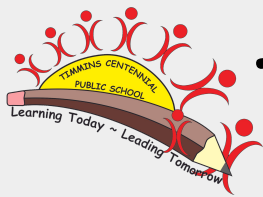




Timmins Centennial Public School

Student & Family
Handbook

2026-2027



Timmins Centennial Public School



545 Wilcox Street
Timmins, Ontario
P4N 3K5
705-264-8282

tcps@dsb1.ca



Access to our monthly calendar, the school handbook and information about events can be found on our school website. www.dsb1.ca/tcps

Stephanie Clement (Principal) stephanie.clement@dsb1.ca

Valerie Hedican (Vice Principal) valerie.hedican@dsb1.ca



District School Board Ontario North East

[District School Board Ontario North East's website](#) provides a wealth of information for parents and students. We invite you to go to the website to find more information about:

- School Bus Transportation
- Special Education
- Board Meeting Schedules
- Good News Bulletin Board
- Mental Health and Well-Being





District School Board Ontario North East

Vision: Preparing our learners for their future success.

Mission: Providing meaningful growth opportunities.

[DSB1's 2025-2029 Strategic Plan](#)



Achieve

Uphold high expectations in diverse learning and working environments.

Belong

Build inclusive communities where all feel supported and valued.

Create

Foster collaboration, innovation and skill development in all learners.

Policies and Procedures

****Key Policies and Procedures for Families and Students****



Policies and Procedures are put in place to protect the rights and safety of students and staff and to provide clear guidelines for activities and events. It is important to be aware of these policies and guidelines as they may affect the day to day activities of students (e.g. Handheld Electronic Communication Devices, Safe Schools: Progressive Discipline).

All policies and procedures developed by District School Board Ontario North East may be viewed from the board's website.

Principal's Message

On behalf of the staff at TCPS, I am thrilled to welcome back our returning students and extend a warm greeting to those joining our Firefox community for the first time. At Timmins Centennial Public School, we are proud of our strong French Immersion program, where students not only gain the gift of bilingualism but also develop confidence, creativity, and a love of learning. As we enter the second year of our Strategic Plan, we are excited to continue focusing on our priorities: Achieve, Belong, and Create. These guide everything we do, from high academic expectations, to building a caring school community, to inspiring innovation and new opportunities for students.

TCPS is a large school with the heart of a family. We take pride in the many opportunities we provide: sports, arts, STEAM, student leadership, and our dynamic house team program, which strengthens school spirit and friendships across grades. We believe in the power of connections, communication, and community partnerships. Our families and volunteers are an essential part of student success and we welcome many opportunities throughout the year to share our day with you.

I also want to emphasize the importance of attendance and punctuality. Consistent attendance ensures students are learning, developing strong habits, and building a true sense of belonging. Learning begins promptly at 8:55 a.m., and we encourage students to arrive between 8:25–8:45 a.m. to connect with friends and get some fresh air so they are ready to begin the day calmly and positively.

We are here for you. Thank you for entrusting us with your child's education. Together, we will make 2026–2027 a year of growth, belonging, and creativity for every Firefox.

Yours in education,
Stephanie Clement

DSB1 School Year Calendar



Monthly school
calendars will be
shared by email at the
beginning of each
month.



District School Board
Ontario North East

2026-2027
School Year Calendar

September				
Mon	Tues	Wed	Thurs	Fri
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June				
Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

PA Days
Aug 31, 2026
Sept 28, 2026
Oct 26, 2026
Nov 27, 2026
Jan 29, 2027
Apr 16, 2027
Jun 11, 2027

Holidays	
Sept 7, 2026	Labour Day
Oct 12, 2026	Thanksgiving
Dec 21 – Jan 1, 2027	Winter Break
Feb 15, 2027	Family Day
Mar 15 – 19, 2027	March Break
Mar 26, 2027	Good Friday
Mar 29, 2027	Easter Monday
May 24, 2027	Victoria Day

First Day of School	Last Day of School
Sept 1, 2026	Jun 25, 2027



Please note that
there is no school
for students on
Professional Activity
Days.

5 Day Calendar



District School Board
Ontario North East

2026-2027 School Year Calendar
Elementary 5-Day Cycle

Month	Week 1						Week 2						Week 3						Week 4						Week 5				
	M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W	T	F
August	31																												
	PA																												
September		1	2	3	3		7	8	9	10	11		14	15	16	17	18		21	22	23	24	25		28	29	30		
		1	2	3	4		H	5	1	2	3		4	5	1	2	3		4	5	1	2	3		PA	4	5		
October				1	2		5	6	7	8	9		12	13	14	15	16		19	20	21	22	23		26	27	28	29	30
				1	2		3	4	5	1	2		H	3	4	5	1		2	3	4	5	1		PA	2	3	4	5
November	2	3	4	5	6		9	10	11	12	13		16	17	18	19	20		23	24	25	26	27		30				
	1	2	3	4	5		1	2	3	4	5		1	2	3	4	5		1	2	3	4	PA		5				
December		1	2	3	4		7	8	9	10	11		14	15	16	17	18		21	22	23	24	25		28	29	30	31	
		1	2	3	4		5	1	2	3	4		5	1	2	3	4		H	H	H	H	H		H	H	H	H	
January					1		4	5	6	7	8		11	12	13	14	15		18	19	20	21	22		25	26	27	28	29
					H		5	1	2	3	4		5	1	2	3	4		5	1	2	3	4		5	1	2	3	PA
February	1	2	3	4	5		8	9	10	11	12		15	16	17	18	19		22	23	24	25	26						
	4	5	1	2	3		4	5	1	2	3		H	4	5	1	2		3	4	5	1	2						
March	1	2	3	4	5		8	9	10	11	12		15	16	17	18	19		22	23	24	25	26		29	30	31		
	3	4	5	1	2		3	4	5	1	2		H	H	H	H	H		3	4	5	1	H		H	2	3		
April				1	2		5	6	7	8	9		12	13	14	15	16		19	20	21	22	23		26	27	28	29	30
				4	5		1	2	3	4	5		1	2	3	4	PA		5	1	2	3	4		5	1	2	3	4
May	3	4	5	6	7		10	11	12	13	14		17	18	19	20	21		24	25	26	27	28		31				
	5	1	2	3	4		5	1	2	3	4		5	1	2	3	4		H	5	1	2	3		4				
June		1	2	3	4		7	8	9	10	11		14	15	16	17	18		21	22	23	24	25		28	29	30		
		5	1	2	3		4	5	1	2	PA		3	4	5	1	2		3	4	5	1	2						

Our school schedule is based on a 5-day cycle. You may hear your child talk about “which day they have gym/music/art”.

Specialty Classes

<i>Physical Education Grade 3-6</i>	Tammy Grydsuk
<i>Kindergarten Itinerant & Physical Education Grade 1-3</i>	Tracy Grydsuk
<i>Art Grade 1-6 Reading Intervention</i>	Kelly Ashbee
<i>Music Grade 1-6</i>	Briana Sutherland
<i>Special Education Resource Teacher & Math Facilitator</i>	Tanya Roussy

Kindergarten

KA	Rachel Gobbo/Lesley Forrest (ECE)
KB	Karina Rice/Chantalle Sirois (ECE)
KC	Vanessa Lemieux/April Gendreau (ECE)



Staff Directory

Primary

1A	Chiara Dell'Erede
1/2	Crystal Tulloch
2A	Cinthya Bujold
2B	Liane Wemyss
3A	Haley Brooks
3B	Lisa Lathem
3C	Melissa St. Amour

Junior

4A/4B	Heather Dupuis (French)
4B/4A	Nelly Safarzadeh (English)
5A/5B	Amelie Bouchard (French)
5B/5A	Ross Beamish (English)
5C	Breanna Larabie (English/French)
6A	Sylvie Pilon (English/French)
6B	Carole Ducharme (French/English)



Staff Directory

Support Staff

<i>Educational Assistants</i>	Jill Riley Mackenzie Nadeau Holly Labine Chelsey Champagne
<i>Child and Youth Worker</i>	Desiree Black
<i>Head Custodian</i>	Angella Kyle
<i>Cleaners</i>	Shaun Montreuil Kimberley Iserhoff David Dugay

Office Staff

<i>Secretary</i>	Sam Gauthier
<i>Secretary</i>	Dana Dafoe
<i>Vice Principal</i>	Valerie Hedican
<i>Principal</i>	Stephanie Clement

Balanced Day Schedule

8:25-8:55am	School arrival begins at 8:25am. When students arrive, they are to enter the school yard and play outside until the start of day. Please note that we do not have student supervision until 8:25am. Students cannot arrive at school prior to 8:25am.
8:55-10:35am	Instructional Block #1 (100 minutes)
10:35-11:15am	Nutritional Break #1 & Recess (40 minutes)
11:15-12:55pm	Instructional Block #2 (100 minutes)
12:55-1:35pm	Nutritional Break & Recess (40 minutes)
1:35-3:15pm	Instructional Block #3 (100 minutes)
3:15pm	Dismissal



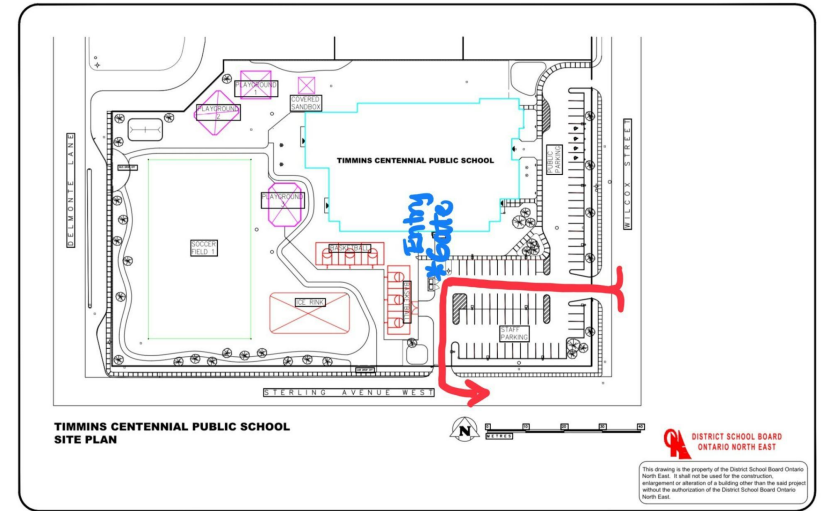
Our balanced day schedule enables us to provide longer uninterrupted learning blocks for literacy and numeracy.

Morning Arrival

Students arriving by school bus or family drop off will be greeted at their entrance gate by a supervisor. Kindergarten students will go to their designated area. Students in Grades 1-6 will go play in the school yard with their classmates.

Morning Drop Off can be a busy time. Walkers or students being dropped off are to enter the school yard at the Student Entrance Gate located just off the Parking Lot. Families are welcome to walk to the gate to drop off students. Families are not able to go into the school yard. A supervisor (in an orange vest) will be at the gate to welcome your child. Students are not able to enter the school by the front doors unless they are late for school and the classes have already entered the school.

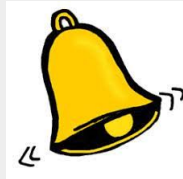
Families cannot drop off in the bus unloading zone.



As always, please watch for pedestrians when using the parking lot. Please do not block entrances/exits and park in designated parking spaces.

End of Day Routines

Dismissal Time: 3:15 p.m.



Bus Students: Bus dismissal is at the back of the school. Students will wait in their bus lines until their bus arrives.

Walkers: At the bell, walkers will be dismissed from Door B and will leave school property and head home.

Pick Up: Families picking up their child(ren) will wait outside the front of the school. Families can meet students at their designated pick up zones. Kindergarten families must check in with the supervisor before taking their child. Please note that it is a no parking/no stopping zone in front of the school.

Early Pick Up: Special circumstances may require you to pick up your child early. If this occurs, please contact the office and the secretaries will ensure your child is waiting for you at the office.

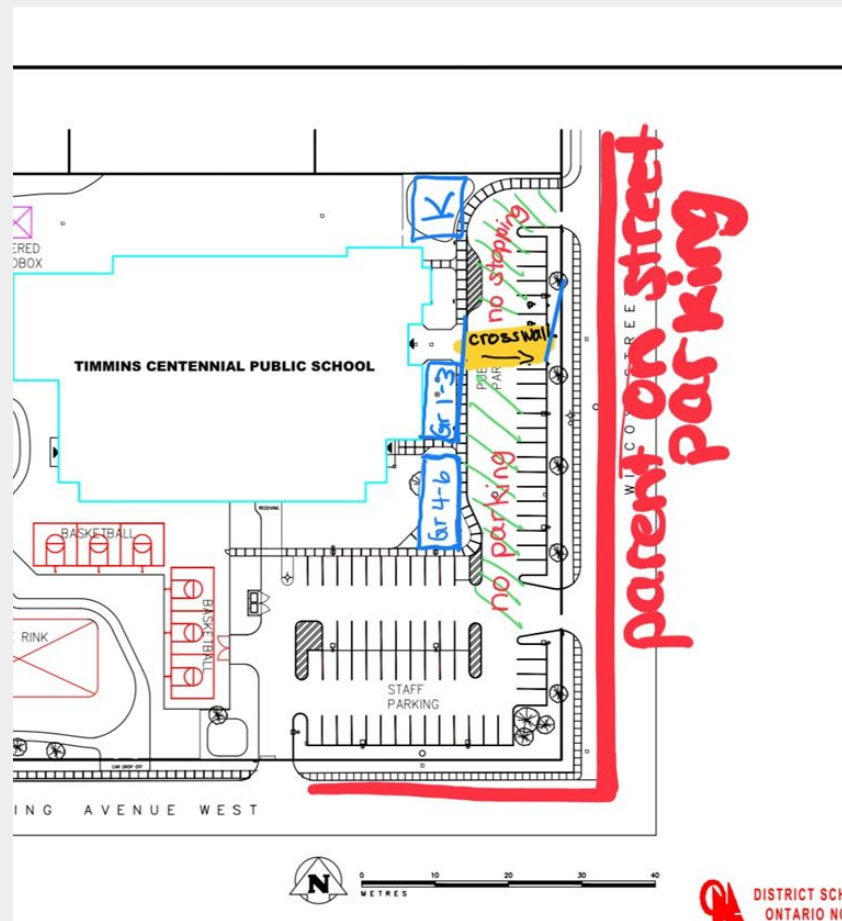
Please note: *In order to change your child's end of day routine (ie. take them off the bus), you must contact the office prior to 2:30pm.*

Pick Up and Crosswalk

Pick up is very busy at the end of the day. Parents can park on Wilcox or any of the side streets to walk over to pick up their student(s) or use the limited parking in the school parking lot. There is a no stopping/no parking zone in front of the school. Please obey crosswalk in front of the main entrance. This is where students/families can cross to access Wilcox Street.

Families cannot pick up at the back of the school in the bus loading zone. Please be respectful of the neighbours and not block their driveways.

As always, please watch for pedestrians when using the parking lot.



Bicycles/Skateboards/Rollerblades

We encourage students to increase their physical activity by biking, skateboarding, or rollerblading safely to school. Any bicycles brought to school must be walked into the school yard and locked to the fence upon arrival. Helmets should stay with the student. The school does not take any responsibility for bicycles or helmets. Scooters and skateboards are to be carried while on the property. Students must be able to easily carry and store their equipment.



Leaving the School Grounds

In the interest of student safety, we require all students to come directly into the school grounds upon arrival to school. A note or call from home is required for:

- Leaving early
- Leaving the school property at lunch
- Going to appointments during school hours (Please try to schedule these outside of class time if at all possible.)
- Being picked up or biking/walking instead of taking the bus home



Supervision of the School Yard

With safety in mind, students are expected to:

- Play safely with peers - cooperating and sharing equipment.
- Keep away from the mud and water in the yard.
- Play safe games — No piggybacks, backflips, play fighting, gymnastic moves or jumping off the snow hills.
- Stay off play structures until a supervisors opens them each recess.
- Wear proper footwear when on the playground structures.
- Go down the slides, one at a time and on their bottoms. Do not climb “up” the slide.
- Take care of any gym equipment that is brought outside to use.
- Stay in designated play areas.
- Seek support from a supervision (adult in an orange vest) if assistance is required.



Playground Equipment

We are very fortunate to have three playground equipment structures in our school yard. For the safety of all of our students, the following rules must be adhered to:



- The equipment only opens when the outdoor supervisor is says it is safe to do so.
- The equipment closes immediately at the bell (or before if directed by the outdoor supervisor).
- The equipment is only open during first and second nutritional break only (not before or after school).
- The equipment is closed when there is rain, snow or ice
- No tag, Marco Polo or other such games.
- Students must use the equipment properly (going down the slide - not up, no climbing outside of the safety rails, no hanging upside down).
- No throwing sand or rocks.

Attendance

In accordance with the **Safe Arrival Policy**, homes of all absent students will be contacted as soon as possible after 9:00 am starting with the youngest students.

Families are encouraged to use the “**School Messenger App**” to report absences. If your child is away and we have not received word from you, **School Messenger will contact you via text, email and an automated message.**

Please help us to avoid making unnecessary calls by letting us know about absenteeism before the school day begins. Families are requested to contact the school by the school messenger app, telephone (705-264-8282) or by email (tcps@dsb1.ca) prior to 8:45 am if their child will be absent that day. Please ensure all home and contact phone numbers are current.

If you know that your child will be away from school for an extended period of time, please contact the secretary prior to the absence to discuss temporary excusal.

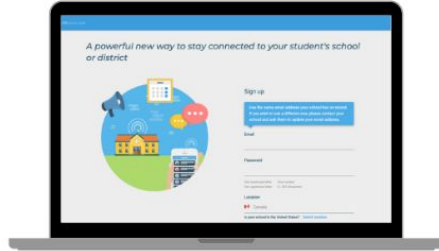
Please keep in mind that punctuality is important. Being late frequently can be quite disruptive to the learning in the class.



School Messenger App



Mobile App



Web Portal



Toll-Free

School Messenger is a platform for families to report absences. Emails from the Principal can also be found in School Messenger.

To sign up, please ensure you are using the email address we have on file for you.

[School Messenger Website and Apps](#)

Lunch Routines

- Our nutrition breaks are divided into two, please pack for 2 separate snack times.
- Trading or sharing food is not allowed.
- Hot lunches can be sent in a thermos. Students do not have access to a microwave.
- Each student will require a water bottle (no glass please).
- Pack lunches and snacks in different bags than school bags to avoid spilling.
- Pop or carbonated beverages are not allowed for lunches.



Nutritional Breaks

During the first nutritional break, students are encouraged to make healthy eating choices (i.e. yogurt, fruit, veggies). Healthier snacks will help students maintain their energy and focus until lunch time. Please remind your child to save desserts for the afternoon lunch time, after they have eaten their main portion of their lunch. It is helpful for students to make healthy choices if their snack and lunch are in two different bags or containers.

Food Allergies

Allergy Aware School



Timmins Centennial Public School is a **nut safe school and a fish safe school**. It is important that you do not send nuts or products that contain nuts as well as fish or fish products to school. We have a wide variety of severe allergies in our school and we want to ensure that all students are kept safe. Please remind your child not to share food with their classmates.

Please Note: We are asking that you do not send any treats/baking whether purchased or homemade to share in your child's class. (ie. sending cupcakes for all students in the class on your child's birthday). Your cooperation with this is greatly appreciated and will help to ensure the well-being of all of our students.

School Cash Online

Welcome to
SchoolCashOnline

Fast. Safe. Convenient.

For safety and efficiency reasons, DSB Ontario North East would like to reduce the amount of cash & cheques coming into our schools. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions so you will begin to receive email notifications regarding upcoming events involving your child.



We use SchoolCashOnline for payments such as pizza and sub program. Sign up for your account today! More information will come regarding these items.

[School Cash - FAQ](#)

[School Cash - Registration Info](#)

[School Cash - Info](#)

Communication Between Home and School

Please feel free to contact the school during the day to obtain or give information. Teachers are not usually available during teaching times, but will return your call at the first opportunity. The school secretaries will forward messages.

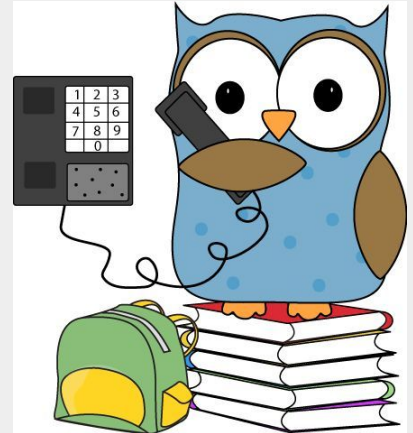
Please ask to deliver only emergency messages to students. All personal arrangements should be made at home before coming to school. ***Please note that students are not allowed to use their cell phones during the school day or on field trips.***

If you reach the answering machine, please leave a message.

Change of end of day routines need to be communicated with the school prior to 2:30pm.

School number: 705-264-8282

School email: tcps@dsb1.ca



School Communication is Paperless

School Communication is paperless and shared electronically via email and on our school Facebook.

Families are asked to provide the school with email addresses so that communication from the school can be sent home electronically. Please ensure we have your up-to-date email address so that you are informed of school events.

All ELKP-6 teachers use electronic communication with families using either email or the asynchronous platform for their class. Regular communication between school and home supports successful school routines.

Beginning of the year forms will be sent home as a paper copy during the first week of school.



School Supplies

Timmins Centennial Public School will provide all necessary tools required for learning. Sometimes, students (Grades 1-6) prefer to purchase their own materials. This is not necessary but is permitted. Please ensure your child brings only relevant items directly tied to producing neat and tidy work.



Students will also require: a backpack, a lunch bag, indoor shoes, change of clothes to be left in their locker.

*Because of the sand and mud in our playground, outdoor shoes worn to school must be changed to a pair of indoor shoes when students enter the classroom. ***Children must have running shoes with non-marking soles for Physical Education.*** Please ensure that shoes are labelled and checked regularly for sizing. Outdoor shoes should also be runners, so your children can play safely on the playground equipment.

Lockers

Most students in Grades 1-6 will have a locker to store clothing and backpacks. These lockers are small, therefore extra locker gadgets are not allowed. In the event that extra items interfere with his/her organization or speed at readying for class, they will be sent home. Locks are not permitted on lockers.

Lost and Found

Each year, we have a large number of unclaimed items in our Lost and Found. In order to have items returned to you, please write your child's name on **all** school bags, containers, clothing (sweatshirts, jackets, hats, mittens, etc) and sports equipment that he/she brings to school. Sweatshirts and hoodies seem to be the items most often lost!

Students can check the "Lost and Found" regularly. Clothing left in lost and found for extended periods of time are donated to families in need. Please be advised that the school does not assume responsibility for lost or stolen items.



Medication (Prescribed and Non-Prescribed)

Medication for students shall be administered at home when possible. A student's parent/guardian is permitted to administer medication during school hours at the office. Every attempt should be made to arrange times for administration with the least possible disruption to all concerned.

Where school personnel must administer oral medication, it shall be in the following manner:

- The administration of non-prescribed medication, including Tylenol, Aspirin and other over-the-counter medications must have a completed “*Authorization of Prescribed and Non-Prescribed Medication Form*” before administration by school staff.
- The administration of prescribed medication must have the written authority of the family by completing an “*Authorization of Prescribed and Non-Prescribed Medication Form*” The physician's name and phone number is required and should be on the label of the pill container.

Students with prevalent medical conditions such as asthma, anaphylaxis, diabetes and epilepsy must have a “*Plan of Care Form*” completed and on file at the school.

Epipens/Epinephrine Injectors (Policy 2.1.39)

For students with life threatening allergies, an Epi-pen, as prescribed by your doctor is required for your child to have on his/her person (in an waist belt). It is the responsibility of the family to ensure that his/her child have the appropriate Epipen and ensure that the child wears it on his/her person at all times, this includes during the school day, on field trips and on the school bus.

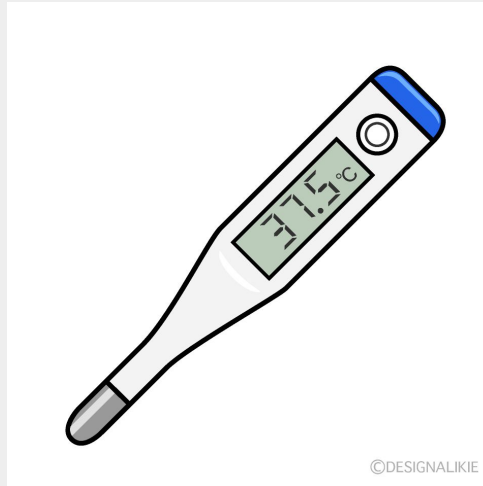
Waist pouches can be ordered free of charge from:
www.epipen.ca



Illness and Injury

If your child is ill while at school, the secretary will contact you. Please ensure that your emergency phone numbers are kept up to date.

In cases of minor cuts and scrapes, we will apply first aid and/or a "magic" ice pack. If we suspect an injury of a more severe nature, we will try to contact a parent to arrange transportation to the Emergency Department at the hospital. In an emergency, an ambulance will be called.



Concussion (Policy 2.1.36)

In the event that a student suffers an injury to the head, staff will follow the concussion procedures. Families will be contacted and may need to pick up their child. In the event that the school suspects a possible concussion, the family may be asked to seek medical attention and have a form completed by a medical practitioner before returning to school.

In the event that a concussion is diagnosed, the student and family will work with the school to complete a Return to Learn and Return to Play Process as outlined in the board's concussion policy and procedures.

In an emergency, an ambulance will be called.

Please note that if a concussion occurs outside of the school, the family will inform the school so that our procedures can be followed to ensure the safety of the student. A Return to Learn and Return to Play Plan will be put in place.



Pediculosis (Head Lice) (Policy 2.1.24)

District School Board Ontario North East has a **Pediculosis (Head Lice) Policy** requiring students to be “nit free” before returning to school. If a student is suspected/identified of having pediculosis, families will be contacted and requested that the student be treated as soon as possible. All families with children in that class will receive a notice so they can check their children as well.

Students are allowed to return to school only after receiving treatment **and** being deemed **lice and nit free**.

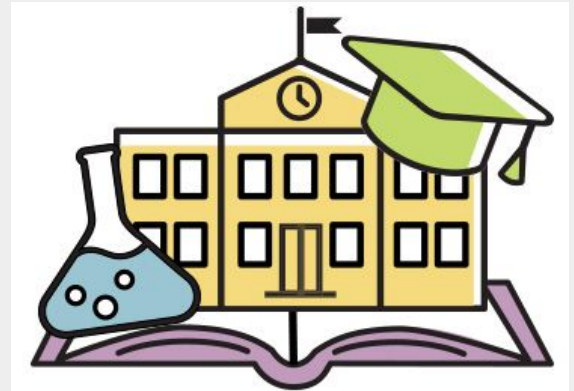


Curricular Programing

Our goal is to offer a strong French Immersion Program and we schedule our classes as follows:

Kindergarten	100% French Language Instruction
Grade 1 -3	100% French Language Instruction
Grade 4 - 6	50% French Language Instruction

[Ministry of Education -
Curriculum and Resources for
Parents](#)



Homework Guidelines

The purpose of these guidelines is to communicate a general description of homework expectations for the students and families of TCPS.

Homework should be appropriate and relevant to the student's progress. Homework reflects:

- Completion of work not finished in class
- Time to review or study for upcoming assessments
- Math games/problems
- Time to collect material or research items for a class project etc.
- Reading time in both languages
- Journal writing



In the event that your child indicates that he/she does not have any homework, we suggest developing a system at home to review Math and Literacy skills by allotting quiet time to read, write or play card/dice games. Also, starting a “tell me about” system at home which links directly to a subject or event at school will not only help you become better informed about your child's day but will also strengthen your child's oral communication skills.

[Homework Help Website](#)

Tips to Help Families of French Immersion Students

- ★ If your child is eager to speak French at home, be encouraging, but otherwise don't force your child to do so.
- ★ Only correct your child in expression or pronunciation if you are French speaking.
- ★ Remember that your child's learning capacity is vast.
- ★ Expose your child to French television programs.
- ★ Take children to a French bookstore and to the library for books and music.
- ★ Take advantage of local events that increase your child's exposure to French language and culture.
- ★ Be proud of, and celebrate your child's successes.
- ★ Be supportive of the teachers, the school, the principal and your child's program. Discuss concerns directly with your child's teacher.



Tips to Help Families of Early Learning Kindergarten Students

- ★ Rest is very important so please ensure a reasonable bedtime.
- ★ A nourishing breakfast starts the day off well.
- ★ Stress nutrition with your child and provide him/her with snacks of fruit and vegetables. It is recommended that Junior and Senior Kindergarten students carry their snacks in a lunch bag.
- ★ Help your child to understand that "No" means no. Children need to be able to express this to those around them, respectfully, as well as readily accept it from others, respectfully.
- ★ Encourage self reliance in dress, speech and actions. Dressing your child in clothing he/she can manage by him/herself is a great help to the school. Practice with zippers, boots, shoelaces, etc., Slip-on or Velcro closure shoes are helpful.
- ★ Set aside a special time to discuss the events of the school day. A display area at home to display "treasures" will show you are interested in your child's accomplishments.
- ★ Join the community library.
- ★ Always speak positively about the school, the staff and your child's classmates.



Report Cards

Grade 1-6 students will receive a Progress Report as well as a Term 1 and Term 2 Provincial Report Card. Kindergarten students will receive a Progress Report as well as two Communication of Learning Reports.



Parent-Teacher Interviews

Although there will be scheduled parent-teacher conferences (in November), we believe in continuous communication. If at any time you would like to meet, please call the school to arrange a time to meet with your child's teacher. Teachers also communicate regularly throughout the year via telephone, email and Seesaw.



Extra-Curricular Programs and School Field Trips



Throughout the year, there are numerous extra-curricular programs provided for the students as well as field trips relating to curricular learning. All students are encouraged to become involved in activities of their choice. Students are reminded that participation in these activities relies on demonstrated commitment to their academic and social responsibilities within the classroom, school yard, bus and community. Students can be excluded from these privileges if they do not follow the expectations and routines of the school.

Attendance is also an important factor in determining participation in any out of school activity. There is an expectation that a reasonable effort be made by students to complete work missed due to an absence and that he/she will take responsibility for ensuring he/she has caught up on notes, material or lessons that may have been missed. In the event that a lack of independence and responsibility is demonstrated, the student will remain behind in order to complete important work.

Visitors to Timmins Centennial



For the safety of all students and to avoid disruptions in the classroom, all parents/guardians visiting the school are expected to report to the office. The secretaries will call students down to the office if needed or we will gladly deliver items that are dropped off at the school.

No visitors will be allowed to go to the classroom unless arrangements have been made for special events. This will protect the uninterrupted learning that all students deserve to enjoy.

All visitors who will be moving about the school must sign in and be issued a visitor tag while in the building. This is for the safety and security of all.

Volunteers (Policy 2.1.4)

Timmins Centennial Public School continues to be blessed with many excellent volunteers. Volunteers support field trips as chaperones, nutrition program, spirit days, special lunches, School Advisory Council, etc.

Your assistance is always greatly appreciated. Please contact stephanie.clement@dsb1.ca if you would like to become a TCPS Volunteer. All volunteers must provide proof of an updated **Vulnerable Sector Check** conducted by the Timmins Police. The VSC must be updated every year.



Student Nutrition Program

Timmins Centennial Public School provides healthy morning meal five days a week to all students. A big thank you to our volunteers for helping to prepare snacks.

Our morning meal program is run through donations received from Red Cross and the Northern Fruits and Vegetable Program.



School Advisory Council

In September, parents who wish to become members of the School Advisory Council, must complete a nomination form and return it to school. School Council acts in an advisory capacity to the school principal. Meetings are scheduled, four times a year, on the most convenient evening for the members. School Council is open to everyone. We hope to have you join us!



Inclement Weather (Policy 2.1.5)

In the event of drastic inclement weather (large snow falls, cold weather), changes/cancellation of bus transportation will be communicated on the radio after 7:00 am or on the BusPlanner [website](#). You are encouraged to sign up for email notifications for your child's bus.

On inclement weather or cold days, our school will remain open for students.

Afternoon transportation may be provided for students on cold weather days if the temperature has warmed up. Families will be responsible for bringing students to school in the morning on those days.



School Transportation

Transportation Website: [BusPlanner](#)

This website allows you to check your child's transportation eligibility and route information. Families are asked to refer to this website before calling with questions about bussing.

Each student who rides a school bus is to follow the "Regulations Governing the Conduct of Students in School Buses". The regulations are sent home with each student and outline the expectations for student behaviour and consequences for noncompliance. Our primary concern is the safety of all students on the bus as well as the safety of the bus driver as he/she transports your child to his/her destination.

Students may only ride the bus to which they have been assigned. Students must sit in their assigned seat.

Bus drivers of Year 1 and Year 2 Kindergarten students are required to keep any child on the bus if no adult is visible at the drop-off location. In this event, the child will be driven back to the school at the end of the bus route. If this happens, families should call the school to make arrangements to pick up their children.

This table outlines the En Route distance for walkers and for bus stops.

	JK/SK	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9 -12
Distance	All are bused	.8 km	.8 km	.8 km	1.6 km	1.6 km	1.6 km	1.6 km	1.6 km	2.6 km
Distance to a stop	.3 km or less	.5 km	.5 km	.5 km	.5 km	.5 km	.5 km	.5 km	.5 km	1.0 km

School Transportation

Transportation to and from school is provided to eligible students as a privilege.

BUS REPORTS

Should your child misbehave on the bus, you will receive a report through the school from the bus driver.

- 1st infraction: a warning.
- 2nd infraction: a three day bus suspension
- 3rd infraction: an eight day bus suspension
- 4th infraction: removed from the bus indefinitely



Cell Phones

From Kindergarten to Grade 6 there is no need for students to have a cell phone at school. If your child needs to contact home we will allow them to use the school phones.

If your child wants to have a phone on the school bus, they can put it in their backpack once they arrive at school and take it out once they are on the bus.

Students will receive reminders to leave their phones in their backpack. If this becomes a challenge then we will keep it at the office until a parent can pick it up.



Fundraising

Fundraising is an ongoing process for many schools. Throughout the year, families are asked to support our fundraising endeavours.

All fundraisers are organized with a purpose and proceeds raised through fundraising directly benefits the children of our school (field trips, special events).

Please know that no child is treated differently if they are unable to fundraise - all children will ALWAYS have the same opportunities, regardless of their family's fundraising.



Agency Services

Parents may contact any of the corresponding agencies to arrange for additional supports for their child:

- For Physiotherapy and Speech and Language please contact Inspire Centre (formally Cochrane Temiskaming Children's Treatment Center) at 705-264-4700.
- For Counselling please contact North Eastern Ontario Family and Children Services at 705-360-7100.
- For psychological services as well as for hearing and auditory processing testing please contact the school for more information.

The school would be more than happy to put through referrals for speech and language, occupational therapy and physiotherapy.

Families are encouraged to take their children for regular eye examinations.

Positive Interaction with Adults and Peers

Through interactions with friends, children learn important social skills such as cooperation, effective communication, emotional control, empathy and conflict resolution. We strongly believe in supporting the development of these skills and therefore have high expectations of student interaction and clear staff expectations on how to support these interactions in the school yard and class.

Children look to adults as role models and often reflect behaviours observed in adults close to them. As a result, we ask your support in guiding our students in developing positive social interactions with all members of our school community. Students are expected to be courteous and respectful to all students, staff, volunteer guests and family members. This includes the use of appropriate language, proper and safe use of play equipment and appropriate play. Staff continually support student social development with all playground issues by developing with students, the language and behaviours appropriate to different situations as they occur at recess and in the class.

Students are expected to show proper care and respect when using school materials and equipment. Concern for maintaining a neat and orderly school environment is helpful to all.

Bullying Prevention and Intervention



We continue to teach students to identify bullying and to use strategies to deal with, and stop it from happening. Bullying is typically a form of repeated, persistent and aggressive behaviour targeted at another person that is intended to cause (or should be known to cause) fear, distress and/or harm to that person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

When someone experiences or observes bullying behaviour, he/she is expected to report it to a teacher, early childhood educator, or school administrator immediately. Bullying behaviour will be dealt with using a progressive discipline approach along with opportunities for the bully to make amends (Restorative Practice).

Progressive Discipline

Timmins Centennial Public School encourages, supports and recognizes acceptable behaviour in our students through a variety of positive practices. Progressive discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies which promote positive behaviours.

We encourage students to take responsibility for their behaviour and to accept the consequences, building upon strategies which promote positive behaviours.

A progressive discipline approach will be used to deal with inappropriate behaviour. These may include: oral reminders, review of expectations, contact with families, written reflection, volunteer services in the school community, conflict mediation and resolution and/or referral for support services.

We recognize that each student is a unique individual and that every situation that requires disciplinary action has its own set of extenuating circumstances. All factors that may have affected the student's behaviour will be considered before progressive discipline is applied. Students who behave inappropriately will receive an age and developmentally appropriate consequence. For a student with special education or disability-related needs, all progressive discipline approaches will be consistent with his/her Individual Education Plan and his/her demonstrated abilities.

Possible Corrective Actions for Behaviour Infractions

Interview with a teacher or principal: May be informal or formal, depending upon the circumstances. Purpose may be to enlighten, educate, or warn the individual concerned.

Parental Involvement: May take the form of a phone call, an interview or a letter/email home.

Detention: The student may be asked to take restorative action through reflection about their behaviour at the office or in their classroom and taking corrective action.

Removal of Privileges: The consequence involves the removal of services/opportunities provided by the school or board, including bus transportation, and extracurricular activities.

Restrictions: May take the form of limitations relating to the use of school equipment, access to specific areas of the school premises, or participation in school events.

Controlled Supervised Timetable (eg., in-school suspension): Is a measure by which a student is assigned to a specified area, under supervision, for a designated period of time₅₃

Possible Corrective Actions for Behaviour Infractions

Suspension: Is the removal of the student from the school premises for a period of time - the length of which could be between 1 and 20 days, or as modified upon appeal as per the DSB1 Suspension and Expulsion policies. **Note:** The principal may move directly to suspension should the seriousness of an incident require this sanction.

Withdrawal from School: Such action is normally taken after consultation with parents and/or Special Education staff.

Police Involvement: May involve the laying of charges as appropriate.

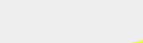
Expulsion / Exclusion: In extreme cases, the Principal, in consultation with the appropriate Supervisory Officer, and the Board Lawyer, may recommend/impose an expulsion of a student from school or school-related activities for a minimum period of time of twenty-one (21) days as per the District School Board Ontario North East Suspension and Expulsion policies.

Procedures for Dealing with Violent Incidents

These factors will be taken into account when considering responses to violent incidents:

- the type of incident
- all the facts, circumstances and individuals involved
- the degree of harm caused to the victim and/or the school community
- the ages of the individuals involved
- the number of incidents an individual is involved in
- the underlying causes or contributing factors of the violence, for example, racism, sexism, homophobia, sexual assault, domestic violence, drugs and gangs
- the consequences for the perpetrator (including loss of freedom, exclusion from special events, exclusion from the regular classroom, suspension, restitution as well as participation in rehabilitation programs which may involve other agencies) should be commensurate with the incident and be beneficial to all involved.

Consequences for violent incidents may involve referral to Police Services, Child and Family Services or other agency support as appropriate and in accordance with the Board Violence Prevention Policy (Policy 2.1.7).



Timmins Centennial Public School Code of Conduct

District School Board Ontario North East has developed a Code of Conduct (Policy 2.1.6) and Timmins Centennial Public School will follow its guidelines.

Respect for Authority

At our school, rules help keep everyone safe, respected, and ready to learn. We know that students are developing important skills in responsibility and respect, and we will support them along the way. Everyone deserves to feel valued and free from harm. If challenges come up, we will work with students to find solutions, and consequences may be used when needed to help guide learning and growth.

Bus Regulations

School bus rules are in place to keep everyone safe while traveling to and from school. We ask students to show respect and responsibility so that the bus ride is calm and safe for all. If challenges arise, we will work with students to address the behaviour. In some cases, loss of bus privileges may occur, following the Tri-Board Transportation Policy.

Transportation for Field Trips

Field trips are special opportunities for learning and fun outside the classroom. To keep everyone safe and ensure a positive experience, students are expected to show respectful and responsible behaviour. If behaviour becomes unsafe or inappropriate, families will be contacted, and students may be sent home at the family's expense. Additional consequences may be considered after the teacher supervisor's report.

Respect for Property

We ask students to treat school property, materials, and belongings with care and respect so that everyone can enjoy them. If something is damaged or misused, we will work with students to take responsibility and make things right. Additional steps may be taken at the discretion of the principal.

Punctuality and Attendance

Regular attendance and being on time help students feel connected, keep up with learning, and experience success at school. Families are asked to follow our Safe Arrival Policy by notifying the school of any absence or late arrival (through the School Messenger app or by phone/email). If a student needs to leave during the day, guardian permission is required. For illness, families will be contacted to pick up their child if needed. In cases of ongoing absences, the school team will work together with families to support regular attendance and may involve the Board's Attendance Officer when necessary.

Preparation for Classes

Being ready for class helps students feel confident and successful in their learning. We encourage students to come prepared with the materials they need and a positive mindset, so they can fully take part in lessons and activities.

Academic Honesty

Students are expected to follow the Growing Success Policy (2.1.34) and demonstrate honesty in all their work. If plagiarism or cheating occurs, consequences will be applied according to the policy, with the goal of helping students learn from their mistakes and grow in responsibility.

Conduct Off School Property

We know that actions outside of school can sometimes affect the safety and well-being of our school community. If there is evidence that off property behaviour negatively impacts the learning environment or student safety, the principal may take appropriate steps, just as they would for behaviour that occurs during the school day. Our goal is always to support students in making positive choices and learning from their actions.

[illegible]