



Welcome to Linklater Public School



School Day

Time	Activity
9:05-9:15	Supervision on the yard
9:15	Entry
9:15-11:45	Instruction (150 min)
11:45-12:05	Lunch
12:05-12:25	Recess
12:25-2:55	Instruction (150 min)
2:55-3:30	Recess
3:30-3:35	Dismissal

Attendance

Regular attendance without tardiness is a key component to a successful school experience. In accordance with the U.C.D.S.B's Safe Arrival Policy the school is required to phone home, work or cell numbers, emergency contacts and, as a last resort, the local Police Department to contact parents/guardians for any unexplained absences. To assist the office staff in ensuring student safety ***Parents are required to contact the school by phone or by using My Family Room (www.myfamilyroom.ca) if their child/children will be absent or late.***

Lates:

As always, we encourage families to be prompt for school arrival. Students arriving late will be required to sign in at the main office.

Drop-Off and Pick-Up Procedures:

Students	Drop-off/Pick-up Gate
Kindergarten	Kindergarten gate
Grades 1-3	Primary gate (closest to the bridge)
Grade 4-6	North gate (Closest to the Kinsmen Hall)

Walkers:

Walkers will enter the gate closest to their home – either the primary gate or the north gate.

Communication:

We have two main communication tools for fast, up-to-date news and events:

- 1) Linklater Facebook page: <https://www.facebook.com/LinklaterPublicSchool>
- 2) My Family Room (if you have not registered, please do): [My Family Room Link](#)

Your child's teacher will also communicate with you, the best form of communication from him/her.

Hot Lunch:

Pizza Fridays - Cheese pizza is available to purchase monthly.

Breakfast Club:

Our Breakfast Club provides us with nutritional food baskets for each class, nutritious snacks are available to all students throughout the day.

Reusable Water Bottle Stations:

Please make sure your child has a labelled, full water bottle to bring to school each day. Students have access to sinks and four water-filling stations for re-filling water bottles when necessary, but students coming with a filled bottle each day will be much appreciated.

Personal Items:

Please label your child's clothing and items.

Your child will require:

Water bottle

Lunch kit

Backpack

Indoor shoes

Extra set of clothing (kindergarten/primary grades)

Allergies

Linklater Public School is an allergen aware school. There are children in attendance who suffer from severe and life-threatening allergies to certain foods or items, such as peanuts and nut products.

We appreciate the co-operation of the entire school community in **NOT sending any lunches or snacks that contain peanuts or nuts**, which could potentially harm a child. Carefully read all packaging of food products in your child's lunch. Items that "may contain" the allergen should not be sent in the child's lunch or snack. Imitation Peanut Butter or any soy butter are not permitted in the school as it is hard to differentiate these products from peanut butter or nut spreads. Please make sure that your children's caregivers are aware of the food restrictions. We may have certain classes that have strict rules regarding other restricted foods. The classroom teacher will make Parents/ Guardians aware of these. Please do not send food for birthdays or special occasions.



Transportation

The Student Transportation of Eastern Ontario provides detailed guidelines for parents and guardians regarding the transportation of students. An information booklet is given to every student at the beginning of the school year and is also posted on the STEO website at www.steo.ca. 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 S.T.E.O. 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.



Child Safety & Yard Security

Parents who drop-off their children at school in the morning, please plan to arrive between **9:05-9:15 a.m.** (as close to 9:15 a.m. as possible), as there is no supervision on the yard before 9:05 a.m. When you arrive, you will take your child to the designated drop-off gate.

For the well being and safety of our students, parents may not be on the school yard during the school day, or during arrival or dismissal.

Anyone picking-up your child must be on our “Emergency List” and be prepared to show identification upon pick-up. Arrangements for an alternative person picking-up your child must be made prior to pick-up.

Computer & Network Services



To use the computer and network services, each student and their parent/guardian are required to sign a usage form outlining responsibilities. These will be sent home with students in the first few weeks of school. Inappropriate use will result in limited or full loss of computer access.

Dress Code

In creating a **positive atmosphere**, dress, and appearance play a significant role in both school and in life. Certain standards of dress and appearance are expected for the business of attending school, just as certain standards are acceptable for other activities. Clothing displaying violent, vulgar, or scary images should **not** be worn.

Clothing displaying messages that are racist, sexual, or obscene in nature are **not** acceptable at any school. **SAFE FOOTWEAR must be worn at all times.**

Electronic Devices

If it is necessary to bring an electronic device to school (cell phone, iPod, etc.) it must be kept in the students’ backpack, turned off while on school property. The school takes no responsibility for lost or stolen electronic devices.

Fire Safety

Students participate in fire drills throughout the year and practice emergency bus evacuation in the fall. Each school also practices responses to “Shelter in Place” (weather or environmental situation), “Hold and Secure” (threat outside and not related to the school) and “Lock Down” (only used for immediate threats to safety – active shooter) outlined in the Emergency Response Plan.



Illness or Injury of Students

Parents of students who become ill at school will be called to pick-up their child. Parents of a child who is injured during the school day are contacted if the student is judged to require medical attention. You **MUST** have a working number for emergencies and inform the office of any changes over the course of the year so we can update our records. Families with a *My Family Room* account should make the necessary updates.

Medical information

The administration of prescription and/or non-prescription medication to a student is the responsibility of the student's parent(s)/guardian(s).

The Board recognizes that there may be exceptional cases where a student must have medication administered during regular school hours. Students are not permitted to self-administer without the appropriate supervision and authorization on file. For students to take medication or have medication administered at school the Authorization for the Administration of Medication form must be completed and signed by a licensed physician and/or the parent(s)/guardian(s). All prescribed medication must be received within a pharmacy bottle and the label on the bottle must provide instruction on how to administer such medication. Non-prescribed medication must be in its original packaging.

[The Authorization for the Administration of Medication Form](#) can be picked up from the main office.



Medical Plans of Care: Please notify the school if your child has an underlying medical condition. An Individual Student Management Plan is required and will be kept on file at school.

Concussions: If your child suffers a concussion, please notify the school. As per the U.C.D.S.B. Concussion Policy/Procedure the Return to Learn/Return to Physical Activity guidelines will apply.

School Council

Linklater has an active school council. The purpose is to provide an effective advisory role to the principal. Our council operates under the School Council Guidelines, revised 2002.

Our belief is education is a partnership involving parents, students, teachers, principals, school boards, government, and the community. Parental involvement in the council gives you the opportunity to strengthen that partnership, and to be part of a dedicated team working to ensure a high quality of education. Your participation can make a difference.

Head Lice

Parents are asked to be diligent in checking your child's hair on a regular basis. If head lice or nits are found, the student should receive treatment and the school be contacted. Student's hair must be nit-free before returning to class.



No Smoking

It is against UCDSB policy to smoke anywhere on school property. This includes personal vehicles parked on school property.

Telephone Use

Students **are not permitted** to use the phone unless it is a medical emergency. Arrangements regarding transportation, appointments, lunches, books, etc. are to be made at home **prior** to school commencement.



Bicycles/Skateboards/Roller Blades

It is the law that children must wear helmets when riding their bikes. Please note that bicycles are brought to school at the student's own risk. Locks are recommended. We assume no responsibility for the bikes. Skateboards, scooters, and roller blades are **NOT** to be used on the property at anytime.



Linklater Home Of The LYNX!

