



Errol Village Public School

“Home of the Eagles”

Information Guide and Student Planner
2017 – 2018

Name: _____

Teacher: _____

If this planner is found, please contact:
Errol Village Public School, 519-869-4861
3668 Egremont Road, Camlachie

Principal: Mrs. Carole Scott

Secretary: Ms. Carolin Boersma

“Where Eagles Soar!”

Class Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5
1 st Block 9:05-11:05					
Lunch/Recess					
2 nd Block 11:45-1:25					
Lunch/Recess					
3 rd Block 2:05-3:25					

ERROL VILLAGE SCHOOL



Character Attributes

RESPECT

We treat ourselves, others, and our world with high regard and dignity.

INTEGRITY

We do what is right and honourable. What we say matches what we do.

EMPATHY

We strive to understand how others are feeling and to see things from their perspective.

RESPONSIBILITY

We are reliable and accountable, and we keep our commitments.

HONESTY

We are trustworthy, sincere, and truthful.

CO-OPERATION

We value the opinions of others as we work together for a common purpose.

COURAGE

We face challenges directly and we do the right thing even when it may be unpopular.

INCLUSIVENESS

We work to build a community where everyone feels included, and where differences are honoured.

RESILIENCE

We face obstacles with perseverance and a strong belief in ourselves.

CITIZENSHIP

We are active and responsible members of our community.





Errol Village School
 3568 Egremont Road
 Camlachie, Ontario
 N0N 1E0
 Mrs. Carole Scott, Principal
 Ms. Carolin Boersma, Secretary
 Phone: 519-869-4861
 Fax: 519-869-8261
 Web Site: <http://errolvillage.lkdsb.net>

Welcome to Errol Village Public School

Our School Planner is designed as a reference and an excellent tool to help students achieve success. It is expected that students will bring the planner to school every day, that teachers will help students to use the planner effectively, and that parents will monitor its use regularly. The planner is an additional way to foster home-school communication. The planner also helps students to develop skills such as organization, time management, goal setting and study skills, which are necessary for their future success. It is important to be aware and well informed with regards to our School's philosophies, policies and procedures so that home and school can work together in each student's best interest. Expectations and guidelines are designed to keep our students safe and happy while immersed in a rich, productive environment, as we work together. Please review the first pages of the planner with your child, so that he/she will be prepared for a successful school year.

Our planners will have a cost of \$3.00. The overall cost of planners has been subsidized by our School Council funds. Staff and students appreciate their support. Replacement cost for a lost planner will be \$5.00.

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STAFF 2017-2018

Mrs. Julie Kinney	JK/SK
Ms. Erica Vergunst	ECE JK/SK
Mrs. Julie Bedard	Gr. Sk/1
Mrs. Carol Peters	Gr. 1/2
Mr. Gavin Maddock	Gr. 3/4
Ms. Alison Feniak	Gr. 4/5
Mrs. Jennifer Newman-Campbell	Gr. 6/7
Mr. Brian Woolridge	Gr. 7/8
Mme Lise Anic	French
Mrs. Karen Davies	Resource/Library
Mrs. Val Cressman	Preparation Time
Ms. Jennifer Theriault	Educ. Assistant
Mr. Roy Ross, Mr. Shawn Thibert	Custodian
Ms. Carolin Boersma	Secretary
Mrs. Carole Scott	Principal

VISION, MISSION, BELIEF STATEMENTS

LKDSB VISION STATEMENT

~ Our Students – Shaping Our World ~

LKDSB MISSION STATEMENT

~ Fostering Success for Every Student Every Day ~

LKDSB BELIEF STATEMENTS

- Public education is an investment in the future of all peoples and all communities.
- All students can learn and are entitled to quality instruction.
- A safe and caring learning environment is strengthened by embracing diversity, and respecting self, others, and the world around us.
- Student success is achieved through shared responsibility of students, staff, families, community and First Nation partners.
- Accountability is achieved through open dialogue, transparency and fiscal responsibility.
- We are committed to innovation and continuous improvement.

Errol Village MISSION STATEMENT

Our mission is to provide a safe, positive learning environment where all students are valued for their unique and special qualities, where they can grow in self-confidence and experience success. Working as a team; teachers, parents, students, and the wider community try to ensure that all students become the best they can be.

SCHOOL HOURS AND BELL TIMES

**Playground supervision begins at 8:50	
8:50 – 9:05	Buses Arrive
9:05 – 11:05	1 st Learning Block
11:05 – 11:45	Nutrition Break/Recess
11:45 – 1:25	2 nd Learning Block
1:25 - 2:05	Nutrition Break/Recess
2:05 - 3:25	3 rd Learning Block
3:25	Dismissal/Buses Depart

Morning and afternoon breaks each consist of 20 minutes indoors for snack/lunch and 20 minutes outdoor play.

SCHOOL CALENDAR

September 5, 2017	School Year Begins
September 29, 2017	Professional Activity Day
October 9, 2017	Thanksgiving Day
October 27, 2017	Professional Activity Day
November 24, 2017	Professional Activity Day
December 25-January 5	Christmas Break
February 2, 2018	Professional Activity Day
February 19, 2018	Family Day
March 12-16, 2018	March Break
March 30, 2018	Good Friday
April 2, 2018	Easter Monday
April 27, 2018	Professional Activity Day
May 21, 2018	Victoria Day
June 8, 2018	Professional Activity Day
June 28, 2018	Last Day of School
June 29, 2018	Professional Activity Day



Sarnia Education Centre
200 Wellington Street
Sarnia, ON N7T7L2
Phone: 519-336-1500
Fax: 519-336-0892

Chatham Regional Office
476 McNaughton Ave. E
Chatham, ON N7M 5L7
Phone: 519-354-3770
Fax: 519-354-0662

ELEMENTARY & SECONDARY SCHOOL YEAR CALENDAR 2017-2018

Legend:

B - Board Designated Holiday	H - Statutory School Holiday	E - Scheduled Examination Day	P - Professional Activity Day
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Month	1st Week							2nd Week							3rd Week							4th Week							5th Week						
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
September						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
October																																			
November																																			
December																																			
January																																			
February																																			
March																																			
April																																			
May																																			
June																																			

Professional Development Days
 Friday, September 29, 2017
 Friday, October 27, 2017
 Friday, November 24, 2017
 Friday, February 2, 2018
 Friday, April 27, 2018
 Friday, June 8, 2018
 Friday, June 29, 2018

1ST DAY OF CLASSES
 Tuesday, September 5, 2017

Education Week -
 May 7 to May 11, 2018

Take Our Kids to Work -
 Wednesday, November 1, 2017

ATTENDANCE AND SAFE ARRIVAL

All students are required to attend school every day and be on time. Punctual and regular attendance contributes to the success of the student. It is our policy to follow the Safe Arrival Procedure P-AD-114 which can be found on the Board's website to enable the school and parents/guardians to account for any student's unexplained failure to arrive at school.

REPORTING AN ABSENCE

If your child is going to be absent from school, please call the office and let us know. A voice message can be left on our answering service. If we don't hear from you, for safety reasons, we will need to call home to confirm you are aware of your child's absence, followed by all emergency contact numbers to confirm whereabouts of the student. Please help reduce the number of calls we need to make by contacting us before 9:00 a.m. Your message should state:

- The full name of your child
- Your name and relationship to the student
- The name of the classroom teacher
- The reason for the absence

If your child has an appointment and must leave the school during the day, please send a note, or write the information in your child's planner. He/she will wait at the office to be picked up. When staff does not recognize someone picking up a student, we all worry. A note from a parent saves any misunderstanding. If we are uncertain we will ask for identification and call the parent before we will allow the student to leave the building.

SCHOOL RECORDS

Changes of address, telephone number, custody status, job, emergency contact person, doctor, etc. must be reported to the school Secretary so that records are accurate and current. Student Data Verification forms are sent home each year to verify and allow for updates to important student information. Additional changes must be communicated to the school Secretary.

ARRIVAL AND DEPARTURE PROCEDURES

The school yard is supervised 15 minutes before bell time. Students must not be dropped off at school before 8:50am. In the morning, students are expected to remain on the intermediate school yard until directed to enter the school by a staff member. In the case of inclement weather, students will be directed indoors by staff. At the end of the day, students are to leave the school property as soon as they are dismissed, unless involved in a supervised school activity.

TRANSPORTATION

SCHOOL BUSES

Parents and students are reminded that safe and appropriate student behaviour on all occasions is required from students while riding the bus to ensure the driver can concentrate on driving and all passengers are safe and comfortable. Students are responsible to the bus driver and to the school principal regarding proper bus behaviour. In cases where actions are serious and there is no immediate improvement in behaviour, suspension of bus privileges may occur. Riding the bus is a privilege, not a right.

Students who ride the school bus should note the following school bus regulations. Students will:

- enter the bus and take their seat in an orderly manner,
- remain seated facing front when bus is in motion,
- keep head and arms inside bus at all times,
- talk quietly and make no unnecessary noise,
- no littering on the bus,
- no throwing anything from the bus
- no live animals, birds, reptiles, fish or insects on the bus,
- no smoking, eating or using profane language while on the bus,
- be courteous to fellow passengers and obey the instructions of the driver, and
- be responsible for any damage to the bus, and be liable for the cost of repairs.

Please note that only approved bus students may ride the bus, and they are expected to get on and off the bus at the designated stop. Bus passes to get off at a different stop, ride a different bus or to transport a non-bus student are not permitted by the LKDSB.

Student transportation telephone number is:

1-877-330-4287

www.schoolbusinfo.com

Lang's Bus Line: 519-383-1221

Student Transportation has been authorized to provide transportation services to those families who may require transportation to two locations due to shared custodial arrangements within the school eligible transportation boundary. The full procedure is available at www.schoolbusinfo.com in the policy and procedures section. For more information call Student Transportation at 1-877-330-4287 ext 410.

INCLEMENT WEATHER

****Our school is located in Weather Zone 1**

It is the policy of the Lambton Kent District School Board to keep all facilities open during periods of inclement weather, even when buses have been cancelled. However, there are exceptional circumstances when extreme weather conditions result in early school closure and all students must go home. **Students will not be released from the school unless the school has had contact with parents or emergency contact.**

Parents are requested to plan ahead, ensuring their children know what to do in the event of an early release. It is important that parents/guardians pay attention to the broadcasts on days of inclement weather.

BUS CANCELLATION

****Our school is located in Weather Zone 1**

Buses cancelled due to fog in the morning will run in the afternoon to transport students who have been dropped off at school.

Buses cancelled due to snow conditions in the morning will not run in the afternoon. Bused students who receive a ride to school must also be picked up at the end of the classes on a day buses have been cancelled due to snow. If the safety of your child is of concern, it is ultimately your decision as to school attendance during inclement weather.

Listen to local radio stations for accurate information:

AM Radio: CHOK (1070), CFPL (980), CFCD (630)

FM Radio: BX93 (92.1), FOX FM (99.9), K106.3

Or, www.schoolbusinfo.com.

SAFE SCHOOLS

The Lambton Kent District School Board Code of Conduct is established in keeping with the requirements of the provincial Code of Conduct and the standards of behaviour as set forth by the province of Ontario.

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted.

All students, parents, teachers, and staff members have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate, and to be accountable for actions that put the safety of others or oneself at risk.

Respect, Civility and Responsible Citizenship

All participants involved in the school system – students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities. All members of the school community are to be treated with respect and dignity. All members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability
- respect the rights of others;
- exercise self-discipline;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- respect the need of others to work in an environment that is conducive to learning and teaching
- show respect for school property; and
- respect all members of the school community, especially persons in positions of authority.

SAFETY

All members of the school community including students, parents and guardians, teachers and other staff members, volunteers and visitors must NOT:

- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal or restricted drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms or replicas;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol, or illegal or restricted drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

STUDENTS

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. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, and for those in authority
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

Parents

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- report promptly to the school their child's absence or late arrival;
- show that they are familiar with the provincial Code of Conduct, the Board's Code of Conduct, and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

Community Partners and the Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community agencies and members of the community (e.g., Aboriginal Elders) may also be created. Community agencies are resources that Boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community agencies, and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

BULLYING

Bullying is typically a form of repeated, persistent, and aggressive behaviour that occurs in a context of a real or perceived imbalance of power between individuals. In any form, bullying adversely affects a student's well-being and

ability to learn, undermines healthy relationships, and compromises the school climate.

Bullying means aggressive and typically repeated behaviour by a pupil where,

- a) The behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - i. Causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - ii. Creating a negative environment at a school for another individual, and
- b) Behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education

Bullying behaviour may occur through the use of physical, verbal, electronic, written, or other means.

Bullying by electronic means (cyber-bullying) includes but may not be limited to:

- a. Creating a web page or a blog in which the creator assumes the identity of another person;
- b. Impersonating another person as the author of content or messages posted on the internet;
- c. Communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Social Aggression: May be intentional or unintentional, direct or indirect. It can take many forms, sexist, racist, homophobic, or transphobic comments. If it is social or relational aggression, it is more subtle and may involve such behaviours as gossiping, spreading rumours, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology.

Students are responsible to:

1. Refrain from bullying behaviour.
2. Report incidents of bullying behaviour to the principal, teachers, or other school staff.
3. Refuse to participate in circumstances involving bullying behaviour.

4. Remove themselves immediately from circumstances involving bullying behaviour.
5. Seek adult intervention for circumstances involving bullying behavior.

PROGRESSIVE DISCIPLINE

A progressive discipline strategy is used to address student infractions if a student has engaged in inappropriate behaviour. School leaders practice progressive discipline as part of a whole-school approach that involves a continuum of prevention programs, strategies for fostering and reinforcing positive behaviour and helping students make good choices, and age-appropriate interventions, supports, and consequences used to address inappropriate student behaviour.

A teacher or the principal or designate, as appropriate, will utilize early and/or ongoing intervention strategies to prevent unsafe or inappropriate behaviours and to guide students to more appropriate choices. For students with special education needs, this includes referring to their Individual Education Plan (IEP) and consulting with appropriate staff to determine the best possible approaches. Interventions/consequences may include:

- counseling with a teacher
- loss of one recess or more
- interview with principal
- have parents/guardians contacted verbally or in writing
- a meaningful task to be completed at recess or at home under parental supervision
- make personal amends when appropriate
- loss of participation in special school or extra-curricular activities
- in-school suspension (removal from class)
- out-of-school suspension for a set amount of time, as per LKDSB Policy
- expelled from the school, and, therefore the Board.

ERROL VILLAGE CODE OF BEHAVIOUR

At Errol Village Public School, the self-worth of each individual is recognized. However, there is a need for rules to protect the rights of others. There are four agreements that students need follow:

APPRECIATION/NO PUT DOWNS

I will speak kindly to others and think of other people's feelings.

MUTUAL RESPECT

I will show respect to people and their belongings and the world and its creatures around me. I will show caring and sharing to others.

ATTENTIVE LISTENING

I will listen when others are speaking, by putting down my pencil and looking at the speaker.

RIGHT TO PASS/PARTICIPATE

I have the right to pass in certain activities and to know that the more I participate, the more I gain.

The Ministry of Education and Training states that a pupil shall:

- a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled,
- b) exercise self-discipline,
- c) accept such disciplines as would be exercised by a kind, judicious parent,
- d) attend classes punctually and regularly,
- e) be courteous to fellow pupils and obedient and courteous to the teacher,
- f) be clean in person and habits, and
- g) take such tests and examinations as are required.

At Errol Village School we follow these guidelines by expecting students to:

- be courteous and respectful of others,
- always put forth their best effort,
- behave in a safe manner while walking/riding to and from school,
- come to school prepared to work, with all required books and materials,
- complete all daily assignments, homework, projects and prepare for tests,
- use class time effectively and not interfere with the learning of others,
- attend school on a regular basis unless ill,
- bring notes signed by parent/guardian for absences and be responsible for work missed,
- respect and care for school property,
- respect the rights and property of neighbours in our community, and
- take pride in being an Errol Village student.

HOMEWORK

The Lambton Kent District School Board endorses homework as a planned part of the educational process designed to enhance learning. The Board believes that homework is a means to build life-long learning skills such as self-discipline, task commitment, time management, responsibility, independence, initiative, and problem solving. Through well-planned homework activities,

students will realize that learning occurs in a variety of settings. Homework is one means by which a partnership can be built between home and school. Parents are encouraged to discuss classroom expectations concerning homework with their child's teacher.

The Kindergarten Program FDK

Although homework in the traditional sense is not part of the Kindergarten Program, students may voluntarily collect items/information for sharing at school, or take items/information home for sharing. Daily reading with your child develops literacy.

PRIMARY GRADES 1 – 3

It is our hope that the children in the primary division will have a caring, sharing quality time, which reflects daily schoolwork. Some suggestions might be: sharing a favourite book, reinforcing any number or letter skills, finding numeracy in everyday activities, or finishing unfinished daily schoolwork. A daily time for reading is encouraged.

JUNIOR AND INTERMEDIATE GRADES 4 TO 8

The purpose of homework is to aid continuity between home and school and to strengthen and reinforce skills taught at school. During this time at home students are able to complete and review material that has been taught. Homework might include: finishing assigned work from class, studying for a test, reviewing material from class, researching, or catching up on work that results from being absent. Personal reading during this time is also encouraged.

HOMEWORK FOR ABSENT STUDENTS

When a student is absent due to illness for more than one day, homework for the previous day will be provided upon parental request and will be available for pick up at the end of the day.

DRESS CODE

Clothing worn at school must reflect respect for the entire Errol Village school community.

Clothing that is revealing or exhibits offensive language or gestures is considered inappropriate attire at school. Do not wear short tops, thin straps, short shorts or advertisements about alcohol and drugs. Straps must be wide enough to cover two finger widths. As a general rule, the "Rule of Thumbs" is a good indicator of how long shorts and skirts should be. When standing straight, where your thumbs rest against your legs is where the hemline of the shorts or skirts should be. All underwear must be concealed. Health and Safety regulations require that shirts and foot wear be worn at **ALL** times. Hats and

other headgear are not to be worn inside the building during the school day.

Any student wearing clothes contrary to this dress code may be directed to go home (if necessary) to change his or her attire.

CLASSROOM EXCURSIONS

The school community believes in the importance of school excursions in enhancing the program provided in the classroom. To maintain safety and positive behaviour during any excursion, participants need to be aware of their responsibilities.

STUDENT RESPONSIBILITIES

A field trip is an extension of the classroom. Classroom and school rules apply to learning experiences outside of the school building.

On the bus:

- Sit down
- Keep feet out of the aisle
- Use quiet voices
- Do not eat on the bus

During the trip, stay with the group and your group leader. Parent leaders will expect and receive the same respect as a teacher.

VOLUNTEER RESPONSIBILITIES

As a volunteer, you are assisting with the full responsibility of the teacher in charge. Your management duties include:

- 1) assisting with the safety of every member of your group
- 2) ensuring attention and appropriate behaviour of students, including traveling on a bus
- 3) guide students with assigned learning tasks

GUM

Chewing gum is a problem around the school because it finds its way onto the soles of shoes, on the underside of desks and tables and occasionally in hair. Gum is unsafe when children are physically active. **Students may not chew gum** in the gym or on the playground. Students may only chew gum in the classroom with the permission of the teacher.

TOBACCO, ALCOHOL AND DRUGS

It is illegal for **anyone** to use tobacco, alcohol or drugs on school property and prohibited at school related activities. If students are suspected of using, or are in possession of these substances, disciplinary action will be taken. When appropriate, police or local bylaw officers will be involved.

STUDENT SAFETY AT SCHOOL

PLAYGROUND-DANGER OF STRANGULATION

Each year in Canada, thousands of children get hurt at the playground playing on slides, monkey bars or swings. Some children have died when their clothing or drawstrings get caught on playground equipment or fences. Some children have died when they became entangled in ropes or skipping ropes attached to playground equipment. Loose clothing, hoods, scarves, drawstrings, mitten cords, ropes and skipping ropes can strangle a child!

Use of the school playground and equipment outside of school hours is at the user's own risk. We ask that community and school members who wish to use the playground outside of school hours respect the rules and safety measures observed during school hours.

PLAYGROUND SAFETY TIPS

- Remove cords and drawstrings on children's hoods, hats and jackets.
- Tuck in all clothing that can get caught on playground equipment.
- Wear a neck warmer instead of a scarf.
- Take off bicycle helmets before using playground equipment. Bicycle helmets can get trapped on equipment and strangle a child.
- Make sure children do not tie ropes or skipping ropes to slides and other playground equipment.
- Supervise children on the playground.
- Teach children how to use playground equipment and to play safely.

BIKES, SCOOTERS, SKATEBOARDS, ROLLER BLADES

The school cannot accept any responsibility for loss or damage to these items.

Bicycles and Scooters – We do not encourage children in Kindergarten to grade 3 to travel to or from school on a bicycle or scooter, unless accompanied by a parent.

If you give permission for an older child to travel to school on this equipment, please ensure that they wear proper fitting safety equipment, that they consistently observe safety rules. It is the law in Ontario that children wear helmets while operating a bicycle.

Riders must walk their bike across the school yard to the bike rack and lock it.

Skateboards and Roller Blades – Please do not permit your child to travel to school on this equipment.

SCHOOL YARD

The school yard is supervised by staff at all recesses. On the yard, students must follow one major courtesy: keep their hands and feet to themselves! This simple practice will prevent unnecessary injuries. **Students are asked not to arrive before 8:50 a.m., because no supervision is**

available. At the end of the day, we ask that all walking students, go home to check in before returning to play on the schoolyard.

Students are not to enter the woodlot near the parking lot unless they are with school personnel.

SCHOOL INSURANCE

Ontario law does not permit School Boards to insure students for accidents or injury. Instead, the school sends home a package with information on how to purchase student insurance by mail from a major insurance company. The school keeps a supply of claim forms in the office. Please call the school office for more information.

ACCEPTABLE USE OF TECHNOLOGY

All students are expected to follow the LKDSB Acceptable Use of Technology (R-PR-200.1). The Policy is included below and is also posted on the LKDSB Website at www.lkdsb.net. Students must select "I Agree" when logging onto an LKDSB device or accessing the LKDSB network, thereby agreeing to comply with the stipulations.

Personal Safety

- When using the Internet, students must never give out their, or anyone else's, personal information such as first and last name, home address, and phone number.
- Students must **NEVER** agree to meet with keypals unless supervised by a teacher.
- Students must report to a teacher or school administrator any message they receive that requests personal information, is inappropriate, or makes them feel uncomfortable.

Illegal Activities

- Students are responsible for respecting and adhering to the LKDSB code of behaviour, and all local, provincial, federal, and international laws. **The onus is on the user to know and to comply with these laws and regulations.**
- It is unacceptable for any student to attempt to gain unauthorized access to a computer network or resource databank.

System Security

- Students must respect the integrity of the computers and networks in the schools, by not altering any hardware, software or wiring configurations.
- Students must not develop, or activate programs that harass others, or attempt to infiltrate a computer system or alter the software components of a

computer or a computer system. These include, but are not limited to viruses, forging e-mail, hacking, and attempting to use administrative commands.

- Students must not change or delete computer files or directories that do not belong to them.
- Students who identify a breach of security should report it immediately to the supervising teacher or site administrator.
- All diskettes, USB keys and any other media brought from home must be scanned for viruses before use. Currently all supported workstations within the LKDSB are automatically scanned for viruses.
- Students will only use the network account assigned to them. Assigned passwords must be protected, not shared and should be changed on a regular basis.
- Any student who loses their password, or feels that an unauthorized person has accessed their account, must report it to a teacher or school administrator immediately.

Inappropriate Behaviour

- Students must not violate the rules that govern the general use of technology and Internet etiquette as outlined in your school handbook (including but not limited to cell phones, digital camera's, PDA's). This might include the following topics: harassment, profanity and threats. Teachers will review these rules including copyright infringement with students on an annual basis.
- Students should be supervised at all times when using the LKDSB network.
- No electronic devices will be connected in any way (wired or wireless) to the LKDSB network without the written permission of the Information Technology Department of the Lambton Kent District School Board.

Privacy

- Students must respect the privacy of other network users and should not attempt to access or alter the data or e-mail of any other user.
- **Students are not permitted to post private information about another person.**

Resource Limits

- Network and Internet accounts are granted to students to further their academic goals. Curricular use will take precedence over other activities.
- Students must not use the network for financial gain, for commercial activity, or for any illegal purpose.
- Students must respect the rights of other users by avoiding the waste of limited resources such as paper, printer supplies, hard drive space, bandwidth, and time.

Copyright Infringement

- Students must be aware of software copyright laws.
- Students must not download, use, or transmit copyrighted material without written consent of the copyright holder.
- Students are responsible for knowing the definition of plagiarism and respecting copyright laws when using electronic resources such as CD-ROMs and Internet on-line databases.

Accessing Inappropriate Material

- Students must back out of any site that is transmitting unacceptable information or graphic material. Students should immediately report the accidental visit to the teacher or school administrator. This will protect students against allegations that they have intentionally violated the Acceptable Use Guidelines.
- Students must not encourage the use of controlled substances, such as illegal drugs, alcohol, or tobacco. Accessing sites promoting such products is considered an inappropriate use of technology.
- Students must not promote or distribute material that advocates prejudice or hatred directed at any ethnic, religious, or minority group.
- Students must not promote, access, or distribute information that is inconsistent with the philosophy of the Lambton Kent District School Board and the Provincial and Federal laws.
- Downloading, storing, accessing, distributing, or printing files, graphics, or messages that are profane, obscene or that use language that is harassing, offends, or degrades others is prohibited.

CONSEQUENCES FOR VIOLATION OF THE RULES

- Restricted network access;
- Loss of network access; and/or
- Progressive disciplinary action as deemed appropriate by the school; disciplinary or legal action including, but not limited to, criminal prosecution under appropriate provincial and federal laws.

TECHNOLOGY ENRICHED LEARNING PLAN

In keeping with the LKDSB vision – “Our Students – Shaping Our World” the Board has engaged in a strategic Technology Enriched Learning Plan, TELP. The TELP has evolved over the past four years as the Board has been piloting a number of technologies and strategies in its classrooms in order to better engage students and improve their achievement. The TELP builds on the Board’s Engagement Model and provides a three-year roadmap with multiple opportunities for students to use laptops and tablets at every grade level. One of the

highlights of the plan calls for every Grade 7 student to receive an iPad mini beginning in September 2015. “Worldwide data shows that the majority of people are now using mobile devices instead of desktop computers,” Director Costello stated. “By allocating our I.T. funding into mobile technology, we are recognizing this shift in how people learn and communicate. Investing in every Grade 7 student is in keeping with the Board’s philosophy of equity for all.”

PERSONAL DEVICES

DEFINITION OF PERSONAL DEVICES

Personal devices may include iPods, iPads, tablets, Chromebooks, laptops, as well as gaming devices and smart phones that have access to the internet.

BYOD –BRING YOUR OWN DEVICE (A-PR-200.3)

The Lambton Kent District School Board believes that technology can be a powerful tool to enhance learning. We are committed to innovation and continuous improvement. We will incorporate and model 21st century practices, global perspectives, and technologies. We believe that it is our role as educators in the 21st century to help our students to be responsible users of technology, and to use these tools where possible to enhance student achievement.

USE OF PERSONAL DEVICES

Individual teachers may, at their discretion, invite students to bring personal devices to class, on designated days and for specific educational purposes. Opportunities will vary from class to class based on units of study, appropriateness of certain tools, age and experience of students, etc.

The use of personal devices in classrooms will be carefully planned, guided and supported by teachers. Such use may include: carrying out online research, creation of multimedia content such as video, audio etc., commenting on blogs, adding content to a wiki or website, participating in online discussions, collaborating, word processing, and accessing other interactive web tools and applications.

Students may be permitted to bring personal devices to school, provided that the following guidelines are understood and adhered to:

1. The Acceptable Use of Technology for Students Administrative Procedures (R-PR-200.1) must be followed.
2. Devices may be connected to the guest wifi network. However, devices must not be physically connected into the wired network, and devices must not be connected to a school computer.

3. The use of personal devices in the classroom is for learning purposes only as directed by a teacher.
4. Students and staff must agree that personal devices used for learning purposes in the classroom may be used for collaborative learning purposes.
5. Students are responsible for maintaining their personal device at all times (eg, ensuring the device is fully charged, ensuring that apps are downloaded, troubleshooting, and connecting to the guest wireless network).
6. Devices must not be used to take pictures or record video of other students unless under the direct supervision of a teacher. Any of these types of files that are inadvertently taken must be deleted before the device goes home. **Please be aware that taking photos in private areas such as: locker rooms, washrooms, and dressing areas at any time would be in violation of the Criminal Code and Privacy legislation and may be subject to internal and external disciplinary consequences.**
7. Students are fully responsible for their own devices, whether lost, stolen or damaged.

CONSEQUENCES

Students who do not comply with Acceptable Use and BYOD Procedures may face the following consequences, at the discretion of the School Principal, and taking into account the circumstances of the incident:

- Device taken away and stored in the school office, to be picked up at the end of the day.
- Device taken away and parent/guardian contacted to collect it.
- Formal meeting with parents/guardians.
- Device no longer allowed at school.
- Suspension.
- Police involvement.

STUDENT AUDIO AND VIDEO INFORMATION

PHOTOGRAPHING, AUDIOTAPING, VIDEOTAPING, AND FILMING OF STUDENTS (A-PR-215)

During the school year, your child(ren) will be involved in a variety of school related activities consistent with the purpose of educating students in accordance with the Education Act.

Each year, or upon registration at a new school, a signed release is required for images or audio recordings to be included on School or Board websites. The form used is **Appendix B “Notification and Permission for the use of Student Personal Information”**. **If you wish your child to be excluded from photographing, audiotaping, or**

videotaping as a part of regular school activities, please notify the Principal of the school in writing as soon as possible. Otherwise the school will assume your consent.

A “Consent for Specific Media Coverage” is required for the imaging or audio recording of specific programs or activities of the School or Board which are not considered part of routine activities and which may be shared outside of the jurisdiction of the School or Board. These will be sent home as events/projects occur.

For more information on this policy please visit <http://www.lkdsb.net/Board-Info/policies.htm>

A signed release is also required for images or audio recordings to be included on School or Board websites. Consent will be obtained each year on student profile sheets for elementary students and through the grade 8 to 9 and subsequent years’ option sheet process for secondary students.

These procedures are designed to ensure the privacy of students in the school and for students within the jurisdiction of the Lambton Kent District School Board, and are in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

CANADIAN ANTI-SPAM LEGISLATION

Canadian Anti-Spam Legislation (“CASL”) prohibits the sending of any electronic messages such as emails and texts that are commercial in nature unless the sender has received the recipient’s express consent prior to sending the message.

The Lambton Kent District School Board therefore requires your written consent to send you any electronic messages. While most of our emails are related to school, school council or Board activities, some may contain commercial activity such as invitations to purchase school photographs, spirit wear, yearbooks, lunch days, special events, field trips, or other fundraising activities. Please note that if you do not consent, you will not receive any emails from the Board/school on any matter. A consent form will come home each fall. Please complete it and return it to the school. Your consent to receive these messages can be revoked at any time by unsubscribing

EMERGENCY PROCEDURES

EMERGENCY RESPONSE:

During any school year, there are a number of situations that can occur which require us to use Emergency Procedures. These may include a fire, a tornado warning, or situations requiring shelter. There are procedures for each situation that the students will practice. Although

real situations are rare, students, staff, parents and visitors need to be aware of what is expected.

FIRE DRILLS

When the fire bell sounds everyone in the school is required to leave quietly and in an orderly, single file fashion. Each room in the school has a posted plan for exit during a fire alarm. Teachers will explain this plan to students early in the year. After leaving the school, students must wait with their teacher until a signal indicates that all is clear for re-entry. Fire drills are practiced six times per year.

TORNADO DRILLS

Students will also practice procedures for Tornado warnings. On direction from staff and/or announcements via the PA, students will leave the classroom in a quiet and orderly, single file fashion. Each room in the school has a designated safe location in the hallway. Students will remain with their teacher until a signal indicates that all is clear for re-entry to the classroom. Teachers will explain this plan to students early in the year. Tornado drills are practiced once per year.

HOLD AND SECURE

Used for: ongoing situation OUTSIDE that is not related to the school occurs i.e. bank robbery, community tragic event, etc.

- Staff assigned to monitor exits move to their area
- Any students on athletic fields should return to the school immediately
- Exterior doors are locked and monitored by staff
- Unassigned staff to the office
- All staff and students within the school are to remain within the classrooms until further notice
- No one is allowed outside; emergency response crews are allowed to enter.
- Staff quick look, halls adjacent to classrooms cleared
- Wait for directions

SHELTER IN PLACE

Used for: when it is necessary to keep all occupants within the school to protect them from an external situation involving environmental or weather-related factors i.e. chemical spills, blackouts, explosions or extreme weather conditions

- An announcement is made to “Shelter in Place”
- All staff and students within the school are to remain within the classrooms until further notice.
- Students in hallways or washrooms must return to class immediately.
- Staff adjacent to washrooms should do a quick check.

- Students on study periods should report to an area designated by the Principal.
- All students on athletic fields should return to the school immediately to an area designated by the Principal.
- Exterior doors locked/ windows closed/ventilation systems turned off.
- Principal determines whether to bring in students from the portables based on the seriousness of the situation.
- Assign one staff member to monitor each exit.
- Exterior doors locked/windows closed/ventilation systems turned off

Note: To safeguard students and staff inside the building, exterior doors need to remain closed during a shelter in place situation. Travel to a school through conditions requiring a shelter in place creates its own risk. Efforts to pick-up children can complicate already challenging circumstances, so parents are asked to wait until conditions improve. In the meantime, coordinated efforts to communicate ongoing updates to families and the community will be made. Once the all-clear has been given, access to the school can once again be provided

LOCK DOWN

Lockdown drills are practiced twice per school year. They are used for: major incident or threat of school violence within the school or in relation to the school.

- An announcement is made to “Lockdown” to notify

Once inside a secure area, staff and students should:

- All students remain in classrooms; clear the halls
- Classroom doors and windows will be locked, curtains drawn, lights off
- Cover the window of the classroom door;
- Be aware of sight lines;
- Stay away from doors and windows;
- Take cover if available (get behind something solid);
- Communicate regarding the incident.
- Students and staff remain away from windows and doors until further notice, cell phones are to be put on quiet mode and only use them if it is necessary to communicate regarding the incident
- If in the washroom, evacuate if possible get to an area which can be safely locked down (if trapped, enter and lock stall and climb on toilet);
- Everyone should be on the floor if gunshots are heard;
- Have attendance taken by a staff member;

When the potential for danger is over, an announcement of “Deactivate Lock Down” will be made to indicate it is

safe to resume activities as usual and that the threat no longer exists.

** In Emergency Situations anyone in the building needs to respond immediately and co-operatively.

HEALTH/MEDICAL INFORMATION

HEALTH INFORMATION

Please let the office know if your child has a special health problem such as asthma, diabetes, allergies, etc. It is very important we are informed. Also, please inform us of any changes in your child’s health status.

ANAPHYLAXIS (A-SE-302-3), ALLERGIES & ASTHMA

Schools within the LKDSB promote safe environments for all students and staff. Due to life threatening reactions to such allergens as latex, bee stings, scented products, nut products etc. specific restrictions and procedures will be in place as required. Depending on the particular allergies within the school, parents will need to adhere to restriction of any foods as communicated by the school.

As a result, Errol Village School is designated as a “Nut-Aware School”. Please do not send food to school containing peanuts or tree nuts. Contact the school if your child is prone to experiencing anaphylaxis.

CONCUSSION PROTOCOL

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps when a student suffers a concussion or when a concussion is suspected. As with any potential injury, our first goal is prevention; concussion awareness and prevention is part of ongoing professional training for staff and is integrated into students' Health and Physical Education curriculum. Since concussions can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered a concussion. If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided. Schools will follow our Return to Learn/Return to Play Policy as outlined through the board website. These resources can also be accessed by contacting the school directly.

COMMUNICABLE DISEASES

So that the Public Health Unit can keep track of communicable diseases like mumps, chicken pox and measles, parents are asked to contact the school as soon as they know about such health problems. This helps the Health Unit in protecting us all from general outbreaks of illness.

PEDICULOSIS (HEAD LICE) A-AD-116

It is recognized that while pediculosis is an unpleasant nuisance, it is not a health problem. Head lice do not carry or spread disease. While the primary responsibility for the control and prevention of pediculosis lies with the home and family, school staff will assist in the prevention and control of pediculosis. We know that many parents may feel embarrassed if their children have head lice; however, please be assured it can happen to anyone. The most important thing is to catch the head lice early so that they do not spread through the school or your family. Your assistance in checking your child's head on a regular basis, and notifying the school immediately if head lice are suspected or discovered, helps immensely.

When it is suspected that a child has pediculosis, the child will be sent home for treatment. We will try to handle this as confidentially as possible. Treatment includes the use of a medicated shampoo and the removal of nits (eggs) from the student's head. **Re-entry to school will be at least 24 hours after treatment upon written confirmation from parents that treatment has taken place and the child is now "nit-free".**

INJURIES/ILLNESS

If your child is injured or becomes sick while at school, every effort will be made to contact you or the emergency number(s) you have given the office. It is our policy that children report to the teacher supervising them if they are hurt. This enables the staff to assess the injury and take appropriate action. Please make sure that we have up-to-date emergency numbers at all times.

MEDICATION

The LKDSB has a policy (R-SE-302) concerning the Performance of Medical and Physical Procedures for Students. This includes the administration of medication to students by school personnel. It is the responsibility of parents/ guardians to administer medication to their children. Treatment regimes should, where possible, be adjusted to avoid administration of medication during school hours. When this is not possible, parents may request the assistance of school personnel through their school principal. An Authorization for the Administration of Medication must be completed by the child's doctor if medications are to be given at school.

Any pills, ventilators, Epi-pens or other medications are to be brought to the school office by parents.

COMMUNICATION

Parents are invited to contact the school at any time, to inquire as to how their children are doing at school. If you as a parent feel that there is an issue in the classroom, please contact the teacher. A telephone conversation or a conference can be scheduled at a mutually convenient

time. Staff members will contact you if they have concerns about your child's progress. Questions or concerns of a more general nature can be directed to the principal. There will be a number of occasions when you will be invited to the school for special events. We hope that you attend if at all possible.

PLANNER

This planner is a tool to support student organization and planning and also to foster communication between home and school. Parents may be asked to sign the planner to acknowledge upcoming school events, deadlines, homework, etc. Parents may use the planner to communicate upcoming student absences or early departure from school, etc.

WEBSITE

Visit <http://errolvillage.lkdsb.net/> for school information including the school calendar and monthly newsletters.

CALENDAR

Our school and LKDSB events can be viewed on our website. Subscribe to the calendar to stay in touch using your phone or tablet.

FACEBOOK/TWITTER

Subscribe to our Errol Village Twitter and Facebook to receive the latest updates and school happenings.

NEWSLETTERS

A monthly newsletter from the Principal is sent home at the beginning of each month by email and is also posted on the school website. Contact the office if you wish to receive it by email. Teachers also send home classroom newsletters, or share electronically, an outline of happenings specific to the individual class and grade.

REPORT CARDS

Student progress is monitored through a Progress Report and two Report Cards that go home during the year. The Progress Report goes home in November to all students FDK to Gr. 8. Interviews are arranged for all students at that time. The Term One Report Card is sent home in February and the Term Two Report Card is sent at the end of the school year. Interviews may be requested by teacher or parents after the Term One or Two Report Cards.

VISITING THE SCHOOL

Visitors are always welcome. To ensure a safe environment for all students, access is restricted to the front door and visitors should report to the office so that we can assist you. **As a safety precaution, the school doors are locked during the day. Visitors need to use the**

buzzer to the right of the front entrance so the office can unlock the door.

Also all visitors are requested to sign in at the office. The welfare of our students is a constant priority; we are wary of unauthorized persons in our building. Therefore, we ask that all visitors will respect this procedure.

SCHOOL PHONES

The school telephones are used for school business. Students are not permitted to use the school telephone, except in an emergency, and with the permission of school personnel. We ask that all plans about going home with others, going to a different location, plans for after-school activities, etc. be finalized at home before school.

SCHOOL ITEMS ON LOAN

Most items necessary for school programs are supplied by the school. These items are loaned to students with the understanding that they will be returned in good condition. Students may also have the opportunity to borrow school equipment, including uniforms. Replacement costs may be charged for any school articles or equipment lost or unnecessarily damaged.

LOST AND FOUND

Our "Lost and Found" container is in the main hall. You are welcome at any time to look through these items. At the end of each term, we attempt to have children reclaim their belongings. You can assist us by placing name labels on all your child's belongings, including gym bags, jackets, snow boots, running shoes, etc. Unclaimed items are donated to charity at the end of each term.

EXTRA-CURRICULAR ACTIVITIES

Student experience is enhanced by active participation in various clubs, organizations and teams which staff members voluntarily supervise. The activities provide an opportunity for all students to grow and develop new skills. Students are encouraged to participate.

STUDENT COUNCIL

Students in Grade 4 to 8 elect two class representatives to sit on the Student Council and represent their class for the year. Student Council goals are:

- to assist in the development and promotion of positive school image and school spirit,
- to identify students for roles of leadership and provide them with opportunities to use these skills,

- to involve students in school activities, and
- to promote positive role models for all students.

CLUBS

Various clubs including Choir, Environmental Club and Drama are available for students to join.

ATHLETICS

Errol Village offers inter-school sports for students in grades 4 to 8 including: cross country, soccer, volleyball, basketball, track and field. Students have the opportunity to try-out and those making the team will have regularly scheduled practice and league play or competitions. House league activities are also run during recess and all students in Grades 4 to 8 are encouraged to participate. This fun and social atmosphere provides an opportunity for skill development as well.

READING MONITORS

Junior and Intermediate students are partnered with Primary students to promote literacy during regularly scheduled Language time. Students spend time reading to each other, discussing books and promoting the love of reading.

MENTORS

Intermediate students are paired with Primary students as lunch buddies. Once or twice a week, eating lunch together or playing organized games in the gym during recess provides structured time for role modeling and development of social skills, cooperative skills and fair and appropriate play.

SCHOOL COUNCIL

This group of volunteers consists of parents, community members, school staff (teaching and non-teaching staff) and the Principal.

One function of this committee is to provide advice to the Principal in such matters as school year calendar, scheduling events, revisions to the school code of student behaviour, program priorities, budget priorities, school-community communication strategies, and Principal profile. But the group also focuses on fundraising, social activities and other events to enhance the students' school experience.

Our group welcomes parents and community members to attend monthly meetings. If you would like to get involved, please contact the office for names and phone numbers of executive members.

VOLUNTEERS

We welcome parents and community members who are willing to volunteer time to work with students.

Tasks might include:

- listening to children read,
- assisting at coaching sports,
- helping with special events,
- assisting with Hot Lunch Days,
- preparing activity materials,
- sharing communication skills,
- going on field trips,
- working in the Learning Commons

In the best interest of the children, anyone who volunteers will be expected to follow directions from the Principal regarding confidentiality and commitment to task.

In compliance with the Safe Schools Act and LKDSB Policy A-PR-219-14, volunteers are to obtain and submit criminal background checks and provide references to the Principal. Please see the principal if you are interested in volunteering at our school.

BEFORE & AFTER SCHOOL PROGRAM

Best Start is a new provincial early learning and child care initiative designed to provide more access to licensed child care and early learning opportunities for Ontario families. The primary goal of Best Start is to assist children to be ready to learn when they start Grade 1 studies.

Lambton Rural Child Care is the provider of the Before & After School Program at Errol Village. Child Care is available for school-aged children from Junior Kindergarten to 12 years of age, extending their day before and after school each weekday. This program allows your child to be transferred from a stimulating childcare program to their classroom with seamless effort. For more information, contact the Childcare Manager at 519-683-6263 ext. 25.