

Stanley Park Senior Public School



STUDENT HANDBOOK 2026 - 2027

191 Hickson Drive
Kitchener, Ontario N2B 2H8
Office Phone: 519-578-3750
Fax: 519-578-9636

For updates on Stanley Park, please check:
School-Day.com

**If your child is going to be absent or late,
please email/phone the Attendance Check:**

stn-attendance@wrdsb.ca (519) 578-3750 ext. 1

School-Day is an online cashier and event program used by parents, teachers, and office administrative staff. Access to School Day is through the website, <https://www.school-day.com/>. School-Day is used for permission to attend field trips, year-end trips, graduation tickets, pay for merchandise/food, and weekly informational updates at Stanley Park.

NEED HELP?

Kids Help Phone – www.kidshelpphone.ca 1-800-668-6868
Crisis Centre of Waterloo Region (24/7) – (519) 744-1813
Youth Support Line – (519) 745-9909
Distress Centre – (519) 745-1166
K-W Counselling – (519) 884-0000
Mosaic Counselling – (519) 743-6333
Front Door – www.frontdoormentalhealth.ca

This handbook belongs to:

Name: _____

Homeroom: _____

Homeroom Teacher: _____

Daily Timetable:*Staff Supervision begins at 8:30am*

	TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
1	8:40 - 9:10					
2	9:10 - 9:40					
3	9:40 - 10:10					
4	10:10 - 10:40					
NUTRITION BREAK #1 - 10:40 - 11:00 outside, 11:00 - 11:20 inside						
5	11:20 - 11:50					
6	11:50 - 12:20					
7	12:20 - 12:50					
8	12:50 - 1:20					
NUTRITION BREAK #2 - 1:20 - 1:40 outside, 1:40 - 2:00 inside						
9	2:00 - 2:30					
10	2:30 - 3:00					

*Outside Staff Supervision ends at 3:10pm***INDOOR NUTRITION BREAK PROCEDURES (Due to inclement weather, etc.)**

In the event of an indoor nutrition break, students will take everything they need with them to their classroom (lunch and a quiet activity). Students are to be seated at a desk during the break. Students are not to go to their locker and are encouraged to find a quiet activity to work on during an indoor break (reading, studying, cards, drawing, writing, etc.). Chromebooks are not to be used during indoor breaks, unless under the direct supervision of a staff member.

SCHOOL SUPERVISION SCHEDULE

Teacher supervision starts outside of the school at 8:30 am. Students will be permitted to enter the school at 8:30 am to go to their lockers and prepare for the day. Students should not be dropped off or come to school prior to this time unless they are coming to a planned, supervised activity. At the end of the day, supervision is provided until 3:10 pm. When dropping off/picking up students, please park on side streets. The front of the school is dedicated to school bus loading and unloading. This is a "No Stopping Zone" for cars. Please do NOT drop off or pick up your child in front of the school or on Secord Avenue during the Bus operation times. Thanks for keeping our students safe!

ABSENT – Safe Arrival Program

To report an absence, caregivers can send an email to **stn-attendance@wrdsb.ca**. Please include the following information in the email: student's name, homeroom, caregiver name and reason for absence. The attendance secretary will contact families of students for whom we have not received confirmation of their absence. You may also call **519-578-3750 ext. 1** and leave a message. For student safety, please be sure to let the office know if your child will be late or absent.

LATE – Safe Arrival Program

Students must be at school at 8:40 am. If a student arrives after this time, they will be marked late. When a student arrives at the school, the student will report directly to the office to sign in and receive an arrival slip. The number of absences and lates are recorded on the student's report card and are regularly monitored. Please do your best to have your child at school on time! We want them here!

LEAVING EARLY

If a student is leaving school early, they must bring a **signed note** from a parent/guardian indicating: the date, time the student needs to leave, and the reason. This note will be **shown to the teacher** and then brought to the office at time of departure. Students will sign out at the main office and will exit through the front doors. Students must come to the office to contact parents if they are not feeling well and office staff must speak with the parent/guardian. **Students are not allowed to use their personal devices for this purpose, as indicated in the Code of Digital Conduct.** Families who need to contact their student are asked to do so by calling the office.

SAFE WELCOME PROGRAM

In December 2012, the Provincial Government approved its intention to enhance security measures in elementary schools across Ontario. The Safe Welcome initiative involves the locking of doors in elementary schools. To enter the school, all visitors must buzz in at the front door and report to the office. We appreciate you respecting that students are not to be opening the doors for anyone.

SCHOOL CLOSURE

If the school is closed due to inclement weather, **please do not call the school**. Listen to local radio stations or check their websites, or visit www.wrdsb.ca for information.

HOMEWORK

It is the philosophy of the staff at Stanley Park PS that all students attempt to finish work that was not completed during class time as homework. Homework on the weekend will depend on each child's circumstances.

APPROPRIATE SCHOOL ATTIRE

A policy for appropriate school dress has been developed by the students and staff of Stanley Park, with the support of the School Council. Our dress code acts as a guideline in our efforts to encourage responsibility, self-esteem, self-expression, a sense of school pride, and a positive learning environment for our students.

We appreciate our students' evolving need to express their individuality through their clothing in an appropriate manner.

Where a misunderstanding arises (or if these guidelines are being misused), the Teacher, the Principal, and/or Vice-Principal will decide on the appropriate course of action to ensure fairness and respect for all of our students. A phone call may be made to parents and the student will be asked to change into something more appropriate.

A reminder that, out of respect, hats/hoodies are to be removed for O'Canada and for special assemblies (i.e., Remembrance Day).

CODE OF DIGITAL CONDUCT

It is recommended that personal devices (cell phones, etc.) stay at home. Students are fully responsible for their device, whether lost, stolen, or damaged and they bring it to school at their own risk. We understand that some parents want their child to have a cell phone for safety reasons.

All devices will be kept in lockers during the school day, unless explicit permission from a staff member has been given.

Personal devices will **NOT** be used in the hall, outside, in the washrooms or the change rooms. Students are never to take pictures or videos of others on school property. Students should never touch another person's device. The school will follow a progressive discipline approach for those students who continue to show unsafe or disruptive behaviour.

Should this device policy be violated in any way, the personal device will be confiscated and placed in the office until the end of the day and parents will be notified. The school will follow a progressive discipline approach for those students who continue to show unsafe or disruptive behaviour.

Code of Digital Conduct Policy forms must be signed by student and parent / guardian and returned in the first few weeks of the start of the school year.

BICYCLES, SKATEBOARDS, SCOOTERS, AND ROLLERBLADES

For the safety of others, students must **walk** bicycles onto school property. Racks are provided for bicycles at the front and side of the school. **Bicycles should be chained or locked.** Rollerblades, skateboards, longboards, and scooters are welcome provided they can be stored in the student's locker/classroom. Rollerblades must be removed before entering the school property or crossing the road. Skateboards and scooters shall be carried, not ridden, on school property. The school is not responsible for lost, stolen or damaged property. In Ontario, it is mandatory for anyone under the age of 18 to wear a certified helmet while riding a bicycle. Helmets are highly recommended for activities like skateboarding, rollerblading, and riding scooters.

FOOD AND BEVERAGE OPTIONS

Pizza slices, milk, and TCBY frozen yogurt are examples of food selections that may be sold during the second nutrition break. All food sold for profit must meet Ministry nutritional standards. We are thrilled to be a part of the **Nutrition For Learning** program, which provides basic nutritional snacks at the beginning of our school day.

PERFUMED SPRAY

Due to a large number of staff and students having allergies, please restrict use of fragrance and perfume sprays. Please **DO NOT** bring these products to school. Stick deodorants are allowed.

LOCKERS

Lockers are assigned by the homeroom teacher. Combination locks are required and must be locked at all times. Our school is regularly used by outside groups in the evenings and on weekends and we would not want anything taken from an open locker. Students are not to be sharing lock combinations.

The locker, which is loaned to the student, is the property of the Waterloo Region District School Board and is subject to periodic inspection for cleanliness and proper use. Please remember, the locker is a privilege and must not be misused or damaged. Students are responsible for keeping it clean, tidy, and to use it to store items necessary for success at school. Each homeroom teacher requires a record of the locker number and combination. A copy of this information is kept on file in the office. **Students may not change lockers or their locks without permission from the office.** Locks may be purchased from the office for \$7.00.

Students are **not** allowed at lockers between periods. At 8:40 a.m. necessary items should be taken for all morning classes. The same organization is required after each break.

FUNDRAISING

We believe students should learn the value of contributing financially to their school culture and off campus excursions / student activities. We may offer fundraisers throughout the year, announced on School Day. If you **require financial assistance** for school trips or activities, we ask you to speak to the Principal, Vice-Principal or to any staff member.

OFF CAMPUS ACTIVITIES

The following are examples of possible off-campus activities for Stanley students:

- Activity Days
- Outdoor education trips
- Community walks
- Inter-school sports
- Track and Field Meets
- Year End Excursions

PHYSICAL AND HEALTH EDUCATION

Shorts and T-shirts are available for purchase from the Stanley Park Physical Education Department. The uniform consists of shorts and a t-shirt. Uniforms are available in September at a cost of \$30.00. **While a change of clothes is encouraged, the purchase of a Phys. Ed. uniform is not required.** Students / families requiring financial assistance should contact the office and it will be acted on in a sensitive and confidential manner.

GYM REGULATIONS

Appropriate footwear must be worn when in the gymnasium at all times. Flip-flops, Crocs, or slides, and similar footwear are not allowed for participation in Phys. Ed. class.

We value healthy and active lives, and want all students to participate in Phys. Ed. classes to the best of their ability. If your child needs to be excused from gym class, a note from a parent must be presented to your teacher. The gym teacher will determine if a modified program is appropriate. If a student is to be excused for any length of time, ie: a concussion, a **medical note** is required and will be kept on file in the office.

Change Room Procedures: five minutes are allowed for changing at the start and end of class, LEAVE **ALL VALUABLES IN YOUR LOCKER/BACKPACK**. Necklaces, earrings, watches, rings, nose rings, etc. are **NOT PERMITTED** in the gym as per Ministry Safety Guidelines.

CONCUSSION PROTOCOL

The Waterloo Region District School Board recognizes concussions as a serious brain injury which requires appropriate follow-up measures to reduce risk of potential additional injury. Children and adolescents are among those at greatest risk for concussions. If a student sustains a concussion at school or off school property, administration will track medical intervention, return to physical activity, and return to learn protocols. Parents will be given a concussion information/tracking package when a concussion is suspected.

CODE OF BEHAVIOUR

Students need learning opportunities to acquire **skills to be responsible citizens** and to participate effectively in society. At Stanley Park Senior Public School, we are striving to achieve this in the following manner:

Safe	• make wise and safe choices for healthy living and daily functioning • resolve conflicts peacefully and cooperatively • embrace diversity and inclusion • understand and follow school expectations and procedures • show respect for our school property
Happy (Respect)	• engage students, families, staff and communities • foster wellness and well-being • contribute to and maintain a positive learning environment for all students • students will be responsible for their behaviour • students will maintain a positive attitude, positive growth mindset
Learning	• students will be able to articulate what they are learning • pursue student achievement and success for all • students will be responsible for their learning

GUIDELINES

The following activities are prohibited on school grounds:

- the possession or use of tobacco/tobacco-like products (vaping, cigarettes/e-cigarettes)
- any game or activity, which involves tackling or excessive rough play

RESPECT FOR DIFFERENCES

Intolerant, racialized, bigoted, or homophobic remarks are usually grounds for referral to Stanley Park administration. No exceptions to this rule are made for either (a) lively political discussion, or (b) the expression of personal/religious beliefs. Others' identities are not up for debate or discussion, no matter how one feels.

POLICIES OF VIOLENCE-FREE SCHOOLS

The Ministry of Education has stipulated that certain misbehaviour of students must be reported to the police when a serious violent incident has occurred. These incidents involve physical assault causing bodily harm requiring medical attention; sexual assault; criminal harassment; weapons' offenses; and drug offenses.

The Waterloo Region District School Board has added other types of misbehaviour that will not be tolerated in our schools, specifically:

- The use, possession or sale of alcohol or illicit drugs;
- The possession or use of weapons or items that are intended to be used as weapons;
- Any physical assault, threats of assault or intimidation;
- Any sexual, religious, ethnocultural, and/or racial abuse, jokes, slurs or harassment;
- Any non-physical abuse including verbal, cyber, emotional and psychological abuse, social exclusion, bullying;
- Any hate-motivated violence (incidents involving racism, homophobia, etc.);
- Vandalism causing extensive damage to school property or property located on school premises.

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility 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;
- become familiar with the 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.

SAFE, CARING AND INCLUSIVE SCHOOLS.

The parents, staff, and students of Stanley Park Senior Public School are committed to providing a safe, caring, learning and teaching environment in which the development of positive self-discipline will result in students who are learners and contributing citizens of society. Appropriate and respectful behaviour is always expected from students. Classroom teachers consistently monitor and address issues related to attendance / punctuality, behaviour and homework completion to ensure optimal student success. Teachers use a variety of strategies to assist students in meeting these expectations. These may include *class profiles, phone calls to parents, student/parent conferences, success planning*, etc.

At times, it becomes necessary for the classroom teacher to involve administration. The administrative team also deals with incidents that occur outside of the classroom and a **progressive discipline approach** is used in helping students take ownership for their choices.

We look forward to our year together, Gators!

