

Ayr Public School

519-632-7424

105 Hall Street, Ayr, Ontario N0B 1E0

Student/Parent Handbook

2015—2016



Hello and welcome to another exciting year at Ayr P.S. We, the staff and administration of the school, are thrilled to have you as a member of our educational community and we are certain that you are going to have a great year with us.

This planner will be a very important part of your successful year and you will be asked to bring it with you to every class and take it home with you every evening.

Parents/Guardians are asked to make the planner a part of your homework routine at home. By asking to see the planner every evening, you will be well informed of how your child is doing at school and the work that needs to be done. Once again, welcome to Ayr P.S. and may the year be a super-fantastic one! Mrs. Turner-Fisher, Principal.

This agenda belongs to:

Name _____

Address _____

City/Town _____

Postal Code _____ Phone _____

Teacher _____ Room Number _____

Voice Mail Number: 519-570-8055 EXT. _____

Attendance Line (open 24 hours a day) 519-570-8055 ext.3036

Welcome

Welcome to the home of the Ayr Bears. Our school colours are green and gold.

We Believe In

Be Respectful
Be Responsible
Be Safe
Be Caring
Be Problem Solvers



Positive Behaviour

Ayr P.S. is a wonderful learning environment. We encourage our students to demonstrate positive and respectful behaviours when involved in all our school activities. Engaging in positive behaviour strengthens our school community which we will acknowledge throughout the year with our students. We are very proud of our school and our students.

Progressive Discipline/Student Behaviour

Progressive discipline is a non-punitive, whole-school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils in making good choices.

Students are expected to be responsible and be accountable for their behaviour to all school community members. A restorative approach will be applied when students become involved in inappropriate behaviour. Our

goal is to build positive relationships between the student and those that have been affected by the behaviour.

The teacher, principal or designate will select the most appropriate response to address a pupil's behaviour. Where a child has special education and/or disability related needs, the interventions, supports and consequences must be consistent with the expectations for the child, including those in the child's Individual Education Plan or Behaviour Management Plan.

As part of the progressive discipline process the following actions may be used to address misbehaviours:

- A written, problem-solving sheet
- A time-out in the school
- A loss of a privilege(s)
- A call home to parent(s)/ guardian(s)
- A parent-staff-student conference
- A referral to the Principal
- A behaviour contract
- Restorative practices
- A referral to out-of-school services
- A formal suspension
- A period of "community service"
- Contact with police



The consequence(s) used will depend upon the severity and frequency of the misbehavior, using a progressive discipline model.

All inappropriate behaviours will be recorded and tracked. Sometimes a pattern of poor behaviour may be indicative of a more serious problem and a referral for intervention and support may be made.

In the event of serious or ongoing misbehaviour, staff will promptly communicate with the parents of the student(s) involved so that the home may be a

part of future expectations/actions imposed upon the student.

The following actions or behaviours will not be tolerated on school property or in school-sponsored or related activities:

- The use, possession or sale of alcohol or illicit drugs;
- The possession or use of weapons or items which are intended to be used as weapons;
- Any physical assault, threats or intimidation;
- Any gang/youth group displaying a pattern of delinquent or disruptive activity;
- Any sexual, religious, ethno cultural and/or racial abuse, slurs or harassment.

Therefore the following behaviours will not be tolerated at Ayr P.S.:

- Smoking
- Use/sale of illicit drugs
- Bullying
- Intimidation
- Fighting or “play fighting”
- Vandalism
- Theft
- Verbal abuse (including swearing and racial/sexual/religious slurs)
- Repeated refusals to cooperate with staff or follow the rules of the school.

Communication

Keeping the lines of communication open between home and school is one of the keys to success. As much as possible, there should not be any surprises when it comes to what is going on at school and what school related issues may be of concern at home. The following aspects of communication are very important.

►Forms of Communication

By keeping in touch with one another, we can share ideas and information, which can be helpful in meeting the needs of your child.

This communication can occur in many ways:

- Telephone calls
- Class newsletters or monthly calendars
- Meet The Teacher Night and other events
Parents/Guardians are invited to
- School Council Meetings
- School Newsletter (usually every month)
- Parent/Teacher meetings during reporting periods or as arranged in specific cases.
- School Website www.ayr.wrdsb.on.ca

We encourage you to contact your child’s teacher first to get information or address a concern. Questions may be asked at any time. Please call **519-570-8055** and key in the **teacher’s extension** to leave a message and the teacher will return your call.

►Electronic Devices

All electronic devices may be used before and after school. These devices must be turned off during instructional time and put away. **Parents can reach their children in an emergency during school hours by calling the school at 519-632-7424.** Students are not allowed to take pictures while on school property unless they are needed for a class project and approved by the teacher or principal. Families will be advised if a camera is needed for classes. Sorry, we cannot be responsible for lost or stolen phones/Ipods.



►Attendance

Promptness and regularity are desirable attendance traits that contribute to a child’s overall success at school. If your child is expected to be absent or late, please call the school’s attendance check voice mail **519-570-8055 ext. 3036**. Your call can be placed at any

time, including the evening before the absence. Please state your child's name, class, reason for absence and the anticipated length of absence.

►Late

A child is late when arrival occurs after the morning bell has been rung. Attendance is taken in the first class of the morning and in the first class following the second Nutrition Break. When your child arrives late, he/she is to report to the office so that we are made aware of his/her arrival. A class admittance slip will be issued, letting the teacher know that we are aware of the student's return.



Patterns of unexplained or unacceptable lateness will be handled through the office.

►Student Withdrawal—5 days/more

Parents are requested to obtain a "Student Withdrawal" form from the office if a student is to be absent for five or more days. This form states that the parent takes full responsibility for the student's absence from school and for any work that is missed during the period of absence.

Computer Acceptable Use Policy



Ayr P.S. has a well-equipped computer lab as well as some IPADs for student use. Students are reminded that use of any technological equipment is determined by the teacher. Any student found making unacceptable use of technology may be denied access to the technology while at school. Parents/Guardians should carefully read the form sent home at the beginning of each year which outlines expectations around acceptable use. The Boards document

Technological Property: Acceptable Use governs the rules around the use of technology at school.

Reporting Student Progress

Teachers are involved daily with assessing student progress in school. There are three reporting periods per year:



►**November:** A progress report will be sent home and parents/guardians will be invited to an interview to discuss their child's progress. This progress report will show your child's development of the learning skills and work habits during the fall of the school year.

►**February:** A provincial report card, which reflects your child's achievement of curriculum expectations from September to February is sent home and parents or teachers may request interviews.

►**June:** A provincial report card is sent home near the end of the school year. This will reflect your child's achievement from February to June. In special situations parents will be invited to a conference early in June.

It is important that parents contact the school anytime during the year if there are concerns. Teachers will also take the opportunity to contact you should the need arise.

General Notices

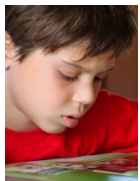
Throughout the year various information notices and/or forms are sent home to provide important information for parents and guardians. In most instances, families with more than one child will only receive one copy to minimize paper and printing costs. Experience has shown us that sending such items home with the youngest child at the school is the most reliable. However, parents and guardians are encouraged to



check school bags, lunch boxes, pockets, and the student agenda on a regular basis for notices that may be sent from the school or individual teachers. General notices and forms will be posted through **School day** (please sign up) or on the school's website: ayr.wrdsb.ca

School Policies

► Homework Policy



"But, I have no homework!" Quite possibly parents have received this response from their child on numerous occasions. The

classroom teachers will decide on the required homework, and look to meet the individual child's needs. Please communicate with the teacher should you have questions.

We encourage nightly reading for 20+ minutes. The following guidelines will help you as you set aside a specific time for your child to complete their homework:

- age and learning style of each child
- grade level
- needs and abilities of individuals
- the classroom program
- teacher expectations
- parental/guardian expectations
- family lifestyle and commitments

The best way to deal with any concerns that you have over homework is to contact the teacher. Setting aside a specific time period daily to read will help your child to ensure consistency and development of excellent learning skills.

► Appropriate School Attire Policy

It is important for Ayr P.S. to be a positive learning environment for everyone. One of the aspects of such an environment is the attire of all students from Kindergarten to grade 6, which should encourage responsibility, self-esteem, and a sense of

school pride. In all cases, clothing should be clean, neat, in good taste and safe footwear.

In order to maintain high standards and to foster an appropriate good reputation for our school, we rely upon our parents to make sure that the following guidelines are followed. When attire is not appropriate, a student will be asked to correct the situation immediately. Parents will be contacted if it is necessary to send a student home to change. We request your cooperation by discussing the following requirements with your child and by encouraging them to adopt a positive, responsible approach to their school attire.

- No inappropriate writing or graphics on clothing.
- Skirts and shorts must be at least fingertip length.
- No low-cut or cropped (showing the midriff area) tops. Tops and bottoms must meet or overlap.
- No underwear is to be showing, even though "fashion trends" now are to have bra straps showing under tops, or underwear showing above baggy or low-cut pants.
- No mesh shirts/muscle shirts.
- No hats worn in the school.
- No bandanas or gang wear.
- No choices of attire that diminish or distract from the learning environment.

Where a misunderstanding arises, the principal will decide on the appropriate course of action to ensure fairness and respect for all of our students.

► Allergy Alert

There are several students in our school with a **severe life-threatening food allergy to peanuts/nuts/shellfish/cinnamon (anaphylaxis)**. This is a medical condition that causes a severe reaction to specific foods and can result in



death within minutes. **Although this may or may not affect your child's class directly, please send foods with your child to school that are free from peanuts/nuts/shellfish products.**

➤2nd Nutrition Break—OPTIONAL Go Home Break

Students who live within walking distance of the school may go to their own home for the 2nd Nutrition Break unless they are involved in a school activity.



Students who stay for this break are expected to eat their food at school and to remain on school property during the entire break period.

Special lunches, (pizza, subs, milk) ordered by students will take place during this break.

At the beginning of the school year you will be given an opportunity to inform us of your wishes regarding this break routine for your child. Children regularly staying for breaks may not leave the schoolyard without written consent from a parent. We prefer this option for only our grade 6 students. This includes children whose parents, on some occasions, may want them to go to a restaurant or friend's home. Many older children from neighbouring schools in grades 7 and 8 are at restaurants at lunch and for student safety younger children are safest when supervised.

Students are required to leave at the start of the second nutrition break and not part way through the break. Ayr P.S. staff does not supervise areas off school property and those students that leave the school during the 2nd Nutrition Break become the responsibility of their parents while they are away from the school. The school administration will deal with difficulties that occur off of school property, however it is also possible and often suggested that the police deal with serious

matters that occur off of school property. Please understand student safety is our first concern.



Bus Expectations

The school bus is like a "classroom on wheels" or an extension of the school. All school expectations apply to students' behaviour while on the bus. Riding the school bus is a privilege. Students must respect others at all times and listen to the bus driver(s) or risk losing this privilege.

IMAGINE ... A SCHOOL WITHOUT BULLYING

A School without bullying:

- *Fosters polite interactions and accountability for behaviour
- *Celebrates values and diversity
- *Emphasizes positive and socially acceptable behaviour
- * Encourages students to use constructive ways to solve problems and conflicts
- * Holds weekly class meetings to model how to talk through problems
 - *Celebrates positive choices and recognizes problem solving skills
- *Has clear and consistent consequences for bullying behaviour

At Ayr P.S. we are working hard to promote positive behaviour!



➤**Crossing Guards
Adult Crossing
Guards are located
at:**

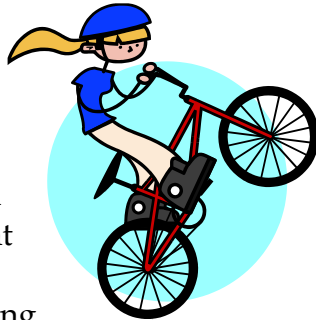
Stanley and Northumberland

Hall and Northumberland

Northumberland and the train tracks

► **Bicycles, Skateboards, Scooters and Roller Blades**

For the safety of others and yourself, walk your bicycle on school property. Racks are provided at the school and this is where your bicycle should be chained and locked. All students riding a bicycle to or from school must wear the required helmet.



Roller blades, skateboards and scooters are not welcome at school and should not be brought on the school property. Students that insist on using these types of transportation should make arrangements to keep their equipment stored at a nearby friend's home.

What to do if . . .

► **You Need to Leave Early**

It is important that you bring a note from your parents or guardian giving the time you need to leave and the reason. Please give this note to your teacher and when the time arrives, be sure to sign-out in the main office before you leave the building.

► **You are Injured or Become Ill While at School**

Inform a teacher immediately, who will then send you to the office if the matter cannot be dealt with in the classroom. Office personnel will contact your parent or guardian to determine their wishes. Parents/Guardians please note: no student will be allowed to go home without your permission. In the case of a serious injury, if we are unable to contact you, your child may be transported to a hospital emergency ward. In all cases, we will do our best to contact you or the person you

have named on the student data verification form, as soon and as quickly as possible.

► **You Need Medication at School**

No medication may be taken at school without the knowledge of the school administration and the completion of the proper **medication form**. This form is available in the school office and must be on file prior to keeping medications at school. All medication is stored in the main office. School staff will do their best to remind a child to administer their medication at the proper time, however the student must also take responsibility to remember when they must be at the office. A record will be kept of when medication is dispensed. **Only prescription medication may be administered at school to your child.** Parents are welcome to come to the school to administer medication themselves.



► **You Have Lost or Found**



Something Ideally, valuables should not come to school, however when they are needed at the school, the items should be left in your school bag. Large amounts of money or other expensive items should be left at home.

If you find or lose keys, money, jewelry, watches or glasses, please report the incident to the office.

Other items such as clothing are kept in the Lost and Found Bins. Please check the bins to see if your item has been found. The school will display these items on a regular basis, particularly at the end of each term. Unclaimed items will be packaged and donated to local charity.

► **You Wonder if the School is Closed**

It is very rare for a community school to close during the school year. Here at Ayr P.S. we do have a number of bus students, however

our walking students are still the majority and even when the buses are cancelled, the school is still open to the rest of the students. If you are wondering about the school closure, please do not call the school. You are asked to listen to local radio stations FM105.3; AM1090; AM570; FM96.7, FM92.9, FM 98.5 or FM 106.1 for information about school bus cancellations or school closures or check the BOARD website at www.wrdsb.ca

Bell Times at Ayr P.S.

The following bell times will be for all students at Ayr P.S. We will be continuing with a **Day 1 to Day 5** schedule for the entire school. Please note our bell times.

Start of the Day	-	9:20
Start of 1 st Nutrition Break	-	11:20
End of 1 st Nutrition Break	-	12:00
Start of 2 nd Nutrition Break	-	1:30
End of 2 nd Nutrition Break	-	2:10
Dismissal Bell	-	3:40
Bus Departure	-	3:45



Volunteers

Volunteers are an integral part of Ayr P.S. We are fortunate to have many volunteers in our school on a daily basis and the extra help is always appreciated.

You will have an opportunity to indicate your desire to volunteer in the school beginning in September.

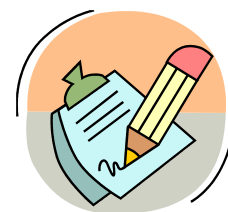
All visitors and volunteers in the school will be required to sign-in at the main office and wear an identifying tag at all times. This system has worked very well in the past and allows the office to be aware of all people that are in the building. In the event of an emergency, the office will be able to ensure

that all people in the building are accounted for and have reached safety. We can also use parent/guardian volunteers to make play dough or prepare activities and send those items in to the school. All parents/guardians are welcome to join our **School Council** which meets one Wednesday night a month to organize activities for the students and to organize fundraisers.

We look forward to seeing many of our parents in our school on a regular basis and thank you for your willingness to be a volunteer.

A Team Effort

This agenda contains many important reminders for you and your child. At Ayr P.S. we are committed to providing the learning environment that will provide your child with the best possible opportunity for personal success, both academically and socially.



We have asked each of our students to review these pages with parents and/or guardians so that there is less opportunity for misunderstanding during the year.

I sincerely hope that you will find me, and the staff to be an open and understanding group of professionals. Ayr Public School has become one of the outstanding schools in the Waterloo Region District School Board. This is due to the excellence that can be found in our students, parents, guardians, teachers, Early Childhood Educators, support staff and community. I am looking forward to another outstanding year as the principal of this fine school

Mrs. Helen Turner-Fisher
Principal

You are asked to please sign and date below to indicate that you and your child have reviewed the contents of the Ayr P.S. Agenda.

(Student Name)

(Date)

(Parent/Guardian Signature)

(Date)

Comments:

