

ADAM SCOTT INTERMEDIATE



2023-2024 STUDENT & PARENT HANDBOOK

General Information & Code of Conduct

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Welcome to Adam Scott Intermediate

"Seek the Truth"

Contents

| | |
|---|----|
| Daily Time Schedule: | 1 |
| School Colours | 2 |
| School Mascot | 2 |
| School Motto | 2 |
| Important Dates | 2 |
| Value Statement | 3 |
| Signing-out | 8 |
| Medication | 8 |
| Life Threatening Allergies | 8 |
| Concussion Protocol | 9 |
| Bus Transportation | 9 |
| Bicycles, Skateboards, Roller Blades, Roller Shoes, Scooters | 10 |
| Dress Code | 10 |
| Care of School Property | 10 |
| Use and Care of Lockers | 10 |
| Care of Valuable Items | 11 |
| Use of Personal Electronic Devices (iPads, Cell Phones, etc.) | 11 |
| Cell Phones | 11 |
| Emergency School Situations and Procedures | 12 |
| Fire | 12 |
| Lockdowns | 12 |
| Yard to school | 13 |
| Visitors to the School/Trespassing | 14 |
| Promoting Respect through Student Clubs/Groups/Activities: | 14 |
| Fighting | 14 |

| | |
|--------------------------|----|
| Substance Abuse/Use: | 15 |
| Tobacco Products Policy: | 15 |
| School Code of Conduct | 16 |

Daily Time Schedule:

| | |
|---------------|--|
| 8:20-8:35 | Arrival to school. Meet on yard outside. Staff on supervision. |
| 8:35 - 8:45 | Entry/Land Acknowledgement/Announcements / O Canada |
| 8:35 – 9:25 | Period 1 |
| 9:25-10:15 | Period 2 |
| 10:15 – 10:55 | Break: -Grade 7 students Nutrition break 10:15-10:35, Recess 10:35-10:55 -Grade 8 Students Recess 10:15-10:35, Nutrition Break 10:35-10:55 |
| 10:55- 11:45 | Period 3 |
| 11:45-12:35 | Period 4 |
| 12:35-1:15 | Break: -Grade 7 students Nutrition break 12:35-12:55, Recess 12:55-1:15 -Grade 8 Students Recess 12:35-12:55, Nutrition Break 12:55-1:15 |
| 1:15 - 2:05 | Period 5 |
| 2:05-2:55 | Period 6 |
| 2:55 | Dismissal |
| 3:10 | Staff on supervision until 3:10 p.m. |

School Colours

- Green, White and Gold

School Mascot

- Lion



School Motto

- Seek the Truth



Important Dates

| | |
|---------------------|--|
| September 5, 2023 | Return to School |
| September 30, 2023 | National Day of Truth and Reconciliation |
| September 21, 2023 | ASIS Open House (time TBD) |
| September 28, 2023 | School Mixer Day |
| September 29, 2023 | P.A. Day |
| October 9, 2023 | Thanksgiving Day |
| November 3, 2023 | P.A. Day |
| November 24, 2023 | Student Elective Day |
| December 25– Jan. 5 | Winter Break |
| February 2, 2024 | P.A. Day - Report Card Writing Day |
| February 19, 2024 | Family Day |
| March 8-15, 2024 | March Break |
| March 29-April 1 | Easter Weekend |
| April 26, 2024 | P.A. Day |
| May 20, 2024 | Victoria Day |
| June 7, 2024 | P.A. Day - Report Card Writing Day |
| June 27, 2024 | Last day of school with Students |
| June 28, 2024 | P.A. Day |

[KPR-School-Year-Calendar-2023-24.pdf](#)

Value Statement

The following are the value statements which guide our daily practice.

At Adam Scott we:

- create a climate of high expectations to promote excellence;
- value the unique learning success of each student;
- nurture creativity and the use of personal strengths in our pursuit of continuous improvement in all areas of school life;
- are committed to the development of positive character attributes;
- promote the personal, social and emotional growth of our students;
- value the equity, diversity and inclusion of all students, without judgment;
- value the commitment and contributions of our entire staff in both their professional and volunteer roles;
- offer a wide variety of co-curricular programs;
- foster parental involvement and community engagement to support student success; and,
- engage in a working partnership with our family of schools.

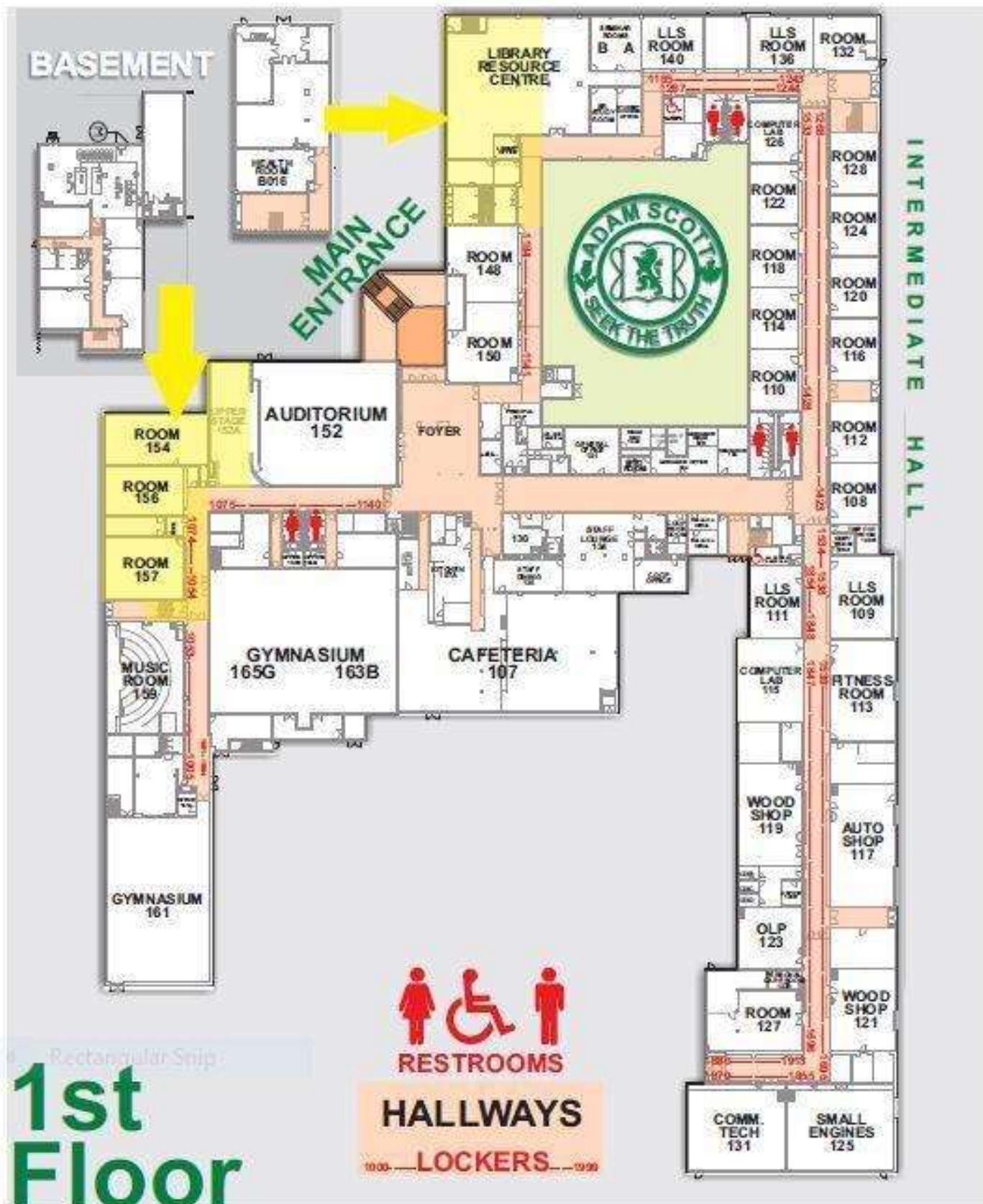
Be kind!

Be engaged!

Be a leader!

Thrive as a lion!

Map of Adam Scott Intermediate:



Code of Conduct: Behaviour Expectations

Responsibilities

In order that the rights of all school members to access a safe and positive school community is ensured, there are a number of corresponding responsibilities for which all school members are held accountable.

Everyone has the responsibility to:

- contribute to making the school environment safe and conducive to learning/working, free from discrimination, physical and/or psychological abuse;
- be a partner in the school community and to work co-operatively with each other; and model appropriate behaviour and to support the school code of conduct by upholding the standards of behaviour.

Students have the responsibility to:

- exercise self-discipline, follow the established rules and accept responsibility for their actions;
- come to school prepared, on time, and ready to learn;
- show respect for themselves, for others and for those in authority;
- refrain from bringing anything to school that may compromise the safety of others.

Parents/Guardians have the responsibility to:

- support their child and the school by playing a role as a partner and team member so that the child may have the opportunity for the greatest amount of success
- communicate with the school any questions/concerns/feedback in honour of making the learning experience as successful as possible
- be aware of and review any information shared by the school

Des routines et des politiques cohérentes nous aident tous à nous sentir à l'aise et à réussir



ATTENTES DE L'ÉCOLE INTERMÉDIAIRE ADAM SCOTT



Nous faisons preuve de responsabilité en arrivant à l'heure, préparés et prêts à apprendre.



Nos téléphones portables sont hors de vue et utilisés uniquement selon les instructions du personnel.



Nous nous respectons et respectons nos pairs en tant qu'apprenants capables.



Nous montrons une attitude positive et un état d'esprit de croissance dans chaque matière. Nous persistons avec des tâches difficiles.



Nous nous respectons et respectons les autres dans l'environnement d'apprentissage dans la façon dont nous parlons, agissons et nous habillons.



Nous utilisons un langage et des actions inclusifs et non offensants pour les autres.



Nous agissons en toute sécurité dans nos actions à l'intérieur et à l'extérieur de la classe.



Nous trouvons des moyens de rester calmes et de revenir dans la zone verte.

Consistent routines and policies help us all feel comfortable and successful



ADAM SCOTT INTERMEDIATE SCHOOL EXPECTATIONS



We show responsibility by arriving on time, prepared, and ready to learn.



Our cell phones are out of sight and only used as directed by staff.



We respect ourselves and peers as capable learners.



We show a positive attitude and growth mindset in every subject. We persist with challenging tasks.



We respect ourselves and others in the learning environment in how we speak, act, and dress.



We use language and actions that are inclusive and not offensive to others.



We act safely in our actions both inside and outside of the class.



We find ways to keep ourselves calm and return to the green zone.

Attendance

Ontario Regulation 298 states that a student shall attend classes punctually and regularly. Research supports that children who attend school regularly achieve the most benefit from their educational program. Attendance in all classes is critical to student success and achievement. Students must attend and arrive on time prepared to work with all required materials. If students are in need of support with learning materials they are encouraged to communicate this with the teacher or have a parent/guardian share this need with the principal. We are a judgement-free zone and we seek to support all students to achieve their best.

Unless students are ill or are absent for some other unusual or emergency situation, it is expected that all students will attend school on a regular basis. If students arrive late or miss school on a regular basis, the teacher will first meet with the student when possible to discuss how to overcome the potential obstacles and then proceed to contact the parent/guardian if the concern continues. It is important for students, parents and guardians to be aware that the school is required to report persistent absences to the Board's Attendance Counsellor to intervene. It is important to note that 15 or more consecutive absences with no parental contact/explanation may result in the student being demitted from the school registration.

Reporting an Absence

If a student will be absent or late, we ask that the parent/guardian communicate with the school or use the Parent Portal student absence reporting system, on or before the date of the absence, to explain the reason for the absence. This can be done in several ways. This includes full day absence, late arrival, partial day absence or early departure during the school day. Parents/Guardians may:

Download the **SchoolMessenger** (one word) mobile app on your IOS or Android device (this is by far the most convenient and easy to use option)

- Log into the Parent Portal website at studentabsence.kprdsb.ca, to set up the ability to report absences online
- Call 1-844-434-8119 toll free
- Please refer to the "Student Absent Resource Guide" on Edsby for further information.
- Call the school and report to the secretary, Tracy Hall at 705 743 7373
- If the absence is not reported, Safe Arrival Calls will go out.
- The absence remains unexplained until the parent/guardian report the absence.

Signing-out

In accordance with the Safe Schools policy, the school must know where students are at all times. Students are not to leave the school without parent/guardian permission, informing the teacher and signing out through the office. Students must sign-in and sign-out of the office every time they leave the building. Students will not be permitted to leave school property during the instructional day without parent/guardian permission.

A note allowing students to leave any time they wish during the year will not be accepted. Parents/Guardians must sign out their child through the office if leaving prior to the dismissal bell.

Medication

- ***Generally, administration of medication will be conducted outside of school hours by parent(s)/ guardian(s).***
- If a child requires long term oral medication to be administered at school, parent(s)/guardian(s) must complete the Administration of Medication form available at the school office. The form also needs to be signed by your doctor.
- It is the responsibility of the school to maintain a log of the medication administered to each child. Please note this includes Tylenol, Aspirin, etc.as well.
- **Prescriptions, Epi-pen & Inhalers must be maintained in a safe location.**

Life Threatening Allergies

- Over the last years there has been a noted increase in the number of students attending school with life threatening allergies. One of the most common is the peanut and nut allergy. As always, safety of all our students is of the utmost importance. It is requested that students refrain from bringing peanut and nut products in their lunches.
- We also have some staff and students who have severe allergies to scented products. We strive to be a scent-safe school (this includes no essential oils).
- If there are any specific life-threatening allergies that are in your child's classroom, we will communicate these safety concerns with the families directly impacted.

Illness

All students are asked to complete the self-assessment prior to coming to school each day and have a parent/guardian inform the school of the illness.

If a student becomes ill during the school day, they are to notify their teacher who will contact the office. Office staff will contact a parent/guardian to take the student home immediately.

Concussion Protocol

- The Kawartha Pine Ridge District School Board has had a comprehensive concussion guideline since 2012. We realize the important role that all stakeholders, especially staff, play in the prevention of concussion, identification of a suspected concussion as well as the ongoing monitoring and management of a student with a concussion.
- Knowledge of how to properly manage a diagnosed concussion is critical in a student's recovery and is essential in helping to prevent the student from returning to learning or physical activities too soon and risking further complications. Ultimately, this awareness and knowledge could help contribute to the student's long-term health and academic success.
- Parents will be notified if their child is involved in an incident where their head has been hit or injured. Parents may be asked to seek medical attention and provide documentation to rule out a concussion according to protocol.

Bus Transportation

In order for the School Board to provide transportation in an efficient and safe manner, students are required to observe behavior guidelines as outlined in the school board transportation guidelines. The bus driver is in complete charge of the bus and will report any misconduct to the school's administration. Access to busing is a privilege, not a right. Students may be denied the privilege of riding the bus for consistently defying regulations and instructions. Please refer to the KPR website and look-up the following administrative regulation **SAFETY AND CONDUCT ON SCHOOL BUSES: RULES OF CONDUCT ON SCHOOL BUSES** Policy Code Reference: BA-8.4

Bus Cancellations

Information about bus cancellation can be found on KPR Website <http://www.kprschools.ca/> by clicking on the "delay and cancellation" icon or by calling

1-866-433-4441. Information can also be found directly on the Student Transportation Services of Central Ontario website. www.stsco.ca

Bicycles, Skateboards, Roller Blades, Roller Shoes, Scooters

Where parents permit their children to ride their bicycles to school, it is expected that:

- the bicycle be in sound mechanical condition
- students obey the law and wear properly fitted bike helmets
- students be aware of and practice bike safety
- students be aware of and responsible for personal safety
- lock the bike in the student racks located at the front and side of the school.
- understand that neither the school nor the school board accepts any responsibility or liability for bicycles parked on school property
- any wheel transportation needs to be walked on school property; no riding
- Skateboards, roller blades, roller shoes and scooters are not to be used on school property. When a student arrives at school, they are expected to carry the skateboard or scooter while on the property or to change from roller blades / roller shoes into regular shoes before entering the school yard. Failure to do so will result in the student losing the privilege to have these items at school.
- Students may not wear roller shoes in the school building.
- The school cannot accept responsibility for the loss and/or theft of bicycles, skateboards, roller blades, roller shoes or scooters.

Dress Code

Clothes worn to school should be appropriate for a learning environment. Students are not to wear clothing or jewelry that condones or advertises drugs, intoxication, sex, racism, discrimination, or violence. It is our goal to assist students in developing self-respect and knowledge of what constitutes appropriate dress for different occasions. Students are required to wear clothing that is not revealing of undergarments or does not reveal privates. In order for students to demonstrate appropriate attentive listening skills in the learning environment, hats, hoodies and ear buds may be asked to be removed during learning time.

Care of School Property

Students will respect the personal property of others and that of the school. Students are responsible for any textbooks, library books, devices, or any equipment loaned to or used by them. Defacing the school and its property will not be tolerated.

Use and Care of Lockers

Students will be given a locker to use during the school day. Lockers will be used to provide a place for items and articles of clothing not being used. Students will be able to retrieve items from their locker at morning entry, nutrition breaks/recess, and at dismissal. Students will not be able to go to their locker during class and instructional time.

With this privilege of using a locker comes responsibility. Students are responsible for locking items safely in the locker and to only share their combinations with the office. The school is not responsible for lost or stolen items not properly secured in lockers. Lockers are school property. At no time should students be using marker or other items to deface the inside or outside of the locker. Damage to lockers should be reported to the main office. The Board has full rights of access to every locker at any time without recourse to legal procedures.

Care of Valuable Items

Valuables (iPods, iPads, e-readers, laptops, cellphones, watches, money, etc.) are brought to school at the student's own risk. Valuable items should not be left in gym change rooms, music rooms, drama rooms or any other classroom. If, on occasion, it is necessary to bring such items to school, a student may leave these items in the Main Office during the day for safe keeping in the vault. Such items must be picked up at the end of the school day and not left overnight.

Use of Personal Electronic Devices (iPads, Cell Phones, etc.)

All personal electronic devices (PEDs) may be used as an identified support for learning. Students may use PEDs if they have the permission of their classroom teacher as a tool to enhance the learning experience.

Students should also note that the Board and its schools are not responsible for lost, stolen or damaged personally-owned PEDs.

Cell Phones

Students are permitted to bring their cell phone to school.

However students are expected to:

- keep cell phones turned off and out of sight during instructional time unless given permission by the classroom teacher.
- only use their cell phones for personal use during nutritional breaks or recess.
- use the office phone to contact families in case of emergency

Expectations regarding cell phone etiquette will be shared with students in each class.

We also ask that parents/guardians and family members also respect cell phone use during learning time and refrain from texting/calling students during school hours. If you need to contact your child during school hours please do so through our school office. If students need to contact a parent/guardian during school hours, we ask that they use the office phone rather than calling directly with their personal device. In addition, if a child needs to be picked up for a specific reason, family members must come to the office to sign out a child, rather than texting the child to meet them outside. This helps us to ensure safety and whereabouts of all of our students.


Emergency School Situations and Procedures

Fire

- Definite procedures are published for all staff and routine practices keep everyone in a state of preparedness.
- When the fire alarm is heard, all students, staff and visitors will leave the building quickly and quietly by the assigned exit. Students are not permitted to go to lockers or coat racks to retrieve belongings. Staff will direct the students well away from the school and will remain with their assigned class. No one will be permitted to reenter the school until hearing the all clear signal, successive ringing of the school bell. In the event of a prolonged evacuation, direction will be given by the Principal or designate.

Lockdowns

- As with fire drills, there are definite procedures published for all staff and routine practices keep everyone in a state of preparedness.
- School policy is that students are not to use cellphones in class: it is important that this continue during a lockdown. It avoids misinformation being communicated and it also may jam police communications.
- During a lockdown, the school is effectively closed. A sign will be placed in the front door of the school to announce the lockdown.



Goal for students when a **LOCKDOWN** is called.





R - Remain Calm

S - Secure Location

A - All Quiet

F - Find The Safest Spot

E - Electronic Devices Off

|  LOCKDOWN To be used in response to a threat of danger inside the school |  HOLD & SECURE To be used in response to a threat of danger outside the school |  SHELTER-IN-PLACE To be used in response to environmental danger (e.g., weather) |  BOMB THREAT To be used in response to a bomb threat |
|--|--|---|---|
| GOAL FOR STAFF | GOAL FOR STAFF | GOAL FOR STAFF | GOAL FOR STAFF |
| To ensure all staff and students get to a secure location and make the location appear deserted (as quickly as possible). | To ensure all students remain inside and away from exterior doors and windows. | To ensure all instructions specific to the environmental hazard are followed. | To ensure all instructions for the bomb threat response are followed. |
| <p>R - REMAIN CALM</p> <p>S - SECURE If safe to do so:</p> <ul style="list-style-type: none"> gather everyone in immediate area into nearest securable classroom/ space lock and barricade the door turn off lights close blinds and cover windows <p>A - ALL QUIET Tell everyone to remain absolutely quiet.</p> <p>F - FIND THE SAFEST SPOT Move everyone to the pre-determined safe area in the room.</p> <p>In a portable, move to the middle of the room and turn tops of desks outward – with all staff and students inside the circle.</p> <p>E - ELECTRONIC DEVICES OFF Tell everyone to turn off and put away all cell phones.</p> | <p>Close the classroom door.</p> <p>Close the blinds and keep everyone away from windows.</p> <p>Take attendance.</p> <p>Continue classroom routines/lessons.</p> <p>Do not change classes or go outside until the Hold and Secure is lifted.</p> <p>Staff and students in portables may be relocated into the school in consultation with emergency services personnel.</p> | <p>Follow the instructions for a Hold and Secure, unless given directions specific to the environmental hazard.</p> <p>For example: Hurricane/tornado: move away from outside walls and windows, take cover under desks or in the hallway.</p> <p>Earthquake: move away from windows and possible falling objects; get on the ground and under desk.</p> | <p>If directed to do so, conduct a visual scan of the immediate area for a suspicious package/device. Staff or students should never touch a suspicious package/device.</p> <p>If a suspicious package/device is located, inform Administration immediately so evacuation decisions can be made.</p> <p>If directed to do so, follow evacuation instructions. Evacuees should take personal belongings from the immediate area to assist the police search.</p> <p>Turn off and put away all cell phones.</p> |
| <p>In the event of a fire alarm during any of these situations:</p> <ul style="list-style-type: none"> Remain in position until directed by emergency personnel unless there is an obvious and imminent risk of fire. <p>The termination of a Lockdown, Hold and Secure, Shelter in Place or Bomb Threat Response will be announced over the P.A. or ended on a room to room basis by Police or Administration.</p> | | | |

Yard to school

- In case of an emergency where students would be safer inside the school, the school bell will ring. Upon hearing the bell, staff on outdoor supervision duty would direct students to enter quickly through the nearest door where staff would greet students and direct them to their classrooms.

Visitors to the School/Trespassing

Students are not allowed to bring visitors to the school. Parents and guardians must call the office if they would like to book an appointment to see a staff member and complete a Covid Screening in order to come into the building. All visitors must begin their visit at the office.

Nutrition Breaks:

Students will eat in their classroom under the supervision of staff on duty. Once students demonstrate responsibility in following classroom rules during nutrition breaks, we will devise a schedule so that students may access the Cafeteria on designated days and may purchase lunch during these times. Students will NOT be permitted to leave school property during nutrition breaks/recess, unless a parent/guardian is signing the student out of the office. Students are asked to respect each other by maintaining a neat and clean eating area and by abiding by lunch expectations:

- eat their lunches in their designated classroom
- be responsible for cleaning up after themselves
- bring a litterless lunch so that all items can be returned home
- refrain from getting up and moving through the class during lunch
- continue to demonstrate respect during nutrition breaks by speaking and acting in a respectful manner to all members of the class environment

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 Adam Scott 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 SAGA).

Fighting

Our top priority is to ensure a safe, caring and inclusive learning environment. It is our goal at ASIS to develop the self-esteem, self-worth and effective communication strategies of our students. Fighting is forbidden and will result in parent/guardian contact and suspension. Our team will work with students to map out a plan that will support the student in developing their communication, self-esteem and self-discipline

skills so that they may have their needs met and be able to interact with peers without the need for aggression of any kind.

Substance Abuse/Use:

Students shall not consume, deliver, sell or have in their possession alcoholic beverages, narcotics or drugs while in school or on school property, or while attending a school activity. Students shall not be on school property or attend a school activity while under the influence of alcohol or drugs. Violation of this policy will result in appropriate disciplinary action which may range from suspension to expulsion, depending on the nature of the offence. In addition, such activity **will result** in initiating legal proceedings which include police involvement. Parent(s)/guardian(s) will be contacted immediately.

Tobacco Products Policy:

The Ministry of Health and local School Board regulations prohibit the use of tobacco, cannabis or vape products anywhere on school property. Smoking and vaping are not permitted anywhere on school property at any time during the school day, including the private property adjacent to the school.

The Smoke-Free Ontario Act applies to all school properties in Ontario through section 9 subsections (1) & (2). Any person (meaning a student, staff, teacher, contractor, member of the community etc.) who smokes or holds lighted tobacco or vaping products on school property is in breach of the Act. This also applies to chewing tobacco of any kind. Please see this web for details:

<http://www.e-laws.gov.on.ca:81/ISYSquery/IRL812.tmp/5/doc>.

A violation of this policy may result in suspension and/or fine. A Provincial Offences Officer visits the school on a regular basis and has the power to issue tickets for violations. The minimum ticket is \$305.00 and the maximum fine for a first offence is \$1000.00. Members of the administration have been given the authority by the Provincial Offences Officer under the Smoke-Free Ontario Act and are expected to issue "witness statements" that would result in a ticket and fine. If you are under the age of 16, a summons will be issued to you and your parent(s)/guardian to appear in court.

Please note that supplying cigarettes and vaping products to anyone under the age of 19, on or off school property is against the law and will include a minimum fine of \$365. Failure to adhere to this policy will result in suspension, possible fines and parental contact.

School Code of Conduct

Please use the link above to learn more about the School and Board Code of Conduct.