



A.J. Baker Public School Crusaders 2019/2020

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519-283-1098
baker@tvdsb.ca
<http://ajbaker.tvdsb.ca>

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| Principal: | Mrs. Minakshi Patel |
| Superintendent: | Ms. Karen Edgar |
| Secretary: | Ms. Joanne Crawford |
| Charge Custodian: | Mr. Mike Brown |

Daily Timetable

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| Yard Supervision | 8:50-9:00 |
| Period 1 | 9:00-9:50 |
| Period 2 | 9:50-10:40 |
| Recess | 10:40-10:55 |
| Period 3 | 10:55-11:45 |
| Lunch | 11:45-12:45 |
| Period 4 | 12:45-1:35 |
| Period 5 | 1:35-2:25 |
| Recess | 2:25-2:40 |
| Period 6 | 2:40-3:30 |
| Dismissal | 3:30 |

Thames Valley DSB – Parent Portal

The TVDSB Parent Portal is used to provide parents with information about their child's education as well as to seek input and authorization for various items. This method of collecting information streamlines the collection of information and assists schools in reducing the use of paper.

The following forms are available for parent authorization in the Parent Portal:

- Student Information Sheet
- Emergency Contact List
- Parental Consents for Release of Student Information
- Computer Use Agreement

In order to access the TVDSB Parent Portal, parents/guardians must provide an email address to the school. Each parent/guardian must have their own unique email address.

To create an account for the TVDSB Parent Portal, navigate to www.tvdsb.ca/parentportal. After clicking 'Proceed', you will be taken to another page that will ask you to enter the email address that you have provided to the school. You will then receive a system generated email with instructions to set up your TVDSB Parent Portal Account.

Thames Valley DSB – NEW SchoolMessenger Safe Arrival Student Attendance Reporting System - Elementary Schools

As started in September 2018, parents/guardians are to report student absences using SchoolMessenger Safe Arrival. Parents/guardians have access to set up an account in SchoolMessenger by:

1. Accessing SchoolMessenger online: Navigate to www.tvdsb.ca/schoolmessenger (please add to your bookmarks/favourites). Click Sign Up and follow the instructions to set up your account. Within minutes, you will receive an email with a link to complete the Sign Up process.
2. Accessing SchoolMessenger using the Smartphone App (recommended for time efficiency purposes). After setting up an account through www.tvdsb.ca/schoolmessenger, download the SchoolMessenger app through the App Store or Google Play Store and log in using the credentials used after validating your account online.
3. Accessing SchoolMessenger by Phone. Parents/guardians who do not have access to a computer can access the system by calling 1-844-305-3756 (toll free) to report absences.

Process for Reporting an Absence

Absences are to be reported prior to the start of the school day by selecting one of the following absence types: Full Day / Late / Early Departure / Leave & Return / Multiple Day
Then select an absence reason and confirm. If reporting by phone, you must remain on the line for a confirmation number.

Parents/Guardians of elementary students are still required to personally sign their students in/out of the school office for a Late Arrival or Early Departure.

Student safety is a priority and if a student is absent and a parent/guardian does not report it through SchoolMessenger, automated communications will be sent to the parent/guardian in the following sequence (text/email then phone call) until a response is received from the parent/guardian. During this communication, the parent/guardian can interact with the system to provide a reason for the absence. It is necessary to remain on the line until a confirmation number is given. To ensure student safety, the automated system will continue to attempt to contact the parent/guardian until a reason for the absence is reported. The school secretary will make personal calls to those families who have not been contacted by the automated system.

School Cash Online

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows you, as a parent, to add your students, make payments, check current balance/account history, print or view receipts, and receive notifications about upcoming events.

Create Your Profile: Go to <https://tvdsb.schoolcashionline.com> and click on "Get Started Today".

Confirm Your Email: Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details. Add a Student Click "Add Student" and fill in the required fields with your child's details. You will need to provide your child's student # (available on your TVDSB Parent Portal), last name and date of birth.

Student Concussion Policy

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps whenever a student suffers a concussion or whenever a concussion is suspected. Parents can access Concussion Policies and Procedures through the board website or by contacting the school and requesting a copy. As with any potential injury, our first goal is prevention; concussion awareness and prevention is part of ongoing professional training for staff and is integrated into students' Health and Physical Education curriculum. Since concussion can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered concussion. **If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided.**

Dress Code for A.J. Baker P.S.

It is the expectation at A.J. Baker that our students will dress in a manner that is suitable and appropriate for school. Appropriate attire encourages respect for oneself and others, and promotes a safe and respectful learning environment.

Appropriate Dress:

- Tops and shirts must come down to cover the top of pants, skirts, or shorts. Bare midriffs are not permitted, and must stay covered with normal and reasonable movement.
- Clothing should be modest and not revealing. Shoulder straps should be a minimum of one inch wide.
- All items designed as underwear, or an undergarment, must not be visible.
- Pants and shorts must cover underwear during reasonable movement.
- Shorts and skirts must be kept to a reasonable length (ie. fingertip length).
- Apparel is free of inappropriate language, pictures, and symbols.
- Hats or sunglasses are not to be worn inside the school.
- Footwear appropriate for safe and active play is required at all times (gym shoes, indoor shoes, flips flops are discouraged as unsafe)

Students are encouraged to participate in making responsible decisions about wearing apparel. However, the final decision on appropriateness of clothing rests with the school principal. Students who are deemed to be in contravention of the dress code will be counselled and given the opportunity to change if appropriate clothing is available, cover up, or turn the article of clothing inside out. Parents will be contacted for repeat offences.

Staff will provide clear expectations to students and parents concerning "special" clothing days (e.g. play day, beach day, pyjama day and other theme days) prior to the day of the event. As outlined by the Ministry of Education regulations, our dress code applies to all students, staff, parents and community members in our school building.

A.J. Baker P.S. Code of Conduct

The Code of Conduct for A.J. Baker Public School expects all students be good citizens by following the guiding principles of our Code of Conduct and Dress Code.

The purpose of the A.J. Baker Public School Code of Conduct is to establish and maintain a safe and comfortable atmosphere in the school, on the playground, on the bus and at all school-sponsored events. We begin with the premise that each individual in the school is responsible for his/her own behaviour and that discipline is a shared responsibility of school staff, parents/guardians and students. Our ultimate goal is to assist each student to develop the self-discipline needed to monitor his/her own behaviour so that intervention by adults becomes less necessary.

School Expectations

Respect for Self

- Take pride in your appearance by being clean and tidy and dressing appropriately for school and school events.
- Do your best work at all times.
- Be prepared for class and use your time at school productively.

Respect for Others

- Treat others kindly.
- Display good manners in dealing with peers and adults.
- Listen when others speak and respect their ideas and feelings.

Respect for the School Community

- Observe classroom rules and practices.
- Represent our school positively at all school activities and events.
- Follow instructions given by teachers, parents, volunteers and school staff.

Respect for Property

- Take good care of school property.
- Do not interfere with the property of others.
- Assist in keeping the classroom and school grounds neat and attractive.

Our goal is to teach students to understand that they are responsible for their behaviour and capable of managing their own actions. Acceptable behaviour, problem solving strategies, and anti-bullying procedures will be taught and practiced early and in an ongoing basis throughout the year. We promote the awareness of students' rights, responsibilities and respect for self and others.

Responsible behaviour will result in:

- ✓ Positive classroom learning
- ✓ Gains in respect from others
- ✓ Increased school pride and spirit
- ✓ Participation in extra-curricular activities
- ✓ Recognition of achievements through awards, assemblies, and newsletters
- ✓ Positive reports, notes and comments to parents
- ✓ Positive problem solving to resolve conflicts or issues

Incidents that require attention will result in:

- ✓ Interactions between staff and students characterized by fairness, honesty, and respect
- ✓ Obtaining a complete as possible picture of the circumstances
- ✓ Students being counselled to promote safe resolution of problems
- ✓ Parent involvement when there is a personal injury, bullying, property damage
- ✓ Police reports if the incident is of a serious or violent nature
- ✓ Loss of privileges – for example, recess/yard activity
- ✓ Suspensions in some cases documented in the Ontario Student Record
- ✓ Bill 150 (safe schools) documentation in the Ontario Student Record

Important Information Items

Allergies/Peanut and Tree Nut Safe School - Please ensure that the school is aware of any allergies your child has. We do have students with food allergies, including severe peanut and tree nut allergies. Families are asked to avoid sending food items with any nuts, including peanut butter, nut products, or peanut butter substitutes.

Buses - Southwestern Ontario Student Transportation Services (STS) is responsible for the coordination of school bussing across TVDSB. They work cooperatively with all stakeholders to deliver safe, effective and efficient student transportation. Information is available on bussing at www.mybigyellowbus.ca.

- ✓ Be at your bus stop 10 minutes before your bus time.
- ✓ Board your bus at your designated bus stop only.
- ✓ Ride your designated bus only.
- ✓ Ride safely obeying all directions from the driver and bus monitor.
- ✓ Check for bus delays or cancellations at www.mybigyellowbus.ca

The school bus is an extension of the classroom and therefore the principal is responsible for disciplinary measures if required. Riding the bus is a privilege, not a right, and there are expectations for both parent/guardian and students. There is **no** eating or food allowed on the bus due to food allergies. In certain situations, suspension of bus riding privileges may be necessary.

Drop Off and Pick Up – Please visit the office first if you are picking up your child early. We will call the classroom to have your child meet you in the office. You will be asked to sign out your child to ensure student safety. Please do not park in the bus lane when dropping off or picking up your child between 8:45-9:00 and 3:15-3:40.

Electronic Devices – Cell phones and other personal electronic devices are not to be used during school time unless approved by teaching staff for a specific educational purpose. All valuable items brought to school are at the risk of the student. Students are required to request staff permission before contacting parents via text.

Cell Phone - *All members of the school community must: Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that cell phones and other personal mobile devices are used only during instructional time (as directed by an educator), for health and medical purposes and/or to support special education needs.* **UPDATED**

Emergency Closures - On rare occasions our school must be closed on very short notice due to inclement weather or plant breakdowns. If parents/guardians are not home when the emergency is announced, it is essential that they have a clear understanding with their children about where the children are to go in such situations. It is a good idea to make such arrangements early in the school year. During severe weather conditions, parents/guardians are advised to monitor mybigyellowbus.ca for transportation updates. In the event of a plant breakdown or deterioration of weather, it is sometimes necessary to send the students home early. **Once again, it is essential that parents/guardians have their emergency contact information up to date.**

Inclement Weather and Bus Delays and Cancellations - In the event that buses will not be operating in the morning due to hazardous driving conditions, parents will be notified by email if they have signed up. The most up-to-date information will be available through www.mybigyellowbus.ca and the TVDSB website. In the event that buses are cancelled and your child will be driven to school, you are responsible for ensuring that they are picked up promptly at 3:30. **Please remember to report your child/children's absence if they do not attend school due to transportation cancellation.**

As part of our annual school wide safety plan we are required to have 3 **fire drills** in fall and spring and 2 **tornado drills** a year. As well, we are required to practice a **code red** (lockdown drill) in fall and spring. These procedures are reviewed with all students prior to putting into action.

Homework - The amount of time a child spends on homework varies with age and grade level. Generally, students are expected to spend more time on homework as they progress into their senior years. The amount of homework may vary from day to day. To help parents understand how much time should be spent on homework, the Thames Valley District School Board has developed the following guideline:

Grades 1-3 - Not more than 20 minutes per evening

Grades 4-6 - Not more than 40 minutes per evening

Grades 7-8 - Not more than 60 minutes per evening

Grades 9-12 -Not more than 120 minutes per evening

For Thames Valley's Homework Procedure, , please visit: Homework Guidelines Independent Procedure www.tvdsb.ca

Interviews – Interviews are usually held after the progress report cards and may also be arranged at any other time by staff or parents to discuss issues or areas of mutual concern regarding students. Please call the school at 519-283-1098 to arrange a conference at any time.

Library Resources - The resources of our school library are intended for the enjoyment and use of all students and staff. Each individual accepts responsibility when borrowing items that they will be returned on time and in the same condition as borrowed. Replacement costs will be incurred otherwise.

Medical Emergencies and Medication - An individual Medical Emergency Plan is needed for any student who has a serious allergy or medical condition that may require immediate attention. Please complete the appropriate forms and submit them to the office. This must be done every year. Parents may request that prescription medication be administered to their child during school hours. Appropriate forms must be submitted each year. These forms are required annually and **do require a physician's signature.**

Newsletters – The school newsletter is issued each month. It is an important means for providing information regarding school activities and news to parents. **New for 2019/20, the school newsletter will be sent home electronically via email rather than in paper form.** Paper copies are available upon request. Classroom calendars, notices, letters of permission and other communications will also be sent home from time to time.

A.J. Baker School Council (formerly known as AJ Baker PIC) - We work closely with our parent group and invite your participation. Our School Council is active in organizing special activity days, fundraising and more. School Council also acts as an advisory group to the principal on a number of items such as safety, code of conduct, and communication with our community. Scheduled meetings will be posted on the school website and in the newsletter. All are welcome.

Student Information – In order that we may update our computer files and contact information, please complete the registration forms in your Parent Portal. During the school year, please contact the school if there is any change of information (address, phone numbers, legal custody). Notify the school as soon as possible to ensure immediate contact information is available in the event of emergency.

Telephone - Students are permitted to use the school phone in the main office only with the permission of a teacher or other staff member. Calls will be limited to necessary matters. Please make personal arrangements outside of school time and notify your child's teacher in the event of alternate end of day plans. Students with cell phones are still required to ask permission of their teacher before communicating with parents regarding changes to their transportation or illness during the day.

Volunteers - We welcome volunteers at A.J. Baker. Volunteers can get involved by helping out in the classroom, helping to supervise on field trips, preparing healthy snacks for the nutrition program, and supporting special student days and activities, among many other things. **Volunteers require a Criminal Background Check for student safety.** Interested volunteers are required to present a letter from the Principal to the police department along with their application. These letters are readily available in the office. Please have your check done early in the year to avoid delays in being able to get involved. After we have your Criminal Background Check on file, an annual offence declaration is required. Drop into the office to complete this form. Criminal background checks are good for a maximum of 5 years before we require you to get an updated one.