

PILGRIM WOOD PUBLIC SCHOOL
1551 PILGRIM'S WAY
OAKVILLE, ON L6M 2W7

Learning Together...Shaping Our Future

STUDENT HANDBOOK 2015-2016

School Phone Number: 905-825-9808

Student Attendance Line: 1-877-409-6310

HOW TO USE THIS AGENDA BOOK

The first pages of this agenda book contain information specific to Pilgrim Wood Public School. Please read these to find out about those routines, expectations and programs that make your school unique.

The pages that follow in your child's Halton Elementary Student Agenda detail information that is common to every elementary school in the Halton District School Board.

This agenda belongs to:

Name:
Address:
City/Town:
Postal Code:
Phone:
Student No.:
Homeroom:

Remember, work hard, be nice and make a difference!

SCHOOL OFFICE HOURS

The school office hours are 8:00 a.m. to 4:00 p.m. Visitors, remember to check in at the office whenever you enter the school. If you are visiting the school to see your child or any staff, our office team will be happy to call them to the office. If you are visiting any area of the building you are required to sign in and wear a visitor's sticker. If you are not wearing a visitor's sticker you will be asked by our staff to return to the office for one. This policy is strictly enforced to ensure a safe learning environment for all our students.

SCHOOL ROUTINES AND PROCEDURES

Arrival and Dismissal:

- Playground supervision begins 15 minutes before the start of classes. Parents are reminded to time their child's arrival at school to coincide with playground supervision times. Children are not to be left on the playground unattended. Once students arrive at school, they must proceed to the playground area and remain on school property.
- When students are dismissed at the end of the day they are encouraged to go straight home. **Students may not use the school phones to make social arrangements after school.**
- Should you need to pick up your child during the day, **please check in at the office and your child will be paged from the office.** We do not permit parent pick-ups from the classroom to avoid disrupting the other students.
- Fire and safety regulations do not allow parking or stopping in any turn-around zone, or in the driveway. Please be aware that the bylaw enforcement officer monitors our site regularly.
- If your student arrives after the bell rings he/she must sign in at the office and take a late slip prior to heading to class. This ensures we have an accurate attendance record for your child and that we confirm their safety in the school.
- Bus students can only take the bus assigned to them. Students are not allowed to switch buses for play days or other activities for liability reasons.

WEBSITE/E-MAIL

Our website is the best place to find current information. We also use the mass e-mail system to keep parents informed.

CASHLESS SCHOOL

Continuing in 2015 Pilgrim Wood Public School will be working with Cashless Schools; our board approved online payment solution. For safety and efficiency reasons, we want to reduce the amount of cash and cheques coming into our school.

The Parent Center is an easy and secure website for parents, guardians, family and employees to pay fees and purchase items from the school with convenience. We are asking new student's parents to please take 5 minutes to visit <https://halton.cashlesschools.com> to register. Students who were with PW last year will continue to log into their existing accounts.

Upon registering a new account with your information and one of your child(ren)'s information, you will be able to log into your new account and add all of your children. Once you have an account, you will be able to view available payments for your child.

For questions or support please contact support@cashlesschools.com or call 1-866-231-3322.

LIBRARY

Students are always encouraged to borrow materials from the Pilgrim Wood library. Teachers generally have a scheduled weekly library time where students are able to exchange their books. Materials may be borrowed but are to be returned on time and in good condition. Senior grade students may sign out two books. If books are lost, parents are reminded to check with the librarian as sometimes the books are incorrectly shelved. However, there is a \$10.00 replacement fee for soft cover books and a \$25.00 replacement fee for hard cover books if a book is lost. If the book is found and returned to the library after the replacement fee has been paid, the fee will be refunded.

LOST AND FOUND

Lost and found items are kept at the school until the end of each month and then sent to charitable groups. Students may look for missing items at recess, lunch or after school and parents are encouraged to check for lost items at any time. Small items are kept at the office.

Expensive or important items **should not be brought to school** due to the possibility of loss, theft or damage. We call these items "Treasures" and "Toys" and they should be left at home. This

includes all electronics. Please note that the school will not replace the cost of any lost or stolen items.

LUNCHROOM BEHAVIOUR EXPECTATIONS

Students are expected to:

- Eat lunch at their desks and remain seated until dismissed by a supervisor
- Ask permission to go to the washroom or to get a drink
- Speak in an appropriate voice and use appropriate table manners
- Keep all food and other objects at their own desk
- Clean up their own eating area and throw out garbage when dismissed
- Respect fellow students
- Be courteous to the supervisors and monitors
- Line up quietly when dismissed and proceed directly to the playground or to their lunchtime activity.

CURRICULUM AND INSTRUCTION

The staff at Pilgrim Wood is committed to working with colleagues and parents in order to plan appropriate programming that meets the needs of all children within the classroom. When a student is identified as having special learning needs, the regular classroom teachers work co-operatively with the Special Education Resource Teachers (SERTs) to develop the appropriate instruction and assessment/evaluation. Delivery of the program is provided for all students within the context of the regular classroom environment or on a withdrawal basis.

We are working hard to implement the various curriculum expectations from the Ministry of Education. These guides set out what students are expected to know and what they should be able to do at key stages of their schooling. The staff members at Pilgrim Wood realize that the various disciplines relate to each other and share common information. Therefore, an integrated, thematic approach to teaching and learning is fostered in each classroom wherever possible. Program information will be provided in the fall. At that time, program overviews will be distributed that identify the key topics, concepts or themes to be developed throughout the year. Our goal is to work cooperatively with parents to create an environment that nurtures productive independent learners.

COMMUNICATION

Contact between home and school is important and essential. Should you have a concern or want to share some information or feedback, school personnel are always available.

If there is a concern for your child's well-being, it is always best to talk with your child's teacher first. The teacher will try to return your call the same day or the next day if he or she is not available at the time of your call.

Parent-teacher interviews are the most effective way in which to communicate. These can be arranged upon request when more in-depth discussions are required. It is often desirable to have the student present during an interview in order for goals to be cooperatively developed and then worked on as a team.

The Principal or Vice Principal is also able to talk with you about school policy, general school routines or about your child's progress.

PARKING LOT

Parking spots are allocated for staff and visitors. The Accessible Parking spot is only to be used by those who have an official permit. For safety reasons the parking lot is out of bounds to children unless accompanied by an adult.

STUDENT SAFETY

Our students' safety is our prime concern. The town of Oakville provides crossing guards for those students who must cross busy roads while travelling to and from school. It is most important that children cross only with the guards. Parental support in reinforcing this safety precaution is very much appreciated. **In addition, we ask that parents drop off and pick up their children in front of the park, on one of the side streets or at the back section of our parking lot.** The area directly in front of the school is reserved as a bus stopping area. If space permits, the area next to the curb can be used as a "pick up and go" zone. Cars **parked** in this area or those blocking the exit road in front of the school will be ticketed.

PLAYGROUND BEHAVIOUR EXPECTATIONS

Students are expected to stay within playground boundaries in clear view of supervising staff. The following areas are out of bounds:

- The parking lot
- Fences and trees
- Neighbours property and pets
- Bicycle and scooter racks

The following routines and procedures are designed to ensure a safe playground:

- Walk bikes and scooters on school property. Students are advised to lock bikes and scooters onto the racks.
- Skateboards and rollerblades are not to be used on the playground.
- Refrain from throwing any object that could cause injury (stones, sticks, sand, snow etc.).
- Play fighting and/or rough games are not permitted.
- Students are responsible for using appropriate and respectful language at all times.
- Throw garbage in the garbage cans.
- Pick-up and return any equipment that was brought outside.
- Dress appropriately for the weather.
- Stay outside unless you have permission from a supervisor to enter the school.
- Use playground equipment safely and appropriately.

This is your school.

You are responsible for keeping it safe and clean and a welcoming place!

NUTRITION BREAKS

Students may bring their lunch to school. At the beginning of the year, you will be asked to complete a form indicating whether your child will remain at school for the lunch portion of the nutrition break. **(All students are expected to stay during the 1st nutrition break).** If you make other plans, please send a note with your child. If your child stays at school for nutrition breaks, he/she may not leave the school grounds without a note from you. With permission, he/she must sign out in the office and sign in again upon his/her return to school. It is expected that he/she returns on time.

CHANGES IN STUDENT INFORMATION

Please let the office know as soon as possible if during the school year you change your address, home phone number, work or emergency contact telephone numbers. Up to date information is essential if we have to contact you in case of illness or emergency.

When identifying an “Emergency Contact Person” please ensure that at least one person is from the Oakville area. Also be sure that your children know who the emergency contact is and that it is someone with whom they are comfortable. It is prudent to have two or more emergency contacts on file.

PHYSICAL EDUCATION

All students are expected to participate in physical education classes. If your child has an injury that does not allow him/her to participate for an extended period of time then he/she must have a note from a doctor. The office requires one copy for your child’s file and a copy should also be provided to his/her physical education teacher.

Physical Education Dress

Physical Education programs are an important part of the curriculum. Children need to be dressed appropriately to allow them to take full advantage of the PhysEd program.

For safety reasons, running shoes must be worn. T-shirts and shorts are most acceptable. Please plan to leave the physical education attire at school, clearly marked with the student’s name and class number.

Sports and Clubs

A wide variety of extra-curricular activities are provided throughout the school year for the students’ enjoyment. These will occur before school in the morning, during nutrition break/lunch or after school hours. Look for information on the website or in the school newsletter and encourage your children to participate.

LABELING BELONGINGS/LOCKERS

Please label your gym equipment, boots, outer clothing (coats, snow suits, etc.) lunch boxes and other belongings. Please see our website for "Mable's Labels" information if interested. Parents are welcome to look through our collection of lost and found items at any time to claim lost articles.

All students in the building will be assigned lockers or a cubby to store their belongings in. In some cases students may have to share lockers with a classmate, so labeling items becomes even more critical. Lockers are to be kept tidy and free of stickers however a class timetable and a calendar may be posted inside the locker door.

Under teacher direction and permission, students may visit their lockers, before and after instructional blocks in order to retrieve books or in preparation for nutrition breaks.

APPROPRIATE DRESS

Students are expected to be neatly and appropriately dressed. It is expected that a certain level of dress be maintained particularly in the intermediate grades.

The following are guidelines for what is not acceptable for student dress:

- Revealing halter tops and singlet's, ragged jeans and low rise pants that expose undergarments are not acceptable.
- All shorts/skirts must reach an appropriate length for business attire.
- Flip flops are not permitted at school for safety reasons.
- Shirts, hats or buttons with discriminatory slogan, profane or improper language are not acceptable.
- Jackets and outdoor footwear (boots) must be removed while in the school building. Indoor footwear must be worn in the school building.

Should your child come to school dressed inappropriately, and not have a change of clothes at school, you will be contacted to make arrangements to provide clothes for your child. Although hats are quite fashionable, we expect that hats will not be worn in school. Hats should be left in lockers during school hours for safekeeping. Please label clothing in the event anything is misplaced by the student.

PILGRIM WOOD'S "NO GUM" RULE

The custodial staff at Pilgrim Wood work very hard to keep our school clean. Gum sticks to furniture and floors making their job much more difficult. For this reason gum chewing is not permitted in our school.

ELECTRONIC DEVICES

We strongly recommend that children refrain from bringing expensive toys and electronic hand held devices to school. We cannot guarantee that these articles won't be stolen, lost or broken. If your child brings such a device to school, it is to remain in his/her backpack or locker during instructional time. Misuse of this policy will result in consequences. This may include confiscation of the device until the end of the day and/or loss of privileges to bring it back to school.

Cell Phones and Personal Electronic Devices

We do not recommend cell phones, tablets or iPod type devices for students from JK to grade 4. For students in Grade 5 to 8 we have the BRING I.T. program. In the fall parents will receive terms and conditions for BRING I.T. They are asked to go over the contract with their child and sign the agreements if they want P.E.D.s to come to school.

Cameras

There may be occasions (with teacher supervision) during a school event, when a student may take photographs of other students/staff for use at an upcoming assembly or an in-class presentation. Students may bring their own equipment to school for this reason. However, under no circumstances are students to bring cameras of any type to school for personal use. This includes photo capable players and P.E.D.s. Once again, equipment will be confiscated and the photos erased. Equipment will be returned to the student at the end of the day.

Thank you for assisting us in clarifying this information with your son/daughter. If you have questions, please contact the office at 905-825-9808.

PRESCRIBED ROUTINE MEDICATION

From time to time students are required to take prescribed routine medication during school hours. The school staff cannot administer prescribed medication without specific written instruction from the parent. This includes signed directions from a doctor. Medication must remain in its original labeled container with the name of the child and the dosage. The school provides a specific form for this purpose. Medication must be dropped off at the office by the parent and must not be sent with students. Medication remains in the care of the school and students are required to come to the office for administration.

ABSENCES/LATES

The Student Attendance System helps to ensure that your child arrives safely at school. This means if your child(ren) will be absent or late you are required to call the toll free number or log into the designated web site to report student absences prior to the bell. Please call **1-877-409-6310** or log onto **hdsb.schoolconnects.com**. If we do not hear from you, you will be contacted at home or work or cell via our automated attendance line.

Students who arrive late, either in the morning or afternoon, **must report to the office and sign in** before going to their classroom.

STUDENT EXTENDED VACATIONS

If you are planning to take your child on a vacation which will extend to them missing over 15 school days, you are required to fill out a form in the office

PILGRIM WOOD PUBLIC SCHOOL TIMETABLE 2015 - 2016

Morning Supervision Begins	8:30
Entry	8:45
Period 1	8:45 – 9:35
Period 2	9:35 – 10:25
Nutrition Break (Snack) <i>All students remain at school</i>	10:25 – 11:05
Period 3	11:05 – 11:55
Period 4	11:55 – 12:45
Nutrition Break (Lunch) <i>Students may go home with parental permission</i>	12:45 – 1:35
Period 5	1:35 – 2:25
Period 6	2:25 – 3:15
Dismissal	3:15
Supervision Ends	3:30

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