

Queen Elizabeth II School

Home of the Knights

2021-22



INFORMATION GUIDE FOR PARENTS AND STUDENTS ZONE 2

Queen Elizabeth II Public School
60 Aberdeen Avenue, Sarnia, ON, N7S 2N8
Phone: (519) 344-0801
Like us on Facebook @QueenESarnia

Principal: Mrs. C. Wettergreen
Vice Principal: Ms. J. Gilpin
Secretary: Ms. C. Brinksman

8:25am	-	Students come directly inside and straight to their classrooms
8:40am		
10:40am	-	Nutrition Break
11:20am	-	Recess
11:40am	-	Classes Resume (Block 2)
1:00pm	-	Nutrition Break
1:20pm	-	Recess
1:40 pm	-	Classes Resume (Block 3)
2:55 pm		Dismissal Bell for Bus Students and After School Program
3:00 p.m.	-	Dismissal

ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS

Students use technology to support their academic goals. The LKDSB may monitor the system at any time.

Students: are responsible for any activity using his/her password; not share passwords; change passwords as directed; not connect any electronic devices without written permission from the IT Dept. of the LKDSB.

For personal safety, students: will not give their own or other's full name, address, picture, etc.; must report messages that are inappropriate or make them feel uncomfortable; should not have addresses, telephone numbers, etc., on Web pages and must NEVER meet with keypals unless supervised by a teacher.

Students must: not access director or proxy sites that circumvent security measures; immediately close and report a site with unacceptable information; not download messages or

graphics that are illegal or support illegal acts; not participate in chain letters or other junk mail; not misrepresent their identity as the sender and not damage computers or equipment e.g., hardware, keyboard. Students who break any of these guidelines could result in sanctions including the loss of computer/device privileges and access to technology, have disciplinary action, legal action, or police involvement.

LKDSB Policy No.: P-AD-155-11; Regulations No.: R-PR-200.1-12 www.lkdsb.net

ALLERGIES

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. A number of children are required to have puffers or Epi-pens available for emergencies. Parents are required to have the authorization of medication form completed by the family doctor each school year. **Please contact the office to provide updated information for your child.**

ARRIVAL TIME FOR STUDENTS

ATTENDANCE – SAFE DROP OFF / PICK UP

SAFE DROP OFF in the morning (8:25am - 8:40am)

- ✓ Double check the information communicated home to confirm which door your child will be entering the school. This is the SAME door they will exit at the end of the day
- ✓ Say your goodbyes at the gate/sidewalk
- ✓ If your child is too young, designate one parent/guardian to escort them to the door and say your goodbyes there. Parents/guardians are not permitted to enter the building.
- ✓ The students enter the school immediately upon arrival and go directly to their classroom.
- ✓ The playground is closed in the morning

SAFE PICK UP (bell rings at 3:00pm)

- ✓ Students will be exiting the SAME door they entered in the morning
- ✓ Establish a meeting location near the gate/sidewalk
- ✓ Playground is closed at dismissal

LATE ARRIVALS (arriving after 8:40am)

- ✓ Students will enter main doors at the front of the school and report directly to office
- ✓ Say your goodbyes near the sidewalk / if too young, walk them to the door and say goodbye there

Regular attendance is necessary for student success. It is the policy of LKDSB to follow the Safe Arrival Procedures to enable the school and parents/guardians to account for any student's unexplained failure to arrive at school. It is the responsibility of parents/guardians to inform the

school on a timely basis, within 15 minutes of the school start, if their child is going to be late or absent. Voicemail is also available to assist with this requirement 24 hours/day.

Your voicemail message should state:

- the full name of your child
- your relationship to the student (e.g. father, mother)
- the name of the classroom teacher
- the reason for the absence
- date/time you expect your child to return to school.

Please Note: If no notification is given, the school office will contact the home or parent's and/or guardian's place of employment to confirm the whereabouts of the student.

ALCOHOL, TOBACCO AND DRUGS

Possession or use of alcoholic beverages, illicit drugs, or smoking material is strictly forbidden at school events and on school property including the playground. Individuals must refrain from smoking once they enter the school grounds.

BICYCLES/SCOOTERS/ROLLER BLADES ETC.

The school cannot accept any responsibility for loss or damage to bicycles/scooters. When bikes/scooters 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 recommended that all students wear appropriate safety helmets and follow the same laws as vehicles. Rollerblades and “Heelies” (roller shoes) are to be removed and regular outdoor shoes put on before entering the playground. Skateboards are not to be used on school property. “Heelies” are not permitted to be worn in the school.

BULLYING

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

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

Student Responsibility

- Refrain from bullying behaviour.

- Report incidents of bullying behaviour to the principal, teachers or other school staff for further investigation.
- Refuse to participate in circumstances involving bullying behaviour.
- Remove themselves immediately from circumstances involving bullying behaviour.
- Seek adult intervention for circumstances involving bullying behaviour.

Parent Responsibility

- Inform the school should they become aware of circumstances involving bullying.

The school maintains a dedicated phone line to receive information regarding student well-being or bully concerns. The school auto-attendant provides instructions for leaving a message on the hotline. At Queen Elizabeth II, EVERY INCIDENT COUNTS, meaning that every incident reported is investigated.

BUSES

SCHOOL BUS PRIVILEGES AND REGULATIONS

Riding the school bus is a privilege not a right. Bus privileges are limited to those who live on bus routes and qualify for consistent bus transportation. Bus privileges are extended to students whose behaviour is appropriate while riding the bus. Students must behave on the bus in a way that ensures that the driver can concentrate on driving and all passengers are safe and comfortable.

Parent Responsibility:

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

Student Responsibility:

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

Improper conduct may result in the withdrawal of bus privileges.

Video Recording: All school buses have video recording devices present for purposes of monitoring student behavior and safety reasons.

Courtesy Seats

Students who are not eligible for bus transportation may apply for a courtesy seat. Student Transportation Services, the principal and school bus operator may approve transportation. The following guidelines must be met:

- available space on the bus
- the stop is an existing location or one on the existing bus route
- the stop is outside of the walk boundary
- the request must be completed online at: <http://www.schoolbusinfo.com>**
- the stop is the same for every morning and every afternoon each day
- the bus provides a ride to school and/or home (not for extra-curricular activities, etc.)
- Permission to ride the bus may be withdrawn at anytime.
- Permission to ride is for the remainder of the current school year.
- Courtesy seats must be applied for each school year.

Shared Custody Transportation

Bus transportation to two locations will be considered for Joint Custody agreements, Legal Separation agreements, or a Children's Aid Society request.

These conditions must be met:

- both addresses must be in the attendance area and outside the walk area for the school;
- the second address is considered for assigning a seat;
- the second address must be in the attendance area and outside of the walk area.

Parents shall: -complete the application forms at <http://www.schoolbusinfo.com>

STS-PR-013-2011 <http://www.schoolbusinfo.com> LKDSB Transportation of Students Policy.: P-BU-505
www.lkdsb.net

SCHOOL BUS CANCELLATION POLICY

Buses cancelled due to fog in the morning will run in the afternoon if the fog has cleared, to transport students who have been dropped off. Buses cancelled due to snow conditions in the morning will not run in the afternoon. However, classes will continue as usual and students are encouraged to attend if parents deem it is safe and are able to arrange transportation. In the event that buses are cancelled or there is an early dismissal while students are at school, we will call home, and then the emergency contact or a neighbour or friend, to notify that children are being dismissed early. Please be sure that your child has a place to go should this occur. When

feasible, radio stations make announcements. If the safety of your child is of concern, it is ultimately your decision as to school attendance during inclement weather.

PERSONAL CELL PHONES & ELECTRONIC DEVICES

The LKDSB Code of Conduct is established in keeping with the requirements of the provincial Code of Conduct and the standards of behavior as set forth by the province of Ontario.

The Lambton Kent District School Board recognizes the benefits of using 21st Century technologies to engage students in learning. The expectation is to 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 washrooms or on the yard** and are ONLY permitted elsewhere as directed by an educator

Students have been advised that if they are bringing a personal device (cell phone, iPad, etc.) to school to keep it tucked away safely unless it's being used for the above circumstances.

Please note that the school is not responsible for lost, damaged, or stolen property.

Students who do not comply with the above expectations will be asked to hand over their personal device until the end of the day. If the problem continues, parents will be contacted to pick up the device and the student could risk losing the privilege of using a personal device at school.

CODE OF CONDUCT

Our school promotes responsibility, respect, and academic excellence in a safe learning and teaching environment.

All students, staff, parents, and visitors shall: have the right to be safe and to feel safe; contribute to a positive school climate and be accountable for actions that put the safety of others or oneself at risk. ***This Code of Conduct is in effect on school property, school buses, or at school approved events or activities.***

All students, parents, guardians, teachers and other staff members, volunteers, and visitors shall: be treated with respect and dignity; deal with conflict in non-violent ways; encourage good health and well-being; protect the rights of others and show proper care for school property and the property of others.

Students shall: come to school prepared, on time, and ready to learn; show self-respect and respect for others; not bring items to school that could hurt others, follow the school rules and take responsibility for their own actions.

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

LKDSB Policy No.: P-AD-111-08; Regulations No.: R-AD-111-08 www.lkdsb.net

COMMUNICATION BETWEEN HOME & SCHOOL

Open communication between home and school is essential for student success. **The first point of contact should always be the classroom teacher**. Staff members will contact you if they have concerns about your child's progress. Please feel free to contact the school when you have questions. When it is safe again to do so, there will be a number of occasions when you will be invited to the school for special events. We hope that you will attend when possible. We will keep you informed of upcoming events and activities.

DISMISSAL

Students are to leave the school property as soon as they are dismissed, unless they are involved in a supervised school activity. Playground supervision is not provided after hours. Students are reminded to obey all street signs and use crossing guards where they are available.

DRESS CODE

Headwear (ball caps, hoods, tuques, beanies, bandanas, etc.) is not permitted to be worn in the school except for special occasions, or for cultural reasons. Clothing shall be of a style and fit appropriate for school as determined by school staff. Students are expected to wear tops that cover the abdomen, the back and shoulders. Shorts and skirts are to cover appropriately and be of reasonable length. No exposure of undergarments. Tops and other clothing that bear offensive language, pictures or messages promoting drugs or alcoholic beverages are not permitted. Subject to the discretion of the school principal, or assigned staff, students will be asked to cover up or change clothing (a phone call home may be necessary), which is deemed inappropriate or

offensive. Wearing sunglasses within the school is also prohibited, except for special occasions or medical reasons.

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 an intruder. 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.

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

SHELTER IN PLACE Used 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

LOCK DOWN Used for major incident or threat of school violence within the school or in relation to the school.

EMERGENCY SCHOOL CLOSING

Any decision about school closing or buses not operating is made by the Director or alternate at the Lambton Kent District School Board. Closing due to adverse weather conditions or other specified reasons will be broadcast on FM 99.9 or AM 1070 Stations by 7:00 a.m. Weblink to: www.schoolbusinfo.com. ***PLEASE BE AWARE OF OUR SCHOOL ZONE. BUSES WILL BE CANCELLED BY ZONE. QUEEN ELIZABETH II IS IN ZONE 2.***

EXTENDED ABSENCE DUE TO VACATION

A parent can make a request, in writing, to remove their child from school for short term periods-under 15 consecutive school days (family reasons or vacations). An alternative program of study will not be provided for these absences. Students are required to complete regular program activities and assessments. Requests for absences over 15 days, in writing, will require that a program of study be provided and must be completed by the student. If a student is absent for more than 15 days without a written request or a program of study, the student will be removed from the school register.

FIELD TRIPS

Throughout the school year, a variety of field trips may be planned. Participation of parents is always appreciated. While these are an extension of classroom activities, trips are also privileges earned by students who follow school rules, who are responsible, and who have demonstrated acceptable behaviour. Students who are negligent in any or all of the above may lose the privilege of going on a class field trip.

COVID NOTE: Field trips are on hold during COVID times.

FOOTWEAR

Students must always wear footwear for reasons of Health and Safety. They must have separate shoes for indoor use. Running shoes are required for gym. Flip flops must not be worn on playground equipment for safety reasons. "Heelies" are not permitted on the school yard or in the school.

FREEDOM OF INFORMATION NOTICE TO PARENTS

RE: CONSENT FOR IMAGING OR AUDIO RECORDING OF STUDENTS

During the school year, your child(ren) will be involved in a variety of school related activities consistent with the purpose of educating students in accordance with the Education Act. Examples may include but are not limited to:

Field Days/Athletic Functions

Academic Fairs

Annual Report of the Director School/Board

Curriculum Presentations or Teaching Aids

School and Class Photographs

Contests

Education Week events

School/Board memorabilia

In addition, public media organizations, upon notification, may be present to cover these events by photographing, audio taping or videotaping students involved in the above-mentioned routine in-school activities. **If you wish your child to be excluded from photographing, audio taping, or videotaping as a part of activities such as outlined above, please notify the Principal of the school in writing as soon as possible. Otherwise the school will assume your consent.** Special Event Student Release Form is required for the imaging or audio recording of specific programs or activities of the School or Board which are not considered part of routine activities and which may be shared outside of the jurisdiction of the School or Board. Special Event Student Release forms will be sent home for students participating in these types of out of school/special Board-sponsored activities, or special projects, as they occur. A signed release is also required for images or audio recordings to be included on School or Board websites. Consent will be obtained each year on student profile sheets for elementary students and through the grade 8 to 9 and subsequent years' option sheet process for secondary students.

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

HOMEWORK

Homework is useful in reinforcing what has been learned in class, 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.

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

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

Teacher assigned homework will be appropriate to age, ability, special needs, and grade level of the students. It will also support the expectations of the Ontario Curriculum.

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

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

ILLNESS

For the health of the entire school community, parents need to keep their child(ren) at home when they are sick. When a student is ill, a parent will be contacted to take the child home as soon as possible.

COVID NOTE: If your child is sent home sick, we will send you home with the failed screener protocols that must be followed.

LICE/PEDICULOSUS

Control of pediculosis (head lice) is an on-going process which requires vigilance at school and support from parents. Checks may be conducted if circumstances warrant. Positive cases of pediculosis require immediate treatment so parents will be contacted to take students from school for treatment and to remove all nits (eggs). The child must report to the office upon return to school for an additional head check before re-entry to class is permitted.

LEAVING SCHOOL PROPERTY

Once at school, students may not leave the property prior to 3pm without written permission (verbal permission is accepted under exceptional circumstances only) submitted to school staff prior to leaving.

LOST AND FOUND

It is helpful when student belongings are clearly marked with the student's name. The school cannot take responsibility for personal belongings but will assist in locating lost items. Throughout the year, unclaimed articles are forwarded to local community agencies.

MEDICATION

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

NUTRTION BREAKS

Classrooms are supervised during the Nutrition Breaks. In an effort to reduce garbage, students and parents are asked to make use of plastic containers and pack wrapper-less items. **Food is not permitted on the school yard.**

COVID NOTE: Students are not permitted to share their food or beverages.

“NUT-AWARE SCHOOL”

Queen Elizabeth II is a “Nut-Aware” school. Anaphylaxis is a serious and potentially life-threatening allergic reaction to such things as nuts, medication, bee stings, etc. Because we have students in our building for which this is a real and ever-present concern, **please do not send nuts or products containing or “may contain” nuts to school in student lunches or snacks.** Information on anaphylaxis as well as a copy of the Lambton Kent D.S.B.’s policy is available upon request.

PLAYGROUND SAFETY

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

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.
- Make sure children do not tie ropes or skipping ropes to slides and other playground equipment.

Other Playground Safety Issues - Use the playground equipment safely.

- Resolve conflict in a peaceful manner and use polite, non-abusive language.
- Report all injuries to the teacher on yard duty.
- Play only non-contact games and sports.
- Report any potential dangers to a teacher or to the office.

COVID NOTE: *Students will play in designated areas outside with their cohort group only during COVID times.*

ONTARIO PROVINCIAL REPORT CARD LEVELS OF ACHIEVEMENT

The Provincial Report Cards are designed to give clear, detailed information about student learning in relation to the expectations and standards outlined in the Curriculum. While communication of student achievement is on-going, formal sharing takes place 3X/year. The

Elementary Progress Report shows a student’s development of the learning skills and work habits during the fall of the school year, as well as a student’s general progress in working towards the achievement of the curriculum expectations. The Elementary Provincial Report Card is designed to show a student’s achievement at two points in the school year: February and June. The report cards will reflect the student’s achievement of curriculum expectations, as well as the student’s development of the learning skills and work habits during that period.

Level	Description	Grade 1-6	Grade 7&8
4	Demonstrates required knowledge and skills thoroughly, exceeds the provincial standard	A	80-100
3	Demonstrates required knowledge and skills to a considerable degree, meets the standard	B	70-79
2	Demonstrates some of the required knowledge and skills, approaches the standard	C	60-69
1	Demonstrates, in limited ways, the required knowledge and skills, much below the provincial standard	D	50-59
	Demonstrates achievement below level 1, additional learning is required to achieve success in meeting expectations.	R	Below 50
	Insufficient evidence is available to determine a letter grade or percent mark.	I	
LEARNING SKILLS: are reported on according to the following categories		Excellent Good Satisfactory Needs Improvement	
Organization Initiative	Independent Work Responsibility	Collaboration Self-regulation	

SCHOOL FOOD AND BEVERAGES

Our school promotes healthy food and beverages to contribute to improved student learning. This applies to students only. Principals, staff, parents or guardians, volunteers, and guests will support healthy food choices for students. This applies to food and beverage items that are sold or given to students in all places (cafeterias, vending machines,) and through all programs (catered lunch programs, breakfast programs and school lunches). The policy also covers all day or night events such as bake sales, sports events, special events and extra-curricular activities. The standards do not apply to food and beverages that are shared by classmates at no cost, brought from home or purchased outside of school and are not for resale or food that is available for purchase during field trips away from school. Energy drinks and bars will not be given or sold to student-athletes. Fund raising activities will follow the guidelines when suitable. Ten events are excused from these standards and will be decided by the Principal and School Council. *Ministry of Education School Food and Beverage Policy Resource Guide, 2010* www.edugovon.ca *LKDSB Policy No.: P-AD-155-11; Regulations No.: R-AD-155-11* www.lkdsb.net

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.

SCHOOL RECORDS

Changes of address, phone number, email address, custody status, job, emergency contact person, doctor, etc. must be reported to the school secretary so that records are accurate and current. **Please ensure to always provide us with the most up to date contact information regarding your child(ren).**

SCHOOL SUPPLIES

All students should come to school with a backpack, lunch bag, indoor and outdoor shoes and a pencil case - older students. While parents are not required to purchase other school supplies, they are welcome to provide specific supplies that their children might like to use such as special pencil crayons, pencils, sharpeners or erasers. Classroom teachers may also ask students to bring in other school supplies that they will need for the school year, such as a binder and headphones.

TELEPHONE ACCESS

Students are permitted to see the secretary for a phone call home only after receiving teacher permission. This ensures that phone lines remain open for school-related purposes and students do not overuse the phones for personal reasons. Students/parents are asked to make transportation arrangements for after-school activities prior to arriving at school.

VISITING THE SCHOOL

We welcome visitors, especially parents, in our school. However, due to our Safe Schools procedures, we must ask that ***all visitors report to the office and sign in.***

COVID NOTE: visitors, including parents are unfortunately not permitted in the schools during COVID times.

If you are picking your child up early from school, or at the end of day for an appointment, please send a note to your child's teacher. This avoids confusion and allows us to account for all students. ***When you arrive at the school, you will buzz and speak to the secretary, letting the office know who you are picking up. The office will notify your child(ren)s teacher(s) and we will safely deliver your child(ren) to the front door.***

VOLUNTEERS

Parent participation in school activities is always welcome. You might choose to become a member of our School Council or become involved in a less formal way. Other ways of becoming involved include:

- Volunteering in a classroom or the school's Learning Commons
- Listening to children read or reading to children
- Chaperoning on class trips or sports events
- Helping out on special days

A new policy will require all volunteers to acquire a **Vulnerable Sector Criminal Background Check (C.B.C.) every five years at their own expense and must undergo the formal screening process and provide an annual Offence.** If you are interested in helping out, please contact the school for more information.

COVID NOTE: Volunteers are on hold during COVID times.