

Arklan Community Public School (K-6)



Family Handbook 2023-2024

“Home of the Wildcats”

123 Patterson Crescent
Carleton Place, Ontario
613-257-8113

<https://arklan.ucdsb.on.ca/>

Facebook: [Arklan Facebook](#)

www.ucdsb.on.ca (Board Website)

Principal: Ms. Katherine (Katie) Culhane

Vice Principal: Mrs. Nikki Desrosiers

Elementary Office Administrator: TBD

Elementary Office Assistant: Stephanie Naraine

Finance Administrator: Mr. Donald Croskery

Parent Council Chair: TBD

Welcome to the 2023-2024 school year at Arklan Community Public School!

Outlined below is key information regarding procedures and routines at our school.

School Day

9:10am – Yard Supervision begins

9:25am – School Day Begins

9:25-11:55am – Instructional Block #1

11:55-12:35pm – Recess and Lunch

- Grade 1-3 recess 11:55-12:15, lunch 12:15-12:35

- Grade 4-6 lunch 11:55 -12:15, recess 12:15 – 12:35

12:35- 1:55pm – Instructional Block #2

1:55pm-2:35pm – Recess/Snack

- Grade 1-3 recess 1:55-2:15, snack 2:15-2:35

- Grade 4-6 snack 1:55 - 2:15, recess 2:15 – 2:35

2:35pm-3:45pm – Instructional Block #3

3:45pm - Dismissal

*There is no supervision before 9:10am. Therefore, it is important that students do not arrive before this time.

UCDSB Calendar

Please refer to the attached link: http://www.ucdsb.on.ca/for_families/school_year_calendar

School Procedures

School Attendance/Safe Arrival:

Please remember that when your child will not be attending school (or will be late arriving) we MUST have a phone call from a parent advising us of their absence. This is necessary to ensure the safety of your children, and information must be given by an adult, not relayed through the student or a sibling. Calls can be left on the school answering machine 24 hours a day. Please remember that it is only one call for you but sometimes many calls for the office administrator.

Inclement Day (Snow Day Policy):

In the event that buses are cancelled due to inclement weather, a notice will be placed on the Upper Canada DSB website under “Transportation”. Please check MyFamilyRoom and social to determine if the school has been closed as well.

Transportation:

The Student Transportation of Eastern Ontario provides detailed guidelines for parents and guardians regarding the transportation of students. Parents/guardians should be aware that school bus drivers can only pick up and drop off riders at one authorized regular daily stop. Drivers cannot make changes to stops without authorization from the Transportation Department. Transportation for all non-school related functions is the responsibility of parents/guardians. Transportation cannot be provided for sleepovers, a homework project, to complete community service hours or for an after-school job. These requests cannot be permitted for safety reasons.

Resource - www.steo.ca

Signing In and Out:

Upon arrival and departure at Arklan, we ask all visitors and parents to sign-in and pick-up a visitor card at the office. This is one measure of support we use to ensure the safety for all.

Student Registration (K-6):

If you are interested in registering your son and/or daughter, please feel free to connect with the office at any time from 8:45-4:15pm, Monday through to Friday.

Daycare Information (on site at Arklan CPS):

Currently situated onsite is a before and after-school child-care program provider. Should you wish additional information regarding registration, please contact arklanextendedprogram@outlook.com or 613-324-8672.

Dress Code:

Students are to wear clothing that supports a positive and safe learning environment.

Bikes on School Property:

Students who live within biking distance of the school are welcome to bring their bike to school. As a safety precaution, students are reminded that by law, every cyclist under age 18 must wear an approved helmet. Students are required to wear a bike helmet if they are riding their bike on school property or taking part in a school related cycling activity. The school and UCDSB are not responsible for stolen or damaged personal property.

Communication with Teachers:

Teachers use a variety of strategies to support communication home. Some methods include: a newsletter, class Facebook page, website, telephone and/or email. In communicating with teachers, please feel free to use any manner with which you feel comfortable.

Student Resources for the Year:

As students and families prepare for September start-up, the only items that every student is asked to acquire and bring to school are a backpack, a pair of indoor shoes, and a lunch bag. All other instructional resources are provided by the school. If you would like to purchase additional resources for your son and/or daughter to bring along with them to school, there is no issue in doing so.

Volunteering:

If you are interested in Volunteering, it is required by the Upper Canada District School Board that criminal reference check is completed and on file at the school. If you plan on volunteering at the school or accompanying your child on a class trip you must have a criminal reference check on file at the school office. Please contact the school office to obtain the forms required for a Criminal Record Check.

School Council:

School Council meets monthly, and all are welcome to attend! Should you be interested in joining School Council, joining a sub-committee, volunteering for work crews, or receiving copies of the minutes, please contact the main office.

Children with Medical Needs

As the primary caregiver for your child, parents/guardians are expected to be active participants in supporting the management of your child's medical needs (eg. Anaphylaxis, Asthma, Diabetes, Epilepsy, or other medical requirements) while they are in school. At a minimum, parents/guardians should:

- inform the school of your child's medical needs and co-create the Plan of Care for their child with the principal or the principal's designate
- educate your child about their medical condition(s) with support from their child's health care professional, as needed
- guide and encourage your child to reach their full potential for self-management and self-advocacy;
- communicate changes to the Plan of Care, such as changes to the status of your child's medical condition(s) or changes to your child's ability to manage the medical condition(s), to the principal or the principal's designate
- confirm annually to the principal or the principal's designate that your child's medical status is unchanged
- initiate and participate in annual meetings to review your child's Plan of Care
- supply your child and/or the school with sufficient quantities of medication and supplies in their original, clearly labelled containers, as directed by a health care professional and as outlined in the Plan of Care, and track the expiration dates if they are supplied
- seek medical advice from a medical doctor, nurse practitioner, or pharmacist, where appropriate.

Medication

- All medication brought to school is kept in a safe location in the office.
- Even non-prescription drugs are to be stored in the office with a permission form.
- A medication form must be completed before medication can be given to any student.
- Medication can only be administered by a staff member and with a signed and up to date, administration medication form. (Contact the Office to obtain a form if needed)
- Administration of medication forms need to be signed by:
 - Parent or Guardian for over-the-counter medications.
 - Doctor & Parent/Guardian for prescription medications.
 - TIP: If you are going to see your doctor and you think they may change your child's medication, contact the office to obtain a blank form to take with you.

Emergency Medical:

If your son and/or daughter has an allergy and/or an emergency medical need, we ask that you connect with the office to complete some additional documentation that can assist the school in supporting student safety.

Distribution of Medications:

If your son/and or daughter requires medication (prescription or over-the-counter) throughout the day, we ask that you connect with the office to complete some additional documentation that can assist the school in supporting this need.

Allergens:

We would like to remind you that our school has students and/or staff with various allergies. Communication from your child's teacher will advise of specific allergies within their classroom.

Therefore, we are requesting your cooperation in not sending products which contain nuts to school with your child.

Emergency Codes

In partnership with the Ontario Provincial Police Services, the Upper Canada District School Board has developed emergency procedures that are to be initiated should a high-risk incident take place in or around our school. Shelter in Place, Hold and Secure and Lockdown represent the three different responses that may be initiated by a school Principal in the event of a threat to school safety.

SHELTER IN PLACE: Possible Environmental Danger in the School Neighbourhood

A Shelter in Place response is generally initiated by the OPP or other agencies, including Fire Services, having jurisdiction over the incident. The threat poses no immediate danger to students or staff unless they leave the building. All staff and students will be directed to remain indoors, with windows closed. Regular classroom routines will continue until the Shelter in Place is lifted.

HOLD & SECURE: Possible Danger in the School Neighbourhood

A Hold and Secure response is initiated when the threat is proximate to, but not inside the building. The threat poses no immediate danger to students or staff unless they leave the building. All staff and students will be directed to remain indoors, with windows closed and all exterior doors locked. Regular classroom routines will continue until the Hold and Secure is lifted.

LOCKDOWN: Danger on the School Site

A Lockdown response is initiated when imminent danger is present on the school site and the safety of students and staff is threatened. Staff and students will be directed to enter the nearest room, lock all doors, close windows, cover inner glass panes, turn off lights, move away from doors and windows and maintain silence until the Lockdown is lifted.

LOCKDOWN DRILLS:

During the fall and again in the spring, we conduct Lockdown Drills. Procedures are reviewed with the students, and they are told ahead of time that the drill will take place. They will be reassured that there is no actual danger present. The purpose of a Lockdown Drill is to prepare the students so that in the event of a real situation, they will be able to react in a practiced, prearranged manner that will allow for a sense of calmness, control and feelings of safety. Should a real threat to school safety procedure be initiated, the school will inform parents/guardians of the event that led to the particular response by letter.

*In all three cases (Shelter in Place, Hold and Secure, and Lockdown) students and staff are directed to turn off cell phones and electronic devices.

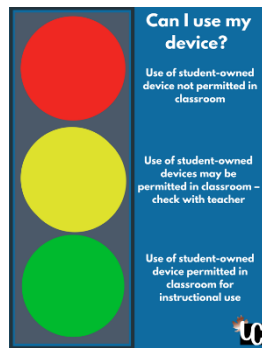
FIRE DRILLS:

Throughout the academic year, we will conduct a minimum of 6 fire drills to ensure that staff and students are prepared in the event of a fire in the building. Staff will review expectations and conduct practices throughout the school year. During the drill, students are expected to exit the building following the exit information posted in the classroom near the door, walking in a quick, orderly and silent manner and assemble in the school yard at their designated location for attendance purposes. Students and staff not in a classroom are to use the nearest exit.

Cell Phone/Personal Technology Device - Acceptable Use @ Arklan C.P.S.:

... in the classroom

- During class instructional time, please ensure that your cell phone or personal technology devices is OFF
- Staff will expect and assume that all cellphones or personal technology devices are OFF in class.
- Please be clear – this means OFF, not ON silent, or ON vibrate. Cell phones and Personal technology Devices should be *powered* OFF
- Unless *invited* by an educator, your cell phone or personal technology device should be *Out of Sight, and Out of Mind*. That means cell phones and personal technology devices should be stored in your back-pack, your desk or your pocket, but should NOT be in plain view.
- The Traffic Light System will identify when and how cell phones and personal technology devices can be used in the classroom



... technology breaks

- Students will be permitted to interact with social media, YouTube and downloaded games. STUDENTS must choose appropriate options and be ready to show staff the content of the site/game they are on. If a staff member does not feel the content or circumstances are appropriate, they will take measures to end the interaction
- At no time are students permitted to take pictures and videos at school and/or post pictures and videos

... outdoor recess

- Cell Phones and Personal Technology Devices will NOT be available to students
- Students are encouraged to engage in socialization and active play

... indoor recess

- Cell Phones and Personal Technology Devices will NOT be available to students

*** There will be occasions where staff deem it necessary to grant students time on a cell phone or personal technology device during 'off limit' times. When this occurs, students will be provided with a *private* space.**

UCDSB

CODE OF CONDUCT

The Upper Canada District School Board Code of Conduct is based on the foundation of the Character Always initiative, and has been developed to promote and support respect, civility, responsible citizenship and to provide the framework for policies related to student discipline, bullying prevention, student and staff safety, respectful working and learning environments, and workplace harassment.

STANDARDS OF BEHAVIOUR

A. Respect, Civility, and Responsible Citizenship

All members of the school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas and their opinions
- Treat one another with dignity and respect at all times, and especially when there is disagreement
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability
- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- Respect all members of the school community, especially persons in positions of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching
- Not swear at a teacher or at another person in a position of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that cellphones and other personal mobile devices are only used during instructional time for educational purposes (as directed by an educator), for health and medical purposes or to support special education needs.

B. Safety

All members of the school community must not:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic weapons, cannabis, restricted or illegal drugs
- Give alcohol, restricted drugs, or cannabis to a minor
- Commit robbery
- Be in possession of any restricted drugs, alcohol, non-medicinal cannabis, weapon, including firearms
- Use any object to threaten or intimidate another person
- Cause injury to any person with an object
- Be in possession of, or be under the influence of alcohol, non-medicinal cannabis, restricted or illegal drugs
- Inflict or encourage others to inflict bodily harm on another person
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of a school

ROLES AND RESPONSIBILITIES

A. The Upper Canada District School Board will

- Develop policies to set out how schools will implement and enforce the provincial Code of Conduct and all other rules developed which are related to the provincial standards that promote and support respect, civility, responsible citizenship and safety;
- Review those policies regularly with students, staff, parents, volunteers, and the community;
- Seek input from school councils, Parent Involvement Committee, Special Education Advisory Committee, parents, students, staff members, and the school community;
- Establish a process that clearly communicates the provincial and school board Codes of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- Develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship and safety;
- Provide opportunities for all staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

B. Principals

Principals provide leadership in the daily operation of a school by:

- Demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- Holding everyone under their authority accountable for his or her behaviour and actions;
- Empowering students to be positive leaders in the school and community;
- Communicating regularly and meaningfully with all members of their school community.

C. Teachers and Other School Staff Members

Under the leadership of Principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth;
- Empower students to be positive leaders in their classrooms, school, and community;
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- Prepare students for the full responsibilities of citizenship.

D. Students

Students are treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, and ready to learn;
- Shows respect for himself or herself, for others, and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own actions.

E. Parents¹

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfil their role when they:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately dressed, and prepared for school;
- Ensure that their child attends school regularly and on time;
- Promptly report to the school their child's absence or late arrival;
- Show that they are familiar with the provincial Code of Conduct, the board's Code of Conduct, and school rules;
- Encourage and assist their child in following the rules of behaviour;
- Assist school staff in dealing with disciplinary issues involving their child.

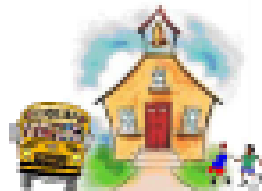
F. Community Partners and the Police

The Upper Canada DSB is committed to enhancing and developing partnerships with community agencies and members of the community by establishing protocols which will establish clear linkages and formalize the relationship between the board and its partners. These partnerships will respect all applicable collective agreements.

The police play an essential role in making our schools and communities safe. The police investigate incidents in accordance with the protocol developed with the Upper Canada DSB. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

The Upper Canada District School Board Code of Conduct, will be reviewed annually by the Director of Education.

¹ In this document, parent(s) refers to parent(s) and guardian(s) as used in the Education Act. It may also be taken to include caregivers or close family members who are responsible for raising the child.



Please let the school know if your child will be absent.

Student safety is our 1st priority.

Unexplained Non-Attendance Program – Policy 107 (formerly Safe Arrival)

In its quest for student safety, the Upper Canada District School Board supports "Unexplained Non-Attendance Programs" (formerly called Safe Arrival Programs) for elementary school pupils as outlined in the Ministry of Education's Policy/Program Memorandum 123.

All elementary schools will have an Unexplained Non-Attendance Program in place. The program will work in conjunction with daily attendance procedures and will make reasonable efforts to account for students not in attendance at school.

Each elementary school will develop and implement its Unexplained Non-Attendance Program with advice from School Councils, parents, staff, volunteers and other community members in accordance with local needs and the particular circumstances of the school and the community.

Secondary schools are encouraged to implement similar programs.

As part of the program, parents are required to:

- Report your child's absence in advance by calling the school; sending a note with the child before the day of the absence when it is known ahead of time; or sending a note with siblings;
- Provide current and suitable contact telephone numbers and update them promptly if they change;
- Stress the importance of daily and prompt attendance with their children.

All unaccounted student absences will be followed up with a phone call to a parent. Calls will continue to be made until a verbal confirmation regarding the child's absence is obtained. Attempts will be made to contact the emergency contact(s). Follow-up on unsuccessful contacts will include contacting:

- the Special Services Counsellor,
- the police,
- the Superintendent, as appropriate. Other subsequent steps might include contact with a neighbour or a visit to the home.



Student Transportation of Eastern Ontario
P.O. Box 1179, 104 Commerce Drive
Prescott, Ontario
K0E 1T0

Office Hours: 8:30 a.m. to 4:30 p.m.

Telephone: 613-925-0022 Toll-free: 1-855-925-0022

Fax: 613-925-0024

General email: transportation@steo.ca

Website: www.steo.ca

Social Media:



Follow STEO's Facebook page for transportation news, updates, and information.



[@STEO_news](#) and [@steocancels](#)

Inclement Weather Information:



Download the free Bus Planner App to your Apple or Android device. Use the access code **STEO**.

Visit www.steo.ca and scroll down to PARENT PORTAL LOGIN. Create an account to receive email updates about delays and cancellations.

Call STEO's Transportation Hotline at 1-866-629-0629 (updated by 6:15 a.m.).