

WELCOME! BIENVENUE!

Our School Planners have been created as an excellent reference 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!

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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 visiting the office must check in at the main office, entering the building through the main front doors.
3. Parents 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, homework, snow pants, mittens at the office. Students will be notified at the next break.

SCHOOL CALENDAR

September 8, 2020.....	School Year Begins
October 12, 2020.....	Thanksgiving Holiday
November 20, 2020.....	Professional Activity Day
December 21 to January 1, 2021.....	Christmas Holidays
February 2, 2021.....	Professional Activity Day
February 15, 2021	Family Day Holiday
March 15-19, 2021.....	March Break
April 2, 2021.....	Good Friday Holiday
April 5, 2021.....	Easter Monday Holiday
May 24, 2021.....	Victoria Day Holiday
June 4, 2021	Professional Activity Day
June 28, 2021.....	Last Day of School



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/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. If your child is absent due to illness for 5 consecutive days, a doctor's note is required.

SCHOOL RECORDS

Changes of address, telephone number, custody status, 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 at 8:50 a.m. - 15 minutes before bell time of 9:05 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 from the yard duty teacher. 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. **Students need to be picked up promptly at the end of the day at 3:25 p.m.** If you require supervision after 3:25, please make arrangements for childcare with the YMCA Daycare by phoning the YMCA.

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.** A school bus suspension is given after 3 warnings, or less (depending on the nature of the offence).

Attendance is taken every afternoon as students board the bus to return home from school. **Parents of children who travel by bus shall contact the school if their child is taking another mode of transportation.**



BUS CANCELLATION POLICY

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. 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. If students are at school when the busses are cancelled, 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. The school website will post any updates as well as local radio stations announcing information. 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.

PARKING

The circle drive facing Errol Road is a Fire Route. Cars are not permitted to park or stop. Tickets will be issued by the City of Sarnia Parking Enforcement. Students are also not permitted to walk in this area.

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"**. **"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.

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.

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 schools their child's absence or late arrival
- show that they are familiar with the School Code of Conduct, the Board's Code of Conduct, and the school rules.
- assist school staff in dealing with disciplinary issues involving their child
- encourage and assist their child in following the rules of behaviour;

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) Making fun of; posting unflattering pictures of; or posting derogatory or lewd statements about another user in an Internet Chat room or Social Media site.
- (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 or by text 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.

Bullying and Aggressive Behaviours will not be tolerated.

The Lambton Kent District School Board is committed to providing a safe and respectful work environment, in compliance with the Ontario Occupational Health and Safety Act. Inappropriate behaviour, such as the use of profanity, verbal and physical abuse, or any threatening behavior will be addressed appropriately. Thank you for respecting the dignity of all.

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.

Student Desks Students are assigned desks, and 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.

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

Peanut/Nut Aware School: 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. Due to life threatening allergies in the school, it is necessary for us to be a peanut, nut, tree nut, aware school. We are unable to accept any products that contain, or many contain any of these products. Please read labels carefully. **Due to the many life-threatening allergies we have in our school, please do not bring in any treats for birthday celebrations or other events at the school.**

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**

Cellphones in Classrooms

The Ministry of Education has mandated that cellphones will no longer be permitted to be used in the school during instructional time. Exceptions will be made for students with medical reasons and or special needs. In keeping with the LKDSB vision – "our students – shaping our world" the Board and School have purchased many devices that will be accessible to students based on classroom selected activities and need. On the rarest of occasions, educators may deem it necessary to permit students the privilege to access their cellphones for instructional purposes or to contact parents. Almost always, these exceptions would be made for when teachers want to use cellphones as part of their lesson, for medical reasons and students with special needs. Students observed breaking this policy could be subject to one of the consequences listed in the column to the right.

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.

DEFINITION OF PERSONAL DEVICES

Personal devices may include iPads, tablets, Chromebooks, laptops, 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 applications.

USE OF PERSONAL DEVICE GUIDELINES

With teacher approval, Students may be permitted to bring personal devices to school, provided that the Acceptable Use of Technology for Students Administrative Procedures must be followed, understood and adhered to:

1. Devices need to be connected to the LKBYOD

network. However, devices must not be physically connected into the wired network, and devices must not be connected to a school computer.

2. The use of personal devices in the classroom is for learning purposes only as directed by a teacher. Students are expected to put away personal devices at lunch and outdoor recess so they are actively engaged in socializing with peers rather than engaged with an electronic device. We expect all students to respect that they are not permitted to use electronic devices at lunch.

3. Students and staff must agree that personal devices used for learning purposes in the classroom may be used for collaborative learning purposes.

4. Students are responsible for maintaining their personal device at all times (e.g., ensuring the device is fully charged, ensuring that apps are downloaded, troubleshooting, and connecting to the guest wireless network).

5. 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: washrooms or any 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.**

6. 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 and possible 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 AND TORNADO 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 are practiced twice a 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.

- An announcement is made to “Hold and Secure” 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.

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.

LOCKDOWN DRILLS

Although real situations are rare, students, staff, parents and visitors need to be aware of what is expected in the event that one of the following situations occurs. Therefore, students will practice procedures for each of these situations once each per year. They are used for major incidents or threats of school violence within the school or in relation to the school. An announcement is made to notify staff and students to “Lockdown.” 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
- Take cover if available (get behind something solid);
- Students and staff remain away from windows and doors until further notice, cell phones are to be put on quiet mode and only used if it is necessary to communicate regarding the incident
- If in the washrooms and it is possible, quickly move to an area which can be safely locked down and if unable to do so, enter and lock bathroom stall and climb on toilet

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 and attendance will be taken by a staff member;

HEALTH RELATED INFORMATION

SUPPORTING CHILDREN AND STUDENTS WITH PREVALENT MEDICAL CONDITIONS (ANAPHYLAXIS, ASTHMA, ALLERGIES, DIABETES, EPILEPSY (A-SE-302-18),

To promote the safety and well-being of students, the Ministry of Education, through Policy/Program Memorandum No. 161 (PPM 161), requires all school boards in Ontario to develop and maintain a policy or policies to support students in schools who have asthma, diabetes, and/or epilepsy, and/or are at risk for anaphylaxis. The Lambton Kent District School Board (LKDSB) is committed to providing a safe learning environment for all students. In accordance with Board Policy (Supporting Children and Students with Prevalent Medical Conditions). The ultimate responsibility for supporting children and students with prevalent medical conditions belongs with the child and the family; however, school staff can play an important support role as students acquire greater independence in the management of their conditions.

A Plan of Care needs to be created for all students with a prevalent medical condition and this plan will be co-created, reviewed, and/or updated by the parent(s)/guardians in consultation with the principal during the first thirty school days of every school year and, as appropriate, during the school year (e.g., when a student has been diagnosed with a prevalent medical condition). As appropriate, consultation with a health care provider is encouraged. The Plan of Care will be implemented in accordance with the specific medical requirements for each student. The plan will include specific emergency steps. As primary caregivers of their child, parents/guardians are expected to be active participants in supporting the management of their child’s medical condition(s) while the child is in school.

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 are asked to notify the school if their child has lice. Parents must keep the child home until their 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 becomes ill at school, a parent or guardian will be contacted to take the child home as soon as possible. Please ensure that the office has a number of someone who is authorized to pick up your child should you be unable to do so.

MEDICATION

The LKDSB has a policy (R-SE-302) concerning the Administration 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 regimens 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 and this applies to over the counter medication as well as prescription medication.

Any pills, or medications are to be brought to the school office by parents, in original prescription containers. Please do not send medication with students. 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. This includes any over the counter or prescription medication. A copy of this form is available on the school website.

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 are 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.

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
- Clothing or jewelry with profanity, symbols or pictures of alcohol, drugs, sex, violence and/or display cultural and racial insensitivity
- Detachable chains (neck key- chain holders, etc.)
- Staff may also use their professional judgment regarding items not on this list

Appropriate 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 school and classroom newsletters and calendars 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 your child's classroom teacher 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 to the classroom teacher. Homework will not be provided for absences due to family vacations or trips.

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 "Heelys" (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.

TOBACCO, ALCOHOL AND DRUGS

It is illegal for **anyone** to use tobacco, marijuana, alcohol or drugs on school property and these items are 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. However, on occasion, students are permitted to use the school telephone with the permission of school personnel.

VISITING THE SCHOOL

All parents, volunteers, 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. Parents and visitors are asked not to go to the classroom during the school day unless invited by the classroom teacher since these visits interrupt academic instruction. If your child is late for school, bring them to the office for a late slip and office/administration staff will walk younger students to class as needed. **Please be punctual for school.**

At dismissal, parents/guardians are asked to meet their children outside the appropriate exit door. Parents of Kindergarten students should pick-up their child(ren) at their kindergarten door. Parents of students in other grades should remain outside and meet their son/daughter on the yard. Students will not be exiting the school through the main office doors.

When picking students up during the school day please make sure you have sent a note to your child's classroom teacher so they are aware your child will be leaving early. This ensures we will have your child packed up and waiting for you in the school office at the agreed upon time. When you arrive, please check in at the office and sign your child out. If your child regularly rides the bus, please remind us they will not be on the school bus.

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.

Errol Road Public School:

A Great Place to Learn!

Un endroit d'apprentissage merveilleux!

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