

# Paris Central Public School

2023-24



PARIS CENTRAL PUMAS  
PRIDE

**Principal:** Ms. Latha Reuben

**Secretary:** Mrs. Marilyn Nicholas

**Phone:** 519.442.4163

**Email:** <https://granderie.ca/schools/pariscentral>

**Website:** [www.granderie.ca](http://www.granderie.ca)

## School Staff

JK/SK Miss Pike (*Mrs. Ramoutar on leave*) & Mrs. Pettman DECE

JK/SK Miss Davila (*Katherine Baran-Harper*) *on mat leave until Mar. 18, 2024*) & Mrs. Sarkissian  
DECE

Grade 1/2 Mrs. Steckle

Grade 2 Mrs. Sloss

Grade 2/3 Mrs. Stewart

Grade 3/4 Mrs. Taylor

Grade 4 Mr. Muller

Grade 5 Ms. Stone (*until Oct 13, 2023*) Mr. Lawrence

Grade 7 Miss Kitchen

Grade 8 Ms. Hendel

French/Prep Mme. Stevenson

Prep/Library Mr. Mallon

Half-Time Learning Resource Teacher Mr. Hunter

Educational Assistants Mrs. Johnson & Mrs. Mancini (*Ms. Araya on leave*)

Daytime and Afternoon Custodian TBD

School Secretary Mrs. Nicholas

Principal Ms. Reuben

## Daily Schedule

Office hours: 8:30 am - 3:30 pm

First Bell	9:00 am
Instructional Block	9:00 am - 11:00 am
First Nutrition Break	11:00 am - 11:40 am
Instructional Block	11:40 am - 1:20 pm
Second Nutrition Break	1:20 am - 2:00 pm
Instructional Block	2:00 pm - 3:20 pm
School Dismissal	3:20 pm

## Important Dates

September 4	Labour Day
September 5	First day of School
September 15	PA Day
September 19	Meet the Teacher
October 3	PA Day
October 9	Thanksgiving
November 16	PM Parent Teacher Interviews
November 17	PA Day - AM Parent Teacher Interviews
Dec. 25 – Jan. 5	Winter Break
January 22	PA Day
February 19	Family Day
March 11 - 15	March Break
March 29	Good Friday
April 1	Easter Monday
April 19	PA Day
May 20	Victoria Day
June 3	PA Day
June 27	Last Day of School
June 28	PA Day

## Safe Arrivals and Departures

Our school doors are always locked. To enter the school, the buzzer located at the front entrance must be activated and then office will open the doors. All visitors are required to visit the office to sign in and to get visitor identification.

All students should enter the school through their assigned entrance with the following exceptions:

- Students should enter through the front door when a late slip is required.

- Students returning from an appointment should enter through the front door and sign in at the office.
- Students arriving on the bus during inclement weather conditions should enter through the front doors and go directly to class
- In order to track visitors in and out of the school and still ensure student safety, all our doors will be locked throughout the school day.

## **Picking Up Your Child During School**

If your pickup routine has changed or if you wish your child to be excused from school early, you must send a note to the classroom teacher. It is preferable that parents/guardians do not call the school office to make this request as instructions can easily be confused or we may not be able to get your message communicated to your child in a timely fashion.

When picking up your child from school for an appointment, you must report to the office and have the secretary arrange for your child to be brought to you. This helps ensure proper safety and tracking for all our students in the school.

Children leaving in the middle of the day must sign out at the office (parents/guardians may sign out a younger child) and sign back in at the office when they return.

Children leaving and returning in the middle of the day must leave and return via the front doors of the school.

A note must be sent if you wish someone other than those listed on your “Emergency Contact Form” to pick up your child from school. A phone call will not suffice, as it is impossible to identify the caller.

Please, **under no circumstances, should you remove your child from the playground without notifying the person on duty *and* signing your child out at the office.**

## **Attendance and Absences**

Regular attendance and being on time are essential for school success. Students are expected to be in attendance and at school on time each school day except for instances of personal illness or family emergencies.

At the beginning of each morning and afternoon, staff members take attendance. If your child is going to be absent, please call or email the school. If a student is absent and we have not received a note or a call from you, our school secretary will contact you to determine the whereabouts of your child. Your phone call will help us out greatly and ensure that your child is safe.

A signed and dated note from the parent to the teacher is required for every period of absence if you have not contacted the office directly. When a student has missed 15 days of school, a letter will be sent home from the office. If a pattern of poor attendance persists, our attendance counsellor may be contacted. It is the student's responsibility to complete work missed during periods of absence.

## **Nutrition Breaks**

Your child will need to bring two small nutritious lunches to eat during the two 20-minute nutrition breaks. For younger children it may be helpful to label the lunches as "1" and "2". During both nutrition breaks, students eat in their classrooms and are supervised by staff.

A **Lunch Permission Form** must be submitted to the office in September, which states **where your child has permission to be out during the second nutrition break**. All students are expected to remain at school during the first nutrition break.

**If a student** who usually stays at school during the second nutrition break **plans to go to a friend's home or an alternate location, the student is required to give the classroom teacher a note from their parent/guardian advising of the change in routine**. In this way, both the parents and school staff are aware of where the student will be during the nutrition break. If a note is not received, your child will not be allowed to leave school property. Students who remain at school during lunch breaks should be aware of our positive expectations regarding behaviour at school, as well as our recycling and clean-up rules.

If you have given your child permission to leave the school property during the second nutrition break, you are responsible for your child's actions at this time. Please discuss responsible behaviour with your child.

## **Lunch Time Expectations**

1. Remain seated in your own seat in your own classroom until dismissed.
2. Eat your own food. Do not trade as someone might have an allergy to your food.
3. Put your lunch pails and garbage away when the supervisor dismisses the class at the end of the eating time.
4. When you are dismissed for outdoor play, leave right away and use the assigned door.
5. Use the crosswalk if you have a parent's permission to leave at the second break.
6. Eat your food inside. No food or beverages should be on the playground.
7. For safety reasons, students must not use electrical appliances.
8. Remember our agreement of "Mutual Respect".

## Bus Transportation

Riding the bus is a privilege. We want to ensure the safety of all students while riding the bus and the student behaviour should not infringe on this safety. All bus riders are expected to:

- Get on and off the bus in an orderly fashion and remain seated while the bus is in motion
- Be reasonably quiet and well-behaved. Refrain from using profane or crude language/gestures
- Avoid bringing hazardous or dangerous items on the bus
- Be courteous to the bus driver and patroller and obey his/her requests immediately
- Refrain from eating or drinking on the bus

Students who break one of the bus rules may receive a bus incident report from the bus driver. It is important to note that ONE severe rule infraction could lead to the loss of bus privileges immediately.

Students may not ride a bus other than their own. Also, students who do not regularly ride a bus may not ride the bus to a friend's home. This type of transportation is the responsibility of parents or guardians.

## Inclement Weather

The safety of all Grand Erie students is our top priority. In the event that the forecasted road conditions will not allow for the safe transportation during the morning or afternoon travel times and/or when visibility is expected to be significantly impacted, transportation services will be cancelled, resulting in schools being closed to students and staff. If school is closed, asynchronous learning opportunities will be available for students online. Teachers will be in touch with students directly on how to access this.

The decision to cancel transportation services in a particular zone or across the district is made by 6:30 a.m.

Additionally, in the event of extreme cold weather (defined as minus 30-degree temperatures without wind-chill), transportation services will be cancelled – either by zone or across the district – however, schools will remain open to students and staff.

Our school is included in **Zone 3**.

Find Information about school closures and/or transportation cancellations:

- On Grand Erie's website: [www.granderie.ca](http://www.granderie.ca)

- On Student Transportation Services' website: [www.stsbhn.ca](http://www.stsbhn.ca).
- On Grand Erie's Twitter account: @GEDSB

## **Paying for School Trips, Food Days, Miscellaneous Items:**

Grand Erie uses School Cash Online to as a safe and easy way manage payments for trips or food programs. This program eliminates the need for students to carry cash to school for such purchases. For safety and efficiency, Grand Erie is reducing the amount of cash and cheques coming to our school.

Through School Cash Online, you can pay for purchases and check out either through eCheque (which requires you sharing some of your banking information) or your credit card (like most online shopping experiences).

Visit [www.schoolcashionline.com](http://www.schoolcashionline.com) to register, and follow the process outlined on that site. There are flyers at the school outlining more detail about School Cash Online. For more information and support contact the Parent Help Desk at: 1-866-961-1803 or [parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com)

## **Telephones**

Use of the school office telephone by a student is available at any time with staff member approval. The school phone cannot be used to make social arrangements.

We encourage families to plan for after school activities, babysitting or transportation in advance, so that the school does not need to be contacted to relay such plans.

## **Student Cell Phones and Devices**

Cell phones or personal devices are not banned from school; however, students are not permitted to use them during the school day. Students are expected to follow appropriate etiquette and guidelines.

Students will be asked to:

- Obtain parental permission before a cell phone or personal device is brought to school
- While riding the bus, students may use their cell phone to text only and follow the Transportation guidelines of cell phone use
- Always keep their phone turned off and out of sight from the time they disembark the bus in the morning and return to the bus after school
- Each classroom teacher will explain where he/she expects cell phones or other devices to be kept during the day
- Use their devices only before school begins and after school ends

- All messages and emergency phone calls throughout the day will be communicated through the school office
- Never take a photograph or video from the time they leave their homes in the morning and arrive back home after school; it is very easy for students to post images on the Internet without parental permission; student involvement will result in disciplinary action.

As with all items brought to school, the school cannot ensure that items will not be damaged or go missing.

## **Student Dress Standards**

Students are expected to be prepared for vigorous physical activity wearing the following items to **physical education classes**:

- Tops: T-shirt or sweatshirt
- Bottoms: Gym shorts or sweatpants
- Shoes: Running, court or cross-training shoes that will not leave black marks
- Jewellery: Not permitted for gym.

## **Illness and Injury at School**

At all times, the safety and well-being of students is our priority. It is extremely important that illnesses, undiagnosed rashes, infections (Pink Eye/Conjunctivitis) and lice/nits be treated prior to your child arriving at school. Students should stay home if they are not feeling well and not return for 24 hours after vomiting or receiving medical treatment in order to prevent infection to others.

School is a busy environment in which accidents can occur. We do have First Aid trained staff members who will access an injury when necessary. Parents or guardians will be notified through a phone call or note in the planner when a child has injured themselves while at school. All blows to the head, known to staff, are reported to parents. If a child is in medical distress, an ambulance will be called, and parents will be responsible for the cost of the ambulance. Please ensure that the school has updated contact information at all times.

If your child is too ill to attend class, you will be asked to take them home.

## **Contagious Diseases/Head Lice**

Students found to be at school with contagious diseases, undiagnosed rashes or eye infections will be sent home for medical attention and/or treatment. All cases of these conditions should be reported to the office as soon as possible to reduce spreading to other students.

Head lice needs to be managed in the best interest of students through the partnership of parents or guardians, students, and the school community. The treatment and eradication of head lice is ultimately a parent or guardian responsibility. Students diagnosed with head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

## **Medication**

Students bringing non-prescription medication to school are responsible to care for it. School staff members are not permitted to dispense non-prescription medication at any time or to hold the non-prescription medication. Students requiring assistance with non-prescription medication need a parent or guardian to come to the school at the appropriate time to administer this medication. We do not encourage students to bring non-prescription medication to school, unless there is a medical reason.

In the case of prescribed medication, a Request for Administration of Prescribed Medication in School form (available from the school) must be completed and forwarded to the principal. Prescribed medication needs to be in the prescription container, clearly labelled, and must clearly indicate dosage. authorization form must be completed by the parents or guardians and forwarded to the principal for each school year, or whenever a modification of the prescribed medication occurs. It also must be received prior to medication being administered.

## **Bicycles, Skateboards, Roller Blades, Scooters**

Parents who give permission for their child to ride a bike, scooter, skateboard, or rollerblades to school are encouraged to review the traffic safety rules with their child. Remember that the law requires children to wear a CSA approved helmet. Storage racks are provided for bicycles or scooters at the school; however, the school cannot assume responsibility for loss or damage to a bicycle or scooter. Students should lock up their bicycles or scooters since they are not permitted in the school. Skateboards and rollerblades are to be kept at the cubby area.

If students ride to school they must dismount and walk their bike, scooter or skateboard and remove their rollerblades while on school property.

## **Nut-safe environment**

Some people have severe, life-threatening, allergic reactions to certain foods; therefore, students are not allowed to bring any snack, lunch, or treat items to school that have, or may contain, peanuts or traces of any nut products in them. It is critical for the children's safety to keep the classrooms free of peanut or nut-related

products e.g., products that say “may contain traces of nuts” which may have traces of nuts such as cashews, hazelnuts, walnuts, pecans, brazil nuts, or almonds in them.

Peanut butter substitutes are often indistinguishable from peanut butter, and therefore are also not permitted at school. Parents who wish to find a list of snack foods that are peanut-free can find such information at [snacksafely.com](http://snacksafely.com).

At Paris Central, we have children who have several allergies that are listed below. We appreciate the co-operation and support by voluntarily avoiding the following items:

- Eggs and/or egg products
- Shellfish and/or shellfish products

## **Standards of Behaviour**

Grand Erie is committed to partnering with parents and guardians to build a culture of learning, well-being and belonging to inspire each learner.

It is our goal to provide a positive school climate in which each student can reach his or her full potential. This is a place where we foster respect, civility, responsible citizenship, and safety. We endeavour to create a student-centred educational community whose members support one another with mutual respect, understanding, and acceptance.

All students and staff members will:

- Show respect for the rights, property and safety of themselves and others at all times
- Accept personal responsibility for their behaviour
- Demonstrate socially acceptable behaviour
- Refrain from all forms of bullying by respecting and appreciating the diversity of all school members regardless of their race, culture, ethnicity, religion, creed, sexual orientation, gender, gender identity, gender expression, physical disability or mental disability, mental illness, age, national or aboriginal origin, socio-economic status, or appearance
- Attend school regularly and punctually
- Show respect for the roles and responsibilities of students, principals, teachers, parents, volunteers, and the school board
- Demonstrate and promote positive behaviour through the avoidance of all types of violence
- Use information and communications technology, including the internet, digital resources and e-communication and all forms of social media in a responsible and acceptable manner

All Grand Erie District School Board employees take all allegations of bullying, harassment, racism, gender-based violence, homophobia, sexual harassment,

inappropriate sexual behaviour, and any other negative behaviour which would impact on the school climate seriously.

## **Progressive Discipline**

Grand Erie District endorses early and ongoing prevention and intervention to promote positive behaviour. Opportunities for students to learn from their choices is a critical element. We use a whole-school approach that employs a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. Interventions include opportunities for reinforcing positive behaviour while helping students make good choices.

### Extra Curricular Activities

At Paris Central, we encourage students to become involved in a variety of in-school and out of school activities. When students are actively involved in a variety of academic, athletic and art activities, they can get a well-balanced elementary school experience.

Although extra-curricular activities are an important part of school, academics is a major focus for Paris Central. If students do not fulfil their academic requirements, they may be removed from school activities. Exceptions will be made for identified students (I.E.P., I.P.R.C.). Students who are suspended from school will not participate in any school related activities during the suspension period.

## **Lost & Found**

Found items are placed in a bin on the top floor of the school. Please have your children check if items are missing. You can assist us by putting your child's name on all belongings including gym bags, jackets, shoes, and boots. Unclaimed items are donated to a local charity at the end of each term.

## **Personal Information**

Student/family information must be kept up to date. Any changes in information throughout the year should be reported to the office by phone, fax, e-mail or note. Please report all changes in address, phone numbers, emergency contact numbers and custody arrangements as soon as possible so that all information will remain current.

Personal information is securely stored centrally by Grand Erie on servers located in Canada.

## **Voluntary, Confidential Indigenous Student Self-Identification**

If you are of First Nations, Métis, or Inuit ancestry, we encourage you to let us know. Through voluntary self-identification program, we can further improve the educational experience so that Indigenous students can thrive in school.

The information collected through voluntary self-identification helps Grand Erie determine the effectiveness of current programs, monitor student achievement, and provide important information for future decision making.

Students can self-identify their First Nations, Métis, and Inuit ancestry at any time. This can be done when completing registration forms, or by simply notifying the school. The decision to self-identify is voluntary. Information on individual students will not be released and is kept completely confidential.

## **Visitors**

All visitors to the school must check in at the office. Visitors include everyone who is not a student or staff member. For safety reasons no one is permitted to be in our school without a specific purpose approved by the office and known to the staff. This not only increases our security, but also minimizes hallway activity, which distracts many students if their classroom doors happen to be open.

## **Volunteers**

We are grateful for those who are able to volunteer their time. An active school relies on the support of families and friends. There is a wide variety of volunteer opportunities available in our school that enhance the programs and school life. Contact your child's teacher or the office to let us know if you are interested in becoming a volunteer.

Volunteering that involves direct contact with students requires a police check with vulnerable sector clearance to be done. Police checks are valid for three calendar years and are available if a letter from the school is presented to your local police service with the request. Please contact the school for the police check request letter, or to check on your renewal date (if you already have a police check in at the school). There is also a one-time only mandatory Accessibility Awareness Training (AODA) session that is completed online (approx. 20 min). A certificate of completion can be printed out and brought in or emailed to the school.

## **Parent Council**

The Parent Council meets regularly to support and promote student learning, achievement, and parent involvement in our school. Notice of meetings will be shared in the school newsletter and posted on our website. Information can be found on the Parent Council bulletin board in our front hallway. Contact the school if you would like to get involved.

## Communication

Newsletters, notes in the agenda, marked work sent home, conferences, phone calls, presentations and performances are all excellent ways for parents to learn about what their child is doing at school and the levels of their achievement. Report cards and interviews represent the formal evaluation of student progress. If you wish to speak directly with a staff member, please phone the school so that a mutually convenient time can be arranged.

## Safety Drills

Grand Erie schools are required to practise a minimum of six fire drills throughout the year. We make every effort to practise when the weather is conducive to being outdoors. Typically, these drills are spread throughout the year.

Grand Erie schools also practice a minimum of two lockdown procedures in the school year.

## School Security Protocols

**“Hold and Secure”** – Used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., significant police action occurring near a school but, not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

**“Lockdown”** – Only used when there is a major incident or threat of school violence within the school, or in relation to the school. During a lock down students and staff are directed to a secure room, doors locked, windows and curtains closed, and all sight lines into rooms blocked.

**“Shelter in Place”** – Used for an environmental or weather-related situation, where it is necessary to keep all occupants within the school, to protect them from an external situation (ex. chemical spills, blackouts, explosions or extreme weather conditions).