Code of Conduct for Internet use at school is reviewed with the student by both teacher and parents and is signed by both the student and the parent/guardian before access is permitted on the DSBN network. The Netiquette form will be sent home at the beginning of each school year.

EXTRACURRICULAR ACTIVITIES

Each term a variety of activities are held for all students to participate if they wish to do so. A wide variety of both athletic and non-athletic choices are available. Sports teams compete with various schools in our area after school. We encourage all students to take part in the extracurricular programs at Pine Grove. An involved student is a happy student. School spirit is vital to holistic success!



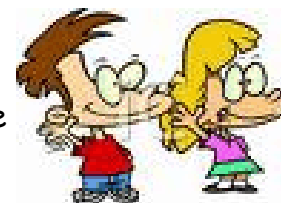
SCHOOL COUNCIL



We are very fortunate at Pine Grove to have a dedicated group of parents involved in our School Council. This energetic group of parents has a tremendous impact on the educational experience of your children. They volunteer their time to attend council and committee meetings, to coordinate and run fundraisers, to plan and serve hot lunches, and a variety of other special events. This group meets at least four times each year and the meetings are always open to any interested parents. The dates and times are listed in our monthly newsletters. Please come and join us!

KISS AND RIDE PROGRAM

We will continue implementing our "Kiss and Ride Program" at Pine Grove Public School. The aim of this program is to improve traffic safety conditions by enabling parents to drop off and pick up students on school property. This area is lined with orange pylons along the black top area near the garbage dumpster for the entire school day. Your child's safety is our concern! We hope to eliminate some of the traffic congestion at our entry and dismissal times. Please help us keep our children safe!



VISITOR SIGN IN

The Ministry of Education has introduced a "Safe Welcome Program" as part of the comprehensive Safe School Action Plan. This program is being mandated to ensure student safety while still encouraging a friendly and inviting atmosphere in schools. It is in response to the increasing number of incidents in schools in which a stranger has entered the building. To comply with the Ministry's demands, and most importantly to ensure student safety, all parents and visitors must:

1. Only access the school through the front door.
2. Sign in the "Visitor's Sign In" book located at the office.
3. Wear a visitor's tag during your stay with us.
4. Use washrooms designated for adults.



It is our hope that the time it takes to sign in will not inconvenience or hinder our wonderful parent volunteers and visitors to the building. We welcome your presence at Pine Grove!

If you are dropping off an item for your son/daughter or picking them up for an appointment, you may simply check in at the office as per usual and allow us to take care of your request.

DRESS CODE

All Pine Grove Public School members are expected to dress appropriately for an academic setting and contribute to an overall positive image of our school. Hats or head coverings (bandanas, head bands, etc.) are to be removed by our students, parents and guests upon entering the building, Head dresses or head coverings worn in religious or medical purposes are exempt. More information can be found in our Code of Conduct booklet

SCHOOL ENTRY AND EXIT

At regular opening and dismissal times, the students are expected to use the following doors:

JK/SK	Kindergarten classroom doors
Grades 1 to 6	Back doors of school

All students in Grades 1 to 6 will be lining up before entering the school through these back doors during all entry times, as well as being dismissed through the same exit. Parents are welcome to wait for their children outside of these back doors. The double set of doors at the front of the school near "Kiss and Ride" are kept locked at all times and are used only as an emergency exit door.

The sandbox located near the Kiss and Ride area remains out of bounds for all students. The children may continue using the track and field sand pits for sand play. The entry and exit doors and the relocation of sand areas have been changed to ensure the safety of your children at Pine Grove Public School. We appreciate your support and co-operation with this new safety initiative. We would like to continue making Pine Grove Public School a safe place for all our school members (children, staff, parents, etc.)

STUDENT ACCIDENT INSURANCE

Is your child insured for medical or dental costs in case of an accidental injury? The District School Board of Niagara does not provide medical payments coverage for students. If you have no other coverage it is important that parents/guardians purchase this coverage to ensure that medical or dental costs are covered in case of accident. Reliable Life Student Accident Insurance forms have been provided to each student to assist you in getting coverage. Please read over the Student Accident Insurance policy carefully. If you wish to enroll in this plan, please mail the form directly to the company.

LUNCH ROUTINES

We do provide lunch supervision for children who live too far away from the school or whose parents are working. Please send in hot food items such as soups or stews in a thermos with your child as well as utensils for their salads, yogurts, soups, etc. Pine Grove Public School does not have any microwave ovens for warming or cooking food. Please send in trashless food and drink containers for your child's snacks and lunch. We are trying to eliminate trash at Pine Grove.



Pine Grove Public School is a "Heart Healthy School" so we encourage you to send healthy snacks and lunches to school with your children. ***Please keep candy, chocolate bars, gum, etc. at home. We encourage you to send food items from each of the food groups (fruits, veggies and dip, protein, carbohydrates, etc.)***

ALLERGY/HEALTH CONCERNS

Please inform the school of any serious allergies (asthma, bee stings, peanut, nuts, milk and medications, etc.) or any serious health concerns that require medication.

The District School Board of Niagara requires that you complete an Administration of Medication Form in order for medication to be given at school. These forms may be obtained from the office. **All medication needs to be in its original container from the pharmacy.**

Medication should be brought to the office by an adult and not sent in to school with the student. **All medication must be kept at the office except asthma inhalers, epipens, or any other medication that must be administered immediately when needed must be kept at the office.** Students may have these types of medications on their person or in their classroom. The classroom teacher must be notified of any such medication in the student's possession. Parents must instruct staff on the proper administration of the student's medication.

Pine Grove Public School is a "nut safe" building. Please do not send in foods that contain nuts or nut products. Thank you for your support in keeping Pine Grove Public School a safe place for you and your child.



MEDICALERT'S "NO CHILD WITHOUT" PROGRAM



The *No Child Without* program offers a free MedicAlert membership to students who attend our school and are between the ages of 4 up to their 14th birthday. If your child has a medical condition, allergy or is required to take medication on a regular basis, then you should consider a MedicAlert membership through this program.

Your child's voice in an emergency, MedicAlert membership:

- * Gives emergency first responders immediate access to your child's medical information on their MedicAlert bracelet or necklet
- * Enables first responders to quickly obtain up to date medical information by means of the child's Electronic Health Record through the 24 Hour Emergency Hotline
- * Communicates with the parent or emergency contact upon activation of the Hotline
- * Allows free updates of the child's medical record as needed

MedicAlert identification can alert school staff, friends, coaches and others about your child's medical condition should an emergency occur. For further information, come to the office for a brochure or visit www.nochildwithout.ca. To register your child, you will need a *No Child Without* brochure from the office. If your child is already part of the *No Child Without* program and there have been changes to their medical condition, medications or emergency contact information, call MedicAlert at 1-866-679-3220 Ext. 1 to update your child's file.

PHYSICAL EDUCATION



Our students must wear running shoes in the gym to protect their feet from injury and to prevent them from falling. *Crocs, sandals and dress shoes will not be permitted during physical education classes.* Please ensure that your child has a pair of running shoes that can be kept at school.

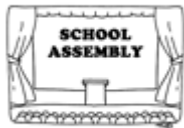
PERSONAL BELONGINGS

In the interest of safety for our children, bikes **are not** to be ridden on school property. The children are to walk their bicycles to and from the bicycle rack and are encouraged to have and use a lock on their bike to prevent damage or theft.



Personal items such as electronic devices (iPods, MP3 players, cell phones, cameras and games) should be kept at home. The school is not responsible for any item that gets lost or damaged on school property. For the safety of all school members, we ask that your child keeps his/her hard balls, scooters, roller blades, hee-lies and skateboards at home too.

STUDENT RECOGNITION ASSEMBLIES



Each month, we will be recognizing students from each class who have excelled in Academics, Effort and our Character Education Trait. Students will have their photos displayed in the front hallway.

PLAYGROUND EQUIPMENT

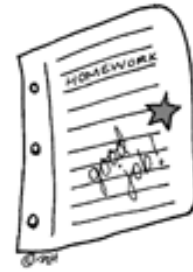


The children will have an opportunity to play on the playground equipment before school in the morning and during both fitness breaks. Your child will be required to wear safe footwear such as running shoes on the equipment. Sandals, crocs, flip flops, etc. will not be permitted as footwear on the equipment. We also ask that the children not wear any dangling clothing or jewellery when they are playing on the equipment. The equipment will be out of bounds during inclement weather.

HOMWORK

What is Homework?

Any work that a student does at home which is related to a school program and designated to make him/her a better student is homework. It does not solely consist of specific exercises assigned by the teacher. Therefore, if a student is completing unfinished work, reviewing work presented previously, studying for a major test, or just doing some interesting reading, it is called homework. Through this process a child learns to work independently, organize his/her time, use good study skills, and develop self-discipline by accepting responsibility for completion of the work.



Homework builds on classroom work and it includes the review of previously learned material. Some classroom assignments build on homework assignments because this reinforces for students the idea that homework has value. Teachers grade homework assignments to gain feedback on how well student understand and apply the material the teacher presented.

The amount of time required to do homework will vary according to the student's age grade and needs. It may take the form of competing daily assignments, research, study, note completion, projects or simply reading for enjoyment. Most often this work will be done at home, however, sometimes children will be asked to stay in at recess or lunch to complete work.

When Should Homework Be Done?

Homework time should be agreed upon by the student and parents, but once agreed upon; it should be the same each night. In this way it will soon become a habit. During this time, there should be no distractions from the TV, iPod, telephone or visitors.

Where Homework Should Be Done?

Good homework or study requires privacy; however, some students may work better with supervision. Without a quiet corner or room, distractions will prevent him/her from accomplishing very much. Lighting, heating and ventilation should be appropriate. There should be a desk or table of proper height and a suitable chair.

How Can Parents Help?

Parent involvement in the homework process is essential. Often children need reminders to complete tasks and to give 100% effort. Other assistance might include helping them to generate ideas, encouraging them to have another look at a problem or question, pointing out a recurring error and re-teaching the concept, and ensuring that the student completes the work and places it back inside his/her backpack for the next day. Parents should be reminded to only provide the necessary level of help to encourage their children and not more than is needed. Students must learn independent work and study skills. Please check your son's/daughter's school agenda on a daily basis. It will be expected that all students be prepared and bring their agendas to school every day. It is essential for parents to look at the agendas daily and sign each day in order to keep the good communication between school and home.

STUDENT SUPPLIES FOR SCHOOL

Most essentials are supplied by the District School Board of Niagara. It would be greatly appreciated if parents would encourage their children to handle texts carefully and to use notebooks and supplies wisely. In cases when school texts or library books are lost or damaged by a student, a nominal charge will be levied for its replacement.

One of our most frequently asked questions by parents in the first week of school is "What school supplies will my child need to purchase for the use in his/her classroom?" Here is a suggested list of supplies for you to purchase each term for your child.....

JK/SK

Backpack

Box of Kleenex

Crayons

Earphones for computer use
in a labeled ziplock bag

Gluesticks

Running shoes - indoor

Grades 1-3

Backpack
Box of Kleenex
Calculator
Crayons
Duotangs (6)
Earphones for computer use
in a labelled ziplock bag
Erasers
Gluesticks
Markers
Pencils
Pencil case
Pencil crayons (sharpened)
Pencil sharpener
Post-it notes
Ruler with mm and cm
Running shoes - indoor
Scissors

Grades 4-6

Backpack
Binder - one 2"
Binder dividers
Box of Kleenex
Calculator
Duotangs (6)
Earphones for computer use
in a labelled ziplock bag
Erasers
Gluesticks
Highlighter
Markers
Math set (compass and protractor)
Pencils
Pencil case
Pencil crayons
Pencil sharpener
Post-it notes
Ruler with mm and cm
Running shoes - Indoor
Scissors

