

Talbot Trail Public School

Student Handbook 2017-2018



Mr. C. Mills

PRINCIPAL

Mr. M. Baker

VICE-PRINCIPAL

4000 Ducharme Street
Windsor, Ontario
N9G 0A1
(519) 969-9748

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ POSTAL CODE _____

PHONE _____

HOMEROOM _____

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School Calendar

Holidays for 2017-2018

| | |
|-----------------|-------------------------|
| Labour Day | September 4 |
| Thanksgiving | October 9 |
| Christmas Break | December 25 – January 5 |
| Family Day | February 19 |
| March Break | March 12 – 16 |
| Good Friday | March 30 |
| Easter Monday | April 2 |
| Victoria Day | May 21 |

Other Days for 2017-2018

| | |
|-----------------------|--|
| September 5 | Classes Begin |
| September 11 | Classes Begin Early Years |
| September 22 | PA Day - Provincial Education Priorities (no school) |
| November 16 (evening) | Parent Teacher Interviews |
| November 17 | PA Day - Provincial Education Priorities (no school) |
| January 19 | PA Day - Assessment and Evaluation Day (no school) |
| February 15 (evening) | Parent Teacher Interviews |
| February 16 | PA Day Provincial Education Priorities (no school) |
| March 23 | PA Day - Professional Development |
| June 8 | PA Day - Assessment and Evaluation Day (no school) |
| June 28 | Report Cards sent home and last day of school for students |
| June 29 | PA Day |

From the Office...

We are very excited to be leading the learning At Talbot Trail during the 2017-18 school year. We have approximately 900 students from Junior Kindergarten through Grade Eight attending our school. We believe that school is a place where every child should succeed. School is a safe, caring place where students are able to take risks in their own learning and where they are able to share their own thoughts and ideas freely without judgement. We are a community of learners that support each other!

We also believe in the Board's Mission and Vision.

Our Vision: Building tomorrow together – every learner, every day

Our Mission: Excellence in public education – confident learners, engaged communities, ethical stewardship

We encourage every student to reach their full potential as we “Explore the Potential of Each Learner”. We also encourage communication throughout the year. This can be done through technological means or by writing daily in our agendas. We see our parents as partners in this process.

Looking forward to a successful year!

Mr. C. Mills – Principal

Mr. M. Baker – Vice-Principal

School Vision Statement

We envision Talbot Trail Public School to be a learning community where students, staff and parents work together in a positive partnership to explore and achieve personal success for each student. Within an accepting and supportive environment each learner will strive to achieve their potential.

Arrival and Dismissal

Teachers are on duty by **8:55 am** each day. Students should not be dropped off at the school before this time as there is no supervision available. Students will be dismissed at **3:30 pm** daily. Please wait outside the doors for your child to come out.

Attendance/Late/Truancy

Regular attendance and punctuality are imperative, as attendance and “time on task” are closely related to learning. All students are expected to attend regularly and punctually unless they are ill or are excused from school in accordance with Ministry regulations. **When absent, please telephone the school as soon as possible.** Students who are chronically absent will be referred to the Attendance Counselor. School begins at 9:10 in the morning. Students are expected to be on time. A student who arrives late (one who arrives after attendance has been taken) should report directly to the office to get an “admit slip”. Repeated lates will result in a parental contact being made and/or detentions assigned. Students who are truant (absent from school in violation of the Education Act) will be expected to compensate for their truancy by “making up” for the missed time through detentions or other means deemed appropriate by the office. Repeated truancies, however, will result in suspension.

Regular school attendance is expected of each pupil, except for personal illness or emergencies in the family. If your child is ill, he or she is better off at home under your care than at school sharing the illness with others. Please call the school at 519 969 9748 and inform our office staff when your child is going to be absent. We also have an answering service that runs if we are unable to answer the phone or after the office is closed. **Messages left after 3:00 p.m. may not always be able to be listened to prior to the end of the school day. Please feel free to call after hours to leave information regarding student absences or other important messages.**

If your child is expected to be absent or late, please call the school prior to 9:00 a.m. If we have not heard from you by 9:10 a.m., and your child is absent, we will attempt to contact you at home or at work. Thanks to the many parents who do call each time their child is away. This saves a great deal of time and unnecessary interruptions. This system of communication is to ensure the safe arrival of our children at school each day and is part of our Safe School Policy. **When students are late (9:10 or after), they are to report to the office to obtain an “admit slip” prior to going to class. If students arrive during the playing of O Canada, we will answer the door as soon as O Canada is completed.** If your child needs to leave school early for an appointment, a note is to be written and given to the classroom teacher at the beginning of the day.

Allergy Awareness and Scent Sensitivity

Within our school community there are several students who have a potentially life-threatening allergy (anaphylaxis) to foods, predominantly to peanuts, nuts and nut products. We feel the best way to reduce the accidental exposure to these students is to respectfully ask for the co-operation of our parents within this school community to avoid sending peanut butter or products with peanuts or any nut/nut products listed in the ingredients. Due to these allergies, if you are sending in any special food items, please check with your child’s teacher first and please place them in individual packages so that the children can take them home to enjoy. Any food items brought in to school must be recorded at the office. Please check in with any items prior to having them taken to the classroom. Additionally, we have students that are sensitive to scents of perfumes and colognes. We are asking students, staff and parents to please not wear perfume or cologne to help with this sensitivity. We appreciate your cooperation and understanding.

Bell Times

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|-------|--------------------|
| | Entry |
| 9:10 | Period One |
| 10:00 | Period Two |
| 10:50 | Nutrition Break #1 |
| 11:30 | Period Three |
| 12:20 | Period Four |
| 1:10 | Nutrition Break #2 |
| 1:50 | Period Five |
| 2:40 | Period Six |
| 3:30 | Dismissal |

Bus Transportation

Many of our students will be transported to and from school by school bus. Bus students must always board their assigned bus, each and every night. It is expected that proper and safe behaviour will be displayed at all times while riding the bus. Unsafe conduct or excessive noise **may result in the loss of bus privileges.** It should be emphasized that the school bus driver is in charge of ensuring that his/her vehicle is being conducted in a safe manner while on the road. The bus driver will report all areas of concern to the Principal/VP for appropriate intervention. If, for whatever reason, a student is not taking the bus on a particular day, **the school needs to be informed by note or phone call.** The bus company will not let students ride with friends – even with a note from their parent/guardian. Students that walk must go directly home at dismissal.

Bus rules have been clearly defined for all students. Improper behavior on the bus, which might create an unsafe condition, cannot be tolerated. In some cases, the privilege of riding the bus will be suspended temporarily to help reinforce the following safety requirements:

- a) Be at your bus stop on time
- b) No pushing or shoving while on or off the bus – our school rule applies
- c) Board the bus in single file
- d) Remain seated at all times
- e) No eating or drinking on the bus - for safety reasons
- f) Normal, indoor talk only is allowed – avoid yelling please
- g) No large objects or animals are allowed on the bus. Items should fit in your backpacks.
- h) Students are to be quiet when the bus is approaching a railway crossing - again a safety reason
- i) Any damages to seats or equipment must be paid for by the offender
- j) All bus students will ride the bus unless prior notification has been received by the office (by phone or note)

Occasionally bus cancellations do occur due to inclement weather conditions. It is important to listen to the announcements.

Computer/Electronic Device Usage:

Technology and computers are wonderful devices that, when used properly, can aid in the educational process. Generally speaking, students need to treat these devices with care and use is done under the direct supervision of their teachers. Internet access is subject to the policies of the Board and each student must have signed parental consent before they will be allowed to use the Internet function. The Greater Essex County District School Board permits the staff and/or student use of personal communication and computing devices when it supports teaching and learning and when appropriate permission has been granted by staff. Students are:

- not permitted to be in any “chat rooms”
- not permitted to send or receive unauthorized email
- not permitted into any “adult” or other inappropriate sites
- no unauthorized Internet surfing
- not to be in any other students’/administrators’ files on the school network
- not to insert/install any outside software (from home or downloaded)
- not to be taken outside and used during Nutrition Breaks/Before/After school
- not to be used in the hallways or in the bathrooms
- not to be texting during class time unless teacher approved.

*Students who use the internet inappropriately to intimidate, victimize, or threaten other students or teachers may receive a minimum consequence of losing privileges, suspension and perhaps be subject to criminal charges by police.

Parents are asked to not text their child(ren) during the school day and expect your child to respond to this text. In cases of emergency please call the office to leave a message for your child.

Dress Code

At Talbot Trail, we expect students to dress appropriately for health, safety and orderly conduct of classroom learning. Improper dress detracts from the learning atmosphere which our school is trying to promote. Students are expected to follow the expectations which have been discussed and agreed upon with our School Council.

We expect our students to be neat and clean in their dress. We also ask that underwear not be showing. While the selection of clothing to be worn to school is the responsibility of the parents and the students, **the school administration reserves the right of final decision concerning appropriate dress and appearance**, particularly when it comes to physical education classes. Generally speaking, students are expected to be neat and clean in their dress. In inclement weather, footwear that is worn outside is not to be worn inside classrooms. The school also discourages students from wearing any type of footwear wherein the heel is not secured (i.e., flip flop type shoes, especially in physical education and outdoors) for safety reasons. During warmer months, students wearing shorts must follow the guideline of: **shorts must be longer than one’s arm length to be acceptable.**

The following is considered unacceptable:

- clothing that exposes midriffs, either at rest or in motion
- tank tops, halter tops, spaghetti straps, or other clothing of this type
- any clothing that exposes any undergarment
- clothing that has obscene/offensive language
- clothing that advertises illegal or adult products
- clothing that is torn or revealing
- clothing deemed offensive/ inappropriate for school
- shorts or skirts that are extremely short
- hats and sunglasses are not to be worn inside the school, except for special days (note: some exceptions may be made for religious and/or cultural reasons).

Students wearing unsuitable clothing will be required to change into more appropriate attire, or may be sent home to change. If we are not able to contact home the school will provide a school uniform to be worn by the student.

Emergency Procedures

From time to time, inclement weather creates problems. GECDSD schools do not close, or dismiss early unless the weather is extremely severe.

Inclement Weather

On days when the weather is bad, please see that your children do not arrive at school too early. Try to have them arrive no earlier than 9:00 a.m. The safety of students is the most important consideration when making the decision to cancel bus transportation or close schools. If bad weather jeopardizes safety, school busses may be cancelled and/or schools closed. Parents are urged not to phone the school but rather to tune into local radio stations on bad weather days. Decisions related to school closings and transportation of students are broadcast as soon as possible on the following radio stations: **CBC (1550 AM), CHYR (96.7 FM), CBEF (540 AM), CIMX (88.7 FM), CKLW (800 AM), CKWW (580 AM).**

We invite you to visit our website: www.buskids.ca for up-to-date reports on school bus transportation.

No announcement is made when schools are open and it will be up to the parents to use their own discretion in regards to sending their children to school. Safety must always be the first consideration.

Evacuation Site and Emergency Procedures

As part of our Safe School Plan, our staff and students have many opportunities to practice Fire Drills, Severe Weather and Evacuation procedures throughout the year. If for any reason we need to evacuate the building, we will use the park beside us as our first response.

Epi-Pens

Any student requiring an Epi-Pen is required to have on file, at the school, a consent for administration of medication signed by the family physician. It is the responsibility of the parents to provide the school with an Epi-Pen in its original container with date of issue and expiry date clearly visible. We ask that the Epi-Pen provided be kept at school in the office for consistency. A picture of your child will be kept with the Epi-Pen for recognition purposes. We will also include these forms in the packages for Occasional Teachers that may come into our school.

Extra-Curricular Activities

We believe that involvement in extracurricular activities is an important part of the educational process. We encourage students to participate in these activities whenever possible. Extra-curricular activities may include athletic teams, band, and chess to name a few. As well as these types of activities, there will be opportunities to become involved in helping others in our school and community. All students who represent Talbot Trail in this way will be held to the highest standards of conduct; and, must also agree to abide by the expectations for student-athletes.

Homework

Together we have a responsibility to develop within children the discipline necessary to organize personal time in order to improve performance and the probability of academic success. Students, to be successful in later life, must learn that there are certain things that must be done. Pupils should be encouraged to schedule regular time for homework. We encourage our children to maintain daily work habits. Parents as well, should maintain an awareness of student's completion of homework. We encourage the use of daily planners to help students organize their commitments. Homework is not usually provided for vacations.

| | |
|--------------|---|
| Primary | Routine homework assignments are not considered appropriate for the early primary grades. Parents may support their child's program by encouraging reading for pleasure. Reading, writing and math games may be an effective way for parents to support student learning. However, by Grade 3 students may be completing two or three assignments per week, each taking 15 minutes or less. |
| Junior | Junior students may spend 20 to 30 minutes per day on varying types of homework. Reading, writing and math activities, and technology use should be encouraged. |
| Intermediate | Intermediate students may spend 30 to 60 minutes per day on varying types of homework. Reading, writing math activities, and technology use should be encouraged. |

Leaving School Grounds

The school policy is that once a student is on school property, they stay at school. Exceptions will be made for students who have special circumstances to consider (i.e., medical appointments, etc.). We would ask that parents telephone the school, or write a note outlining the details to ensure each student's safety and whereabouts at all times. Also, it should be noted that **parents must report to the office to sign out students.**

Lockers

Each student will be assigned a locker by the homeroom teacher. Lockers are not to be damaged or defaced in any way. Since lockers are school property, the school reserves the right to search any locker for safety and security reasons. The school is not responsible for articles lost or stolen. Students are responsible for the locker to which they are assigned. Locks will be required for grade 6, 7 and 8 students only. Students are requested to keep locker combinations known only to themselves. The homeroom teacher and the office will keep a master list of each combination. A lock can be purchased from the school at the beginning of the year for \$5.00.

Lost and Found

If a student loses something there is a lost and found box near the music room. We encourage parents to have their children look through the box to look for misplaced items. Please have items labeled in some permanent fashion with your child's name. We have many reminders to check the lost and found and sometimes display the items at the front of the school. After a period of time, we send our lost and found items to a charitable organization/location.

Nutrition Breaks

Students are expected to eat quietly, dispose of their garbage, and follow the direction of the noon-aides and teachers. It is encouraged for students to bring their lunches to school. Those students who misbehave in any way, will lose the privilege of eating lunch with their classmates, and may be subject to additional consequences. **Please note that Talbot Trail is a NUT SENSITIVE school.** We have several students with serious, life-threatening

allergies to nut products such as peanut butter. Please do not bring nut products to school. Students who walk to school have the option of going home for lunch during our 2nd Nutrition Break. Students who ride the bus will be expected to eat lunch at school. Gr. 7 and 8 students will be allowed to leave for lunch, **only if a note is provided by parents indicating the date and why they are leaving school property.**

Medication

Re: administration of medication to students in school.

1. School administration or the school secretary will administer medication in all cases, except for extenuating circumstances.
2. A form to administer medication must be filled out by the student's physician and parent.
3. After the above form has been obtained, only medication that is sent in its **original container** can be administered by staff.
4. The parent will release the Board, its employees and agents from any liability in the administration of such medication.
5. Medication will be stored in a locked cabinet in the main office.
6. Medication will be administered in a manner which promotes sensitivity and privacy. A written record will be kept of medication that is administered.
7. The school does not provide nor administer over the counter drugs to students.

Mental Health

The Student Support Leadership Initiative members: Greater Essex County District School Board, Windsor Regional Children's Centre, Windsor Essex Catholic District School Board, and John McGivney Children's Centre have designed the following website to provide students, staff and parents with up to-date information on various mental health conditions, board and community resources, and other pertinent community information.

www.werkidsmentalhealth.com

Parking Lot

Please remember that students should not be dropped off in the parking lot area for safety reasons. We appreciate your help using the Kiss and Ride program or having your child take the bus if they are able. We have very limited parking spaces for our staff only in this lot. The City of Windsor has offered the use of their parking lot adjacent to the new community pavilion if you wish to park and walk over to the school. Having students walk to school or dropping students off on Brunswick at the back of the school is encouraged as well. Thank you for your help with this concern.

Recess Policy

Except in extenuating circumstances, all children are expected to be prepared to spend recess time outside, unless an indoor recess is announced by the office. We ask all students to dress for the weather and be prepared to spend some time getting fresh air. Unless it is raining hard or the weather is very, very cold, the pupils will go outside to get some fresh air during Nutrition Breaks. If a child is too ill to participate fully in school, we request that they remain at home to recover completely from their illness. When students are outside, our playground rules are in effect. All areas of the playground are supervised by adults. During severe weather conditions, students will be supervised inside the building. Washroom facilities will always be available to the students upon request.

Reduce, Reuse, Recycle

Talbot Trail students take part in our community recycling program. Boxes are available in various locations throughout the school to collect items. We are encouraging our students to try to bring garbageless lunches.

To Recycle is very good – To reuse is even better – To repair is better yet – To reduce is best of all.

Safety

It is the responsibility of each child to follow accepted safety procedures both in the school and traveling to and from school. Staff, classroom monitors, and part time school aides are present to help students to take responsibility for their own safety.

School Council

The Talbot Trail School Council is a partnership of home, school and community. The School Advisory Council ensures the development of strategies and solutions to achieve learning excellence, parent engagement and good citizenship in a safe, nurturing environment. School Council meets regularly throughout the school year. Parents, teacher and non-teacher representatives, the principal and a community representative form the membership. The monthly school newsletter publishes the meeting dates and times for your reference.

The School Council encourage:

- a focus on student learning
- an emphasis on promoting meaningful parental and community involvement
- support for school improvement initiatives

Telephone/Technology Use

A pupil who needs to call home will report it to the teacher and they will be sent to the office if it is deemed necessary. Calling from the office is important so that we are aware of what is happening for your child. Cell phones, ipods, ipads etc. are not to be brought to school and used at school unless there is specific permission given by staff for classroom learning purposes.

Twitter

Keep up to date on the latest happenings around the school or to receive quick announcements or reminders. We can be followed:

@talbot_trailps. This Twitter feed will also be embedded on the school website at: <https://publicboard.ca/schools/talbottrail/Pages/default.aspx>

Volunteers

We wish to encourage parental involvement in our daily activities. Adult volunteers can help students, teachers and coaches in many different ways. Please fill out forms, available from the office, if you have time and would like to help.

Washrooms

Students may visit the washroom by signing out in the classroom. Students should not take pencils, pens, markers, or other writing instruments to the washroom. During lunch or recess, students may come into the school to go to the washroom with a pass from the adult on yard duty. Students should always practice good hygiene by washing hands after using the washroom.

Safety in Our Schools

The Provincial Code of Conduct, the Greater Essex County District School Board Code of Conduct, the Greater Essex County District School Board Safe Schools Policy and the Education Amendment Act (Progressive Discipline and School Safety), 2007 create expectations for behaviour for all persons on school property.

All students, parents, teachers, staff, volunteers and community members have the right to be and feel safe. With this right comes the responsibility to be law-abiding citizens, to be accountable for one's actions, and to protect the rights of others. In keeping with the Provincial Code of Conduct, the Greater Essex County District School Board Code of Conduct, Talbot Trail Public School adopts as a framework the following guiding principles of the Code: To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.

1. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
2. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
3. To encourage the use of non-violent means to resolve conflict.
4. To promote the safety of people in the schools.
5. To prohibit the use of alcohol, illegal drugs and restricted drugs.

Further to the Board's Code, Talbot Trail Public School adopts the following as our Code of Conduct to help promote positive behaviour in our school:

Progressive Discipline

To meet the goal of creating a safe, caring, and accepting school environment, the Greater Essex County District School Board, and Talbot Trail Public School support the use of positive practices as well as consequences for inappropriate behaviour, including progressive discipline, which includes suspension and expulsion where necessary. Talbot Trail Public School adopts as its progressive discipline policy the progressive discipline policy of the Greater Essex County District School Board. 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 behaviour. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils in making good choices. Such supports at Talbot Trail Public School include, but are not limited to the following:

- ⌘ The teacher, in collaboration with administrative staff, as appropriate, may utilize early and/or ongoing intervention strategies to address unsafe or inappropriate behaviour. These may include:
 - ⌘ Contact with pupil's parent(s)/guardian(s);
 - ⌘ Verbal reminders;
 - ⌘ Review of expectations;
 - ⌘ Written work assignments addressing the behaviour, that have a learning component;
 - ⌘ Conflict mediation and resolution;
 - ⌘ Referral to counseling, as applicable;
 - ⌘ Referral to community agencies;
 - ⌘ Positive Behaviour Management Plans

Suspension Infractions

When a principal's investigation of an incident determines that a student has committed one or more infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate, a principal will consider whether that student should be suspended. The principal will also contact the police consistent with the Police-School Board Protocol if the infraction the student is suspected of committing requires such contact. The infractions for which a suspension may be imposed by the principal include:

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol, illegal and/ or restricted drugs;
3. Being under the influence of alcohol;
4. Swearing at a teacher or at another person in a position of authority;
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the student's school;
6. Bullying;
7. Any act considered by the principal to be injurious to the moral tone of the school;
8. Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; or
9. Any act considered by the principal to be contrary to the Board or school Code of Conduct. A principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

The principal will also contact the police consistent with the Police-School Board Protocol if the infraction the student is suspected of committing requires such contact.

1. Possessing a weapon, including possessing a firearm;
2. Using a weapon to cause or to threaten bodily harm to another person;
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
4. Committing sexual assault;
5. Trafficking in weapons, illegal and/or restricted drugs;
6. Committing robbery;
7. Giving alcohol to a minor;
8. An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
9. A pattern of behaviour that is so inappropriate that the student's continued presence is injurious to the effective learning and/or working environment of others;
10. Activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
11. Activities engaged in by the student on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
12. The student has demonstrated through a pattern of behaviour that she/he has not prospered by the instruction available to him or her and that she/he is persistently resistant to making changes in behaviour which would enable him or her to prosper; or
13. Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

Plagiarism

Plagiarism is the unauthorized use of the language and thoughts of another author and the representation of them as one's own. Plagiarism is not permitted in any form at Talbot Trail Public School. If a student submits plagiarized work, the assignment will be given a zero.

Student Searches

The Principal has the duty to carry out an investigation to learn the nature and extent of an alleged wrong-doing. Desks and lockers are considered school property and their searches are allowed by school staff. The Principal or designate may conduct a search of a student's possessions, or any area of the school where his/her belongings may be stored in the presence of another person, if possible at the time. In cases where a student may have a dangerous weapon or illegal drug, the Police will be contacted immediately. Parents/guardians will be informed at the earliest convenience.

Code of Conduct

Talbot Trail students are expected to contribute by all their actions to three major goals:

1. Showing respect for oneself and others – students, teachers, and staff.

This means supporting and appreciating the value and individuality of every person. It means acknowledging the equal worth of:

- women and men
- all social classes
- racial and cultural groups
- people of differing abilities

It means avoiding behaviour that would harm self or others physically or emotionally, such as:

- possession of cigarettes, drugs or alcohol (including matches and lighters)
- bringing to school weapons or toy/replica weapons of any kind
- bringing to school explosive items such as cherry bombs, stink bombs, and fireworks
- harassment of any kind: verbal, physical, sexual
- violence to others based on gender or race

2. Using one's abilities to build community. Openness, wide participation, and cooperation are needed to make a community work.

This requires students to:

- develop to value their own abilities and to commit themselves to pride and promotion of their school
- contribute to class activities, joining clubs and organizations, and participating in school government
- be courteous, friendly and helpful to others at Talbot Trail and in the neighbourhood

3. Behaving in reasonable ways that, common sense suggests, will contribute to Talbot Trail's business of teaching and learning.

This includes taking responsibility for one's own education by:

- attending classes regularly and on time
- completing school work on time
- seeking help when needed
- helping others
- contributing to the cleanliness and maintenance of the building, books, and other equipment
- dressing neatly and appropriately for school activities

Inappropriate student behavior, including any action which threatens the safety and security of any member of the school community, will be dealt with by the principal.

Harassment/Bullying

As a Talbot Trail citizen, any form of abuse/violence is unacceptable. Harassment/bullying are part of the zero tolerance policy.

Definition: *It is an unwelcome comment of behaviour that causes a person to feel degraded, embarrassed, offended, threatened or hurt in any way. These actions are intentional and repetitive, exerting some form of power and control. Bullying can become assault if there is physical contact.*

Types of Harassment/Bullying:

- Sexual/Gender: Negative reference to gender-specific traits, unwanted comments, jokes and nicknames of a sexual nature.
- Racial/Ethnic/Cultural/Religious: Negative reference with respect to any of these areas including derogatory comments, stereotyping and generalization that promotes negative characteristics
- Individual Differences: Negative reference to traits specific to the victim (e.g. size, weight, clothes)

Forms of Harassment/Bullying:

- Physical: Intimidation and threat, property destruction, physical contact.
- Verbal: Oral or written comments, rumours, graffiti, internet.
- Non-Verbal: Exclusion, intimidation, gestures, negative manipulation.

Consequences of Harassment/Bullying:

●Harassment is prohibited under the Ontario Human Rights Code.

●If bullying becomes assault, it is a chargeable offense.

School consequences can include:

- Suspension and/or expulsion
- Referral to the police for consideration of charges
- Removal of school privileges and other consequences

Use of the internet: Should a student harass or bully another student via email, or create a web site of a negative nature involving students, school consequences may include:

- *Suspension* and possibly exclusion from school
- *Report* to the police
- *Other* consequences as determined by administration

NB: These behaviours do not have to be at school or on school time.

Expected Responses to Harassment/Bullying

- Student *exhibiting* bullying behaviour:
Stop, seek help to understand and change behaviour, and apologize to victim.
- Student *recipient* of bullying behaviour:
Share with trusted individual, report (confidentially).
Seek support (Administration, Teachers, and LST)
- Student who *witnesses* bullying behaviour:
Saying nothing is agreeing with bully. Support victim. Refuse to participate, report (confidentially). Increase awareness of harassment/ bullying effects

Harassment/Bullying Does Not Include:

- mutually acceptable social interactions
- hugs between friends
- compliments or flattery which makes another person feel good
- a good relationship of mutual consent

General Behaviour

Students at Talbot Trail are expected to behave in such ways as to not interfere with the rights of others to learn in a safe setting. In addition, they are expected to:

- have with them all necessary materials for their studies (books, pens, pencils, etc). They need to come to classes, prepared to learn
- take care of their belongings, which should be clearly marked. Large sums of money and expensive jewelry should not be brought to school
- Please note that the following items are not permitted at school: **gum, game systems, trading cards.** Administration reserves the right to determine items that should be kept at home. Students in possession of these items will have them confiscated. Students who are unable or unwilling to adhere to these general school expectations will be subject to escalating consequences up to and including suspension.

TALBOT TRAIL LIBRARY AND COMPUTER INFORMATION LIBRARY RESOURCES AND RESEARCH

Library books can be signed out for a two week period at Talbot Trail. You can always renew your library materials if you are not finished reading them. Do your best to return your books on time so that everyone has equal access to them. Scheduled class time is available for book exchange. Please treat all library materials properly. It is an expectation that each student will be responsible for any lost or damaged library books signed out under his or her name. You will be notified if your child has a missing library book, or if your child has damaged a book. Replacement or reimbursement will then be necessary if the resource is not found.

If you have a computer that is Internet accessible at home, you have numerous options to enhance your researching opportunities.....

Start with our new Talbot Trail Public School Website, found here: <https://publicboard.ca/schools/talbottrail/Pages/default.aspx>

This is a different web address, or URL, than we have had in the past.

From here, visit our new Learning Commons webpage, found on the links on the left. You'll find the same great sites you used to visit on the Talbot Trail Library Homepage -- they just have a new name and a slightly different look.

Our Talbot Trail Wiki can still be accessed through this URL:

<http://talbottrailibrary.pbworks.com/w/page/17205353/Talbot-Trail-Library-Wiki>

The GECDsb Virtual Library is also new and can offer you research help 24/7! To go with this new look, you can find it here:

<https://publicboard.ca/Students/VirtualLibrary/Pages/default.aspx>

If solid, reliable information is needed to complete a project or research assignment, you'll find a number of great Subscription Databases on the Virtual Library site. You'll have the latest and greatest information at your disposal. Databases are better than simple Google searches. Here you have a controlled environment which is advertisement-free and up-to-date. The Greater Essex County District School Board subscribes to these electronic databases every year.

Try E-Library Elementary for a great start to your research. From home, this database is password protected, so you must use the following to gain access:

Login: gecdsb (small letters)

Password: library (small letters)

If you have a library card for Windsor or Essex County, you can also access the Knowledge Ontario databases from the Virtual Library site. This is where you can access Kids Infobits, another superb database our students enjoy using at school.

COMPUTER USE/DIGITAL RESPONSIBILITY

Teachers schedule computer time to supplement student learning of all subjects and the use of technology in general. Computers and technology are only to be used under direct teacher supervision for educational purposes. This holds true for school-provided devices, as well as those devices brought for student use from home.

Role and Responsibility of Students

When using technology, students are expected to:

- Represent and conduct themselves in accordance with school codes of conduct and expectations.
- Use a polite and respectful tone in all communications and not use speech or expression which is profane, disrespectful, slanderous, racist, sexist, libelous, insulting, threatening, hateful, discriminatory, harassing or bullying.
- Immediately inform their teacher or school Principal or Vice Principal if they mistakenly access inappropriate Digital Content while at school.
- Never agree to meet with a contact they have only met through using technology, unless as part of their educational program e.g. co-op and under the supervision of their teacher.
- Never identify their age, telephone number, home address or other personal information in User Profiles or communications or content created using Digital Services.

Parents we ask that if you need to contact your child during the day, please do so through the office. Please do not text your child and/or ask them to text you back as this interrupts learning time. If it is an emergency, contact the office and we will have your child get in touch with you as soon as possible. We appreciate your understanding of this request.

Summary

The major purpose of time spent here at Talbot Trail is to gain the skills, knowledge and attitudes that will help the students lead productive lives in the future. We believe that the behaviour of the students is a reflection of the school's educational goals and the expectations of its community and we appreciate the support of their family.

