

# **Student HANDBOOK**



**Cedar Creek Public School**  
55 Hilltop Dr  
AYR, ON  
**519-653-5255**

|  |         |
|--|---------|
| Attendance<br>Or email:<br>cdc-attendance@wrdsb.ca | Press 1 |
| Staff voicemail                                    | Press 2 |
| Main office  | Press 3 |

Fax: 519-632-5257

Website: <http://cdc.wrdsb.on.ca/>

## WELCOME TO CEDAR CREEK PUBLIC SCHOOL!

**Welcome to our Cedar Creek School community!** We are thrilled to have you as a member of our educational community and we are certain that you are going to have a great year with us.

As always, we encourage open communication between home and school. If you have questions or concerns please feel free to call the classroom teacher or the office at 519-632-5255. We look forward to working together to meet the needs of all of our students.

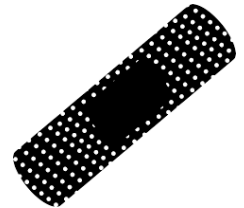
**Note:** topics are listed in alphabetical order and do not represent an order of importance. ALL of the information is important in order for students to meet success.

### ACCIDENTS, INJURIES OR ILLNESSES AT SCHOOL

Minor accidents/injuries are treated by the office staff or a designated staff member. If a child becomes ill while at school, a parent/guardian is contacted to pick the child up.

If a child is hit in the head (by any means), an adult in the school will contact a parent or guardian. Staff will follow CONCUSSION protocols for more severe head injuries.

In case of a critical accident/injury, an ambulance will be called and a parent/guardian will be contacted. An adult will accompany the child in the ambulance and hospital until a parent or guardian arrives.



We cannot accommodate ill children in the office area during nutrition breaks. Please keep your child at home until he or she is well enough to attend school and play outside.

You can continue to use the [Daily Screening](#) as a guide to determine if your child needs to remain home (and then contact the office regarding the absence - email or phone message). <https://www.ontario.ca/self-assessment/>



### ATTENDANCE

If your child is expected to be absent or late, please:

- call the school's attendance voice mail (519-632-5255, press 1) OR
- email [cdc-attendance@wrdsb.ca](mailto:cdc-attendance@wrdsb.ca).

Your call/email can be made at any time, including the evening before the absence.

Please state your:

- child's name
- class
- reason for the absence, and
- the anticipated length of absence.



A child is late when arrival occurs after the morning bell has rung. Attendance is taken in the first class of the morning and again at 12:30 pm. When your child arrives late, they are to report to the office so that office staff is made aware of their arrival. A class admittance slip will be issued, letting the teacher know we are aware of the student's return.

Parents are requested to obtain a **“Student Withdrawal”** form from the office if a student is to be absent for more than 5 days. This form states that the parent takes full responsibility for the student’s absence from school **and for any work that is missed during the period of absence**. Please be aware that if your child is absent from school for an extended period of time due to family travel, illness, etc., sufficient assessment evidence may not be available to allow the teacher to assign a report card grade for one or more subjects.

## BELL TIMES

|                    |  |
|--------------------|--|
| 9:15 a.m.          | Bell for Entry & Attendance                                  |
| 11:15 – 11:55 a.m. | 1 <sup>st</sup> Nutrition Break (“Go Home” lunch if desired) |
| 12:30 p.m.         | Afternoon Attendance   |
| 1:55 – 2:35 p.m.   | 2 <sup>nd</sup> Nutrition Break                              |
| 3:35 p.m.          | Dismissal  |



### ***First Nutrition Break—“Go Home Break”***

The first nutrition break each day will provide students with the option of leaving the school property to eat at home or an alternate location. The “Go Home” nutrition break runs from 11:15 – 11:55 a.m.

It is important that our students are safe and that parents know where their children are during school hours. It is also important that parents realize that when a student is not at school, staff cannot be responsible for ensuring the child’s safety. When parents give permission for their child to leave school property during the “Go Home” nutrition break, the parents are taking responsibility for their child’s safety and conduct.

**Students are required to leave at the start of the first nutrition break and not partway through the break. Students may re-enter the school property (11:50) five minutes before the end of the nutrition break.** This allows supervision staff to have an accurate count of students on school property. Once a student returns to school property they are required to stay and may not leave the property again until the end of the school day or with parent permission.

**“Boomerang Lunch”- We try to encourage a Boomerang lunch at Cedar Creek: what goes to school goes home again.** We try to ensure a positive, pleasant atmosphere is maintained while lunch is being eaten. Your assistance in helping us maintain this environment by reviewing courteous lunchroom behaviour with your child(ren) is appreciated. We encourage lunches that are packed in containers that can be recycled or reused. **Please do not send glass bottles or containers** and, in the interest of healthy eating, please avoid large amounts of sugary sweets or pop.

**To protect those students who have nut allergies,  
we ask that you not send snack or lunch items that contain peanuts,  
other nut products, or nut substitutes.**

## BICYCLES / WHEELED OBJECTS



For safety reasons, bikes and scooters **are to be walked across school property** and locked in the bike racks. Please review bicycle safety rules with your children regularly (e.g., wearing a helmet). Items such as skateboards, scooters, and roller blades pose safety considerations. For space and safety reasons, we do not provide storage in the school for these items on or under the coat racks or in lockers. Students must take off rollerblades and put them in their backpacks.





## CODE OF BEHAVIOUR

Everyone has the right to be respected and the responsibility to respect others. At Cedar Creek we promote the following school rules every day:

**Keep your hands and feet to yourself.  
Show respect with your actions and your words.**

## GUIDELINES FOR BEHAVIOUR

Our desire is for Cedar Creek to be a wonderful learning environment. We encourage students to demonstrate positive and respectful behaviour when involved in all our school activities (including the bus). Engaging in positive behaviour strengthens our school community.  
We are very proud of our school and our students.

**In the interest of the health, safety, comfort and well-being of all staff, students and visitors to Cedar Creek, *the following behaviours will not be tolerated:***

|                                   |   |
|-----------------------------------|---|
| • Smoking/vaping                  | • Vandalism   |
| • Use or sale of illicit drugs    | • Theft   |
| • Bullying (see definition below) | • Verbal abuse (including swearing and racial/prejudicial/sexual/religious slurs) |
| • Intimidation                    | • Repeated refusals to cooperate with staff or follow the rules of the school     |
| • Fighting or "play fighting"     | • Any behaviour that contravenes Ontario Human Rights                             |

### Consequences for inappropriate behaviour is based on:

- Problem Solving (finding a solution to the problem)
- Restorative justice
- Progressive Discipline (e.g., visit to office, phone call home, In school Suspensions, Out of School Suspensions)

### We use a 3 Part definition for BULLYING:

1. Imbalance of Power
2. Intent to Harm (physically, emotionally, socially)
3. Repeated Pattern (more than one incident)

When talking about bullying, we also need to talk about the differences between:

**teasing** - generally between friends, and reciprocal

**conflict** - generally between individuals who are NOT friends, one way incident.

**mean moment** - strong emotions, isolated incident

**bullying** - generally between individuals who are NOT friends and meets the definition above (power, harm, repeated)

|   |  |
|---|--|
| <b>Teasing</b> <ul style="list-style-type: none"> <li>• Everyone is having fun</li> <li>• No one is getting hurt</li> <li>• Everyone is participating</li> </ul>  | <b>Conflict</b> <ul style="list-style-type: none"> <li>• No one is having fun</li> <li>• There is a possible solution to the disagreement</li> <li>• Equal balance of power</li> </ul> |
| <b>Mean Moment</b> <ul style="list-style-type: none"> <li>• Someone is being hurt on purpose</li> <li>• Reaction to a strong feeling or emotion</li> <li>• An isolated event (does not happen regularly)</li> </ul> | <b>Bullying</b> <ul style="list-style-type: none"> <li>• Someone is being hurt on purpose</li> <li>• Repetitive (happens regularly)</li> <li>• Imbalance of power</li> </ul>           |

To help ensure the safety of all individuals, the following items are not permitted at school or on the schoolyard during school hours:

- hard baseballs, golf balls or Hard Rubber balls
- toy guns, knives or toy weapons of any type including water pistols
- matches, lighters, laser pointers, caps or fireworks
- skateboards, roller blades, scooters, bicycles (**during school hours**)



### CELL PHONES

If cellphones are brought to school, they must be kept in student lockers at all times. They will not be accessed during nutrition break time. If students are ill or need to contact home, we ask them to come to the office in order that a school staff member communicates with home. The school takes NO RESPONSIBILITY for lost, stolen or damaged personal devices brought to school.

The ministry has emphasized restrictions on cell phones because research has shown us that students who do not access their phones during classes have:

- Higher levels of course comprehension
- Lower levels of anxiety
- Higher levels of mindfulness

### DIGITAL CITIZENSHIP AND CODE OF DIGITAL CONDUCT

Cedar Creek Public School is well-equipped with mobile devices for student use. Students are reminded that the use of any technological device is determined by the teacher. Any student found using technology inappropriately may be denied access while at school.



The Waterloo Region District School Board strives to model and teach the safe, legal, ethical and responsible use of information, technology and resources, and expects all users to embrace the following conditions or facets of being a digital citizen:

- respect yourself: ensure privacy of your information
- protect yourself: not post information that puts you at risk
- respect others: not use electronic media to insult, bully, harass, stalk other people
- protect others: report abuse and not forward inappropriate communications
- respect intellectual and technological property: verify information and request permissions
- protect intellectual and technological property: not violate licensing agreements



**DOGS, DOGS, DOGS!** We all love our dogs, but unfortunately, not all dogs exhibit predictable behaviour. For the **safety** of our students, staff, and other parents, **we do not allow dogs on school property during school hours** – this **includes** the time you **drop off** in the morning and/or **pick up** your children after school. Thank you for your cooperation with this expectation.\*Registered Therapy/Service dogs accepted (well marked as such)

## DRESS CODE



### Indoor/Outdoor shoes

In order to keep our school clean and to reduce the chance of slip hazards, you are asked to provide indoor **and** outdoor shoes for your child. Students will change their shoes in their hook or locker area. For safety reasons, shoes must be worn at all times.

***We request your cooperation by discussing the following guidelines with your children and by encouraging them to adopt a positive, responsible approach to their school attire:***

- No inappropriate writing or graphics on clothing (alcohol, drugs, weapons, inappropriate phrases)
- No exposure of undergarments
- Students MAY “dress up” on days beyond Halloween, provided they can participate fully in all school activities

Students in contravention of this dress code will be asked to change. When a difference of opinion arises, the Principal will decide on the appropriate course of action to ensure fairness and respect for all members of the school community.

## ELECTRONIC DEVICES PROCEDURES

Electronic devices include, but are not limited to the following devices:

- Cell Phones and Smart Phones
- iPods and MP3 players
- iPads, Playbooks and other tablets
- Chromebooks and laptops



There is absolutely **NO** picture capturing, audio recording or video recording unless explicitly directed by the teacher for classroom assignments, school activities or clubs. Electronic devices may be used before and after school. **All devices must be turned off during instructional time and kept out of sight.** Students will model respect and exemplary digital citizenship. Students violating the plan will have their device taken to the office, with increasing consequences depending on frequency and severity. **Parents can reach their children during school hours by calling the school at 519-632-5255.**

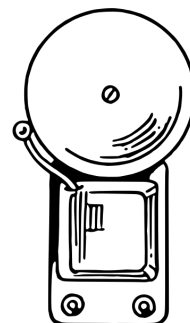
## EMERGENCY PROCEDURES

### ***FIRE/BOMB DRILL EXPECTATIONS***

We will have three fire drills in the fall and three in the spring (the last one being a bomb drill). Each student is instructed as to what he/she is to do in an emergency. In the event of an emergency, it is imperative that your child wear shoes at all times.

### ***EMERGENCY DRILLS***

Lockdown procedures, tornado warning procedures and general safety guidelines are also reviewed with students throughout the school year.





## EMERGENCY SCHOOL CLOSING

In some circumstances it is necessary for the School Board to close schools:



- During periods of severe weather you are advised to listen to a local radio station (i.e. CHYM FM 96.7, KOOL FM 105.3, KFUN 99.5 FM or 570 AM News Radio) for information about school closing and/or bus cancellations
- All cancellations are posted on the Waterloo Region District School Board website: [www.wrdsb.ca](http://www.wrdsb.ca) shortly after 6:00 AM.
- If the announcement states that **all schools of the Waterloo Region District School Board are closed** then your child(ren) should not come to school. If the announcement states that buses are cancelled and only certain schools are closed then your child(ren) are expected to attend unless transported by a school bus
- Parent discretion is advised if you are concerned about local street conditions (icy sidewalks, etc.)

You may choose to keep your child at home. Please advise the school of the absence.

**Emergency Dismissal/Closing:** In the event of severe weather conditions during the school day, power failure, breakdown of the school heating system, flooding, loss of water etc., an emergency school dismissal or closing may occur. Parents/guardians will be contacted to determine appropriate arrangements for the dismissal of their child.

## INCLEMENT WEATHER

In the case of significant rain, students are brought inside the school and/or portable. 2 “rain bells” will ring.

In the case of significant cold weather (below -20C), staff will determine the appropriate time to spend outdoors (if at all).

## LOST AND FOUND

Please label everything that comes to school: food containers, backpacks, gym bags, shoes, boots, snowpants, jackets, sweatshirts, etc. Please encourage your child to be responsible for his/her belongings.

## MEDICATION

If it is necessary for a student to take prescribed medication at school, the Waterloo Region District School Board requires that an approved medication form be completed and signed by a parent or guardian. These forms are available at the office. Medication should be brought to school in the original, labeled container and only include no more than one month's supply of medicine.

Please note staff is **not allowed** to administer over-the-counter medication (e.g., Tylenol, Benadryl, etc.) – please speak with the Principal if you have any questions. Cedar Creek follows the WRDSB protocol for anaphylaxis awareness. Please advise the office if your child has any serious medical conditions.



## PEDICULOSIS (HEAD LICE)

The school office has information sheets available on how to detect and treat head lice. If you are not sure what you are looking for, please bring your child to the school office for assistance. If you detect head lice on your child, it is essential that you inform the school office immediately so that action may be taken to minimize spread. Your child may return to school only after having been checked by office staff to ensure all eggs have been removed.



## PERFUMED SCENTS

Several students and staff have **SEVERE** asthma and allergies and react adversely to strong scents. Do not enter the school building wearing scented lotions or perfumes.



## SCHOOL BUS EXPECTATIONS

The following are taken from the guidelines as outlined by the Waterloo Region District School Board. Parents are responsible for the safety and conduct of their children prior to pick-up at the beginning of the day and after leaving the bus at the end of the day. **These expectations also apply to students participating in field trips during the school year.**

### ***Students Shall:***

- follow the instructions of the driver
- take their place on the bus as directed by the driver
- remain in their places throughout the trip to and from school
- be picked up and let off at their designated school bus stop
- not open or close windows unless authorized by the driver
- keep their arms and heads inside the bus at all times
- not create a disturbance by distracting the driver's attention, or by interfering with the other students or their belongings
- not carry any dangerous or annoying objects on the school bus
- not use any profane or improper language
- be held responsible for damage done to the bus as a result of improper behaviour
- not talk to the driver when the bus is in motion
- not eat or drink on the bus

## SCHOOL COUNCIL

The Cedar Creek School Council is mandated to 'provide parents, students, staff and community representatives with the opportunity to advise the Principal and the board on ideas which lead to improving learning opportunities for students.' The considerations of the School Council are supplemented by our fundraising. The Council meets several times throughout the school year - usually the fourth Wednesday of the Month. Meetings are **open to the public, begin at 6:30 in the library** and **all are welcome**. Please consider joining us!

## SCHOOL-DAY



Reminder that all sales (pizza, trips, grad tickets, etc.) continue to be processed **ONLY** via School-Day. We strictly adhere to deadlines. Please be aware that if a deadline is missed, the product can no longer be purchased. If a trip permission deadline is missed, alternate arrangements will be made for the student to remain at school.

Please note we will also use School-Day exclusively for SCHOOL communication. We wish to be efficient with our emails and not inundate you with extra information. We would like to support community events, and posting of messages/ads for the community is at the discretion of the principal.



## SCHOOLYARD/PLAYGROUND RULES

### *Students are reminded to...*

- show respect with their actions and with their words
- stay within schoolyard boundaries
- play organized sports (e.g., soccer, baseball, tag) out in the open field (away from the creative playground)

### *Creative playground...*

Tag, Marco Polo, Grounders and other such games are **not safe** on the creative playground. Students will play those games away from the creative structure.

Due to icy/cold conditions in the winter months, the creative playground area is closed to all students (usually from mid November until April). This includes BEFORE school and AFTER school.



### *Winter schoolyard...*

The Cedar Creek schoolyard is truly a winter wonderland! However, snow fort rules may need to be put in place to avoid conflicts between students. Duty teachers may need to help to solve minor disputes.

**Snowballs are not to be thrown anywhere on school property.** Parents/guardians may be notified if students have difficulty with this expectation.



## UPDATING INFORMATION

### **Please inform the office of:**

- any address changes or e-mail changes
- any phone number changes (home, work, cell)
- emergency contact numbers, if you are unavailable

All correspondence from the main office will be via School-Day. Please register at: [www.school-day.com](http://www.school-day.com)

## VOLUNTEERS



Volunteers are a **valuable resource to our school** & community, and are necessary for the effective operation of some school programs. Volunteers are needed to help with our Home Reading or Strong Start programs, supervise on class trips, assist in the library, work with children, and assist with extra-curricular activities, etc. We do hope you will consider this important role and be able to find some time to help! For the safety of all students, obtain a **Vulnerable Sector Police Check** in advance of volunteering. This includes all Field trips! Your Police check is good for the entire year of volunteering



As a staff, we care about your children, we see the uniqueness in each one, and want only the best for them. We want them to feel safe, valued and included in all aspects of school life. If you have any question or concern, please reach out to your child's teacher as a first point of contact. If needed, please feel free to contact our Principal.

