



# Errol Village Public School

*“Home of the Eagles”*

Information Guide and Student Planner  
2020 – 2021

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

If this planner is found, please contact:  
Errol Village Public School, 519-869-4861  
3568 Egremont Road, Camlachie

Principal: TBD

Secretary: Ms. Carolin Boersma

*“Where Eagles Soar!”*



Errol Village School  
3568 Egremont Road  
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N0N 1E0  
Principal: TBD  
Ms. Carolin Boersma, Secretary  
Phone: 519-869-4861  
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Web Site: <http://errolvillage.lkdsb.net>

## Welcome to Errol Village Public School

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

Our planners have a cost of \$5.00 for each student. Students are reminded of their responsibility to care for this planner as replacements for lost or damaged planners may not be possible.

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### STAFF

Mrs. Sara Armitage ~ Primary  
Mrs. Julie Bedard ~ Resource, Prep  
Mrs. Val Cressman ~ Music, Prep  
Ms. Alison Feniak ~ Junior  
Mrs. Katie Giles ~ Kindergarten  
Mrs. Jamie Jeffrey ~ Prep  
Mrs. Sarah Kerwin ~ Junior  
Mrs. Julie Kinney ~ Kindergarten  
Mr. Gavin Maddock ~ Junior  
Mrs. Jennifer Newman-Campbell ~ J/I  
Mrs. Tara Paisley ~ Primary  
Mr. Brian Woolridge ~ Intermediate  
TBD ~ French, Prep

Mrs. Nikki Kreeft ~ ECE  
Mrs. Erica Vergunst ~ ECE

Ms. Jennifer Theriault ~ Educational Assistant  
Mrs. Sarah Turner ~ Educational Assistant

Mr. Roy Ross ~ Custodian  
Ms. Taryn Anderson ~ Custodian

Ms. Carolin Boersma ~ Secretary  
TBD ~ Principal

# ERROL VILLAGE SCHOOL



## Character Attributes

### RESPECT

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

### INTEGRITY

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

### EMPATHY

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

### RESPONSIBILITY

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

### HONESTY

We are trustworthy, sincere, and truthful.

### CO-OPERATION

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

### COURAGE

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

### INCLUSIVENESS

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

### RESILIENCE

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

### CITIZENSHIP

We are active and responsible members of our community.



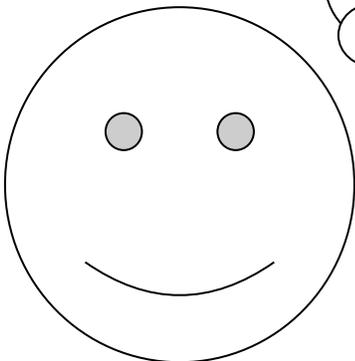
# My Daily Class Schedule

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

# My Goal Planning for 2019-2020

If I could choose a superpower, it would be...

I would use my superpower to...



Term 1 - My school goal is:	To reach my goal I will:
Term 2:	

Highlight each month where you have reached your goal:									
September	October	November	December	January	February	March	April	May	June

Term 1 - My personal goal:	To reach my goal I will:
Term 2:	

Highlight each month where you have reached your goal:									
September	October	November	December	January	February	March	April	May	June

## VISION, MISSION, BELIEF STATEMENTS

### LKDSB VISION STATEMENT

~ Our Students – Shaping Our World ~

### LKDSB MISSION STATEMENT

~ Fostering Success for Every Student Every Day ~

### LKDSB BELIEF STATEMENTS

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

### ERROL VILLAGE MISSION STATEMENT

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

## SCHOOL HOURS AND BELL TIMES

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

## ATTENDANCE AND SAFE ARRIVAL

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

### REPORTING AN ABSENCE

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

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

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

### SCHOOL RECORDS

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

### ARRIVAL AND DEPARTURE PROCEDURES

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

## TRANSPORTATION

### SCHOOL BUSES

Parents can access information specific to their children via the Parent Portal by creating an account at [www.schoolbusinfo.com](http://www.schoolbusinfo.com).

Student transportation telephone number:

**1-877-330-4287**

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

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

- a) enter the bus and take their seat in an orderly manner,
- b) remain seated facing front when bus is in motion,
- c) keep head and arms inside bus at all times,
- d) talk quietly and make no unnecessary noise,
- e) not litter on the bus,
- f) not throw anything from the bus
- g) not bring live animals, birds, reptiles, fish or insects on the bus,
- h) not smoke or vape, eat or use profane language while on the bus,
- i) be courteous to fellow passengers and obey the instructions of the driver, and
- j) be responsible for any damage to the bus and be liable for the cost of repairs.

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

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

## INCLEMENT WEATHER

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

It is the policy of the Lambton Kent District School Board to keep all facilities open during periods of inclement weather, even when buses have been cancelled.

However, there are exceptional circumstances when extreme weather conditions result in early school closure and all students must go home. **Students will not be released from the school unless the school has contacted parents/guardians or emergency contact.**

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

## BUS CANCELLATION

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

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

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

Listen to local radio stations for accurate information:

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

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

Or, read the updates at [www.schoolbusinfo.com](http://www.schoolbusinfo.com).

Or, use The **MySBI** Bus Status app to receive up-to-date bus service information for all schools in the Lambton-Kent District School Boards. The app uses real-time push notification alerts to keep parents/guardians, students, and other stakeholders in Sarnia-Lambton & Chatham-Kent updated. Users can subscribe to receive alerts for inclement weather cancellations and school bus delays. Download the app from Google Play or the Apple store. REMINDER: As school bus routes change every year; you will need to re-select your symbols for the new school year after August 1st.

## CLASSROOM EXCURSIONS

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

## STUDENT RESPONSIBILITIES

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

On the bus, all standard bus rules apply, including:

- Remain seated and facing the front
- Keep arms and feet out of the aisle
- Use quiet and respectful voices
- Do not eat on the bus

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

## VOLUNTEER RESPONSIBILITIES

As a volunteer, you are assisting with the full responsibility of the teacher in charge. Volunteer expectations specific to each excursion will be shared prior to the excursion. Your management duties include:

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

## HOMework

The Lambton Kent District School Board endorses homework as a planned part of the educational process designed to enhance learning. The Board believes that homework is a means to build life-long learning skills such as self-discipline, task commitment, time management, responsibility, independence, initiative, and problem solving. Through well-planned homework activities, students will realize that learning occurs in a variety of settings. Homework is one means by which a partnership can be built between home and school. Parents are encouraged to discuss classroom expectations concerning homework with their child's teacher.

### Full Day Kindergarten (FDK)

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

### PRIMARY (GRADES 1 – 3)

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

## JUNIOR AND INTERMEDIATE (GRADES 4 TO 8)

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

## HOMEWORK FOR ABSENT STUDENTS

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

## DRESS CODE

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

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

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

## GUM

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

## STUDENT SAFETY AT SCHOOL

### PLAYGROUND-DANGER OF STRANGULATION

Each year in Canada, thousands of children get hurt at the playground playing on slides, climbers or swings. Some children are injured when their clothing or drawstrings get

caught on playground equipment or fences. Others are injured when they became entangled in ropes or skipping ropes attached to playground equipment. Loose clothing, hoods, scarves, drawstrings, mitten cords, ropes and skipping ropes can strangle a child.

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

## PLAYGROUND SAFETY TIPS

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

## BIKES, SCOOTERS, SKATEBOARDS, ROLLER BLADES

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

**Bicycles and Scooters** – We recommend children in Kindergarten to grade 3 to be accompanied by a parent when travelling to or from school on a bicycle or scooter.

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

Riders are to leave their bike at the bike rack for the duration of the day and are encouraged to lock it.

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

## SCHOOL YARD

The school yard is supervised by staff at all recesses. On the yard, students must follow the Code of Conduct and remember to follow one major courtesy: keep their hands and feet to themselves! This simple practice will prevent unnecessary injuries. **Students are asked not to arrive before 8:50 a.m., because no supervision is available.** At the end of the day, we ask that all walking students go home to check in before returning to play on the schoolyard.

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

## SCHOOL INSURANCE

Ontario law does not permit School Boards to insure students for accidents or injury. Instead, the LKDSB provides information on the school board website on how to purchase student insurance from a major insurance company.

## COMMUNICATION

Parents are invited to contact the school at any time, to inquire as to how their children are doing at school. If you as a parent feel that there is an issue in the classroom, please contact the teacher. A telephone conversation or a conference can be scheduled at a mutually convenient time. Staff members will contact you if they have concerns about your child's progress. Questions or concerns of a more general nature can be directed to the principal. There will be a number of occasions when you will be invited to the school for special events. We hope that you attend if at all possible.

## PLANNER

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

## WEBSITE

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

## CALENDAR

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

<http://www.lkdsb.net/school/errolvillage/Lists/Calendar/calendar.aspx>

## SOCIAL MEDIA

Subscribe to our Errol Village Twitter and Facebook to be aware of the latest updates and school happenings.

- Facebook: Errol Village Public School
- Twitter: @ErrolVillagePS

## NEWSLETTERS

A monthly newsletter from the Principal is sent home by email and is also posted on the school website. Teachers also send home classroom newsletters, or share electronically, an outline of happenings specific to the individual class and grade.

## REPORT CARDS

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

## VISITING THE SCHOOL

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

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

## SCHOOL PHONES

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

## 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 sporting team uniforms. Replacement costs may be charged for any school items or equipment lost or unnecessarily damaged.

## LOST AND FOUND

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

snow boots, running shoes, etc. Unclaimed items are donated to charity at the end of each term.

## EXTRA-CURRICULAR ACTIVITIES

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

### STUDENT COUNCIL

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

- to assist in the development and promotion of positive school image and school spirit,
- to provide opportunities to develop and use leadership skills,
- to involve students in school activities, and
- to promote positive role models for all students.

### CLUBS

Various clubs including Choir, Chess and Games Club, Art Club, Environmental Club and Drama opportunities are available for students in any grade to join.

### ATHLETICS

Errol Village offers inter-school sports for students in grades 4 to 8 including: cross country, soccer, volleyball, basketball, and track and field. Students have the opportunity to try-out and those making the team will have regularly scheduled practice and league play or competitions.

House league activities are also run during recess and all students in Grades 4 to 8 are encouraged to participate. This fun and social atmosphere provides an opportunity for skill development as well.

### LEARNING BUDDIES

Junior and Intermediate classes are partnered with Primary classes to promote literacy, numeracy and social skills during regularly scheduled classroom programming. Students spend time reading to each other, discussing books, promoting the love of reading, and exploring, learning and sharing about various topics connected to their curriculum.

### MENTORS

Junior and Intermediate students are paired with Primary students. Periodically eating lunch together or playing organized games in the gym during recess provides structured time for modeling and development of social skills, cooperative skills and fair and appropriate play.

## TOBACCO, ALCOHOL AND DRUGS

It is illegal for **anyone** to use tobacco, electronic vaporizers, 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.

## SCHOOL COUNCIL

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

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

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

## VOLUNTEERS

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

### Tasks might include:

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

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

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

## SAFE SCHOOLS

### LKDSB CODE OF CONDUCT (A-AD-110.3-19)

The LKDSB Code of Conduct applies whether persons are on school property, on school buses, at school-authorized events or activities or in other circumstances that could have an impact on the school climate.

The LKDSB 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 Standards of Behaviour apply to all individuals who participate in the school community including Principals, students, parents and guardians, teachers, early childhood educators and other staff members, bus drivers, community groups, 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;
- respect the need of others to work 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.
- 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, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability and other protected areas under the Ontario Human Rights Code;
- 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;

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

### Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, 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;
- 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/Guardians***

Parents/guardians 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/guardians 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;
- promptly report 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 school boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between school boards and community agencies, and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

### ***Police***

The police play an essential role in making LKDSB 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 revised in 2011 by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

### ***Third Parties Using School Spaces***

Third parties are required to agree to follow standards that are consistent with the Provincial Code of Conduct and the LKDSB Code of Conduct when signing agreements with the Board for the use of school space.

### **BULLYING (A-AD-110.2-13)**

Bullying is typically a form of repeated, persistent, and aggressive behaviour that occurs in a context of a real or perceived imbalance of power between individuals. In any form, bullying adversely affects a student’s well-being and ability to learn, undermines healthy relationships, and compromises the school climate.

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

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

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

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

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

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

1. Refrain from bullying behaviour.

2. Report incidents of bullying behaviour to the principal, teachers, or other school staff.
3. Refuse to participate in circumstances involving bullying behaviour.
4. Remove themselves immediately from circumstances involving bullying behaviour.
5. Seek adult intervention for circumstances involving bullying behavior.

### **PROGRESSIVE DISCIPLINE**

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

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

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

## **RESPONSIBLE USE OF TECHNOLOGY**

All students are expected to follow the LKDSB Responsible Use of Technology ([R-PR-200.18](#)).

The Lambton Kent District School Board (LKDSB) provides access to technology for staff and students to support their educational needs. Everyone that uses technology has a role to play in maintaining a secure and respectful 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.

The LKDSB strives to model and teach safe, legal, ethical and responsible use of information technology and resources, and expects all users to embrace the following characteristics of use:

- Respect and protect yourself and others,
- Respect and protect intellectual and technical property.

These Procedures apply to all employees and students of the LKDSB as well as other users that have been granted permission to use the LKDSB computer system or access LKDSB-owned data (e.g., trustees, school council representatives, parents, volunteers, contracted workers). Managers and principals are to ensure that all staff and students are aware of the requirements contained in these Procedures.

### **System Integrity**

1. The computer system, including any data and information that is created, transmitted or stored on the LKDSB system is the property of the LKDSB.
2. There is no expectation of privacy in using LKDSB technology. The LKDSB may monitor and may access any files, documents, electronic communications and use of Internet at any time to ensure integrity of the system and compliance with these Procedures.
3. Users must not try to gain unauthorized access to the computer network or databases.
4. Users must not access or delete computer files or directories of others unless authorized by IT to do so.
5. Users must respect the integrity of the computer system by not altering hardware, software or wiring configurations.
6. Users must not cause damage to LKDSB technology (computers and/or equipment including, but not limited to, computer hardware, keyboard, monitor, mouse, cables).
7. 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 USB keys etc. Users should use caution when opening email attachments from unknown senders.
8. All USB keys and any other storage media brought from an outside source (e.g., home, provided by a vendor) must be scanned for viruses before use.
9. All supported workstations within the LKDSB are automatically scanned for viruses.
10. The LKDSB accepts no responsibility for the physical or software security of any device brought onto its property from any outside source (e.g., personally owned from home, provided by an external vendor).
11. Users must not download or install onto Board desktop and laptop computers any unauthorized

materials such as programs, games or files from any source. Users may download mobile applications onto smartphones and tablet devices where they have been given permission to do so.

12. During the evaluation to adopt new system applications, the investigation must include security issues related to the software and network. All current system applications must be reviewed to ensure that they meet the minimum security standards established.
13. Users must not access proxy sites that circumvent the security measures put in place by the Lambton Kent District School Board.

#### ***Password Management and System Access***

14. Users will only use the network account and password assigned to them.
15. Users must not share passwords, nor use the passwords of others.
16. The initial passwords for Board network and email access will be assigned by the IT Help Desk and be consistent for all new users and consist of a minimum of 8 characters, including upper and lower case letters as well as numbers. 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.
17. Passwords must be changed:
  - a. At least twice a year for staff.
  - b. At least yearly for students.
18. The user will be responsible for any activity using their account, including any time that the computer is left unattended.
19. If a User loses his/her password or feels that an unauthorized person has accessed their account, they must report it to a teacher, manager, or school administrator immediately.
20. Screen savers must be enabled on all devices, and must automatically activate for staff within 30 minutes of inactivity and must require a password to reactivate.
21. The Human Resources Department will notify the IT Help Desk as soon as possible when an employee leaves the system permanently and the accounts, on all systems, will be disabled or deleted.

#### ***Connection to The LKDSB Network (Wired and Wifi)***

22. Users must not connect any electronic devices to the LKDSB wired network without the written permission of the Information Technology Department of the LKDSB.
23. Users may connect personally-owned devices to the guest wifi network.

#### ***Personal Safety***

24. When using the Board supported networks, users must take care not to provide any personally identifying information about themselves or others unless it is to a trusted source.
25. Students must report to a teacher or school administrator any messages they receive that requests personal information, requests a personal meeting with a stranger, are inappropriate in any way, or make them feel uncomfortable.

#### ***Appropriate Personal Use***

26. Board supported network accounts are granted to users to assist in fulfilling their learning and employment duties and responsibilities.
27. Users may use the LKDSB's network and Internet resources for incidental and occasional personal use, provided that such use is reasonable in duration, does not interfere with the user's learning and employment duties and responsibilities, does not result in increased cost to the LKDSB, and complies with these Procedures.
28. The LKDSB expects staff personal use to occur outside assigned work time, and student personal use to occur only during break time.

#### ***Use of Resources***

29. Users must avoid the waste of limited resources such as paper, print supplies, hard drive space, and bandwidth.

#### ***User Behaviour***

30. Users must act professionally and use language appropriate to the school setting at all times.
31. Users must not access any site that is transmitting inappropriate or offensive material. Users must immediately report accidental access to such sites to a school administrator or manager.
32. Users 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.
33. Users must not access or distribute material that advocates prejudice or hatred towards any identifiable group (for example, gender, ethnic, religious, minority, etc.).
34. Users must not create, access, download, transmit, store, distribute or print any files, messages or graphics that are profane, harassing, discriminatory, offensive or degrading.
35. Users must not access, download, transmit, 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.

36. Users must not propagate chain letters or other junk mail.
37. Users must not attempt to hide, disguise or misrepresent their identity as the sender.
38. Users must not use inappropriate language in files/filenames, on websites or in email communication.
39. Users must not use LKDSB technology for personal financial gain, for commercial activity, or for any illegal purpose.
40. Users must not send any form of commercial electronic messages (CEMs) unless required to as part of their job duties with the LKDSB, and must first ensure consent has been obtained as per Canadian Anti-Spam Legislation (CASL).

#### ***Equipment Repairs***

41. All employees, contracted staff and identified volunteers of the Lambton Kent District School Board must exclusively use the services of the Board's Information Technology (IT) Department to perform repairs, upgrades and maintenance including virus protection and malware removal on all Board supported technology.
42. Taking a piece of technology (computer, netbook or laptop, etc.) to a third party vendor or website for such services without the written permission of the Manager of Information Technology or delegate is strictly forbidden.

#### ***Copyright***

43. 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". This includes the downloading, copying, distribution, playing and publication of digital music and video files. Refer to LKDSB Fair dealing/ Copyright Regulations and information on the LKDSB Portal.
44. Under copyright laws all material remains the property of the author/creator and therefore permission is required for its use.
45. Do not take and present the work of others (e.g., 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.

#### ***Mobile Devices***

46. All mobile devices owned by the Board and used to conduct Board/school business must be used appropriately, responsibly, and ethically. The following must be observed:
  - a. Mobile devices are to be protected by a 4-digit password. This password does not need to be

highly complex, but simple combinations are not allowed (e.g. 1111, 1234, qwer etc.).

- i. The requirement for passwords and/or complexity may be waived for general use classroom devices.
- b. Mobile devices will be set by the default security policy to lock after 15 minutes of inactivity.
- c. Mobile devices will be set by the default security policy to automatically reset and wipe all data after 10 failed password attempts.
- d. Board-owned mobile devices must be treated, used, and safeguarded. If a user damages or loses a Board-issued mobile device, the user must notify the IT Help Desk immediately and the IT Help Desk will notify the Freedom of Information (FOI) Coordinator.
- e. No user is to use a Board-owned mobile device for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing user policies.
- f. Users are to reimburse the Board for personal use (e.g. calls, text messages, and data) not related to Board business.
- g. Airtime minutes and data plans that are included in the monthly rate are property of the Board.
- h. Where possible, lost or stolen mobile devices will be remotely wiped of all data including any applications that the user may have installed onto the device. The Board is not responsible for replacing or restoring of any data other than to the default configuration.

#### ***Non-Disclosure***

47. Employees of the Board are provided privileged access to some information systems and to the confidential data and records contained in those systems. Privileged access imposes upon the employee the responsibility and obligation to use that access in an ethical, professional, and legal manner that is strictly within his or her authorized job functions. Employees must not disclose such information to unauthorized parties, or make public such information without appropriate approval.

#### ***Safeguard of Private and Confidential Information***

48. Employees and other users may require access to Board confidential information or private information relating to staff or students. All recipients of such information must ensure that they provide appropriate safeguards in the handling of that information; for example, using encrypted laptops or encrypted USB drives, or using board-provided server storage.
49. It is the responsibility of the holder or recipient of confidential or private information to ensure that it

is stored securely, and to notify the IT Department/ FOI Coordinator if they believe that the security of the information has been compromised.

50. Users should seek advice from the IT Department before handling confidential or private data if they are in any doubts in regards to how to store and use it.
51. At no time is confidential or private data to be stored on personally owned computer or mobile devices, including mobile media such as USB drives.
52. Users must notify the IT Help Desk immediately of a lost or stolen Board-owned device, or lost or stolen data storage media (Board owned or personally owned) such as USB drives that may contain confidential or personal information. The IT Help Desk will immediately notify the FOI Coordinator.
53. Any third party that is not an LKDSB staff member who requires access to any private or confidential information must agree in writing to be bound by these procedures and must comply with appropriate legislation such as the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA). Such persons or organizations must ensure that: the information is appropriately safeguarded, that only essential information is obtained and stored for the purposes of use, that appropriate authorization has been provided to transfer the information, that they retain the information only for the time needed, and that the information is securely destroyed as soon as no longer needed.

#### ***Use of Cloud-Based Data Storage and Applications***

54. Any web-based application that may be used to store private, confidential or personally identifiable information must be used with caution.
55. Users are expected to read the full terms and conditions and privacy statements of the service provider and make a judgment regarding whether it is safe to store information, or use the service.
56. If in doubt, users should contact the IT Department or FOI Coordinator before using such services.

#### ***Use of Social Media***

57. While social media is a powerful tool, any use (both for work purposes and for personal reasons) must be considered public and permanent at all times.
58. It is expected that staff use social media responsibly at all times.
59. Inappropriate references to the Board or Board staff, schools or school staff, students, and parents in media such as social networking sites, blogs, web pages, or e-mail, whether Board-provided or personal, may represent a contravention of expected

professional standards, or student behavior, and may be subject to further investigation and discipline.

60. Inappropriate use of personal technology, or services such as social media, while on or off school property, either during the school day or outside it, that has a negative impact on school climate, may result in investigation and action where appropriate. Such examples may include (but are not limited to) harassment and bullying occurring outside school hours.
61. Students are prohibited from using Board devices, networks and accounts to register or use online accounts such as social media where they are not of appropriate age. E.g. Students under the age specified in the software license agreement of online tools, social media accounts, etc. are prohibited from using them.

#### ***Consequences***

62. Any violation of these Procedures may result in sanctions, including the loss of computer privileges, suspension or expulsion for students, disciplinary action up to and including termination of employment for staff, and legal action or police involvement for all users.

#### ***Review***

63. These procedures must be reviewed annually by the Privacy and Information Management Committee (PIMC).

## **Bring Your Own Device (BYOD)**

### **BYOD –BRING YOUR OWN DEVICE (A-PR-200.3-13)**

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: compact mobile devices, 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 Devices Guidelines***

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

1. The Acceptable Use of Technology for Students Administrative Procedures 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 (e.g., ensuring the device is fully charged, ensuring that apps are downloaded, troubleshooting, 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 school's Code of Conduct, Criminal Code, and Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) 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***

Any violation of the Acceptable Use of Technology and BYOD Procedures may result in disciplinary action, which may include police involvement.

## **STUDENT AUDIO AND VIDEO INFORMATION**

### **PHOTOGRAPHING, AUDIOTAPING, VIDEOTAPING, AND FILMING OF STUDENTS (A-PR-215-15)**

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. The Municipal Freedom of Information and Protections of Privacy Act (MFIPPA) set out 'Routine Uses and/or Disclosures of Student Personal Information' where personal information may be revealed without specific consent. This would include the imaging or audio recording of students by the public media organizations reporting on newsworthy events that are considered "routine or consistent purpose".

Each year, or upon registration at a new school, a signed release is required for images or audio recordings to be included on School or Board websites. The form used is **Appendix B "Notification and Permission for the use of Student Personal Information"**. **If you wish your child to be excluded from photographing, audiotaping, or videotaping as a part of regular school activities, please notify the Principal of the school in writing via Appendix B as soon as possible. Otherwise the school will assume your consent.**

"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. This consent form will be sent home as events/projects occur. For more information on this policy please visit <http://www.lkdsb.net/Board-Info/policies.htm>

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

## **CANADIAN ANTI-SPAM LEGISLATION**

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

The Lambton Kent District School Board therefore requires your written consent to send you any electronic message each year. While most of our emails are related to school, school council or Board activities, some may contain commercial activity such as invitations to purchase school photographs, spirit wear, yearbooks, lunch days, special events, field trips, or other fundraising activities. Please note that if you do not consent, you will

not receive any emails from the Board/school on any matter. A consent form will come home each fall. Please complete it and return it to the school. Your consent to receive these messages can be revoked at any time by unsubscribing.

## EMERGENCY PROCEDURES

### EMERGENCY RESPONSE:

During any school year, there are a number of situations that can occur which require us to use Emergency Procedures. These may include a fire, a tornado warning, or situations requiring shelter. There are procedures for each situation that the students will practice. Although real situations are rare, students, staff, parents and visitors need to be aware of what is expected.

### FIRE DRILLS

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

### TORNADO DRILLS

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

### HOLD AND SECURE

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

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

### SHELTER IN PLACE

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

- An announcement is made to "Shelter in Place".
- All staff and students within the school are to remain within the classrooms until further notice.
- Students in hallways or washrooms must return to class immediately.
- Staff adjacent to washrooms should do a quick check.
- All students on athletic fields should return to the school immediately to an area designated by the Principal.
- Assign one staff member to monitor each exit.
- Exterior doors locked/windows closed/ventilation systems turned off

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

### LOCK DOWN

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

- An announcement is made to "Lockdown" to notify

Once inside a secure area, staff and students should:

- All students remain in classrooms; clear the halls
- Classroom doors and windows will be locked, curtains drawn, lights off;
- Cover the window of the classroom door;
- Be aware of sight lines;
- Stay away from doors and windows;
- Take cover if available (get behind something solid);
- Communicate regarding the incident;
- Students and staff remain away from windows and doors until further notice, cell phones are to be put on quiet mode and only use them if it is necessary to communicate regarding the incident;

- If in the washroom, evacuate if possible get to an area which can be safely locked down (if trapped, enter and lock stall and climb on toilet);
- Everyone should be on the floor if gunshots are heard;
- Have attendance taken by a staff member.

When the potential for danger is over, an announcement of “Deactivate Lock Down” will be made to indicate it is safe to resume activities as usual and that the threat no longer exists.

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

## HEALTH/MEDICAL INFORMATION

### HEALTH INFORMATION

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

### ANAPHYLAXIS ([A-SE-302.3-16](#))

Sabrina’s Law: An Act to Protect Anaphylactic Pupils came into force January 1, 2006. This law helps to protect pupils with life-threatening allergies and to create a safe and healthy school environment. Sabrina’s Law requires every school board to establish and maintain an anaphylaxis policy and every school principal to develop individual plans for any pupil with an anaphylactic allergy.

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

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

### CONCUSSION PROTOCOL ([R-PR-234-15](#))

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. A concussion can have a significant impact on a student – cognitively, physically, emotionally, and socially. As such, schools will work with parents and medical contacts to

assist any student who has suffered a concussion. If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided. Schools will follow our Return to Learn/Return to Play Policy as outlined through the board website. These resources can also be accessed by contacting the school directly.

### COMMUNICABLE DISEASES

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

### PEDICULOSIS (HEAD LICE) ([A-AD-116-03](#))

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

When it is suspected that a child has pediculosis, the parent will be notified and the child will be re-admitted 24 hours after treatment and upon written confirmation from parents that treatment has taken place, which includes removal of nits. All instances will be handled in a confidential and sensitive manner. Treatment includes the use of a medicated shampoo and the removal of nits (eggs) from the student’s head. Contact a local pharmacy for information on appropriate administration of treatment.

### INJURY/ILLNESS

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

### MEDICATION

The LKDSB has a policy ([R-SE-302-17](#)) 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 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.

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

## **BEFORE & AFTER SCHOOL PROGRAM**

Best Start is a new provincial early learning and childcare initiative designed to provide more access to licensed child care and early learning opportunities for Ontario families. The primary goal of Best Start is to assist children to be ready to learn when they start Grade 1 studies. Lambton Rural Child Care is the provider of the Before & After School Program at Errol Village. Child Care is available for school-aged children from Junior Kindergarten to 12 years of age, extending their day before and after school each weekday. This program allows your child to be transferred from a stimulating childcare program to their classroom with seamless effort. For more information, contact the Childcare Manager at 519-683-6263 ext. 25.

## SCHOOL YEAR AT A GLANCE

### September

	1	2	3	4
7	8	9	11	12
14	15	16	17	18
21	22	23	24	25
28	29	30		

### October

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

#### Statutory Holidays:

Sept 7, 2020 Labour Day  
 Oct 12, 2020 Thanksgiving Day  
 Feb 15, 2021 Family Day  
 Apr 2, 2021 Good Friday  
 Apr 5, 2021 Easter Monday  
 May 24, 2021 Victoria Day

### November

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

### December

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

### January

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### February

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

### March

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

### April

			1	2
5	5	6	7	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### May

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

### June

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

# September 2020

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# October 2020

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# November 2020

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# December 2020

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# January 2021

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

# February 2021

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

# March 2021

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# April 2021

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# May 2021

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# June 2021

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			