

EAST LAMBTON ELEMENTARY SCHOOL
139 Centennial Avenue
PO Box 250
Watford, ON N0M 2S0
Telephone: 519-346-2755
Fax: 519-876-3935

Principal: Kari Aubertin
Kari.Aubertin@lkdsb.net

Secretary: Suzanne Thorne
Suzanne.Thorne@lkdsb.net

EAST LAMBTON ELEMENTARY SCHOOL



BELL TIMES

Yard Supervision: 8:50 am
Start Time Bell: 9:05 am
Nutrition Break 1: 11:05 – 11:25 am
Recess Break 1: 11:25 – 11:45 am
Nutrition Break 2: 1:25 – 1:45 pm
Recess Break 2: 1:45 – 2:05 pm
Dismissal Bell: 3:25 pm



www.lkdsb.net
<http://eastlambton.lkdsb.net>

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 Administrative Procedures 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 Administrative Procedures apply to all students of the Lambton Kent District School Board ("LKDSB"). Principals will ensure students are aware of the requirements contained in the LKDSB Acceptable Use of Technology for Students Administrative Procedures.

System Integrity

1. The computer system including computer files, documents and electronic communications are the property of the LKDSB.
2. There is no expectation of privacy in using LKDSB technology. The LKDSB may monitor and may at any time access any and all files, documents, electronic communications and use of Internet to ensure integrity of the system and compliance with these Regulations.
3. Students will only use the network account assigned to them.
4. The student will be responsible for any activity using his/her password, including any time the computer is left unattended. Students must not share passwords nor use the passwords of others.
5. The initial password will be assigned by the HelpDesk. Users will be required to change the initial password to a minimum of 8 characters, including upper and lower case letters as well as numbers. Users will avoid using any published information within a password that could potentially identify the user. Passwords should be changed regularly. If a student loses his/her password or feels that an unauthorized person has accessed his/her account, he/she must report it to a teacher or school administrator immediately.
6. Students must not try to hack into the computer system or gain access to any unauthorized databank.
7. Students must not access or delete computer files or directories of others.
8. Students must respect the integrity of the computer system by not altering hardware, software or wiring configurations.
9. Computer viruses and related problems can cause extensive damage to computer systems. Viruses can be spread in a variety of ways including downloading files from the Internet, email attachments, infected diskettes, USB keys. Students should use caution when opening email attachments from unknown senders.
10. All 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.
11. Technological devices brought to school by students are not the responsibility of the LKDSB.
12. Students must not connect any electronic devices in any way (wired or wireless) for any reason to the LKDSB network without the written permission of the Information Technology Department of the LKDSB.
13. Students must not download or install any unauthorized materials such as programs, games or files from any source, or cause a denial of service for others.

Personal Safety

14. When using the Board supported networks, students must not reveal any personally identifying information (such as first and last name, picture, address, telephone number, physical description, etc.) about themselves or others.
15. Web pages should not contain any personal information about students (ex: address, telephone number).
16. Students must NEVER agree to meet with keypals unless supervised by a teacher.
17. Students must report to a teacher or school administrator any messages they receive that request personal information, are inappropriate, or make them feel uncomfortable.

Appropriate Use

18. Board supported network accounts are granted to students to further their academic goals. The LKDSB system may not be used for personal reasons.
19. Students must respect the rights of other users by avoiding the waste of limited resources such as paper, print supplies, hard drive space, bandwidth and time.
20. Students must use language appropriate to the school setting.

Unacceptable Use

21. Students must not access director or proxy sites that circumvent the security measures put in place by the Lambton Kent District School Board.
22. Students must immediately exit any site that is transmitting inappropriate or offensive material. Students must immediately report accidental access to such a site to a teacher or school administrator.
23. Students must not encourage the use of controlled substances, such as illegal drugs, alcohol or tobacco. Accessing sites promoting such products is considered an unacceptable use.
24. Students must not access or distribute material that advocates prejudice or hatred towards any identifiable group (for example, gender, ethnic, religious, minority etc.).
25. Students must not create, access, download, transmit, store, distribute or print any files, messages or graphics that are profane, harassing, discriminatory, offensive or degrading (this includes posting material on social networking sites).
26. Students must not access, download, store, distribute or print any files, messages or graphics that are illegal or advocate illegal acts, facilitate unlawful activity or are not consistent with the philosophy of the Lambton Kent District School Board.
27. Students must not propagate chain letters or other junk mail.
28. Students must not attempt to hide, disguise or misrepresent their identity as the sender.
29. Students must not cause damage to computers and/or equipment including, but not limited to, computer hardware, keyboard, monitor, mouse, cables.
30. Students must not use LKDSB technology for purposes unrelated to educational and curricular activity.
31. Students must not use inappropriate language in files/filenames or in email communication.

32. All software licence agreements must be honoured. It is against the law to copy commercial software that has not been placed in the public domain or distributed as "freeware".

33. Under copyright laws all material remains the property of the author/creator and therefore permission is required for its use.

34. Do not take and present the work of others (for example, writings, images) and present them as yours. If using the work of others proper credit must be given and permission obtained if copyright materials are used.

Consequences

35. Any violation of these Regulations may result in sanctions being imposed, including the loss of computer privileges, disciplinary action and legal action or police involvement.

Reference: Board Policy and Regulations

ALLERGIES AND 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. Depending on the particular allergies within the school, parents will be asked to adhere to restriction of any foods as communicated by the school. **ELES is a "Nut Free" School.**

A number of children are also required to have puffers or Epi-pens available for emergencies. Safety plans will be put in place for these children. Parents are required to have the authorization of medication form completed by the family doctor each school year for ALL prescriptions/medications to be dispensed at school.

ARRIVAL AND DEPARTURE PROCEDURES

The school yard is supervised at 8:50 A.M. **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.

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. It is the responsibility of parents/guardians to inform the school by 9:00 am if their child is going to be late or absent. The preferred method of communication to report absences and lates is via the SchoolMessenger Parent/Guardian Reporting Tool. Please contact the school if you are unsure how to set up an online SchoolMessenger account. **If no notification is given**, the school office will first contact the home, followed by all emergency contact numbers to

confirm the whereabouts of the student. If parents/guardians bring a student to school after the day has commenced, or come to pick-up a student prior to dismissal time, then we ask that they fill in the record book in the office. Do not go to the classroom or yard without going to the office first. Unknown or unauthorized persons appearing at school requesting to see or take a student out of school will not be permitted to do so without advance approval or consent of the student's parent or guardian.

AUDIO TAPING, FILMING, PHOTOGRAPHING, AND VIDEOTAPING OF STUDENTS

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.

Examples may include but are not limited to:

- School Yearbook
- School Plays
- Field Days/Athletic Functions
- Science Fairs
- Annual Report of the Director
- School/Board Curriculum Presentations or Teaching Aids
- School and Class Photographs
- Education Week events
- School/Board memorabilia

In addition, public media organizations, upon notification, may be present to cover these events by photographing, audio taping or videotaping students involved in the above-mentioned routine in-school activities.

To indicate consent or exclusion from photographing as a part of activities such as outlined above, please complete Appendix B Notification and Permission for the Use of Student Personal Information that is sent home with students at the beginning of each school year.

Special Event Student Release Form 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.

Special Event Student Release forms will be sent home for students participating in these types of out of school/special Board-sponsored activities, or special projects, as they occur.

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.

BEHAVIOUR, DISCIPLINE and SAFETY

The LKDSB's 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. For detailed information see LKDSB Regulations at www.lkdsb.net. Code of Conduct R-AD-111, Bullying P-AD-137, Progressive Discipline P-AD-110.

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.

Guiding Principles

This Code of Conduct applies to all individuals who participate in the school community whether they are on school property, on school buses, or at school-authorized events or activities.

All participants in the school community are to be treated with respect and dignity, especially those in positions of authority, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability.

All participants in the school community share responsibility for maintaining an environment where conflict and difference can be addressed through non-violent means in a manner characterized by respect and civility. Behaviour which is aggressive or threatening in any way has no place in our school communities.

Student achievement depends upon the provision of safe and caring learning environments. All participants in the school community share responsibility for ensuring that their decisions and actions contribute rather than detract from the sanctity of these environments.

Personal health and well-being are enhanced through awareness and appropriate choices. They are further safeguarded through the application of prevention and intervention strategies and the involvement of community agencies including the police in responding to situations involving but not limited to those who are in possession of, or under the influence of alcohol or restricted drugs.

Responsible citizenship involves appropriate participation in the life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

Standards of Behaviour

The Standards of Behaviour apply to all individuals who participate in the school community including students, parents and guardians, teachers and other staff members, volunteers and visitors.

Respect, Civility, and Responsible Citizenship

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- 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;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority;

Safety

All members of the school community must not:

- engage in bullying behaviours; Bullying is typically a form of repeated, persistent, aggressive behaviour directed at an individual/s which is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- 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 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.

Roles and Responsibilities -School Boards

School boards provide direction to their schools to ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of school boards to:

- develop policies that set out how their schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- review these policies regularly with students, staff, parents, volunteers, and the community;
- establish a process that clearly communicates the provincial Code of Conduct and school board codes of conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety;
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

Principals

Under the direction of their school boards, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- holding everyone under their authority accountable for his or her behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community.

Teachers and Other School Staff Members

Under the leadership of their principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- prepare students for the full responsibilities of citizenship

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, for others, 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.

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model that was developed by the Ministry of the Solicitor General and the Ministry of Education.

BICYCLES AND ROLLER BLADES ETC.

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

BUS TRANSPORTATION

Effective September 2011, 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.

Riding the school bus is a privilege not a right. This privilege is extended to 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.

Parent Responsibility:

- Parents are responsible for the safety and conduct of their children while riding a bus.

Student Responsibility:

- Students must take their place on the bus as directed by the driver and remain in their seats.
- Students are not to eat or drink on the bus.
- Students and parents will be financially responsible for any damage done to the bus resulting from inappropriate behaviour.
- Students must follow the instructions of the bus driver.
- Students must use polite language only.

Improper conduct may result in the withdrawal of this privilege.

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 <https://ckclass.ca/services/student-transportation/> **EAST LAMBTON IS IN ZONE 1.**

CELL PHONES & ELECTRONIC DEVICES

All electronic devices, such as cell phones, media players, digital game devices, computers and cameras **are not to be used** while the student is on school property before, during, or after school without the permission of school personnel and only for educational purposes. If a student has a cell phone, he/she is responsible for the cell phone at all times and the **cell phone is to be always stored in their locker.** Cell phones can be left at the office if your child is worried about it being left unattended in their locker. At no time will students use electronic devices for digital, audio or video

recording without permission from the teacher. The school is not responsible for lost, damaged or stolen property.

COMMUNICATION BETWEEN HOME & 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. Staff members will contact you if they have concerns about your child's progress. Please feel free to contact the school when you have questions.

COMMUNICABLE DISEASES

So that the Lambton Public Health 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.

DRESS CODE

Students are expected to dress in a manner, appropriate to the moral tone of the school. What is suitable for the beach or gym is not suitable for the classroom. Clothing must be appropriate and be free from anything that may be viewed as offensive and must be free from slogans and pictures that use or depict profane language, alcohol, drugs, sex, or violence.

The school administration reserves the right to rule on clothing appropriateness.

EMERGENCY SCHOOL CLOSING

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 because of failure of the physical plant (heating, electrical, water), or because 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. Specific details regarding bus related inclement weather procedures are available at:

<http://www.schoolbusinfo.com/polWeatherProc.asp#fog>

EMERGENCY CONTACT

The school office manager completes an annual call-out list for emergency purposes. School staff will contact parents/guardians in the event of an early dismissal. When you suspect that weather conditions are changing, and schools may be closed early,

please keep your ears close to a radio. Announcements will be made on the following radio stations - - -

AM---CHOK 1070 or CFCO 630 or CFPL 980
FM---BX 92.7 or CFCX (Fox) 99.9 or 95.9 London

Regularly practice or discuss the routines that your children should take if there is an early dismissal or closing of East Lambton School.

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 practised six times per year. Tornado drills and Lockdown drills are practised twice per year.

FOOTWEAR

Students must have separate footwear for indoor and outdoor use. During inclement weather this is a matter of good personal hygiene, and it keeps the floors from becoming dangerously wet and muddy. For safety reasons, students require indoor shoes and are discouraged from walking in socks or barefoot in hallways or classrooms. There are shelf locations at student entrances for outdoor and indoor footwear to be exchanged. Running shoes with non-marking soles and laces or Velcro fasteners are required for physical education.

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.

ILLNESS AND MEDICATION

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.

The LKDSB has a policy concerning the administration of medication to students by school personnel. Administration of medication at school requires parents to annually complete an authorization of medication and/or an individual medical emergency plan. These forms are available at the school office and require a doctor's signature. All medication is the responsibility of the parents and must be delivered to school in the original container, including the student's name and the prescribed dosage and frequency. All medication is stored in a secure location. Any pills, ventilators, or other medications are to be brought to the school office by parents.

LICE (PEDICULOSIS)

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 at home until a full treatment has been completed and they have ensured 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.

NUTRITION BREAKS

Our school is situated close to village restaurants and there are students who have homes close to school as such some students regularly leave the building at Nutrition Breaks. Grade 7 and 8 students are permitted to leave for lunch. A note with the date and parent/guardian signature is required and the student MUST SIGN OUT AND SIGN IN EACH TIME THEY GO OUT FOR LUNCH. We ask that students leave only during the *first* nutrition break if going home or out for lunch.

ELES has a recycling program, and we ask that when you are packing lunches you use containers that can be either recycled or re-used to reduce the amount of garbage that we produce. However, do not use glass containers as they can break.

No food, candy, gum, or drinks are to be taken out on the yard.

To ensure proper nutrition for all students, the school applies for funding each year for a “*Snack Program*” whereby each classroom is provided a bin of healthy breakfast snacks at the start of the learning day. In addition to this, students in need of additional nutritious snacks at lunch may retrieve items from a container in the office or kitchen. Donations towards the snack program are always welcome.

SCHOOL INSURANCE

Ontario law does not permit School Boards to insure students for accidents or injury. Instead, the school will communicate information on how to purchase student insurance by mail from a major insurance company. 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.

Most students are also assigned desks and 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 lockers.

STUDENT PLANNER

Some of our classes use a school planner. The planner is meant to be a tool for daily communication and organization. Parents are encouraged to check the planner with the student on a regular basis. Parents may be asked to sign the planner. Students and staff should review the planner daily to make sure the planner is up-to-date and that they have the necessary materials for homework.

The school may ask for a contribution towards the total purchase price of the planner.

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.

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 will be involved.

USE OF SCHOOL TELEPHONE

The school telephones are used for school business. Students are not permitted to use the school telephone, except 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. Despite being an authorized person to be on school premises (e.g., a parent or student), access to the school may be denied if the presence of a person is considered detrimental to the safety or well-being of others at school. 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

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. Please see the principal if you are interested in volunteering at our school.

WASHROOMS

Students should use their breaks to go to the washroom. Teachers will understand students who need to be excused more often. While in the washroom, students are expected to respect the privacy of other students. Playing in, loitering in, and consuming food in, should never take place in school washrooms.