



Churchbridge Public School

Name: _____ Grade: _____

Welcome Back!

The C.P.S. Student Planner is designed to provide both students and parents with the expectations and routines at Churchbridge Public School. Parental support is crucial and we appreciate your help in encouraging children to observe them! C.P.S Staff are very appreciative of your assistance in this regard.

Courteous and considerate behaviour of all students is a major goal of C.P.S Staff. It is through constant communication with your child's teacher that you will remain well informed and actively involved in your child's education.

Many parts of the student planner have been reviewed with your child during the first few days of school. This student planner will be used every day for recording homework, assignments, tests entertainment special days, and projects. **Please review the student planner with your child and check it daily for important information.**

Thank you for your support and co-operation over the coming school year!

School Hours

Students are encouraged to arrive at school after 8:40 a.m. at which time the doors are opened and teacher supervision begins.

Times: Kindergarten to Grade 5

8:55 a.m.	School day commences
9:00 a.m.	O' Canada and announcements
10:50 a.m.	Recess begins
11:05 am.	End of recess
12:10 p.m.	Noon hour begins
1:00 p.m.	Warning Bell
1:05 p.m.	Afternoon commences
2:05 p.m.	Recess begins
2:20 p.m.	End of recess
3:20 p.m.	Dismissal bell

At Churchbridge Public School our mission statement is:

“Building Foundations for Life Long Learning”

All members of the school have the right to an environment where learning and positive interactions with others take place. To help create this safe and caring school community, students are expected to follow these guidelines:

1 RESPECT YOURSELF AND OTHERS

- o Be friendly and use good manners with everyone
- o Be considerate, kind, honest and cooperative
- o Keep your hands and feet to yourself
- o Use self-control
- o Listen to all staff

2 PLAY SAFELY AND BE FAIR

- o Follow playground, class and game rules
- o Listen to supervisors
- o Show good sportsmanship
- o Return equipment to its proper place

1 RESPECT YOUR SCHOOL

- o Take pride in how your school and playground looks
- o Always put litter in garbage cans, use recycle bins, and pick up trash
- o Lunches and snacks should be eaten in the classroom
- o Keep your desk and locker clean

When the behaviour of individual students does not demonstrate the above guidelines, corrective actions are necessary.

THE DISCIPLINE CYCLE

Minor Offences (Failure to: follow directions, show respect, and be prepared) begin at Step 1

Major Offences (fighting, wilful disobedience, destruction of property) begin at Step 4

1. **Reminder:** School personnel will talk to the student giving a warning or verbal reminder regarding how the student should behave.
2. **In-Class Time Out:** The student remains in class seated in a designated time out location for 5-10 minutes or until the class period ends. The student receives a choice of behaving or moving to step 3.
3. **In-Class Time Out:** The student remains in class and is seated in a designated time out location for 10-15 minutes or until the class period ends. The student receives a choice of behaving or moving to Step 4.
4. **Out-Of-Class Time Out:** The student is removed from the classroom (empty room, office) for a period of 10-15 minutes the supervising teacher may request the student fill out a Problem Resolution Form. The student receives a choice of behaving or moving to Step 5.
5. **In-School Suspension/ Office Visit:** The student is requested to complete a Problem Resolution Form and have it signed by the supervising teacher. The principal will meet with the student to discuss the need for appropriate behaviour. The nature of the offence and the age of the child will determine the length of the In-School suspension. Parents will be informed of serious and or repetitive misbehaviour.
6. **Out-of-School Suspension:** 1-3 days. Before the student returns a meeting between the student, parent and teacher/principal will take place to reach an agreement on how the behaviour will be corrected.

GENERAL INFORMATION

1. **NUT FREE/ POP FREE SCHOOL** – Due to student allergies, foods containing nuts/peanut butter are not allowed in the school. We encourage students to make healthy beverage choices- unless an exception has been made by the administration, pop is not allowed in the school.
2. **CANTEEN** – Our canteen offers a variety of drinks and lunch options, K – 5 students are allowed to make purchases from 12:00 – 12:10 pm. Milk cards are available for purchase for \$12.00. Pizza sales are held twice a month. We are looking to increase the number of hot lunches provided at the school.

3. **SNACKS** – K – 5 students are allowed a **HEALTHY** mid-morning snack. Some ideas are: fruit, yogurt, cheese, veggies, crackers, sandwiches, granola bars (not chocolate coated), pretzels, popcorn, muffins (not cupcakes) and rice cakes. Permitted only at snack time is real fruit juice, milk or water. Snacks high in sugar and food coloring can affect students' behaviour and performance; therefore these foods are limited to noon lunches when they are eaten along with other foods.
4. **HOMEWORK FOR A MISSING STUDENT** – If you are planning to pick up work for a missing student please inform the teachers by noon so they have time to get work ready for pick up at 3:20 p.m.
5. **MICROWAVE USE** – Microwaves are available for warming (not cooking) lunches at noon. Please send food in a microwave safe container.
6. **LUNCH** – When students stay for lunch, they must eat at their own desk/seat and remain seated till 12:25 p.m. (when the bell rings). Remember to clean up before going outside.
7. **ATTENDANCE** – If your child will not be at school, please phone the school office at 896-2712. You are welcome to leave a message on the answering machine at any time of the day or night. We take your child's safety seriously and if your child is absent without your notification parents will be called at home, work or emergency contact emergency numbers. If it is necessary to take children out of school at anytime during the school day parents should notify either the teacher or the school office.
8. **EARLY DISMISSAL/ STAFF MEETINGS** – Staff meetings take place once a month and on those days, the students are dismissed at 12:10 pm. Please note the dates for early dismissal on the school year calendar.
9. **INTRAMURALS** – The school has a noon hour intramural program for all students. A schedule will be available at the start of the school year.
10. **BUSSING OF STUDENTS** – Please remember to seek advance permission of the driver if you are not a regular rider of that bus (as per Bussing Policy outline). Remember to personally tell the driver of all changes.

11. **DROP OFF AND PICK UP OF STUDENTS** – Please help ensure the safety of our students while they are attending school by not using the staff parking spots to drop off or pick up students. Parent parking is *west* of sidewalk leading to the main entrance of the school.
12. **NOON AND RECESSES** – Students are required to be outside on the playground at noon and recess breaks and therefore need to dress appropriately for the weather. Fresh air and exercise are healthy and help with learning.
During extremely cold weather, supervisors will decide whether students can remain indoors. Please do not send a note giving your healthy child permission to stay inside. If your child is ill, it is wise to keep him/her at home. Please monitor their progress daily so that they are not expected to stay inside when they are actually healthy enough to be outside.
13. **LEAVING AT NOON**– To leave the school grounds at noon students who stay for lunch, whether town or country, require a signed, dated note of permission from parents. The note must be shown to their homeroom teacher and the noon hour supervisor.
14. **BIKE SAFETY** – Bikes are a great way to enjoy being outdoors and riding to and from school. However, you can get hurt if you do not ride safely. Follow traffic rules and wear a helmet. Please do not ride on the playground or on sidewalks and park your bike in the bike stands. Students are not allowed to play near the bike stands or touch/ride others bikes.
15. **PROCEDURE FOR CONCERNS** – We feel parents play an important role in their child’s learning. We welcome parents into the school for Parent Teacher Interviews, as volunteers, and as visitors for school assemblies, performances and school activities. If you have concerns we request that you please utilize the following sequence and chain of command to resolve the problem:
 - a) Meet with your child’s teacher to resolve the problem. Sometimes a phone call will suffice, but with serious concerns, we find that personal meetings tend to maximize communication.
 - b) Allow a reasonable length of time for resolution following your conference. Feel free to request feedback and/or a follow-up conference to review progress.

- c) If, after a reasonable length of time and a follow-up conference, you feel the problem has not been resolved, request that the teacher establish a meeting to include the parent, teacher, and principal for mediation of the problem. During the meeting the problem will be identified, a plan of action will be established, and follow-up procedures will be clarified. We will make every attempt to resolve all problems, focusing on the child and his/her social, emotional, and academic growth.
- d) If, after all the preceding steps have been taken, and the problem has not been resolved, it may be taken to the Superintendent or Director.

Playground Equipment Use and Safety Guidelines

A. Swings:

- Swings are for sitting, one person per swing.
- Please do not twist or swing in irregular fashion.
- Stay clear of swings while others are swinging, no “under ducks”.

B. Slides:

- Slide “feet first”, one person at a time, without stopping.
- Do not climb up the slide.

C. Glide Ride and Monkey Bars:

- If you cannot properly reach them, please do not ask others to lift you. It is dangerous!
- Please do not walk on top of the monkey bars.
- Please do not walk under or through these while they’re in use.

D. Climbing Wall:

- Please only climb up and down the same side, never go over the top and down.
- Be careful. Watch your step and space yourselves out.
- No more than 3 people should be on the apparatus at the same time.

E. General:

- Play safe and have fun!
- Keep your shoes on when playing.
- Rough play is not permitted.
- No “tag” on apparatus.
- Leave snow, sand and rocks on the ground!

* All students (Grades 1 – 12) are required to pay an SRC fee of \$15.00. Please make cheques payable to CPS* Payment is due the first week back to school.