

WELCOME!

Our School Planners have been created as a reference and an excellent tool to help students achieve 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. The expectations and guidelines are designed to keep our students safe and happy as we work together. They also help students to develop self-discipline, which is necessary for their future success. Parents are encouraged to check the planner with students on a regular basis. Parents may be asked to sign the planner. We hope this planner can help you in your studies over this year! All the best!

TABLE OF CONTENTS

Attendance and Safe Arrival

Reporting an Absence
School Records
Arrival and Departure Procedures

Transportation

Student Audio/Video Information

Safe Schools

Code of Conduct, Progressive Discipline and Bullying
Student Wellness & Bullying Intervention Phone Line
Definitions: Bullying, Bullying & Aggressive Behaviour

Electronics and Technology

Acceptable Use Policy
Technology Enriched Learning Plan (TELP)
BYOD –Bring Your Own Device

Emergency Procedures

School Closings
Fire, Tornado and Lockdown Drills

Health Related Information

Students with Anaphylaxis, Allergies & Asthma
Communicable Diseases
Head Lice – Pediculosis
Illness and Medication

Miscellaneous Items

Student Dress Code
Gum
Communication between home and school
Homework
Homework for Absent Students
Bicycles, Skateboards and Rollerblades
School Items on Loan
Tobacco, Alcohol and Drugs
Student Use of School Phones
Visiting the School
Volunteers

THE POLICIES, REGULATIONS AND ADMINISTRATIVE PROCEDURES REFERENCED IN THE STUDENT PLANNER MAY BE FOUND ON THE LKDSB WEBSITE AND ARE AVAILABLE IN AN ACCESSIBLE FORMAT UPON REQUEST.

PARENT/GUARDIAN PROTOCOL

1. Parents are to wait outside at arrival and dismissal times.
2. Parents are to enter the building through the main front doors.
3. Parent who are in the building will be required to sign in our visitor book in the office.
4. Parents are not to use student washrooms.
5. Parents are to leave late arriving lunches or homework at the office. Students will be notified at the next break.

SCHOOL CALENDAR

September 3, 2019.....	School Year Begins
September 27, 2019.....	Professional Activity Day
October 14, 2019	Thanksgiving Day Holiday
October 25, 2019.....	Professional Activity Day
November 22, 2019.....	Professional Activity Day
December 23 – January 5, 2020	Christmas Holidays
February 17, 2020.....	Family Day Holiday
March 16-20, 2020.....	March Break Holidays
April 10, 2020.....	Good Friday Holiday
April 13, 2020.....	Easter Monday Holiday
April 24, 2020.....	Professional Activity Day
May 18, 2020.....	Victoria Day Holiday
June 5, 2020	Professional Activity Day
June 26, 2020.....	Professional Activity Day



ATTENDANCE AND SAFE ARRIVAL

Regular attendance is necessary for student success. It is our policy to follow the *Safe Arrival Procedure A-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

It is the responsibility of parents/guardians to inform the school on a timely basis if their child is going to be late or absent. An answering machine is available to assist with this requirement. When calling the school to report student lateness or absence, dial the school phone number and when prompted, the attendance extension is #1.

Your message should state:

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



If no notification is given, the school office will first contact the home, followed by all emergency contact numbers including places of employment to confirm the whereabouts of the student.

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 this time.** In the morning, students are not allowed to come into the school when they arrive without permission. Students are expected to wait outside in the designated play area until directed to enter the school by a staff member. In the case of inclement weather, students will be directed indoors by staff. Once at school, students may not leave the property without written parental permission. At the end of the day, students are to leave the school property as soon as they are dismissed, unless they are involved in a supervised school activity.

TRANSPORTATION

Riding the school bus is a privilege not a right. This privilege is extended to eligible students whose behaviour is appropriate while riding the bus. Students must behave on the bus in a way that ensures that the driver can concentrate on driving and all passengers are safe and comfortable.

Improper conduct may result in the withdrawal of this privilege.

Transportation policy allows bus transportation services to those eligible families who may require transportation to two locations due to shared custodial arrangements within the school eligible transportation boundary.

BUS CANCELLATION POLICY

Buses cancelled due to fog in the morning will run in the afternoon to transport students who have been dropped off. Buses cancelled due to snow conditions in the morning will not run in the afternoon. Bussed students who receive a ride to

school must also be picked up at the end of classes on a day buses have been cancelled due to snow. In the event that students are at school, we will call home, and then the emergency contact or a neighbour or friend, to notify that children are being dismissed early. Please be sure that your child has a place to go should this occur. When feasible, radio stations will make announcements.

If the safety of your child is of concern, it is ultimately your decision as to school attendance during inclement weather. Listen to the local radio stations (FOX 99 FM or CHOK 1070 AM) for accurate information. Transportation policies are available at www.schoolbusinfo.com.

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"**.

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>

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.

SAFE SCHOOLS CODE OF CONDUCT, PROGRESSIVE DISCIPLINE AND BULLYING

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. The Lambton Kent District School Board Code of Conduct sets clear standards of behaviour in order to ensure the rights and responsibilities of all members of the school community. Our schools promote responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

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.
- works in an environment that is conducive to learning and teaching, including by ensuring that personal mobile devices are only used during instructional time for the educational and permitted purposes in the following circumstances
 - for educational purposes as directed by an educator
 - for health or medical purposes
 - to support special education needs
- cell phones, cameras and other digital imaging and/or audio recording devices are NOT permitted to be used in change rooms or washrooms at any time.

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.

Definition: "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) The 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.

Aggressive behaviour may be intentional or unintentional, direct or indirect. It can take many forms, including physical, verbal, and social. If aggressive behaviour is physical, it may include hitting, pushing, slapping, and tripping. If it is verbal, it may include name calling, mocking, insults, threats, and 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.

Student Desks and Lockers: Students are assigned desks and sometimes lockers. These are Board property and are subject to search under the direction of school administration. Students are not to leave valuables in their desks or unlocked lockers.

Student Wellness & Bullying Intervention Phone Line

To report a concern to appropriate staff you may call the school phone line and select extension #5 to leave a message.

For more detailed information on this policy please visit

<http://www.lkdsb.net/Board-Info/policies.htm>

ELECTRONICS and TECHNOLOGY ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS

The Lambton Kent District School Board provides students with access to technology to support their educational and learning experiences. Since students have access to technology, they have a role to play in maintaining a secure environment. The purpose of these Regulations is to set out the expectations with respect to the use of technology and the responsibilities of each individual in maintaining a secure environment.

These Regulations apply to all students of the Lambton Kent District School Board ("LKDSB").

R-PR-200.1

TECHNOLOGY ENRICHED LEARNING PLAN (TELP)

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 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.

"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."

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.

Students will only be permitted to bring personal devices to school once the school based permission form has been signed. Cell phones are not permitted in our classrooms at any time.

DEFINITION OF PERSONAL DEVICES

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

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 videos, audio etc, commenting on blogs, adding content to a wiki or website, participating in online discussions, word processing, and accessing Web 2.0 applications.

USE OF PERSONAL DEVICE GUIDELINES

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

1. The Acceptable of Technology for Students Administrative Procedures 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.



EMERGENCY PROCEDURES SCHOOL CLOSINGS

The Director of Education, or designate, will make the decision whether a school will be closed or not. The Manager of Transportation Services, or, on occasion (see below), the Manager of Plant and Maintenance will advise the Director of Education, or designate as early as possible, of information he/she has received that would indicate a need to consider the closure of one or more schools. Similarly, school principals will advise the Director of Education, or designate, (even during "off" hours) of emergency situations that would indicate a need to consider the closure of a school.

As well as inclement weather conditions, schools may be closed as a result of failure of the physical plant (heating, electrical, water), or as a result of extreme cold (in consultation with the Medical Officer of Health).

Closure due to adverse weather conditions or other specified reasons will be broadcast on FOX 99 FM and CHOK 1070 AM stations by 6:30 a.m. Please be aware that buses are cancelled by zone. Visit www.lkdsb.net and www.schoolbusinfo.com for more information.

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 and lockdowns are practiced once each per year.

TORNADO AND LOCKDOWN DRILLS

Students will also practice procedures for each of these situations. Although real situations are rare, students, staff, parents and visitors need to be aware of what is expected.

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 pickup 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 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 washrooms and it is possible get to an area which can be safely locked down and 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.

HEALTH RELATED INFORMATION

STUDENTS WITH 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. Children and staff may require puffers or Epi-pens to be available for emergencies. Safety plans will be put in place for these children. An Authorization for the administration of medication form must be completed by the family doctor each school year for any medications to be dispensed at school. Similarly, in compliance with Ryan's Law and Board Procedures, we will continue to support and ensure a safe environment for students with Asthma.

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 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.

HEAD LICE (PEDICULOSIS) A-AD-116

Lice spread very quickly and require much work to eliminate. Parents must call the school if their child has lice. Parents must keep the child home for a minimum of 24 hours, ensuring the child's hair is nit free. Classes may be checked to prevent further spread of the lice. Letters will be sent home to affected classes asking parents to check their children for signs of lice or nits.

ILLNESS

For the health of the entire school community, parents are encouraged to keep their child at home when they are not well enough to participate in all school activities. When a student is ill, a parent will be contacted to take the child home as soon as possible.

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, or other medications are to be brought to the school office by parents.

MISCELLANEOUS ITEMS

STUDENT DRESS CODE (R-AD-133)

While at school, students are expected to be dressed in a tasteful, age-appropriate manner. Students, who, in the opinion of the school staff are inappropriately dressed based on stated expectations included in this planner, will be required to correct the problem before returning to class. Decisions on dress codes will incorporate the following:

1. The school dress code will relate to fostering a safe and respectful learning and teaching environment.
2. The school dress code will be consistent with the Human Rights Code and the Charter of Rights and Freedoms (e.g. disability, religious beliefs).
3. Expectations will be stated for student compliance with the school dress code policy and will take into consideration local circumstances and the Principal's authority under the Education Act.

Inappropriate dress may include:

- Bandanas, hats, or hoods worn in the school
- Short shorts and short skirts (as determined by school staff)
- Clothing or jewelry with profanity, symbols or pictures of alcohol, drugs, sex, violence and/or display cultural and racial insensitivity
- Halter tops, tube tops, tank tops, muscle shirts, or clothing that reveals bare backs and/or midriffs
- Sheer tops
- Visible undergarments
- Clothing that is full of holes

- Detachable chains (whistle straps, chokers, neck key-chain holders, etc.)

Jackets and coats are not to be worn in the classrooms. Footwear must be worn at all times while at school. Running shoes are required for gym.

GUM

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. Students may not chew gum in the school, on the playground or on the buses unless special permission is granted.

COMMUNICATION BETWEEN HOME AND SCHOOL

Open communication between home and school is essential for student success. The first point of contact should always be the classroom teacher.

There will be a number of occasions when you will be invited to the school for special events. We hope that you will attend if at all possible. We will keep you informed of upcoming events and activities through regular school and classroom newsletters and calendars available through your child or posted on the school website. Staff members will contact you by phone, email or notes in the planner if they have concerns about your child's progress. Please feel free to contact the school when you have questions.

HOMEWORK

Homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility and helping students develop positive habits.

Homework is effective when it is actively supported in the home and when it represents an ongoing, three-way communication that involves student, teacher, and parent. Homework is not necessarily assigned by a teacher. In general, an incremental increase of 10 minutes per grade can be expected.

Homework at our school is for all students and could involve:

- Quality daily reading and writing
- Work completion (daily assigned work, missed work projects, assignments)
- Weekly review of math concepts
- Ongoing review of notes and materials for evaluation

Suggestions on how parents might assist their child with homework include:

- Provide a quiet place to work
- Prioritize activities to do in the evening
- Provide appropriate materials and supplies
- Be sure lighting is adequate
- Be consistent in checking for notes, permission slips notices, and other school communication
- Check student planner on a regular basis
- Help your child to write lists, schedules, reminder notes
- Have a consistent routine for homework, activities, bedtime
- Reward good organizational skills at home

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.

BIKES, SKATEBOARDS, ROLLER BLADES, SCOOTERS

The school cannot accept any responsibility for loss or damage to these items. When bicycles are brought to school, they must be walked, not ridden on school premises, and must be parked

(preferably locked) in the bicycle stands. It is necessary that all students wear appropriate safety helmets and follow the same laws as vehicles. Rollerblades and "Heelies" (roller shoes) are to be removed and regular outdoor shoes put on before entering the playground. Skateboards are not to be used on school property.

PLAYGROUND AND SCHOOL SAFETY

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.



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.

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.

MULTIPLICATION CHART

X	0	1	2	3	4	5	6	7	8	9	10	11	12
0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	1	2	3	4	5	6	7	8	9	10	11	12
2	0	2	4	6	8	10	12	14	16	18	20	22	24
3	0	3	6	9	12	15	18	21	24	27	30	33	36
4	0	4	8	12	16	20	24	28	32	36	40	44	48
5	0	5	10	15	20	25	30	35	40	45	50	55	60
6	0	6	12	18	24	30	36	42	48	54	60	66	72
7	0	7	14	21	28	35	42	49	56	63	70	77	84
8	0	8	16	24	32	40	48	56	64	72	80	88	96
9	0	9	18	27	36	45	54	63	72	81	90	99	108
10	0	10	20	30	40	50	60	70	80	90	100	110	120
11	0	11	22	33	44	55	66	77	88	99	110	121	132
12	0	12	24	36	48	60	72	84	96	108	120	132	144

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 USE OF 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.

VISITING THE SCHOOL

All parents, visitors and guests must sign in at the school office. To ensure a safe environment for all students, access is restricted to the front door.

At dismissal, parents are asked to meet their children outside the appropriate exit door. When picking students up during the school day please report to the office and staff will page your child to meet you.

VOLUNTEERS (R-PR-219)

Our goal is to have many volunteers in the school while still maintaining the safety of the students in our care as well as the safety of our volunteers. Volunteers assist with hot lunch days, excursions, one-on-one or small group remediation, sports, graduation, fundraising and School Council business. The Safe Schools Act mandates criminal background checks to be completed for volunteers. Please see the principal if you are interested in volunteering at our school.

EDITING CODES:

SPELLING



CAPITAL



PUNCTUATION



WORD WALL



INSERT A WORD



REMOVE A WORD



NEW PARAGRAPH



AWKWARD WORDING



INDENT

