

# **Kawartha Pine Ridge District School Board**

**Educating for Success!**

## **HAVELOCK BELMONT PUBLIC SCHOOL**



### **STUDENT HANDBOOK 2019 – 2020**

Principal:	Mrs. Michelle Borgatti
Secretary:	Ms. Laurie Hull
Supt. of Student Achievement:	Mr. Greg Ingram
Trustee:	Mrs. Shirley Patterson

55 Mathison St. E., Box 370  
Havelock, ON K0L 1Z0

**Telephone:** (705) 778-3821

**Fax:** (705) 778-2121

**School Messenger for safe arrival:** (844) 434-8119

## PRINCIPAL'S MESSAGE

It is with great pleasure that we welcome you to Havelock-Belmont Public School. We are extremely proud of the programs we offer our students. We greatly value the learning partnership between home, school, and the community. We invite you to participate in your child's education.

This handbook has been developed to help both students and parents learn as much as possible about school policies and procedures and the services we offer students.

We also hope that students will learn to use this agenda effectively. With consistent use, the student agenda is an effective means of communication between home and school. Students will be encouraged to record daily any homework or upcoming events. It is essential that parents check their child's agenda each night, initial it, add notes when necessary, and ensure that it is returned to school the next day. We appreciate your support in making the agenda an effective communication and time management tool to assist and support your child.

## GENERAL SCHOOL INFORMATION

### TELEPHONE DIRECTORY

Telephone..... (705) 778-3821  
Fax ..... (705) 778-2121  
Safe Arrival..... **(844)-434-8119**

### BELL SCHEDULE

Entry Bell ..... 9:00  
Instructional Time ..... 9:00 - 10:40  
First Nutrition Break ..... 10:40 - 11:25  
Instructional Time ..... 11:25 – 1:05  
Second Nutrition Break..... 1:05 - 1:50  
Instructional Time ..... 1:50 - 3:30  
Dismissal ..... 3:30

☐ Havelock-Belmont Public School operates on an organizational structure referred to as a Balanced Day. This structure allows larger instructional blocks for literacy and fewer transitions throughout the day. Students will get two forty-five minute nutrition breaks

throughout the school day. Students will not be allowed to leave the property during nutrition breaks.

- ☐ **Parents are reminded that supervision does not begin on the yard until 8:20 a.m. each day.** *Please do not drop your child off at school or allow him/her to walk to school prior to this time.*
- ☐ All walking students must go directly home at the 3:20 p.m. dismissal bell. Students may not stay and play on the school yard at dismissal as there is no yard supervision after 3:20 p.m. Thanks for your support in ensuring that all of our children are safe.

## SAFE ARRIVAL PROGRAM

### ABSENCES

Safe Arrival is a mandatory program in all Ontario schools. If your child is late, ill or will not be attending school, please use the Safe Arrival Program called **SchoolMessenger** using one of the following:

- By calling **1-844-434-8119** toll free
- By logging into the Parent Portal website at **studentabsence.kprdsb.ca** to set up the ability to report absences online, or
- By downloading an app onto your iOS or Android device, to report absences.

You will be able to use whichever of these methods you prefer to report your child's absence, 24 hours a day, 7 days a week. You also will be able to report future absences at any time.

If your child becomes ill while at school, we will attempt to contact parents. If we are unable to reach parents, we will contact the people listed on the emergency contact form to take the child home. The Student Verification Form listing emergency contact people will be sent home to fill out on the first day of school. Please contact the school to make any changes throughout the school year. Students and parents are expected to communicate directly through the office rather than personal devices so that the office is aware of illness or issues.

### LATE ARRIVAL/ LEAVING EARLY

If your child is going to be late for school, it is necessary for parents to call the Safe Arrival

Program. Upon arriving at the school, **students must report to the office prior to going to their classroom.**

Students who need to leave school early are required to bring a dated note signed by their parent/guardian. If you need to pick-up your child please report to the office and we will call to the classroom to get your child to come to the office to meet you. **Early departure needs to happen prior to 3:00 pm in order to respect classroom procedures. If you arrive at the office after 3:00 pm, you will be asked to wait until dismissal time.**

## ARRIVAL AND DISMISSAL PROCEDURES

Our parking lot is an extremely busy place during arrival and dismissal times. The bus zone in front of the school is for bus students and emergency vehicles only. As this is a fire zone, no other vehicles are permitted in this area at any time. **The parking lot will be closed from 8:00 am-8:45 am and from 2:45 pm-3:45 pm.**

To ensure student safety, parents are requested to park only at the Community Centre. Please do not park your vehicle in the flow of traffic as this presents safety issues and obstructs other vehicles which are trying to leave.

Walking students must walk on the sidewalk and not cut across the parking lot when arriving or leaving school property.

At dismissal time, parents should designate a spot to meet their child(ren) outside the appropriate exit doors to the building. We request that parents not stand in the hallways to wait for their child as the halls are very congested in the morning and at dismissal time and it also raises safety concerns about unauthorized adults in the building.

## DRESS CODE

Students are asked to dress in a manner that will not impede their or other school member's learning environment. Students wearing inappropriate clothing will be asked to change or to go home to change. Hats may be worn outside only. Friday is a school-wide hat day.

Dress Code Guidelines

- Shorts must be an appropriate length and fit to cover all body parts
- Tank tops may be worn but straps need to cover undergarments
- Clothing that exposes the midriff is inappropriate
- Boys are to wear shirts at all times
- Clothing with offensive slogans and pictures are not permitted

Indoor footwear is required for hygiene, safety and emergencies and must be worn at all times. Proper running shoes must always be used in the school's gymnasium or other areas in the school and also for outdoor activities.

## SKATEBOARDS, SCOOTERS, ROLLER BLADES & SHOES (WITH WHEELS)

**For safety reasons, skateboards, scooters, roller blades and other wheeled devices are not allowed on school property.** Students bring bicycles to school at their own risk. If parents allow students the privilege of riding their bike to school, it is expected that students will wear a helmet and dismount their bike immediately upon arriving on school property. Students will bring their own lock to secure their bike. There is no supervision of bikes on school property. The school will not assume responsibility for stolen or damaged bicycles.

## HOMEWORK POLICY

Homework is a regular, necessary part of your child's learning at all grade levels. It is a time for task completion and skill review. Homework can range from reading with your child nightly to completing projects/activities assigned beyond the school day.

Parents/guardians play a significant role in establishing a routine for homework completion. Here is how you can help:

- Provide a quiet place for your child to complete homework.
- Turn off the television, computer and other sources of distraction.
- Make homework a nightly priority before other activities occur.

- Plan projects over several nights to avoid the pressure of completing larger assignments in one evening.

## CODE OF CONDUCT

THE DETAILED CODE OF CONDUCT IS POSTED ON OUR SCHOOL WEBSITE.

[HTTP://HAVELOCKBELMONT.KPRDSB.CA/](http://HAVELOCKBELMONT.KPRDSB.CA/)

## NUTRITION PROGRAM

Proper nutrition plays a key role in children's ability to focus and learn. We are fortunate at Havelock Belmont to have a dedicated group of volunteers who provide a morning nutrition program for all students who wish to partake. Nutritious items are available each day in the bins that are sent to the classrooms. We thank our volunteers and sponsors for providing this valuable service for our students.



Character education encourages all members of our school community to be the best they can be. Through intentional teaching of the ten character attributes, staff, students and parents develop a common language in which to interact, communicate and solve problems in a responsible and respectful manner. The ten attributes are:

- Respect
- Responsibility
- Courage
- Empathy
- Optimism
- Fairness
- Integrity
- Perseverance
- Honesty
- Initiative

Each month, our school will focus on one of the ten character attributes.

## BUS EXPECTATIONS

### STUDENT BEHAVIOUR

Riding the bus is a **privilege**. Students are expected to remain seated at all times and refrain from yelling, throwing things and/or eating on the bus. Students are required to abide by all the bus expectations, and those outlined in the School's Code of Conduct, while on the bus. Failure to do so will result in progressive discipline and/or possible removal from the bus.

### BUS CANCELLATIONS

If there are bus cancellations due to inclement weather it will be announced on the STSCO website at [www.stsco.ca](http://www.stsco.ca). It will also be available on your local radio stations such as Country 105, Energy 99.7, STAR 93.3, and on the KRUZ 100.5 before school. The STSCO Telephone Information Line (705-748-9240 or toll free 1-866-433-4441) can also be used to check if there are any large scale bus cancellations (i.e. county or regional). Keep your bus route number handy to identify if your bus is cancelled. If buses are cancelled in the morning, they will **not** run in the afternoon. Therefore, if you drive your child to school when the buses are cancelled, you must arrange transportation for your child to get home at dismissal.

### BUS POLICY

Students who do not travel by bus to get to school will **not** be given permission to ride on the bus to go to a friend's house. Parents/guardians will need to make their own transportation arrangements in these circumstances.

## COMMUNICATION AT HAVELOCK BELMONT PUBLIC SCHOOL

Communication between home and school is extremely important to your child's success at school. The staff at Havelock-Belmont P.S. are committed to ensuring this link between home and school in the following ways:

- Electronic weekly school update
- Open House night in September
- a parent-teacher conference in December
- two official report cards in February and June
- an open invitation to meet with staff and

administration whenever needed at agreed upon time between both parties

- student agenda will be available for students of some teachers. If we work together and use them consistently our students will see success.
- some teachers will use Apps to communicate or email

## PERSONAL ELECTRONIC DEVICES

Safe, respectful use of technology (both personal and school provided) shall be practiced in the school environment in accordance with board policy. During instructional time PEDs should remain off. Use of PEDs during instructional time will only be permitted with teacher permission.

**Students are expected to communicate illness/issues through the office. The office will contact parents/guardians about concerns. Parents are asked to communicate through the school office if they need to get a message to their child or their child becomes ill.**

## SCHOOL COUNCIL

The school council plays an extremely important role in our collaborative effort to support the best interest of our students. We would encourage anyone interested to come out to the monthly meetings, approach the booth at the open-house in September or call the school at any time to find out more about the many different roles that are available to all.

If you have any questions or concerns or would like more information please call or drop by the office.

## MEDICAL CONCERNS

**Nut Safe/Scent Sensitive School** - As you are aware we do have students who have peanut/nut allergies and we would ask that **you not pack any food that contain or may contain items with these elements.**

Given the variety of medical concerns and allergies in the building, we would also ask that animals not be brought into the school (this does not mean service animals). As well, please refrain from the use of perfumes and other scents as we have a number of staff and students that have

reactions to such. Your cooperation is greatly appreciated in helping make **Havelock-Belmont Public School safe for all!**

## VOLUNTEERS

Volunteers in the school provide additional human resources for improving instruction and assisting in the development of better understanding as well as support for student achievement. Volunteers can enhance student attitudes and skills. Throughout the school year parents, community members and secondary school students are encouraged to assist the staff and the students in a variety of ways in the school library, learning commons, typing stories, listening to students read, supervising on class excursions or special events and preparing learning resources.

Your assistance, on either a scheduled basis or on occasion, is welcomed. Volunteers will require a Police Records Check with a Vulnerable Sector Screening. This includes transporting of students to/from sporting events.

Police require a Letter of Request for Police Records Checks signed by the principal of the school. Stop by the office or phone and we will forward a Letter of Request with your child.

Police Records Checks are good for one year and are submitted by the school for filing at the Board Office.

## PROMOTING RESPECT THROUGH STUDENT CLUBS/GROUPS/ACTIVITIES

In keeping with the Board's Equity, Diversity and Inclusion policy (B-3.2) and administrative regulation (B-3.2.1), all schools within the Kawartha Pine Ridge District School Board, including Havelock-Belmont Public School, welcome and support students who wish to lead or participate in school clubs, groups, or activities that promote safe, accepting, equitable, positive, diverse and inclusive environments. This includes activities that promote anti-racism, gender equity, respect for people living with disabilities, and for people of all sexual orientations, gender identities and expressions (including clubs, groups or activities with the name Gay-Straight Alliance or GSA).