

# Village Union Public School



155 Gibb Street  
Oshawa, ON L1J 1Y4

Phone: 905-725-1622  
Fax: 905-725-0259

Principal: Jonathan Ross  
Vice Principal: Martina Walton

## **School Hours**

Students are expected to arrive at school PRIOR to entry. Supervision begins at 8:30 am.

8:45 am Entry

10:15-10:55 – Nutrition Break 1

12:25-1:05 – Nutrition Break 2

3:05 – Dismissal

## ACADEMIC EXPECTATIONS

Students are expected to be prepared for class with all necessary materials and work completed, so that programs can be taught effectively. Students are expected to work to the best of their ability. Students are taught, with age-appropriate expectations, to credit their sources and follow copyright laws.

## ACCIDENTS

If a student requires medical attention for a physical injury, an Incident Report Form will be completed at the office. Parents will be contacted. If parents cannot be reached, the school will take the appropriate emergency action to ensure the safety and well-being of the student. On the student registration form, parents are asked to provide an emergency contact name and number in the event that the school cannot contact the parents. It is critical that parents immediately inform the office of any changes to parent or emergency contact information.

## ALLERGY ALERT

There are a number of students in our school who have life-threatening allergies. Parents are asked to inform their child's homeroom teacher of any allergies, and students who have an anaphylactic allergy are asked to bring an epi-pen, instruction sheet, and picture of themselves in a zip-lock bag to school. These are kept in the office for easy retrieval in case of emergency.

One of the most common allergies in our school is to peanuts, other nuts, and/or nut products or residue. As such, we require your assistance and cooperation to make our school an "Allergy Alert School". We ask that no products containing peanut or nut (cashew, pecan, walnut, hazelnut, and almond) products, traces, or by-products be brought to school. Please ensure that any caregiver who may prepare your child's lunch is advised of our "Nut Alert" status.

Furthermore, WOW Butter, and other peanut butter replacement products, are not permitted within our school. While not posing an allergy threat, these products look and smell like peanut butter and make it very difficult to monitor the presence of real peanut butter in the school. Please ensure that your child doesn't bring these products in his/her lunches.

## ATTENDANCE AND SAFE ARRIVAL PROGRAM

Attendance checks are made each morning and afternoon to ensure that absent students are safe.

Parents may choose to report their child's absence in advance, or before bell time for the current day in one of two ways:

1. **Toll Free Number: 1-844-350-2646**
2. **Website: [go.schoolmessenger.ca](http://go.schoolmessenger.ca)**

The automated notification system will contact parents when a student is absent but no notification was relayed to the school. If our automated system is unable to reach a designated contact, office staff will follow up. It is the parent/guardian's responsibility to provide the school with complete and current information to enable us to make these necessary contacts.

All students arriving late (after 8:45am or 1:05pm) MUST report to the office through the front doors for an Admittance Slip before they proceed to their classroom.

For appointments, be sure to send a note beforehand to your child's teacher. At the time indicated on the note, the parent should report to the office where the child will either already be waiting or will be called down. The parent will then be asked to sign the student out prior to leaving with the child. Only a parent/guardian, or their pre-authorized designate, will be permitted to sign out a student.

Parents are required to complete an Extended Absence Form when their child is going to be absent for an extended period of greater than five days. This form is available through the school office.

Students not participating in class excursions or school events are expected to attend school on that day. Assignments will be left by the homeroom teacher and the student will be assigned to work in another classroom for the duration of the trip. If the student is not participating in a trip and will not be attending school, a note is required from the parent.

All students should arrive at school between **8:30 and 8:45** in the morning and by **1:05** in the afternoon. Parents are obligated under the Education Act to ensure their children attend school regularly and punctually. When persistent absence or late arrival at school interferes with teaching and learning, parents will be notified in writing and the situation may be referred to the School Attendance Counsellor.

## **BIKES, SKATEBOARDS, SCOOTERS**

Students may ride bicycles and scooters to school. Once on school property, they must walk their bike or scooter and lock them at the provided racks. At no time may bikes or scooters be ridden on school property. Failure to comply with this policy will result in removal of the student's privilege to bring these objects to school. Bicycles and scooters must be securely locked in the bicycle rack when not in use. According to the Traffic Act, all students **MUST** wear a helmet when riding a bicycle. As with other valuable personal possessions, the school does not assume responsibility for damage or theft of bikes or scooters. When a student brings these objects to school, students and their parents assume responsibility for loss or damage.

Skateboards, roller blades and roller shoes are not permitted on school property.

## **BUS ROUTINES**

Some of our students are eligible for busing. All inquiries about eligibility, routes, and schedules should be directed to Durham Student Transportation Services (DSTS). You can direct your inquiries to the DSTS by contacting them at 905-666-6979 or 1-866-908-6578 or by visiting their website at [www.dsts.on.ca](http://www.dsts.on.ca). Students arriving at school by bus will be greeted by staff and directed to the yard.

## **BULLYING PREVENTION**

The school community at Village Union P.S. is committed to providing a positive school climate and a culture of respect. The Ontario Ministry of Education defines bullying as "a form of repeated, persistent, aggressive behaviour that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, distress, and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance." (PPM 144)

Bullying of any kind is not tolerated. If a student or parents believe that bullying may be occurring, it should be reported immediately to their teacher or school administration. Teachers are professionally obligated to report any potential bullying incident to school administration. All reported incidents will be investigated promptly, and the results of the investigation will be communicated in a timely manner. If such investigation determines that an incident does not meet the threshold of the bullying definition, appropriate steps will be taken as outlined in the Progressive Discipline section of this Handbook. When an incident is found to meet the definition of bullying, we will follow our School Bully Prevention Plan as required by the Ontario Accepting Schools Act (2012).

## **CHILD CUSTODY**

Please ensure accurate custody information is provided on the Student Registration Form, and that any changes are reported to the office. Please inform the office if both parents wish to receive school report cards, special notes, etc. If you have a court order that limits the right of one parent in matters such as custody or visitation, please provide the office with a copy of legal restriction rights. Unless a copy of your court order is on file, we must provide equal access to both parents. To avoid any unnecessary problems that may arise, please ensure that the school has all proper documentation.

## **CODE OF CONDUCT**

The Code of Conduct for Village Union P.S. is designed to provide a framework to ensure that school is a safe, productive learning environment for all. Our Code of Conduct requires that students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour.

The Code of Conduct is communicated to students, in a way that even the youngest students can understand. We ask students to keep their behaviour "above the line", and when behaviour doesn't meet that standard, we ask students to reflect on changes needed to bring their conduct back "above the line".

Our Code of Conduct is derived from the Ontario Standards of Behaviour and the Accepting Schools Act. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the Durham District School Board. It contains the following elements:

### 1. Respect, Civility and Responsible Citizenship

All school members (students, staff, visitors, parents), when engaged in school activities, **MUST**:

- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times
- respect and treat others fairly and equitably and respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;

### 2. Physical Safety

School members **MUST NOT**:

- be in possession of any weapon, use any object to threaten or intimidate another person, or cause injury to any person with an object;
- be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs;
- engage in bullying, commit sexual or other assaults, inflict or encourage others to inflict bodily harm on another person.

### 3. Code of Conduct

Students are expected to conduct themselves according to our school Code of Conduct:



#### **COOPERATION:** *Be a care giver!*

- Be a friend to others
- Play fairly and safely in the proper areas
- Solve problems peacefully, and seek staff assistance if needed
- If you have a conflict say "STOP" or ask an adult supervisor for help



#### **ATTITUDE:** *Be positive about yourself, others, and your school!*

- Be responsible!
- Do your best in all that you do!
- Encourage and help others

#### **RESPECT:** *Show respect to all you encounter!*



##### **YOURSELF**

- Dress appropriately
- Be reliable, on time and prepared for class
- Produce quality work

##### **OTHERS**

- Be courteous and polite
- Care for school and personal property
- Choose respectful language

##### **THE ENVIRONMENT**

- Keep our yard clean
- Conserve classroom supplies
- Reduce, Reuse, Recycle



#### **EXCELLENCE:** *Grasp the opportunity to excel at all that you do!*

##### **ACADEMICS**

Do your best in reading, writing, math, science, and social

##### **ATHLETICS**

Join intramural games, leadership club and sports.

##### **ARTS**

Join drama, arts, band, and more.

##### **SERVICE**

Be a school leader, office, lunch, library helper, or student mentor.

Students who do not comply with the school rules and expectations outlined in this Handbook and in the Code of Conduct will receive support and correction in a fair and considerate manner. Please see the Bias Aware Progressive Discipline section of this Handbook for more information.

## COMMUNICATION BETWEEN SCHOOL AND HOME

There are 3 main school-wide ways in which we communicate with our families:

1. School Website (<https://villageunion.ddsb.ca/en/index.aspx> )

Our school website keeps parents and students informed of school activities, events, and news.

2. Weekly Updates

Each week parents will receive a weekly email update with upcoming school information for the week. If you are not receiving these emails, please contact the school office to update your contact information.

3. Periodic Notices, Letters, and Forms

When necessary, written letters, permission forms and notices will be sent home. If these notices or forms need to be returned to the school, please return the next day.

In addition to these school-wide methods of communication, individual teachers may elect to communicate with parents through means which may include any of the following; Remind app, class website, electronic class newsletters, monthly calendars, phone calls, notes, or email.

## DOGS AND OTHER PETS

The presence of dogs on the school grounds represents a safety issue. We realize that for the most part these pets are playful and harmless. However, the reality is that some children are fearful of dogs, and not all dogs' behaviour is predictable. Please help us to maintain a safe environment, and refrain from bringing your dog on school property.

As a general rule, pets are not allowed in the school building, as a number of students have allergies to various animals and because even the tamest pet may react unexpectedly when surrounded by curious children or when inadvertently startled. Pets also disrupt regular routines. Children who wish to share their excitement about a pet with their classmates are encouraged to bring pictures and/or video, which they can share at a pre-arranged time.

## DRESS CODE

Students may wear;

- Any clothing that supports a human rights related need or accommodation
  - Clothing (tops) that expose arms, shoulders, stomach, midriff, neckline, cleavage, and straps but will cover nipples
  - Clothing (bottoms) that expose legs, knees, thighs, hips and expose waistbands but will cover groin and buttocks
  - Any headwear that does not obscure the face, subject to human rights related needs and accommodations
- B) Inappropriate Dress

Students may not wear;

- Clothing that promotes /symbolizes illegal activity (including gang activity) or drugs or alcohol or their use
- Clothing that promotes, symbolizes or incites hate, discrimination, bias, prejudice, profanity, pornography, incites harassment or bullying, threatens harm to the safety of self or others or that includes offensive (e.g. sexist, racist, homophobic, anti-indigenous, anti-Black, anti-Semitic, Islamophobic, etc.) images or language
- Clothing (tops) that exposes nipples
- Clothing (bottoms) that expose groin and/or buttocks
- Clothing (mask/scarf) that obscures the face (unless required to meet human rights related needs or accommodations)
- Undergarments as outerwear
- Transparent clothing that fully exposes undergarments
- Swimwear unless required for curricular or co-curricular approved activities

For safety, it is necessary that every student wear footwear on school property at all times. Students are encouraged to have a pair of shoes for indoor use and a second pair for outdoor use. Footwear worn outdoors must be securely

fastened, cover the foot against sharp objects that may potentially be found on a schoolyard, and appropriate for outdoor play.

Younger students are encouraged to bring a change of clothing and keep it at the bottom of their backpack. A change of clothes may be required in the event a student falls in slush, mud or puddles during outside play.

When school administration determines that student dress does not meet these expectations, students will be spoken to in private. They may be provided with alternative clothing, parents may be asked to deliver alternative clothing, or students may be sent home to comply with the dress code before re-entering the school.

## **EMERGENCY PROCEDURES**

The safety of students, visitors, and staff is of paramount importance. Following Durham District School Board policy, we conduct various emergency drills on a regular basis.

Lockdown – This annual drill allows us to be fully prepared and practice procedures should an emergency arise within the school building making safe exit impossible or impractical. Classroom doors are locked, lights are turned off, and teachers have students gather in a protected area of the classroom.

Hold and Secure/Shelter in Place – This annual drill allows us to practice procedures should an emergency arise outside the school building within the community that makes it potentially unsafe for students to be outside. All exterior doors are locked, students return to classrooms, and regular lessons continue.

Fire Drills - All schools are required by law to have 6 fire drills throughout the school year. The drills are for the protection of the students and staff; therefore, every drill must be seen as a real emergency situation.

During any emergency or evacuation situation, information will be posted on our school website and parents will be contacted in as timely a manner as possible.

## **ENTRY/EXIT**

To ensure an orderly entry and exit, all students have been assigned an entry and exit door on the schoolyard. These doors are monitored at entry and exit times. Parents, guardians, or other care-givers (including older siblings walking a student home) are asked to drop off or meet the students outside at the appropriate entry/exit area.

## **EXTRA-CURRICULAR ACTIVITIES**

Students may participate in Village Union's rich extra-curricular program. When students are representing Village Union P.S., they are governed by our School Code of Conduct, regardless of whether they are on school property, at another school, or in the community. It is a privilege to represent Village Union P.S. Students may have this privilege revoked for behavior that contravenes the School Code of Conduct, or for failure to maintain their academic standing.

## **HALL MOVEMENT**

Students must walk at all times in the hallways, on the stairs and in the classrooms to prevent accidents. Students are asked to stay to the right side when moving through hallways and stairwells. Students need teacher permission and must ask for and possess a hall pass, when needing to leave the classroom during instructional time.

## **HOMEWORK POLICY**

Homework encourages the development of self-discipline, good work habits and positive attitudes toward independent study and lifelong learning. The amount of homework will vary by grade and from student to student throughout the school year.

Homework is a planned and purposeful part of the academic program that is linked to the Ontario Curriculum learning expectations, and builds upon daily classroom experiences. Academic success requires regular attendance, and homework cannot replace the classroom experience. As such, it is not possible for teachers to provide planned daily homework for lengthy absences. However, teachers may suggest alternative learning experiences for your child during periods of absence. Please contact your child's teacher should you have any questions about homework.

## **INDOOR/OUTDOOR SHOES**

Children are asked to remove their outdoor shoes/boots before entering their classrooms. Students should have a pair of indoor shoes which can also be worn for physical education, providing they are non-marking.

## **INDOOR RECESS AND INCLEMENT WEATHER**

At Village Union, we believe that students benefit from outdoor play even when the weather is mildly inclement.

Students may be outside at recess for short periods during light drizzle, and are encouraged to bring raincoats, rubber boots, and umbrellas on days when rain is forecast.

During periods of very cold weather, we follow Environment Canada and Durham District School Board guidelines regarding risk of frostbite, and reduce student time outside when appropriate. Students must bring appropriate cold weather clothing (including snowsuits, layers, hats, gloves, winter coats, and boots, etc.) during periods of cold weather.

During more severe inclement weather before school or second nutrition break, students arriving at school will be admitted early will proceed to their classroom or other designated area. At recesses on such days, students will remain in their designated classrooms and engage in quiet, indoor activities with staff supervision.

## **LIBRARY**

Our school contains a well-stocked Library run by a certified teacher with additional qualifications in librarianship. The Teacher-Librarian works collaboratively with classroom teachers to design units within the curriculum. This allows the library program to be an integral part of your child's academic program.

Our Library contains numerous resource materials including books, magazines, kits, STEM resources, and portable laptop computers and iPads. Students may borrow books for a two week period and may renew them for an additional week.

## **LOCKERS**

Intermediate students will be provided with lockers and are expected to keep them locked and provide their teacher with the combination. Lockers are at all times property of the Board and are to be used solely to store school related materials and authorized personal items. Students are solely responsible for the contents of their lockers. The school reserves the right to access or search any locker at any time deemed necessary by the school administration.

Students may use lockers only at entry, nutrition breaks, and dismissal, unless granted specific permission from a teacher. Students are not to place stickers or other marks on their lockers that leave residues and/or permanent damage, and are expected to keep their locker contents clean and organized.

## **LOST AND FOUND**

Please mark all students' belongings, including coats, sweaters, boots, mitts, hats, lunch bags, and backpacks. Items such as wallets or watches will be held in the office until claimed. At least twice during the year all items will be put on display for pupils to examine and identify. Unclaimed articles will be sent to charitable organizations.

The school will not be responsible for damaged or lost clothing and personal items.

## **LUNCH ROOM EXPECTATIONS**

Students who go home for lunch will leave during the second nutrition break from 12:25-1:05. Parents must indicate on the Student Registration Form if their child will be staying regularly for lunch. Students who stay for lunch will eat in their classrooms and may not eat lunch or snacks outside as food on the schoolyard can attract bees and other insects.

The following basic expectations are for all students who stay for lunch:

- Students are expected to behave in a manner which respects the rights of others to enjoy a peaceful lunch.
- Students will clean up after eating lunch. They will take any garbage home as part of our "Boomerang Lunch" program. Parents are encouraged to pack litter-less lunches in keeping with our Platinum Eco-School status.
- Students are to show respect and follow the direction of the supervisors in charge.

Our students' safety is our first priority. Therefore, students who normally stay for lunch at school (as indicated on the Student Registration Form) may not leave the school property without written parental permission on each occasion.

These signed and dated notes must be brought to the office before the student leaves. Students may not eat lunch at school and then leave school property during the lunch hour unless signed out by parents.

Students not following the lunch room expectations may lose their privilege to eat in their classroom, or to stay at school for lunch.

## **MEDICATION AND HEALTH CONDITIONS**

Please notify the office if your child suffers from asthma, allergies or any other special condition that could affect health or learning.

It is very important that you notify the office if your child takes any medication at school (epipen, Ritalin, asthma medication, etc.). All medication brought to school must be kept at the school office. Please be advised that we need a physician's and a parent/guardian's signature before administering any medication to students. A "Request for Administration of Medication" form must be completed, and will be kept on file in the school office. These forms are available from the school office and on our website.

## **PARENT VOLUNTEERS**

Research has shown that when parents are involved in their children's school life, children learn better. We recognize the importance of a volunteer's commitment whether they support class excursions, read weekly with our students, assist with organizational tasks, or are on the School Community Council. Different parents are involved in different ways. Please contact the office or your child's teacher for ways you can help. We are obligated by law to require a current police check for all parents working with our students. Contact the school office to obtain the necessary paperwork.

## **PARKING LOT ROUTINES**

The parking lot is closed to vehicles at entry (8:30-8:45) and dismissal (3:00-3:15) until all buses are gone. Parents who wish to park and walk their child around to the back schoolyard are asked to park in designated parking spots on the east side of the school, south-west corner of the school, or to find available parking on neighbouring side streets and walk with your child onto the school property.

The parking lot immediately to the west side of the school is closed to traffic at pick-up and drop-off times due to the presence of buses loading and unloading.

## **PHYSICAL EDUCATION**

Physical fitness, safety and fun are our priorities in Physical Education classes. Participation is mandatory unless there is a doctor's note explaining the reason for non-participation.

To get the most benefit from these classes, students need to be dressed appropriately. All students are expected to wear non-marking running shoes, and we encourage intermediate to change clothes for gym class. Younger students should always be dressed comfortably for physical education classes and wear a loose, comfortable top and gym shorts or track pants.

## **PROGRESSIVE DISCIPLINE**

Progressive Discipline is a system of discipline where consequences increase upon repeat occurrences. Students who do not comply with the school rules and expectations outlined in this Handbook and in the Code of Conduct (see Code of Conduct section) will receive support and correction in a fair and considerate manner.

Our school supports a proactive approach to discipline. Progressive discipline will be the underlying philosophical approach to determining consequences. It is our belief that students who experience logical and realistic consequences learn that they have positive control over their lives. Progressive discipline helps students to learn to make responsible decisions, solve problems independently, and leaves student dignity intact. Mitigating factors will be considered before determining consequences. Actions taken will depend on the circumstances of each individual case. Consequences will be flexible enough to accommodate varying levels of student maturity, and progressive enough to allow recurring or more serious offences to be treated more firmly.

When appropriate, Restorative Practice will be used within our Progressive Discipline system to promote positive changes in student behaviour. Restorative Practice uses specific questions to help determine what went wrong and to



guide students towards solutions that can make things right and provide restoration to the victim of their behaviour. You can also use these questions at home when discussing issues with your children.

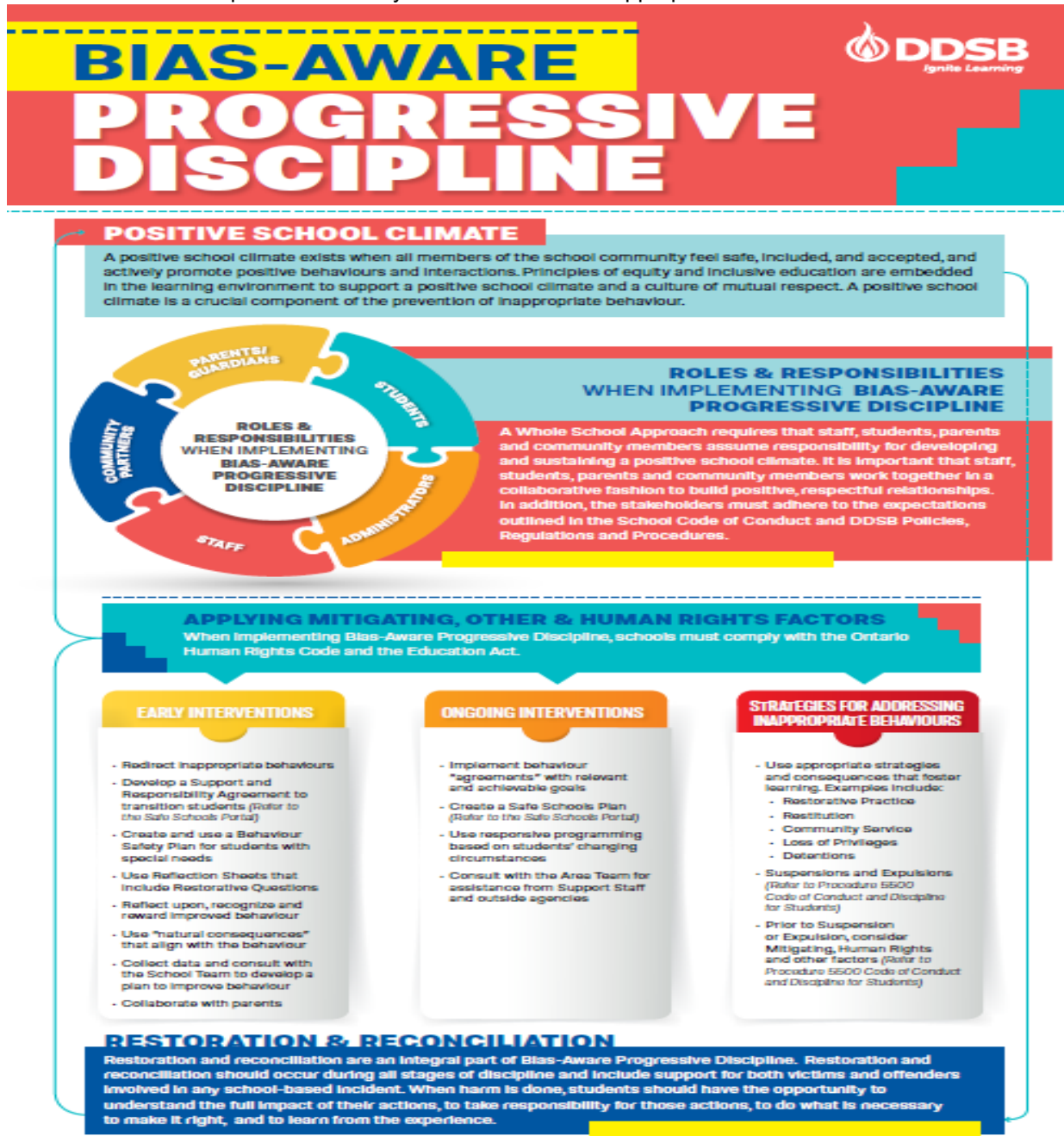
#### When someone has been harmed ...

#### When things go wrong....

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?
4. Who was affected and how?
5. What do you think you need to do to make things right?

1. What did you think when you realized what had happened?
2. What impact has this incident had on you and others?
3. What has been the hardest thing for you?
4. What do you think needs to happen to make things right?

The chart on the next page shows the progressive steps that are used when student behaviour contravenes the Code of Conduct. Possible consequences that may be considered for inappropriate behaviour are listed.



## **REPORT CARDS AND INTERVIEWS**

Parents will receive the following formal reports of their child's progress:

- Progress Report – November 15, 2023
- Provincial Report 1 – February 14, 2024
- Provincial Report 2 – June 26, 2024

Report cards will be shared electronically through a link that will be emailed. Parents will need their child's Ontario Education Number (OEN) to access the report card.

All parents will be contacted by the teacher during the first term for interviews, which will occur during the evening of Thursday, November 16 or the morning of Friday, November 17. All parents are strongly encouraged to attend these interviews as, together with the Progress Report, they provide parents with important information about their child's transition to a new grade in the first two months of school. If at any other time you wish to meet with the teacher, please contact the teacher an interview will be arranged.

## **RELIGIOUS ACCOMMODATION**

The Durham District School Board and Village Union P.S. follow the Guidelines and Procedures for the Accommodation of Religious Requirements Practices and Observances. This document assists us in creating and maintaining equitable and inclusive environments within our schools and facilities, and guides the process of providing religious accommodations as the need arises. The document is available for viewing on the DDSB website.

If you anticipate that you or your family might require religious accommodation at any point during the school year we ask that you inform the administration at your child's school as early as possible, preferably at the start of the school year. Areas that you might consider include, but are not limited to, the following:

- Observation of major religious holy days and celebrations
- Accommodation in, or exemption from, specific areas of the curriculum or other activities
- Religious attire
- Modesty requirements in physical education
- School opening and closing exercises
- Prayer
- Dietary requirements

You are also welcome to speak to our school administration about unanticipated religious accommodation needs as they arise.

## **SCHOOL CLOSING AND BUS CANCELLATIONS**

Infrequently, schools may need to be closed due to severe weather or other emergencies. More frequently, but still rarely, bus transportation may need to be cancelled. This information is announced early in the morning prior to the beginning of the school day via both social media and traditional media outlets.

School closing and bus cancellation information will also be posted on the websites and Twitter feeds of DDSB and DSTS as early as possible in the morning. Parents are asked to check these sources before sending students to school on mornings of severe weather.

Very rarely, school may be open in the morning but it may become necessary to close the school early. Students will be dismissed according to your wishes as indicated on the Student Registration Form. Students will be dismissed only when it is established that a parent or a designated emergency contact is at home to receive the student. If no contact can be made, the student will be kept at school under supervision by staff until picked up by a parent or guardian.

### **SCHOOL COMMUNITY COUNCIL (S.C.C.)**

The Village Union P.S. School Community Council exists to support the students and programs at the school. Working together, parents, staff, students and community members contribute to the life of our school for the benefit of our students. Fundraising and input on school activities are some of the issues discussed at meetings.

The S.C.C. meets several times throughout the school year. Dates will be published on the school website. All members of the school community are welcome to attend meetings as observers, and are encouraged to participate in S.C.C. activities. The council begins each year with nominations and elections during the month of September. Information from and about the S.C.C. can be found on the school website.

### **SCHOOL PROPERTY**

The facilities (desks, chairs, lockers, etc.), texts, books, and equipment in the school are supplied by the Durham District School Board for the use of staff and students. Although the use of equipment is given without charge to the individual, this equipment is not the property of the student. It is the policy of the school that if a book or piece of equipment issued to a student for his/her use is lost or willfully damaged, that book or piece of equipment must be replaced at a price determined by the school.

### **SPECIAL EDUCATION**

At Village Union, we recognize that all children have individual needs, and we celebrate these differences. We have Special Education Resource Teachers (SERT) who lead a school team of classroom teachers and educational assistants in providing appropriate assessment, programming and communication for students with special needs or Individual Education Plans. The SERT, at the request of the classroom teachers, conducts formal and informal assessment of student achievement, which inform the planning and implementation of meaningful academic programming for students. Throughout this process, the parents/guardians are kept informed.

### **STUDENT REGISTRATION AND VERIFICATION FORMS**

Upon enrollment, all parents must complete a student registration form. Each September, a Student Verification form must be completed on the Parent Portal for each student. This critically important form provides us with the information which populates our Student Information System, and is used in the case of student illness or accident. The contact information on file is also used to send our weekly email updates and to send automated absence verification calls.

Please inform the school office of any changes in home, business, sitter or emergency contact numbers that may occur throughout the year.

The Student Verification and Registration forms also allow you to grant or deny various permissions allowing for community walks, use of your child's picture, display of student work, etc. Please contact the office if you have any questions about these sections as you complete these important forms.

### **TECHNOLOGY – SAFE AND ACCEPTABLE USE**

We are pleased to provide students with access to a variety of computing and information technology facilities and resources. These resources include school-owned hardware, and school provided wireless access for personal devices. All resources provided are to be used for educational purposes, in support of student learning. **The use of recording devices (audio/video) is not permitted unless approved by the school.**

Computer, internet, personal device use, and/or other technology uses may be revoked, as deemed appropriate by school administration, for any infringement of the Code of Conduct or Safe and Acceptable Use Procedure. Students or parents should report any perceived incidents of cyber-bullying, whether initiated at or away from school, to school administration. Any use of technology, whether personal or school-provided and whether done from school or any other location, which meets the definition of bullying as stated in the Safe and Accepting Schools Act, shall be subject to our school Progressive Discipline policy.

## 1. DDSB Owned Equipment and Infrastructure

The school provides students with access to school-owned desktop computers, laptop computers, and tablet devices, all equipped with a suite of software and access to high-speed internet. All Grade 7 and 8 students are provided with a Chromebook. All users of The Durham District School Board computing are required to know and abide by the DDSB Acceptable and Safe Use Procedure, which is available to read and download on our school website and will be reviewed with students at school. Some expectations to emphasize with students include:

- only use the computing and technology facilities as directed by their teachers.
- follow the school rules and Code of Conduct when using technology
- inform their teacher immediately if they find materials and sites that may be offensive to themselves or others
- maintain confidentiality of their password
- do not go into another person's private files, or access the system with any other username besides the one provided them by the DDSB

## 2. Use of Personal Electronic Devices

Personal electronic devices that are used inappropriately inside of schools during the normal school day are disruptive to the teaching and learning environment. The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices to text message, post to social networks, and/or share digital media. In addition, communication through personal electronic devices during class time interferes with teaching and learning. Therefore, personal electronic devices are not ordinarily permitted for use during instructional time.

However, personal devices can also have instructional benefits, allowing students to access calculator and dictionary functions, conduct research, and practice skills. When the teacher has approved the use of specific personal technology at specific times for purposeful instruction, student-owned devices (such as tablets, netbooks, and smart phones) may be connected to the DDSB Guest wireless infrastructure. Teachers who choose to permit use of personal devices during instructional time will communicate this to students and parents, and parents will be asked to sign a form allowing their child to bring personal technology to school.

It will always be optional for students to use personal technology, and school provided technology will always be available as an alternative. Parents, who decide, after a teacher request, to allow their child to bring a personal electronic device to school, assume full responsibility for any loss or damage, although reasonable efforts will be taken to keep the devices in a safe area within the classroom.

**On-line activity by staff, students and parents/guardians that is directly or indirectly related to the school should comply with the School Code of Conduct, in particular that a school is a place that promotes responsibility, respect, civility and safety in the teaching and learning environment.**

**The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.**

Computer, internet, personal device use, and/or other technology uses may be revoked, as deemed appropriate by school administration, for any infringement of the Code of Conduct, Safe and Acceptable Use Procedure, or Digital Passport. The use of recording devices (audio/video) is not permitted unless approved by the school.

Students or parents should report any perceived incidents of cyber-bullying, whether initiated at or away from school, to school administration. Any use of technology, whether personal or school-provided and whether done from school

or any other location, which meets the definition of bullying as stated in the Safe and Accepting Schools Act, shall be subject to our school Progressive Discipline policy.

## **TEXTBOOKS AND LIBRARY BOOKS**

Textbooks and library books used by students should remain school property. Students are responsible for the care and condition of books the school lends them, and for the return of books in the same condition as they were received. The school requires students to pay the replacement cost for lost or damaged books.

## **TRIPS**

Periodic school trips are an important complement to your child's academic program. If parent volunteers are needed, to attend a trip, parents must sign and return all required permission forms by the deadline set by the teacher and have a criminal reference check. On school trips, students are governed by the Village Union Code of Conduct. Prior to a trip, student behaviour must demonstrate that they will not present a risk to themselves or others. A student may not be allowed to accompany his/her class on a school trip due to behavior concerns.

Students and parents are reminded to be punctual for trips, thus showing respect for the time of others. When trips involve bus transportation, students must stay in their designated seat at all times and not engage in loud or boisterous noises that may distract the driver or activities that may compromise their safety or the safety of others.

## **STUDENT PHONE CALLS**

Occasionally it may be necessary for a student to contact their parents by phone or text during school hours. Permission must be obtained from a staff member and a valid reason must be given, regardless of whether this contact is being made from a school phone or personal cell phone. This is to ensure that the school is aware if a child has a need that requires parental support, and also to encourage children's independence from parents at school.

## **VALUABLES**

The school staff cannot be held responsible for items of value that students bring to school. Money should not be kept in backpacks or desks. No valuables (money, jewellery, electronics, etc.) should be left in change rooms. Students are responsible for all play equipment, toys, etc. that they bring from home.

## **VISITORS**

All visitors, including parents and volunteers, must report to the Office where they will sign-in and receive a Visitor's Pass if they are leaving the office area. By following this procedure, a greater degree of safety will be provided for your children in that we will not have unauthorized persons in the school during the school day.

## **WHAT TO BRING TO SCHOOL (AND WHAT NOT TO BRING)**

Students may bring soft balls, skipping ropes, small toys that can fit in their backpack, and other similar objects for use at recess. Students may bring electronic devices, subject to the restrictions outlined in the Technology section of this Handbook. Students may NOT bring laser pointers, hard balls (baseballs, softballs), baseball bats, hockey/lacrosse sticks, utility or "Swiss Army" type knives, or any other object which school administration considers a potential safety risk to others.

## **YARD SUPERVISION**

Yard supervision for students begins at **8:30 a.m.** Students should not be dropped off, or be arriving on school property, prior to **8:30 a.m.** Yard supervision is also provided for students at all nutrition breaks.

At the end of the day, students should be picked up at **3:05**. Parents must make arrangements for their child to be picked up immediately after school, or to walk directly home or to an alternate care-provider. Parents will be contacted if their child is not safely picked up by 3:20 p.m.

When outside, students must play in their designated area and remain visible to the supervisor in the schoolyard. Students must gain permission from a supervisor before entering the school for any reason during recess. Students must not leave school grounds without the written permission of a parent/guardian. Students whose parents have indicated on the Student Registration Form that their child stays at school for lunch, must remain on school property during the lunch hour unless a parent note has been received in writing with a parent/guardian signature as outlined in the Lunch Expectations section of this Handbook.

On the schoolyard, students are expected to be respectful to themselves and those around them. We follow a “We Keep Our Hands and Feet to Ourselves” rule, where no negative or harmful body contact is allowed. The throwing of objects (such as sticks, stones, sand, snowballs etc.) on school property is not allowed as it represents a danger to our students.