



# 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!

(New and/or updated information is underlined.)

# School Hours

Students are encouraged to arrive at school **after 8:30 a.m.** at which time the doors are opened and teacher supervision begins. Students are permitted to stay after school **only** while under the supervision of a CPS staff member.

## Times: Kindergarten to Grade 6

8:50 a.m.	School day commences
8:55 a.m.	O' Canada and announcements
10:54 a.m.	Recess begins
11:09 am.	End of recess
12:11 p.m.	Noon hour begins
12:25 p.m.	Noon recess begins
1:00 p.m.	Warning Bell
1:05 p.m.	Afternoon commences
2:07 p.m.	Recess begins
2:24 p.m.	End of recess
3:26 p.m.	Dismissal bell

At Churchbridge Public School our mission statement is:

***“Learning Without Limits...Achievement for All”***

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

**3 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, bullying, willful disobedience, destruction of property physical, verbal, isolation, cyber bullying) 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 Conduct Form that may be shared with parents. The teacher will document the incident using the on-line program. The student receives a choice to comply or move to Step 5.
5. **In-School Suspension/ Office Visit:** The student is requested to complete a Conduct Form and have it signed by the supervising teacher and a parent or guardian. The teacher will document the incident using the on-line program. 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.

## BULLY PREVENTION

### **Statement:**

Students of Churchbridge Public School have the right to a caring, respectful and safe school environment free from all forms of bullying and harassment. All school staff will take steps to prevent bullying and to assist and support students who are bullied.

At CPS we understand that children and youth who feel safe and cared for are

predisposed to learning. We are committed to being positive role models integrating bully prevention principals into the school curriculum and reinforcing them in the school. Students practicing bullying behaviors will be identified and dealt with through the discipline cycle. Major and repeat incidences of bullying will proceed to step #4 of the discipline cycle. The student will be required to meet with the school counselor, parents will be contacted.

### **BULLY PREVENTION/ HARASSMENT POLICY OF C.P.S.**

This policy applies to all employees, students, volunteers and any individuals that interact with people listed on board approved programs and activities.

#### **DEFINITION**

Harassment may include comments or conduct by any individual towards another which is intimidating, hurtful, or malicious. Any person who exhibits such behaviours which he or she knows are unwelcome, may be guilty of harassment. Such harassment is not limited to, but includes:

1. practical jokes which cause embarrassment or awkwardness
2. insulting gestures or practical jokes which cause embarrassment or awkwardness
3. unwelcome physical contact such as touching, patting or pinching
4. physical assault, 'play fighting'
5. unwelcome remarks, or taunting about a person's body, physical size, clothing, gender, racial or ethnic background
6. refusing to converse or to work with an individual

#### **PROCEDURE (with parent/ staff member support as necessary):**

1. Students who feel they have been harassed are advised to indicate to the offender that their conduct is unwelcome.
2. If the harassment continues, the student is to report the incident to a staff member.
3. If the harassment continues, the student is to report the incident to the principal.
4. Students are advised to document and retain pertinent details should future reference to it be necessary. All cases of alleged harassment are referred to the school counselor by the principal.

## GENERAL INFORMATION

- 1. FOOD RESTRICTIONS** – 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, energy drinks, water additives such as Crystal Lite, Mio, etc. and pop are not allowed in the school.
- 2. CANTEEN** – Our canteen offers a variety of drinks and lunch options, K – 6 students are allowed to make purchases from 12:05 – 12:15 pm. Milk cards are available for purchase for \$12.00. Regular canteen offerings include salads, wraps and other healthy options. Pizza, sub and hot lunch sales are held weekly. Community members and staff run the hot lunch program. Weekly lunch orders are collected at [www.cps.hotlunches.net](http://www.cps.hotlunches.net) , an online ordering system.
- 3. SNACKS** – K – 6 students are allowed a **HEALTHY** mid-morning snack. Some ideas are: fruit, yogurt, cheese, veggies, crackers, sandwiches, granola bars (not chocolate coated), and muffins (not cupcakes). Foods higher in protein will sustain students for a longer period. Permitted only at snack time is real fruit juice, milk or water. Gatorade, Mio, or other forms of sports drinks are not allowed for elementary students.
- 5. MICROWAVE USE** – Microwaves are available for **warming** (not cooking i.e. noodle cup) lunches at noon. Please send food in a microwave safe container or thermos.
- 6. LUNCH** – When students stay for lunch, they must eat at their own desk/seat and remain seated until 12:25 p.m. (when the bell rings). Remember to clean up before going outside. Students are not permitted to eat lunch or snack items on the playground. It is a privilege for town students to stay for lunch; if there are behavior issues during the lunch period, this privilege will be revoked.
- 7. HOMEWORK**– All students may expect to complete regular homework assignments. If homework is not completed, students are required to attend homework club held each noon-hour in the library. Students who do not attend homework club when requested will advance through the Discipline Cycle. Parents are encouraged to keep informed of assignments and projects through this agenda or by contacting teachers directly. If you are planning to pick up

work for a missing student please inform the teachers by 9:00 am so they have time to get work ready for pick up at 3:30 p.m. In order to support responsive teaching, it may not be possible to send homework ahead of time for students away on holidays.

**8. MONITORING PROGRESS-** Student marks (Gr. 1-12) are entered into a web portal and are accessible from any internet connected computer. Grades 1-7 will be utilizing the outcome based reporting system. To access marks students and parents may log in via the school website: <http://cps.gssd.ca> , under links, [Maplewood Software Portal](#) . Students and parents receive log in and password information at the start of the school year. Please contact the school office if you require assistance at any time throughout the year.

9. **ATTENDANCE** – At CPS we greatly appreciate when you can book appointments and vacations outside of the regular school day to ensure that your child is gaining the most from their school experience. With that said, if your child will not be at school, please phone the school office at 306-896-2712. 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 any time during the school day, parents should notify the teacher and the school office.

Regular attendance is also important for your child’s learning. When your child is often late or absent, they are missing instructional time which can impact their progress. Students who begin to accumulate several lates or absences will be contacted by their classroom teacher to discuss the concern, and may also require a parent meeting to determine how the concern can be resolved.

10. **INTRAMURALS** – The school has a noon hour intramural program for all students. A schedule will be available at the start of the school year. Often the gym will be available for morning walking from 8:40-8:50 am.
11. **BUSSING OF STUDENTS** – CPS conduct expectations continue to apply on all bus travel. In the event of a behavior issue on the bus, drivers will contact parents directly and request support from the school administration as necessary. If you have a concern regarding bus travel, please follow the *Procedure for Concerns* in this handbook. In order to keep ride times as short as possible, bus students are requested to be on time for pick-up before and after

school. 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.

12. **DROP OFF AND PICK UP OF STUDENTS** – Please help ensure the safety of our students:

- When driving westbound, please drop and pick up children from the pavement, not on the gravel.
- Please do not stop on the crosswalk.
- Please do not pull to the right to drive around a stationary vehicle as this creates a blind-spot and potential hazard. Always cautiously merge to the left after dropping off or picking up your child.
- Do not leave your vehicle while you are in the pick-up or drop-off line. If you need to enter the school, please pull into the visitor spaces (close to the Daycare) or park on the south side of Prothero Ave.
- Please share this information with all people who transport your child to school.

13. **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.

14. **LEAVING AT NOON**– To leave the school grounds at noon, students who stay for lunch, whether town or country, require either a call to the school office or a signed, dated note of permission from parents. The note must be shown to their homeroom teacher and the noon hour supervisor.

15. **BIKE SAFETY** – Bikes and skateboards 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; park your bike in the bike stands and your skateboard in the office. Students are not allowed to play near the bike stands or touch/ride others bikes.



16. **SCHOOL FEES-** All students (Grades 1 – 12) are required to pay an SRC/ Activity fee of \$20.00. Kindergarten activity fee: \$10.00. School fees may be paid on line at [www.cps.hotlunches.net](http://www.cps.hotlunches.net) . If you choose not to pay on line, please make cheques payable to CPS. Payment is due the first week back to school.

**17. EXTRA-CURRICULAR FEES**

Peewee Sports fees: Transportation fees, if applicable.

Cross country ski fee: To Be Determined

A transportation fee of \$5.00 per participant will be charged for each trip using the school van or bus transportation for extra-curricular travel.

If sporting fees cause hardship to your family and may prevent your child's participation, please contact the school office for KidSport funding request forms.

18. **PERSONAL TECHNOLOGY** We live in an age of changing technology and although there are many positive uses for these devices, the use of cell phones and other personal technology in our school is a privilege which may be revoked at any time due to misuse. For K to Grade 9, if the device is seen or heard during class-time it will be confiscated and parents will have to pick it up from the Principal. Please be aware that class-time includes trips to the washroom, hallway travel etc. Elementary students are not to bring personal technology to the playground. Unless the teacher invites the use of personal technology during the school day, students are required to keep devices locked in lockers until 3:30.

19. **DRESS CODE.** Neatness, cleanliness and appropriateness are the standards of the dress code at C.P.S. As we encourage outdoor activity, all elementary students must bring appropriate clothing to wear when the weather is cold, wet or hot. Headwear of any kind is to be worn during recess and noon periods only (except during 'spirit' days). Any type of clothing that displays breasts, mid-section, under-garments, or buttocks, alcohol/ drug or pornographic messages is unacceptable. Any type of clothing that is demeaning or disrespectful is unacceptable. Shorts need to be of modest length and must cover the buttocks completely. If a student wears clothing that is offensive or disrespectful in nature, a staff member will discreetly ask the student to remove or replace the item of clothing within a reasonable time. The CPS dress code applies during all school functions (travel, field trips etc.).

20. **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, principal, and/or vice-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.
- Feet must remain in the center of the tire 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.
- Do not play “tag” on the apparatus.
- Leave snow, sand and rocks on the ground!
- Please do not break tree limbs or branches.
- Please do not build forts in the trees.
- Do not clime on the outside of the play structure.

**School Contacts-**

School Phone: 306-896-2712

School Fax: 306-896-2600

School Website: <http://cps.gssd.ca/>

School Principal: Amanda Kornaga

School Vice Principal: Derek Copp

Administrative Assistant: Cindy Basken

**Staff Email Directory**

Antosh, Kristen	Ed Assistant	kristen.antosh@gssd.ca
Basken, Cindy	Admin Assistant	cindy.basken@gssd.ca
Blair, Joel	Math, Homeroom 11	joel.blair@gssd.ca
Brenner, Susan	Student Support, Homeroom 8/9	susan.brenner@gssd.ca
Clarke, Nicole	Homeroom 4/5	nicole.clarke@gssd.ca
Copp, Derek	Vice-principal, Humanities	derek.copp@gssd.ca
Debnam, Carolyn	Ed Assistant	carolyn.debnam@gssd.ca
Dorrance, Louise	Ed Assistant	lousie.dorrance@gssd.ca
Entz, Valerie	Ed Assistant	valerie.entz@gssd.ca
Fraser, Leanne	Kindergarten	leanne.fraser@gssd.ca
Gosselin, Robert	Science, Homeroom 8/9	robert.gosselin@gssd.ca

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Kornaga, Amanda	Principal, P Ed	amanda.kornaga@gssd.ca
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McIntyre, Shannon	Band	shannon.mcintyre@gssd.ca
Pennell, Jessica	Homeroom 7/8	jessica.pennell@gssd.ca
Prier, Lucia	Ed Assistant	lucia.prier@gssd.ca
Seeley, Twila	School Councilor	seeley.twila@gssd.ca
Stanko, Jozette	Homeroom 5/6	jozette.sherstabitoff@gssd.ca
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Therrien, Nicole	Homeroom 1	nicole.therrien@gssd.ca
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Ward, Rose	Caretaker	rose.ward@gssd.ca
Werle, Pam	Homeroom 2	pamela.werle@gssd.ca
Wirl, Shauna	Homeroom 10, P. Ed, Science	shauna.wirl@gssd.ca