



Student/Family Handbook 2025-2026

Chalmers Street Public School

**35 Chalmers Street South
Cambridge, Ontario
519-623-0950 (Tel.)
Attendance: Line x1
Secretary: Mrs. Joanne Kitzman
Secretary: Mrs. Sabrina Seger**

Email: cha-attendance@wrdsb.ca

**Principal: Sheri Ilo
Vice Principal: Sandra Jovanovic**

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School Website -
<https://cha.wrdsb.ca/>

WRDSB Website - <https://www.wrdsb.ca/>

Chalmers Staff 2025-2026

Class	Educator/Room	Class	Educator/Room
K1	K. Hunt RM 6 T. McKee J. Huc	5B	A. Ritchie RM 2
K2	E. Gray RM 5 S. Jude	6A	M. Mulé RM 27
K3	J. Sylvester RM 8 J. Valentine R. Eno	6B	A. Damji – RM 28
K4	S. Furtado RM 3	Spec.Ed /MLL	C. Hatton A. Harmer S. Brooks
1/2B	L. Gingrich Martin RM 10	Kindergarten Literacy Enrichment/Music/Art	E. Makrydakiss
1/2A	S. Ahmad RM 09	French/Music/Drama/ Dance/Health	Primary–N. Miller
1A	S. Carlisle RM 11	French/Music/Health/ Dance/Drama	Junior–T. Olagunju
2A	C. De Bruin RM 7	Gr. 3,4,5 Drama/Dance/Health	B. Snarr
2/3A	K. Nocera RM 26	CYW	Heather Cole
3A	M. Makey/A. Saji RM 24	EAs	Abraham Odiase, Molly Seib, Lisa Westerman, Samantha Vaillancourt, Melinda Timmerman, Brooklyn Seftel, Charlene Proulx Ramanjot Kaur, Lindsay Hamilton
3B	DJ McIlwraith P3	Library	D. Thompson
4A	C. Cox RM 25	Custodians	Alda Costa Gordana Petric
4B	K. Batth RM 23	Supervision Monitors	Ms. Shand, Ms. Bigem, Ms McCulloch, Ms. Kaur
5A	A. Saeed RM 1	Office	Joanne Kitzman & Sabrina Seger
Admin	Sheri Ilo, Sandra Jovanovic	ic	

Daily Schedule

9:20	Entry and Period 1
9:50	Period 2
10:20	Period 3
10:50	Period 4
11:20	Nutrition Break 1
12:00	Period 5
12:30	Period 6
1:00	Period 7
1:30	Period 8
2:00	Nutrition Break 2
2:40	Period 9
3:10	Period 10
3:40	Dismissal

Attendance:
519-623-0950 x1
cha-attendance@wrdsb.ca

The Chalmers Street attendance-check program operates to help ensure the safety of our students. **If your child is going to be absent or late, please leave a message in the voice mailbox or in our email inbox including your child's name, teacher's name and the reason for absence. As soon as you know that your child will be absent, even the evening before, please report it.** Our office staff spend a lot of time ensuring a safe arrival and if everyone does their part it is less time consuming and we can be alerted of a safety concern in a more timely manner.

It is a good idea to advise the teacher of a planned absence or an early pick-up by sending along a brief note or email, however, ***remember to also report it to the office with the same information.*** Any student leaving the school during the day must be signed out at the office by the parent or guardian. Although, you are welcome to sign out your child/ren throughout the day, we encourage you to refrain from signing them out between 3:30 and 3:40pm. This will assist the staff in ensuring all students are dismissed safely.

If you know that your child will be away for more than 5 school days, please contact the office well ahead of time and complete the appropriate form.

Before and After School Care/Extended Day

WRDSB offers the extended day program at Chalmers. They offer two fee-based Before and After School Programs for our students: [Extended Day](#) for children in JK – Grade 2 and [Youth Development](#) for children in Grades 3 – 6. These programs are led by Early Childhood Educators out of our classrooms and other spaces in our schools. All programs offer flexible registration and nutritional snacks. Programs are offered from 7:00 a.m. to 6:00 p.m., Monday to Friday, designated PD Days, March Break and the non-statutory week at Christmas.

If you require childcare before or after school please go to wrdsb.ca/beforeafter/

Busing

Your transportation details can be found by visiting www.stswr.ca (Student Transportation Services of Waterloo Region - 519-650-4934) and clicking on Student Login. You will need the following information:

- Ontario Education Number (from report card)
- Student birthdate
- Address

Please note: bussing can take up to 3 days to process after your registration. Please be prepared to make alternate arrangements until bussing is in place.

Parents are responsible for the safety and conduct of their children prior to pick up at the start of the day and after leaving the bus at the end of the day. The bus is an extension of the classroom and all school behavior expectations apply. Riding a school bus is a privilege, not a right..

Students who do not respect the rights of others and endanger their life and the lives of others may be suspended from riding the bus.

Communication

Communication is imperative to a productive working relationship between home and school. Please do not hesitate to reach out to your child's teachers if you have questions or concerns pertaining to your child or their education. If you are not able to resolve an issue or your concern or question has not been thoroughly addressed please call the main office for administration support. In person and phone conversations are usually the most effective in prompt responses and resolutions. Chalmers St. PS 519-623-0950. If you would like to reach out to an educator by email it would be firstname_lastname@wrdsb.ca.

School Day: <https://www.school-day.com/>

School-Day is an online communication tool that we require all families to sign up for. It is an online portal that lets us instantly share school news and events. This account is helpful for signing up for pizza days, school trips, etc.

To sign up, visit . <https://www.school-day.com/> and click Register. Once you have created an account, you will need to add your student's information which includes a Secure Match Key. Please contact Mrs. Kitzman in our main office if you do not have your Secure Match Key or if you need some help. For other technical support, call 1-855-253-1731

Community Building and Behavior

It truly does "Take a Village" to raise our students. We value the relationship that we have with students, families and community members. It is important that we all work together to provide the best learning experiences for all our students. The *Ontario Ministry of Education's* - Code of Conduct. states standards of behaviour that are intended to ensure that all members of the school community are treated with respect and dignity.

<https://www.ontario.ca/page/ontarios-code-conduct-education-sector-parents-guide>

All members of the Chalmers Street school community are expected to:

- **BE SAFE**
- **BE RESPECTFUL**
- **OWN YOUR BRILLIANCE**

**If you are aware of a problem, have questions or need support please call us.
Working together is imperative in creating a safe learning environment for all.**

Student misbehaviour is often dealt with by a teacher when it occurs. The teacher may simply remind the student of the appropriate behaviour, problem solve with the student and peers, or assign a consequence. Some situations, however, require the involvement of the Principal or Vice Principal. This could be the case when:

- a) the behaviour is very serious in nature (e.g., violence, profanity, bullying); or
- b) the behaviour is less serious, but happens frequently. (e.g., disruptive behavior)

When an office referral has been made students may be required to work through a "Think Sheet". This ensures communication amongst adults and helps students be accountable for their

behavior and make better choices in the future. The student, administration and their teacher will sign the 'Think Sheet' and then it will be brought home so the student can talk with family members about the incident. A parent/guardian must then sign the paper and return it to the teacher. If it is not returned the next day the student will stay at the office during unstructured times until it is returned.

Each incident will be investigated as thoroughly as time permits. The ultimate goal is to support all students in learning how to be respectful and responsible citizens. We encourage and support restorative practices and will work together to assist students in learning from their mistakes and making things right. Consequences will be assigned based upon the following factors:

- a) Current legislation, Bill 212, <http://www.edu.gov.on.ca/eng/safeschools/act.html>
- b) WRDSB policies and procedures, <https://www.wrdsb.ca>
- c) Nature of the incident (severity). Violence, bullying, or opposition to a person in a position of authority are examples of behaviour that would be considered severe.
- d) Progressive discipline procedures will be followed. A progressive discipline model is followed within WRDSB. While we attempt to be consistent, each student will be dealt with on an individual basis, and consequences will be assigned based on the frequency, pattern and severity of the behaviour, grade level, as well as the effort the student makes to change his or her behaviour.

Under the *Freedom of Information* legislation, school staff are **not able to discuss with you** incidents or consequences involving any child other than your own. The Principal and staff may choose any combination of the following **progressive discipline consequences** in response to dealing with a student sent to the office:

- File the referral for future reference
- Assign office detentions during nutrition breaks
- Withdraw privileges such as participation in a class or school activity
- Think Sheet completion, Call the parent/guardian, or request a meeting
- Remove the student from the classroom temporarily (e.g., half or full day)
- Refer the student to the School-Based Team or the Multidisciplinary Team
- Conduct Restorative Justice circles
- Suspend the student from school for a period of one to twenty days
- Suspend the student with a recommendation for expulsion.

Home Reading

Homework expectations have changed over the years. In an attempt to be most equitable many of our teachers have moved to using a flexible Home Reading program. Students can bring books home and are encouraged to read nightly. If this is a challenge for families they can work with the teachers to ensure their child can be included in the program.

Emergency School Closing/Inclement Weather Procedures

Severe weather conditions, power failure, water loss or breakdown of the heating system could lead to a school closure.

During periods of severe weather, your best source of information about school closing is the [WRDSB website](#). You will also hear this information on local radio or television stations. Communication will begin at 6:00 a.m.

You might hear the following:

- All public schools in Waterloo Region District School Board are closed.
- Only certain schools are closed.
- An announcement that transportation is cancelled so therefore schools are also closed.

****If you are concerned about the weather conditions, you have the option of keeping your child home. Please call the Attendance Line if this is the case.**

Asynchronous learning opportunities will be posted on individual teachers' google classrooms if you choose to have your child learning throughout the day.

Nutrition Break Expectations

We have two 40 minute Nutrition Breaks: 11:20 am-12:00 pm and 2:00pm-2:40pm. All students are expected to follow the school's behaviour code during the breaks both in the classrooms and on the playground. Consequences for inappropriate behaviour may include suspension from eating at school for a period of time.

- Students will **remain seated during the lunch period and handle only their own lunch** and belongings. Eating time is 20 minutes for each break.
- Garbage from lunches will go back into lunch bags to go home (Boomerang lunches)
- Washroom breaks will be at the beginning of the Nutrition Breaks.
- Students **may not leave school property** during the Nutrition Break unless a note has been received from a parent/guardian.
- Students are not to share food
- No nuts or nut products

The supervision of students who leave school property for lunch is the responsibility of parents.

Personal Devices/ Electronics/Social Media

In light of the Ministry of Education Strict Cell Phone Policy that passed recently, students are strongly encouraged to keep their personal devices at home; however, if they do bring their personal devices to school, **they must remain in their school bags and out of sight**. If the student has their phone out they will be asked to give it to the office until the end of the day. They can then pick it up and take it home. If there is a second offense parents/guardians will be asked to come and pick up the phone. The school in no way assumes any responsibility for devices that students bring to school. Any damage, theft or vandalism incurred will not be assumed by the school.

With the development of a new generation of electronic devices, many of which incorporate cameras or video recorders, we are becoming more concerned with privacy in our schools. Students and staff have the right to expect that their actions will not be recorded without their permission while at school.

WRDSB has made a commitment to ensure we have a variety of devices for our students to use while at school. All students/ families will be expected to **complete a Responsible Use** form in order for students to use provided WRDSB devices.

Social Media has become a popular platform for communication and entertainment. Students are expected to follow digital citizenship etiquette. It is important that we all model this for them. If you become aware of anything on social media platforms that can be harmful to individuals or Chalmers's please inform us so we can take the appropriate next steps.

Safe Schools Reminders

Bicycles/Scooters/Longboards etc

Items with wheels must be walked on school property and then parked in an orderly manner in our bicycle racks. They must be locked for safety purposes. Wearing helmets is the law. The school can presume no responsibility for loss of or damage to bicycles etc.

Dogs

We would like to remind everyone that dogs are not allowed on school property. While we love dogs, and understand that you want to exercise your pet, we must not run the risk of children being injured or scared on our property. With so many children and parents gathered before and after school, animal behavior is not predictable enough to be able to guarantee safety for all. Thank you for complying with this rule.

Doors

All doors at Chalmers are locked throughout the day to ensure the safety of our children. The Safe Welcome program monitors who enters and exits the building. In order to gain entry to the school through the front entrance during the day, parents have to ring the buzzer on the exterior wall to the left of the front door. Sometimes, there may not be anyone available to immediately answer your call so we ask for your patience as we work together to keep our students safe.

While we recognize that it is a common courtesy in many environments to open/hold the doors for others, please do not allow others into the building. We want to ensure that we know exactly who has been permitted into our school.

All visitors will continue to require permission from the office (and obtain a visitor badge) before entering the hallway.

Medications

If your child must receive prescription medication while at school, a form needs to be completed and signed by the parent. Please ask the office for this. All medication administered by WRDSB personnel must have a prescription and will be kept in a secure location. No over the counter medication should be sent to school.

Morning Entry and Dismissal

All students will line up with their class at their designated meeting spot on the field or Tarmac by their entry doors. Teachers will meet the class and bring them into the school. Entry doors and order of classes entering:

End Portapak doors: Rooms **23, 25, 28, 27**

Side Portapak doors: Rooms **24, 23, 26, 1, 2 (3, 6)**

Primary doors: Rooms **7, 11, 10, 9 (8,5)**

Nuts/Tree Nut Products

On January 1st, 2005, Sabrina's Law came into effect. This law requires that every school establish a plan to address the needs of students with severe allergic reactions. There are students and staff at Chalmers Street PS who have severe allergies to certain food products. As part of this response, **WRDSB schools are 'nut safe'**. This means that we ask that you do not send nuts, nut products or imitation nut products (eg: Wow butter) to school. This includes items that say, "may contain nuts". Students who eat these products before school are reminded to wash their hands and face thoroughly before attending school.

Please also pay close attention to packages when sending items in your child's lunch during special times of the year such as Halloween and Valentine's Day.

Parking Lot

Our parking lot is a very busy, small and unsupervised space. We encourage you to access the walking paths at either end of the school and model the correct and safest way to arrive and depart from school. **Students are not allowed in the parking lot.** In addition, please refrain from parking in our lot. Parking on-site is only permitted to school and board staff and volunteers. We encourage you to pay careful attention to municipal parking regulations and signage when parking on the street. There is additional parking at the *Good News Church* on South Street, please refrain from parking in the private parking lots around our school property.

School Council

School Councils are an important part of our school communities. The focus of a School Council is to improve student learning, achievement and well-being and to enhance the accountability of the education system to parents. It is an opportunity to get to know other parents in the community, to work together and to contribute to the overall success of all our students. Our first meeting is September 27th at 6pm in the library. If you would like to join our School Council Meetings please call the office and talk to Administration.

Volunteers

Family involvement in a child's education is one of the most important factors in raising student self-esteem and academic achievement. We truly believe "It Takes a Village to Raise a Child". We realize that each of our families is unique with its own priorities, needs, talents, and time constraints so we try to provide as many different kinds of opportunities for family involvement as possible, such as:

- Help individual or small groups of students
- Chaperone a Field Trip
- Organize or participate in a special event
- Read with small groups of students
- Accompany classes on community walks
- Supervise students during sporting events
- Assist with the Strong Start program

Individuals interested in volunteering during the upcoming school year must complete the WRDSB required Volunteer Interview Form and submit a Police Vulnerable Sector Check.