

## School Section

### Safe Arrival Program/Attendance Procedures

***If your child will be absent, please contact your school prior to 9:30 a.m.***

***\*\*This includes walkers on snow days\*\****

***Connect with the school via email, phone, or text***

***Input absences electronically with your My Family Room account***

The Safe Arrival program mandates that we contact a student's parent/guardian each day a student is absent. Please let the school know the reason for your child's absence. You can call the school and leave a voicemail or use My Family Room ([www.myfamilyroom.ca](http://www.myfamilyroom.ca)) to let the school know of any absences. If your child is being picked up at school as a planned absence, please put a note in your child's agenda. The note must indicate the name of the student being picked up, the name of the person picking up the student and the time the student will be picked up. The parent/guardian must connect with the office staff as they exit the school. Students are not permitted to leave school grounds at lunch or recess to walk into town or visit the local convenience store.

As per Policy 107 - Unexplained Non-Attendance Program (formerly Safe Arrival) parents are required to:

- 1) Report your child's absence in advance by calling, emailing, or texting the school; sending a note with the child before the day of the absence when it is known ahead of time; or sending a note with siblings.
- 2) **Provide current and suitable contact telephone numbers and update them promptly if they change; parents and guardians should make these changes directly in their My Family Room Account. If your address should change, please contact the school to ensure transportation for your child will continue.**
- 3) Stress the importance of daily and prompt attendance with their children. All unaccounted student absences will be followed up with a phone call to a parent. Calls will continue to be made until a verbal confirmation regarding the child's absence is obtained. Attempts will be made to contact the emergency contact(s). Follow-up on unsuccessful contacts will include contacting: the Special Services Counsellor, the police, and/or the Superintendent, as appropriate. Other subsequent steps might include contact with a neighbour or a visit to the home.

If dismissal plans for a student change during the day, please contact the school as soon as possible to advise of the change, preferably no later than 2:30 p.m. This allows us to notify students and teaching staff without interruption to classroom instructional time. The school telephone is typically very busy after this time of day and there is a risk that your dismissal plan changes would not be received before the end of the school day. In the event that your child must be picked up unexpectedly, please contact the school to advise of this need, indicating the time of pick up and who will be picking up the student.

There are occasions throughout the year when students believe they will be picked up at dismissal rather than ride the bus home. In order to avoid unnecessary worry for parents and caregivers, our policy is that students will be sent home on their regular bus if they do not have a note or a parent phone call has not been received.

As a bus safety measure, vehicles are restricted from entering and parking in the bus loading zone during morning drop-off and afternoon dismissal. Vehicles are not permitted to enter or exit the parking lot while buses are in the bus-loading zone.

If your child walks or you are driving your child to school, please note that supervision on the yard starts 15 minutes before the first bell. No child should be on the yard prior to this time. In the case of an emergency, it may be possible to make special arrangements by contacting the office.

## **Procedure for Leaving School During School Hours**

Parents are asked to call the school in advance of the student leaving, or to provide the student with a note which they can present to the office before 9:30 a.m.

**Please ensure that all visitors**, including parents and volunteers, enter and exit the building via the Main Entrance and use the Visitor Sign in Sheet located in the main office to sign in and sign out.

## **Transportation**

STEO - Student Transportation of Eastern Ontario - provides detailed guidelines for parents and guardians regarding the transportation of students. An information booklet is posted on both the school website and the STEO website at [www.steo.ca](http://www.steo.ca). Parents/guardians should be aware that school bus drivers can only pick up and drop off riders at one authorized regular daily stop. Drivers cannot make changes to stops without authorization from the Transportation Department. Transportation for all non-school related functions is the responsibility of parents/guardians. Transportation cannot be provided for sleepovers, a homework project, to complete community service hours or for an after-school job. These requests cannot be permitted for safety reasons.

## **Dress Code**

Students are to wear clothing that is neat, clean, and appropriate for the school environment. Any clothing that promotes a lifestyle or an attitude that is contrary to a positive and safe learning environment is deemed to be inappropriate and cannot be worn.

- Clothing, accessories, or items which promote or represent violence, tobacco, alcohol, drugs or any other form of prejudice, offensive language or sexual innuendo are not permitted.
- Heavy chains, along with wrist bands or neck bands with metal spikes or other questionable items which may pose a danger to others are not permitted.
- Please note that a specific dress code pertaining to footwear, jewellery or clothing may be required for physical education classes.
- Other clothing or accessories may be deemed to be inappropriate by the school administration.

Students who do not adhere to the dress code will be asked to change their clothes or may be sent home.

## **Use of Personal Electronic Devices in the Classroom and School**

In recognition of their differing interests, abilities, personalities and learning preferences, the Upper Canada District School Board encourages its students to select and use the supplies, equipment, devices and other resources they need to learn effectively at school and at home. The Upper Canada District School Board supports its students by providing an environment that allows students to bring supplies, equipment, devices, and other resources of their own into the school and classroom in a way consistent with Upper Canada District School Board policies and values.

In November 2019, the Ministry of Education issued a new policy that restricts the use of personal mobile devices during instructional time. The Ministry defines a personal mobile device to be a personal electronic device that can be used to communicate or to access the Internet, such as a cellphone or a tablet.

The use of personal mobile devices during instructional time will only be permitted under the following circumstances:

- for educational purposes, as directed by an educator;
- for health and medical purposes; and
- to support special education needs.

The unauthorized use of a cell phone or an electronic device in class may result in the teacher asking the student to put the device away, keep the device at home or ask for it to be given to the teacher for safe keeping. This item may be sent to the office and returned to the student at the end of the day. If this happens on numerous occasions the student may be asked to keep the electronic device at home.

### **Photographs and Recording Audio/Video**

On school property, no one is permitted to record audio/video or take pictures of staff or students at any time or anywhere unless they have the permission of the Principal/Vice-Principal and all of the people in the photograph, video or sound recording. Taking a picture or recording someone without their permission could be an invasion of privacy and might lead to suspension, expulsion, criminal charges, or a civil lawsuit.

**NOTE: If a student violates any policy stated above the device could be confiscated and the possible consequences listed above will be followed.**

### **Smoking, Tobacco, Cannabis, e-Cigarettes and Vaporizers**

In our pursuit to encourage and promote healthy lifestyles, students will not be allowed to be in possession of tobacco products, cannabis products, e-cigarettes and vaporizers at school at any time. If a student is found with tobacco, cannabis, e-cigarettes or vaporizers in their possession on school property it will be confiscated by the school staff, parents/guardians will be contacted, and consequences may be imposed. If students are caught using, selling or distributing tobacco or cannabis products (e.g. smoking, chewing tobacco, using cannabis or other), e-cigarettes or vaporizers on school property it will be confiscated, and the Tobacco Enforcement officer may be contacted, and consequences will be enforced.



NOTE: The Smoke Free Ontario Act provides an exemption for the use of tobacco products for “...the traditional use of tobacco that forms part of Aboriginal culture and spirituality.” An Indigenous person has the right to use tobacco for traditional Indigenous cultural or spiritual purposes. In such cases, the principal or appropriate superintendent must be informed in advance to confirm whether any special measures may be needed to be introduced to support the ceremony or practice within the school setting or on school board property.

### **Weapons, Firecrackers, Matches, Lighters and Laser Pointers**

The possession and/or display of weapons and firecrackers on school property are strictly forbidden. Such possession may result in immediate suspension. The public display or use of lighters or matches on school property is prohibited. In the interest of student and staff safety, water pistols, toy guns and laser pointers are not permitted on school property.

### **Skateboards/In-Lines Skates and Shoes with Wheels**

Students are not permitted to use skateboards, in-line skates or shoes with wheels on school property. Students with wheels built into the bottom of their shoes are to remove the wheels before entering school property.

### **Bikes on School Property**

Students who live within biking distance of the school are welcome to ride their bike to school. As a safety precaution, students are reminded that wearing a certified bike helmet is a great piece of safety equipment to minimize the risk of head injury. Students are required to wear a bike helmet if they are riding their bike on school property or taking part in a school related cycling activity. The school and UCDSB are not responsible for stolen or damaged personal property.

## **Damage to School Property**

Students should report all damage of school property to the main office as soon as possible. Students who are responsible for damages to school property or for the loss of school property may be expected to pay for the repair or the replacement of the property and may receive further applicable consequences.

## **Nut Allergies**

As many of you are aware, some students at our schools have been diagnosed with severe allergies to peanuts, peanut butter, and nut products. In some cases, even trace amounts of peanut butter and/or nut products could jeopardize the life of a child/person with this allergy. Please do not send peanut butter or products containing nuts of any kind to school. Imitation Peanut Butter or any soy butter is not permitted in the school as it is hard to differentiate these products from peanut butter or nut spreads. Your cooperation in this regard could save a life and is greatly appreciated!

## **Parent Volunteers**

The Board's procedure on Volunteers reads, "all volunteers having contact with students are required, under Board policy, to obtain and submit a Vulnerable Sector Check" and "while all persons are encouraged to volunteer their services, the Board reserves the right to accept or deny any offer of service....". Paperwork for the sector checks is available at the office, to be submitted online to the local OPP Detachment, at no charge to the volunteer.

If you wish to volunteer in any capacity (school trips, hot lunch, volunteer driver, reading with children, coaching, etc.), you will need to ensure that such a document is on file in the school office. You will need to provide two pieces of identification with your birth date, one of which must be photo id (i.e. Driver's licence) and neither can be your Health card. Offence Declarations are to be completed on an annual basis and are kept on file in the office.

## **Progressive Discipline**

It is the policy of the Upper Canada District School Board, with respect to progressive discipline, to support a safe learning and teaching environment in which every pupil can reach his or her full potential. Appropriate action must consistently be taken by schools to address behaviours that are contrary to provincial and Board Codes of Conduct.

Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. The range of interventions, supports, and consequences used by the Board and all schools must be clear and developmentally appropriate, and must include learning opportunities for pupils in order to reinforce positive behaviours and help pupils make good choices. For pupils with special education and/or disability related needs, interventions, supports and consequences must be consistent with the expectations in the student's IEP and/or his/her demonstrated abilities. The Board, and school administrators, must consider all mitigating and other factors, as required by the *Education Act* and as set out in Ontario Regulation 472/07. The continuum of interventions in our progressive discipline model begins at the classroom level between the teacher and the student and then includes the student's parent/guardian.

When addressing inappropriate behaviour, school staff should consider the particular pupil and circumstances, including any mitigating and other factors as set out in the Student Discipline Procedures, the nature and severity of the behaviour, and the impact on the school climate.

**Interventions may include but are not limited to:**

Teacher-student meeting	Meeting with parent/student/admin.
Community service	Quiet area to work
Contact with parents	Referral to community agency
Conflict mediation	Removal from class
Verbal reminders	Withdrawal of classroom privileges
Peer mentoring	Update call to parent
Written reflective assignments	Restitution for damages
Referral to counselling	Office referral/detentions
Problem-solving activity	Restorative practices
Meeting with parent	Home consequences
Time-out	Other interventions deemed appropriate

**Some possible next steps that involve the Administration/Student/Teacher/Parent:**

Update call to parent	Referral to community agency
Meeting with parent	Referral to support staff
Suspension/Expulsion	Community Service
Withdrawal from class	Withdrawal of school privileges
Meeting with student and teacher	Restitution for damages
Conflict Mediation	Restorative practices
Alternative to suspension	Reflection activities

**Suspensions**

When a principal determines that a pupil has committed one or more infractions on school property, during school-related activities or events, and/or in circumstances off school property, where the infraction has an impact on the school climate, a principal will consider whether that pupil should be suspended or be recommended to the Board Expulsion Committee.

Note: If a pupil is suspended, he/she is suspended from his or her school and from engaging in all school-related activities. The student cannot be on any school property within the UCDSB without the permission from the school principal.

**Activities for which suspension must be considered under section 306(1) of the *Education Act***

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol, illegal and/or restricted drugs
- Being under the influence of alcohol, illegal or restricted drugs
- Swearing at a teacher or at another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school
- Bullying
- Any act considered by the principal to be injurious to the moral tone of the school
- Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community
- Any act considered by the principal to be contrary to the Board or school Code of Conduct
- Opposition to authority
- Habitual neglect of duty
- Committing physical assault on another person that does not require treatment by a medical practitioner.
- Use of profanity/swearing
- Possessing cannabis, unless the pupil is a medical cannabis user
- Being under the influence of cannabis, unless the pupil is a medical cannabis user

## EMERGENCY CODES

### **“Lockdown”**

There is an imminent threat to staff and students inside the school or in relation to the school.

- All Staff and students should go to the nearest classroom/room.
- Classroom doors and windows are to be locked
- Staff and students are to remain away from doors and windows and out of the line of sight from the windows and doors
- If staff and students are outside the school: they should run for cover behind the nearest solid structure or seek safety and security in a spot off school grounds – they should NOT re-enter the building unless absolutely necessary for protection
- REMAIN QUIET!!! - Make the classroom look, feel, and sound empty.
- No contact with office **unless information about suspect/incident/bomb/fire.**
- No cell phone usage within the classroom.
- **Ignore the fire alarm unless there is clear evidence of a fire and an immediate threat to student safety**
- **Washroom:** If a student is in a washroom and can't go to another room immediately and safely during a lockdown they should enter a stall, lock the stall door, and climb up on the toilet so their feet cannot be seen while remaining quiet.
- **ALL staff and students should remain in their safe location until they are removed by the police.**

### **“Hold and Secure”**

The potential threat is outside the school.

- All exterior doors to the school must be locked.
- All students and staff must return and enter the school if they are outside.
- **Once all students and staff have returned inside the school, no one is allowed in or out of the school until the code cancelled.**
- Staff and students can continue what they were doing inside the school.

### **“Shelter in Place”**

This is a non-violent threat in the community or a weather situation that could place students and staff at risk.

- All staff and students must return and enter the school if they are outside.
- All students and staff must remain in the school until the code is removed or permission is granted by the principal to leave the school.
- Staff and students can continue what they were doing inside the school.

## **Taking Medication at School – Authorization for Administration of Medication**

The Upper Canada District School Board will not administer prescribed medication for students without the authorization of a licensed physician and the medication must be received within a properly labelled pharmacy bottle. The administration of prescription and / or non-prescription medication to a student is the responsibility of the student's parent(s)/guardian(s). Treatment regimens should, where possible, be adjusted to avoid administration of medication (prescription/non-prescription) during school hours.

The Board recognizes that there may be exceptional cases where a student must have medication administered during regular school hours. Students are not permitted to self-administer without the appropriate supervision and authorization on file. In order for students to take medication or have medication administered at school the following steps must be followed:

- The Authorization for the Administration of Medication form must be completed and signed by a licensed physician and/or the parent(s)/guardian(s). Contact the school office should you need a form.
- All prescribed medication must be received within a pharmacy bottle and the label on the bottle must provide instruction on how to administer such medication.

- Medications stored at school, for self/school administration, must be appropriately labeled (in original container) with the student's name, medication name, amount required, frequency, proper storage of medication, expiration date, and include any special instructions.
- Students are not permitted to transport or keep medication with them for safety reasons. The exception is an epi-pen or asthma inhaler if students have a signed permission form to carry their epi-pen or asthma inhaler in school. For more information regarding medication please contact the main office.

## **Student Health – Supporting Students with Medical Needs**

As the primary caregiver for your child, parents/guardians are expected to be active participants in supporting the management of your child's medical needs (e.g. Anaphylaxis, Asthma, Diabetes, Epilepsy, or other medical requirements) while they are in school. Please inform the school of your child's medical needs to co-create the Plan of Care for your child with the principal or the principal's designate.

## **Concussions**

The Upper Canada District School Board (Board) recognizes concussions as a serious injury which requires appropriate follow-up measures to reduce risk of potential additional injury. Concussion awareness, prevention, identification, and management are a priority for the Board.

The Board recognizes that children and adolescents are among those at greatest risk for concussions and that while there is potential for a concussion any time there is body trauma, the risk is greatest during activities where collisions can occur, such as during physical education classes, playground time, or school based sports activities.

It is critical that a student with a suspected concussion be examined by a medical doctor or nurse practitioner as soon as possible on the same day.

If a student has a suspected concussion, whether it is school related or not, it is imperative that the school be made aware so that a Return to Learn/Return to Physical Activity Plan can be developed in collaboration with the school, home, and medical practitioner. Please view the UCDSB concussion procedure and appendices at the following links [UCDSB Concussion Procedure 4001.1](#) & [Concussion Procedure 4001.1 Appendices](#) to view important information and all the steps that must be followed and the forms that must be used if a student has a suspected concussion or concussion.