

## 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. In consultation with parents, students will be permitted to carry their puffers or Epi-pens with them.

## ARRIVAL TIME FOR STUDENTS

The school yard is supervised 15 minutes before bell time. **Students must not be dropped off at school before this time.** Students are expected to wait outside in the designated play area until directed to enter the school by a staff member. In the case of inclement weather, students will be directed indoors by staff.

## ATTENDANCE/SAFE ARRIVAL

**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. An answering machine is available to assist with this requirement.

Your message should state:

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

**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.

## BICYCLES/ROLLER BLADES, ETC.

The school cannot accept any responsibility for loss or damage to bicycles. When bikes 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 nor scooters are not to be used on school property.**

## CELL PHONES & ELECTRONIC DEVICES

All electronic devices, such as cell phones, media players, digital game devices, computers and cameras are not to be used while the student is on school property before, during, or after school without the permission of school personnel and only for educational purposes. If a student carries a cell phone, he/she is responsible for the cell phone at all times. At no time will students use electronic devices for digital, audio, or video recording without permission from the teacher. **The school is not responsible for lost, damaged, or stolen property.**

## COMMUNICATION BETWEEN HOME & SCHOOL

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

When calling for student wellness and bullying concerns, the school auto-attendant will direct you to press 5 to leave a message.

## COMMUNICATING STUDENT 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 Provincial Curriculum. While communication of student achievement is ongoing, formal sharing takes place three times a year. The Elementary Progress Report Card 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 in all subjects. 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.

## **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.

## **DRESS CODE**

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, and the back and shoulders. Summer tops should be the width of three fingers across the shoulders. When the arms and hands are extended down the sides of the body, the bottom of the skirt, shorts, or dresses should be at least the length of the extended fingertips. No exposure of undergarments is permitted. Tops and clothing that bear offensive language, pictures or messages promoting drugs or alcoholic beverages are not permitted.

## **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, and a drug search by police officers 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** is used for an ongoing situation **OUTSIDE** that is not related to the school (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** is 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 do a quick check
- Students on study periods should report to an area designated by the Principal
- All students on athletic fields should return to the school immediately to an area designated by the Principal
- Exterior doors locked, windows closed, ventilation systems turned off
- One staff member is assigned to monitor each exit

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

**LOCK DOWN** used for major incident or threat of school violence within the school or in relation to the school

- An announcement is made to “Lockdown” to notify
- Once inside a secure area, staff and students should:
- Remain in classrooms; clear the halls
  - Lock classroom doors and windows, close curtains, and turn 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
  - Remain away from windows and doors until further notice
  - Put cell phones on quiet mode and only use them if it is necessary to communicate regarding the incident
  - Evacuate washrooms if possible and get to an area which can be safely locked down (if trapped, enter and lock stall and climb on toilet)
  - Lay on the floor if gunshots are heard
  - Have attendance taken by a staff member

When the potential for danger is over, a School Administrator or a member of Police Services will unlock classroom doors 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.

## **EMERGENCY SCHOOL CLOSING**

Decisions about school closing or buses not operating will be 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 CFCO (AM 630 / FM 92.9) and CKSY (94.3 FM) Stations by 7:00 a.m. Weblink to: [www.schoolbusinfo.com](http://www.schoolbusinfo.com). **Information is also available on the LKDSB ON THE GO app.** PLEASE BE REMINDED OUR SCHOOL ZONE IS ZONE 7 & 8. BUSES WILL BE CANCELLED BY ZONE.

### **ENTERING SCHOOL**

Students are expected to remain outside in the morning until the entry bell, unless permitted by school staff.

### **EXTENDED ABSENCE DUE TO VACATION**

When students are absent from school for a vacation/travel that has been planned outside of the scheduled school breaks, they will be provided with general replacement activities designed to maintain basic reading, writing and math skills when at least three days of notice is given. This process recognizes the importance of being present in the classroom during direct instruction prior to completing the connected independent work.

As with any student absence, missed work will be available for the student to be completed upon their return.

Prior to taking a trip, ensure the school office is aware of the planned departure and return dates, in support of the safe arrival procedures.

### **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 obey 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 field trip.

### **FOOTWEAR**

Students must wear footwear at all times. They must have separate shoes for indoor use. Running shoes are required for physical education classes. Flip flops are not to be worn on playground equipment for safety reasons.

### **FREEDOM OF INFORMATION NOTICE TO PARENTS RE: CONSENT FOR IMAGING OR AUDIO RECORDING OF STUDENTS**

During the school year, students are involved in a variety of school related activities consistent with the

purpose of educating in accordance with the Education Act.

Examples may include but are not limited to:

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

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

If you wish your child to be excluded from photographing, audiotaping, 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.

A 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.

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/Board websites. Consent will be obtained each year on student profile sheets for elementary students and as part of the option sheet process for students entering or continuing in secondary school.

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. This is also 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, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility, and helping students develop positive habits.

Homework is effective when it is actively supported in

the home and when it represents an ongoing, three-way communication that involves student, teacher, and parent. Homework is not necessarily assigned by a teacher.

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

- Quality daily reading & writing
- 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:

- Providing a quiet work place
- Prioritizing activities to do in the evening
- Providing appropriate materials and supplies
- Ensuring lighting is adequate
- Being consistent in checking for notes, permission slips, notices, etc.
- Checking student planner on a regular basis
- Helping your child to write lists, schedules, reminder notes
- Providing a consistent routine for homework, activities, bedtime
- Rewarding good organizational skills at home

### **HOMEWORK FOR ABSENT STUDENTS**

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

### **ILLNESS**

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

### **INCLEMENT WEATHER**

Listen to the local radio stations (CKSY 94.3 FM or CFCO 630 AM) for accurate information. Our school zone is indicated on the first page of this planner.

### **LICE/PEDICULOSUS**

Full school head lice checks are completed each term. Lice spread very quickly and require much work to eliminate. Parents must call the school if their child has lice. Parents must keep the child at home until a full

treatment has been completed and they have ensured the child's hair is nit free. The child must report to the office upon return to school for an additional head check before re-entry to class is permitted. Classes will be checked to prevent further spread of the lice. Letters will be sent home to affected classes asking parents to check their children for signs of lice or nits.

### **LEAVING SCHOOL PROPERTY**

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

### **LOST AND FOUND**

All student belongings should be clearly marked with the student's name. The school cannot take responsibility for personal belongings but will assist in whatever means possible in locating lost items. It is the student's obligation to look for and inform teachers about missing articles. 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.

### **STUDENT CONCUSSION POLICY**

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps whenever a student suffers a concussion or whenever a concussion is suspected. As with any potential injury, our first goal is prevention; concussion awareness and prevention is part of ongoing professional training for staff and is integrated into students' Health and Physical Education curriculum. Since concussions can affect

a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered 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.

### ONTARIO PROVINCIAL REPORT CARD LEVELS OF ACHIEVEMENT

Level	Description	Grade 1-6	Grade 7&8
4+	Demonstrates required knowledge and skills thoroughly, exceeds the provincial standard	A+	95-100
4		A	87-94
4-		A-	80-86
3+	Demonstrates required knowledge and skills to a considerable degree, meets the standard	B+	77-79
3		B	73-76
3-		B-	70-72
2+	Demonstrates some of the required knowledge and skills, approaches the standard	C+	67-69
2		C	63-66
2-		C-	60-62
1+	Demonstrates, in limited ways, the required knowledge and skills, much below the provincial standard	D+	57-59
1		D	53-56
1-		D-	50-52
	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: Responsibility, Organization, Independent Work, Collaboration, Initiative & Self-regulation		Excellent Good Satisfactory Needs Improvement	

### PHYSICAL EDUCATION

All students are required to wear proper clothing for PE class so that they may participate fully. Students in Grade 4 to 8 are expected to change and will be excused from physical education only with a doctor's note or special note from parents. Students are required to wear CSA approved helmets when

participating in skating activities. Other protective sports equipment may be required depending on the sport. Please label all physical education clothing and equipment.

### PICKING UP CHILDREN

The buses use the driveway directly in front of the school in the morning and afternoon for dropping off and picking up students. **The driveway must remain clear for the buses.** If it is necessary to pick up your child, please park in the visitor parking by the tennis courts. If someone other than a parent is picking up a child for any reason, please inform the school by writing a note in the planner or calling the school in a timely manner to avoid miscommunication or confusion at dismissal time. These measures are necessary for the protection of your child. Parents waiting for their children at dismissal are requested to meet them outside their doors. All individuals wishing to access the school must do so using our new Safe School entry system at the front door to be allowed entrance by the office.

### PLAYGROUND - DANGER OF STRANGULATION

Each year in Canada, thousands of children get hurt at playgrounds playing on slides, monkey bars or swings. Some children have died when their clothing or drawstrings have become caught on playground equipment or fences or when they have become 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 from 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 play safely

### SAFE SCHOOLS: CODE OF CONDUCT

The Lambton Kent District School Board **Code of Conduct** is established in keeping with the requirements of the provincial Code of Conduct and the standards of behaviour as set forth by the province of Ontario. The Lambton Kent District School Board

Code of Conduct sets clear standards of behaviour in order to ensure the rights and responsibilities of all members of the school community.

**All students, parents, teachers, and staff** have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

### **Respect, Civility and Responsible Citizenship**

All participants involved in the school system – students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct whether they are on school property, on school buses, or at school-authorized events or activities. All members of the school community are to be treated with respect and dignity. All members of the school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws
- Demonstrate honesty, integrity, and respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability
- Respect the rights of others
- Exercise self-discipline
- Take appropriate measures to help those in need
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- Respect the needs of others to work in an environment that is conducive to learning and teaching
- Show respect for school property and respect all members of the school community, especially persons in positions of authority

### **Safety**

All members of the school community, including students, parents and guardians, teachers and other staff members, volunteers and visitors must NOT:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic weapons or illegal or restricted drugs
- Give alcohol 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, or provide others with alcohol, or illegal or restricted drugs
- Inflict or encourage others to inflict bodily harm on another person

- Engage in hate propaganda and other forms of behaviour motivated by hate or bias
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school

### **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, and for those in authority
- Refrains from bringing anything to school that may compromise the safety of others
- Follows the established rules and takes responsibility for his or her own actions

### **Parents**

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- Show an active interest in their child's work and progress
- Communicate regularly with the school
- Help their child be neat, appropriately dressed, and prepared for school
- Ensure that their child attends school regularly and on time
- Report promptly to the school their child's absence or late arrival
- Show that they are familiar with the provincial Code of Conduct, the Board's Code of Conduct, and school rules
- Encourage and assist their child in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues involving their child

LKDSB Policy No.: P-AD-110-1-13

LKDSB Procedure No.: R-AD-110-13

[www.lkdsb.net](http://www.lkdsb.net)

### **Community Partners and the Police**

Through outreach, partnerships already in place may be enhanced and new partnerships with community agencies and members of the community (e.g., Aboriginal Elders) may also be created. Community agencies are resources that Boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community agencies, and of formalizing

the relationship between them. These partnerships must respect all applicable collective agreements.

### **SPECTATOR CODE OF BEHAVIOUR**

1. Cheer in a positive manner
2. Respect officials' decisions
3. Do not interfere with the competition
4. Keep off the playing area
5. Be courteous and respectful

Failure to comply with this Code of Behaviour may lead to ejection from the gymnasium/location. Students must be supervised by their parent/guardian in order to spectate after school activities.

### **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 wellbeing 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 school for another individual, and
- b) The behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

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

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

- Creating a web page or a blog in which the creator assumes the identity of another person
- Impersonating another person as the author of content or messages posted on the internet
- 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 for:

- Refraining from bullying behaviour
- Reporting incidents of bullying behaviour to the principal, teachers, or other school staff
- Refusing to participate in circumstances involving bullying behaviour
- Removing themselves immediately from circumstances involving bullying behaviour
- Seeking adult intervention for circumstances involving bullying behaviour

LKDSB Policy No.: P-AD-110-13

LKDSB Regulation No.: R-AD-110.2-13

[www.lkdsb.net](http://www.lkdsb.net)

### **PROGRESSIVE DISCIPLINE**

The Principal or designate will use a progressive discipline strategy 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 may include:

- Contact with student's parent(s)/guardian(s)
- Oral reminders
- Review of expectations
- Written work assignment addressing the behaviour, that has a learning component
- Volunteer services to the school community
- Conflict mediation and resolution

- Peer mentoring
- Referral to counseling and/or consultation
- Meeting with the student's parent(s)/ guardian(s), student and principal
- Referral to a community agency for counseling or intervention related to anger management, substance abuse, or other
- Detentions
- Withdrawal of privileges
- Withdrawal from class
- Restitution for damages
- Restorative practices
- Safe schools transfer

In some cases:

- Suspension may be considered an appropriate progressive discipline step
- Contact with CAS may be required
- Contact with police services may be required

A bias-free approach is one that respects all people and groups, and reflects human rights' principles. A bias-free approach helps build and foster a positive, safe, accepting, and respectful school culture and climate and helps students and their families, school staff, and other members of the school community.

LKDSB Policy No.: P-AD-110

LKDSB Regulations No.: R-AD-110.2-13

[www.lkdsb.net](http://www.lkdsb.net)

## **RULES GOVERNING 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
- must not share passwords
- should change passwords as directed
- must not connect any electronic devices without written permission from the IT department 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
- not damage computers or equipment (e.g., hardware, keyboard)

**Breaking any of these guidelines could result in sanctions to students including the loss of computer privileges and access to technology, and disciplinary action, legal action, or police involvement.**

LKDSB Policy No.: P-AD-155-11; Regulations No.: R-PR-200.1-12 [www.lkdsb.net](http://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, a phone call will be made to parents/guardians (or to the emergency contact if there is no answer), 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.

## **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 not to eat or drink on the bus
- Students and parents will be financially responsible for



any damage done to the bus resulting from inappropriate behaviour

- Students must follow the instructions of the bus driver
- Students must use polite language only

**Improper conduct may result in the withdrawal of this privilege.**

### **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:

- there must be 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 on-line at <http://www.schoolbusinfo.com> (select courtesy seat information)
- the stop is the same for every morning and every afternoon each day and the bus provides a ride to school and/or home (not for extra-curricular activities, etc.)

Keep in mind that:

- 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

<http://www.schoolbusinfo.com/courtesy-login.asp>

### **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 and submit 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](http://www.lkdsb.net)

### **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.

**The standards apply** to food and beverage items that are sold or given to students in all places (cafeterias, vending machines, tuck shops) 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](http://www.edugovon.ca)  
LKDSB Policy No.: P-AD-155-11; Regulations No.: R-AD-155-11 [www.lkdsb.net](http://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.

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

### **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.

### **SCHOOL SUPPLIES**

A list of supplies needed for specific grades will be

sent home with the students in their June Report Card. We ask that parents check these supplies at the beginning of each school term and replace as necessary.

Student use of liquid paper, due to health concerns, cost, and property damage, **will not be allowed**.

### **TOBACCO, ALCOHOL, AND DRUGS**

It is illegal for anyone to use tobacco, alcohol, or drugs on school property and they are prohibited at school related activities. If students are suspected of using, or are in possession of these substances, disciplinary action will be taken. When appropriate, police will be involved.

### **USE OF SCHOOL TELEPHONE**

The school telephones are used for school business. Students are not permitted to use the school telephone, except in an emergency, or with the permission of school personnel.

### **VISITING THE SCHOOL**

All parents, visitors and guests must sign in at the school office. To ensure a safe environment for all students, access is restricted to the front door/office entrance. Students will be called to the office at the break to pick up any forgotten lunches, homework, clothing or messages. At dismissal, parents are asked to meet their children outside the appropriate exit door. When picking students up during the school day, please report to the office and staff will page your child to meet you.

### **\*\*PLEASE NOTE\*\***

**The board policies and regulations are available on the LKDSB website at [www.lkdsb.net](http://www.lkdsb.net) if parents wish more details.**