



GRAND BEND PUBLIC SCHOOL

STUDENT/PARENT HANDBOOK 2023 – 2024 *Success through Communication*

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<http://grandbend.lkdsb.net/>

Principal: Mr. Andy Parnham
Secretary: Ms. Shelley Goodhand

This agenda belongs to:

WELCOME TO GRAND BEND PUBLIC SCHOOL!

We are pleased to welcome you and your family to Grand Bend Public School. We are fortunate to have a caring and committed staff, as well as an enthusiastic and supportive community. Staff, parents and volunteers work well together providing an excellent education for our children.

Students perform better when their parents and guardians are involved.

To support communication between home and school we use student planners and monthly school newsletters. Also, watch for classroom newsletters informing you of the curriculum expectations being addressed in your child's class. At Grand Bend Public School, we welcome parental involvement in a variety of areas. You may want to become part of the School Council. This provides an opportunity to give advice to the principal on many issues as well as become involved with providing hot lunches, fundraising for school programming and assisting at various student activities. We appreciate your support.

If at any time you have questions or concerns, please contact your child's teacher or the school office. We look forward to working with you!

DAILY SCHEDULE

9:00 – 9:15	Recess
9:15 – 11:15	Instructional Time
11:15 – 11:35	Nutrition Break
11:35 – 11:55	Recess
11:55 – 1:35	Instructional Time
1:35 – 1:55	Nutrition Break
1:55 – 2:15	Recess
2:15 – 3:35	Instructional Time
3:35	Dismissal

ABSENCES/LATES

If your child is going to be absent or late please call the school before 9:15 a.m. Parents may use our answering machine at any time to report student absence as there is an answering machine available 24-7. Please note your child's name, class and reason for absence.

Absences can be reported in advance or for any attendance taking day throughout the school year or before the cut-off time (9:35 a.m.) for the current day. They can enter up to 5 consecutive days. On day 6 they must call the school.

Option 1: Set up an online SchoolMessenger account and Log in to schedule and report absences or late arrival. To Sign up or Log in go to <https://go.schoolmessenger.ca>.

Option 2: Download the free SchoolMessenger app (blue) to your smart phone or tablet to schedule and report absences or late arrival.

- Click here to [Download the app for Apple devices.](#)
- Click here to [Download the app for Android devices.](#)

Option 3: Call the LKDSB toll-free Attendance Reporting number 1 (844) 487-3695 and follow the prompts to report your child's absence or late arrival. **For your security it is recommended that you set a PIN.**

Parents/Guardians must sign up or login using the e-mail on file in Aspen or an associated phone number

Reporting an Absence Using SchoolMessenger App on Phone/Device

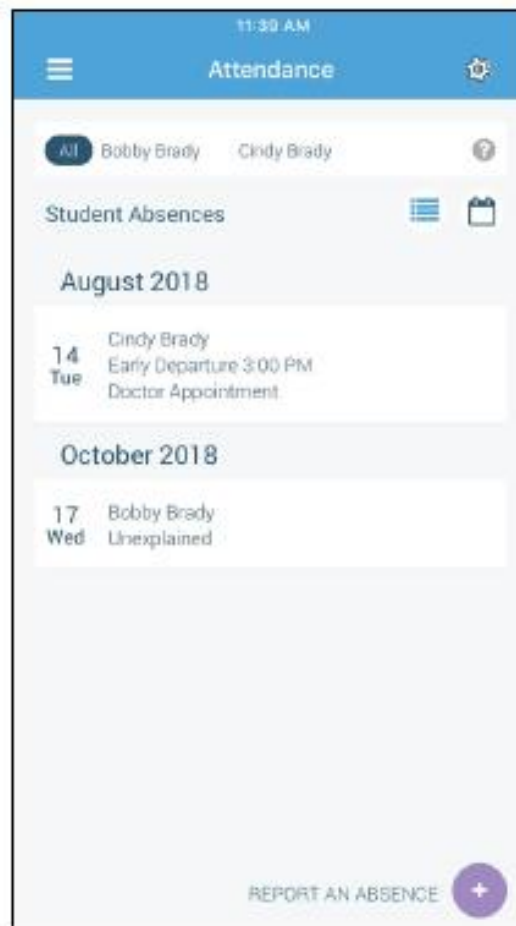
Calendar View

Tap the calendar icon to see your child's absences in a calendar. The absence dates will be circled in red.



List View

To scroll through the list of absences, tap the list icon and drag your finger up or down the screen to move the list.



Reporting an Absence by Toll Free Phone Number

LKDSB Toll-free Phone number 1 (844) 487-3695

- *Welcome to the SchoolMessenger notification system for LKDSB*
- *If you are calling to report an absence, press 3.*
- *If Jennifer will be absent, press 2.*
- *To enter an absence for today, press 1*
- *To enter an all day absence, press 1.*
- *Please select an absence reason from the following list: Illness, press 1.*

- *You have indicated that Jennifer in Grade 2 at _____School will be absent all day on November 29 for the following reason:
Illness*
- *If the information is correct and you want to update the attendance record now, press 1.*
- *Thank you. Your absence update has been successfully processed.*

What if I'm not calling from my home phone number?

- You will be asked to enter a phone number that is registered for your student.

Can anyone who knows my phone number report an absence using the phone system? Including my child?

- Yes, anyone who uses a phone that is listed in the school's system for your student or anyone who can enter a phone number that is listed in the school's system for your student can report an absence for your student.
- It is strongly recommended that you set a PIN that must be entered before an absence can be reported or explained for a student. We recommend that you provide your email address so that whenever an absence is reported or updated, you will receive an email confirmation notice.

Engaging and Supporting Parents

What is being done:

- Messenger Broadcasts, Web and Social Media posts, Documentation and Help Files have been distributed
 - [SchoolMessenger Quick Reference Guide & Sign Up Instructions.pdf](#)
 - [SchoolMessenger -Parent Guardian Guide for Mobile App.pdf](#)
- Added an Attendance page to Board web site with links to School Messenger
- Changed the Attendance button on School Websites to link to the Attendance page.

How You Can Help

Please help by promoting with School Council, conversations with parents, school staff (Seesaw, Google Classroom)

Proactive message - Virtually all problems that parents experience using the system are caused by

not using their current email address and/or phone numbers that are in Aspen.

- Result = No Attendance menu, Not seeing their student(s) listed

Excellent attendance and punctuality are values we encourage in our students. Arriving to class five minutes late may seem inconsequential but in fact it causes great disruption in the classroom and the learning environment. Parental support in this area is paramount. Our Safe School Policy ensures that attempts will be made to reach a parent/guardian to discover their whereabouts. It is important that we know they are safe. If late, students must report directly to the office to sign in.

Good attendance is critical to learning. Students, who exhibit an inordinate number of days absent, or irregular attendance, will be referred to the Board's Attendance Officer.

ALLERGY ALERTS

At GBPS there is a "**nut aware**" policy. There are several students in the building who have life-threatening anaphylactic reactions to peanuts and nuts, among other foods. Each September we send information home to request parental support in keeping these products from the classrooms and to provide alternative lunch suggestions. Please refrain from sending classroom treats to school for occasions such as birthdays and special holidays. Thank you.

ARRIVAL TIMES FOR STUDENTS

A staff member always supervises the arrival of students in the morning and dismissal at the end of the school day. There is no supervision on the yard before 9:00 a.m. or after 3:35 p.m. **Students should not be left unattended at the school during these times.**

STUDENTS GOING HOME OR OUT FOR LUNCH

If your child is going home for lunch on a daily basis, one note signed by you giving them permission to walk home each day is sufficient. If your child is going home or out for lunch once in a while, a note signed by you must be brought to the school on the morning of the event, each time it happens. Phone calls on that day giving your child permission to leave the school will not suffice. We must have a written note, signed and dated by you, each time they leave the school. Students going home or out for lunch must return to the school on time for class. If they are late, they must report to the office to sign in.

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 they are 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 staff.

The school is not responsible for lost, damaged or stolen property.

EMERGENCY CONTACT INFORMATION

Accurate emergency contact information is vitally important. We will use this information for our daily Safe School procedures, in a medical emergency or in the event of early school closures or emergencies. Please notify the school if there are any changes/additions. The following information must be kept up to date: Child's Name; Address; Postal Code; Birth Date; First and last names of mother and father (step-parents/guardians); Home and work phones of each; MEDICAL INFORMATION (e.g. allergies, hearing loss, vision difficulties, heart problems, seizures, prevalent medical conditions, medication etc.); Doctor's Name; and two or three names and phone numbers of **local** contacts in case of emergency.

IF INFORMATION CHANGES DURING THE SCHOOL YEAR, WE RELY ON YOU TO INFORM US PROMPTLY BY PHONE OR IN WRITING.

EMERGENCY PROCEDURES

Periodically throughout the year we practice safety drills such as fire evacuation, lock down, hold and secure, shelter in place and tornado drills. In the event of a need for an alternate location for evacuation, students and staff will assemble at the Grand Bend Church of God, across the street.

STUDENT CONCUSSION POLICIES

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 are part of ongoing professional training for staff and are integrated into students' Health and Physical Education curriculum. Since concussions can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered a concussion. If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided. Schools will follow our *Return to Learn/Return to Play Policy* as outlined through the LKDSB website at www.lkdsb.net. These resources can also be accessed by contacting the school directly.

FOOTWEAR

Students are asked to have separate footwear for indoor and outdoor use. In the wet weather, this is a matter of good personal hygiene and it keeps the floors from becoming dangerously wet, muddy and slippery.

GUM

Chewing gum is a problem around the school because it finds its way onto the soles of shoes, on the underside of desks and tables and occasionally in hair. Students may not chew gum in the school or on the playground.

HOMEWORK

The Lambton Kent District School Board recognizes that 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 study habits. Homework is effective when it is actively supported in the home and when it represents an on-going, three-way communication which involves student, teacher and parent(s).

Therefore, it is the policy of the Lambton Kent District School Board to endorse homework as a planned part of the educational process designed to enhance student learning.

ILLNESS AT SCHOOL

If students become ill at school, staff will contact a parent or emergency contact to ask that the child be picked up as soon as possible as we do not have a suitable area to accommodate sick children.

Families are encouraged to complete the COVID-19 daily screening tool each day for each child attending school and daycare. The screener can be found at: <https://covid-19.ontario.ca/school-screening/>. Once completed you must follow the recommendation of the screener.

INCLEMENT WEATHER

- All facilities of the Lambton Kent District School Board will remain open unless otherwise indicated, even though some bus routes are cancelled.
- The Manager of Transportation Services will provide, through radio stations, and various electronic media, consistent, timely and accurate information of decisions resulting from inclement weather conditions.

Grand Bend Public School is located in Zone 1

Further information and cancellation updates can be found at www.schoolbusinfo.com.

Please note: Route 51 (Swan Bus) travels through Huron County. Therefore, it also abides by Huron-Perth Inclement Weather cancellations which can be found at www.ourschoolbuses.ca. Occasionally, Route 51 will be cancelled whereas other GBPS buses will not. Please visit <https://cklass.ca/services/student-transportation/> for further information and updates or download the LKDSB student transportation app by visiting: <https://cklass.ca/services/student-transportation/download-the-mysbi-mobile-app/>.

MEDICATION

The Lambton Kent District School Board 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 For The Administration of Medication* Form and/or a *Prevalent Medical Condition Plan*. These forms are available at the school office and require a doctor's signature. Children are not to bring medications to school - including non-prescriptions without this form being signed. Medicine like aspirin and antibiotics cannot be given to students at school without the necessary written permission.

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 kinds of medicine will be locked in the office, except for epi-pens and inhalers which may be kept on your child or in their child's backpack as outlined in their personal medical plan. With written communication to the office puffers, epi-pens, insulin may be stored in the classroom by the teacher or carried by the student. The provision and maintenance of any medical apparatus is the responsibility of the parents. Any allergies and health problems must be reported to your child's teacher and the school office.

MESSAGES

Our dismissal routines can become chaotic and it is sometimes difficult to keep every student's changing plans straight. We respectfully ask that all plans about going home with other students, going home to a different location, or staying for after school activities, etc. are finalized at home prior to the student leaving for school each day. **Should there be an emergency change in plans, please contact the school office well in advance of dismissal time and no later than 3:15 p.m. Thank you.**

PERSONAL PROPERTY

The school cannot be responsible for personal property that is lost, stolen or broken at school. Students are asked to leave valuable property at home, including iPods, electronic games, toys, jewelry, cash etc. Our procedure is to have the teacher ask the student to store it in their backpack and take it home at the end of the day. On occasion, depending on the value or the type of object, parents are asked to pick the item up, rather than returning it with the child.

PREPARATION FOR CLASS

Students are expected to come to class prepared to participate in all learning activities. Homework must be completed on time and all the tools for work – writing equipment, notes and paper – must be brought to class. Parents may find it necessary to replenish these items during the school year. Appropriate gym clothing/shoes must be at school available for Physical Education classes. Shoes must have non-marking soles. Students must be sure that their workbooks, desks, and storage areas are tidy and organized so that finding the tools for work can be done quickly in time for class. **All equipment and clothing must be properly labeled with the student's name.**

When your child has a homework assignment it is their responsibility to complete it on time.

Homework in the primary grades usually involves the completion of work not finished, and perhaps reviews of specific concepts. Extra reading and writing is always encouraged.

Junior and intermediate students also are expected to finish uncompleted work, maintain notes, and complete assignments. In most cases daily work is completed in class. Reading, reviewing and upgrading notebooks are a good alternative for pupils who do not have assigned work for a specific evening or weekend.

The weekly homework duo tangs are being replaced with more hands-on activities to reach multiple learning styles. We are encouraging homework activities with more real-life situations (i.e.: measuring during cooking rather than black-line masters.) Reading for pleasure is an important part of homework, especially when no formal homework has been assigned. Accommodations and/or modifications as per IEP's should apply to homework as well, where possible.

REPORT CARDS

The primary purpose of assessment and evaluation is to improve student learning. There are seven fundamental principles followed. Teachers use practices and procedures that:

- are fair, transparent and equitable for all students;
- support all students, including those with special education needs, those who are learning the language of instruction (English or French) and those who are Indigenous Peoples;
- are carefully planned to relate to the curriculum expectations and learning goals and as much as possible to the interests, learning styles and preferences, needs and experiences of all students;
- are communicated clearly to students and parents at the beginning of the school year and at other appropriate points throughout the school year;
- are ongoing, varied in nature and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- provide ongoing descriptive feedback that is clear, specific, meaningful and timely, to support improved learning and achievement;
- develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning

Home-School Conferences are scheduled shortly after the first Progress Report; Conferences for the second and final reports are available and can be arranged upon request.

Parents/Guardians are encouraged to contact the classroom teacher(s) at any time if there is a concern or if staff can be of assistance with homework.

Please keep in mind that students have the responsibility to come to the teacher for assistance and to obtain assignments and work missed due to their absence.

SCHOOL BUS PASS: To protect the safety of our students, temporary bus passes are not provided. All temporary bus passes shall be refused except under extreme circumstances when the personal well-being and safety of a student is at risk.

SCHOOL BUS PRIVILEGE

The Education Act permits the Board to provide transportation but does not *obligate* it to do so. Riding on a school bus both to school and on planned excursions is a privilege, not a right. Improper conduct may result in the withdrawal of this privilege.

Students must ride **only the bus to which they are assigned**. When a student is being picked up at school, the teacher and bus driver must be informed by a note or phone call. A note is preferred. Students must get on and off the bus at the same stop. The Code of Behaviour is to be followed walking to and from the bus stop. Riding the school bus is a privilege not a right. This privilege is granted to students only on condition that behaviour follows the rules. 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. Each bus has a sign posted at the front with the following rules displayed:

SCHOOL BUS REGULATIONS

1. Students must obey driver at all times.
2. Bus will not wait for late students.
3. Remain seated at all times.
4. Do not litter or throw articles in or from the bus.
5. No smoking or drinking beverages of any kind.
6. No obscene or profane language permitted.
7. No fighting or scuffling allowed.
8. Excessive noise will not be allowed.
9. Stay back from moving bus before loading.
10. Any damage to bus caused by students will be charged to them.
11. With school permission, students may use electronic devices to listen to music or play video games on the bus. These devices may not have phone, camera or connection to the internet.
 - Electronic games and music are to be of a non-violent nature and used independently.
 - These devices are to be stored in a backpack and not used during school time or events.

Every student riding this bus is responsible to the school principal for their conduct. Unsatisfactory behaviour will be reported. The administration is empowered by the School Board to discipline students who do not follow the bus rules or who do not co-operate with the enforcement of the bus rules. Parents are required to support these rules. Consequences may include the removal of bus-riding privileges.

SCHOOL DRESS CODE

This policy has been created in consultation with School Council

Students are expected to dress for school according to customary community standards. What is suitable for the beach or gym is not suitable for the classroom. Clothing and accessories must be appropriate and be free from anything that may be viewed as offensive and, in particular, must be free from slogans and pictures that use or depict profane language, racism, alcohol, drugs, sex or violence. Students will be expected to dress appropriately – an undergarment showing is not appropriate.

Bare backs and midriffs, see-through clothing, torn or ripped clothing that exposes skin are examples of inappropriate dress. *The school administration reserves the right to rule on clothing appropriateness.* **Bandanas are not allowed.** Tops with spaghetti straps should not be worn unless covered by another top. The rule of thumb for shorts or skirts is ‘if finger tips touch the cuff of the short or skirt’ - they are acceptable to be worn at school. School is a place of learning and students should dress accordingly.

VISITORS

In the interest of everyone’s safety and so that classes can work free from interruptions, all visitors entering the school building must report to the office and sign in. Should you need to pick up your child prior to 3:35 p.m., please report to the office, sign in and request to have the secretary page your child. When a staff member does not recognize someone in the building, we all worry. If we are uncertain we will ask for identification and call the parents before we will allow the student to leave.

GRAND BEND PUBLIC SCHOOL CODE OF CONDUCT

The goal of our Code of behaviour is to help students develop their potential as contributing, responsible, happy members of the school community who will think clearly and act wisely. We emphasize the importance of students recognizing the difference between acceptable and unacceptable behaviour and encourage their cooperation in following the school rules and guidelines. We encourage all students to show respect for others at all times. Our “hands off” policy means that students are not allowed to push or grab others and may not “play fight”. We are very firm in our commitment to discourage name calling and belittling of other students and the use of offensive language. If the rules are broken, disciplinary action will be taken.

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 behavior as set forth by the province of Ontario.

GUIDING PRINCIPLES

- This code of Conduct applies to all individuals who participate in the school community whether they are on school property, on school buses or at school-authorized events or activities.
- All participants in the school community are to be treated with respect and dignity, especially those in positions of authority, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability.
- All participants in the school community share responsibility for maintaining an environment where conflict and difference can be addressed through non-violent means in a manner characterized by respect and civility.
- Behaviour which is aggressive or threatening in any way has no place in our school communities.
- Student achievement depends upon the provision of safe and caring learning environments. All participants in the school community share responsibility for ensuring that their decisions and actions contribute rather than detract from the sanctity of these environments.
- Personal health and well-being are enhanced through awareness and appropriate choices. They are further safeguarded through the application of prevention and intervention strategies and the involvement of community agencies including the police in responding to situations including but not limited to those involving elevated risk of harm by a student to self or others, as well as students who are in possession of, or under the influence of alcohol or illegal or restricted drugs.

STANDARD OF BEHAVIOUR

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

RESPECT, CIVILITY, AND RESPONSIBLE CITIZENSHIP

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;

- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority;

SAFETY

All members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

ROLES & RESPONSIBILITIES

School Boards

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

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

Wherever possible, boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavour to share effective practices.

Principals

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

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

Teachers and Other School Staff Members

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

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

Students

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

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

Parents

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

- show an active interest in their child's work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- 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 boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community agencies, and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements. The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model that was developed by the Ministry of the Solicitor General and the Ministry of Education.

Addressing Inappropriate Behaviour

If a pupil has displayed inappropriate behaviour the principal or designate may utilize a range of interventions, supports, and consequences that are (1) developmentally appropriate, and (2) include opportunities for pupils to focus on improving their behaviour. Inappropriate behaviour includes any behaviour that disrupts the positive school climate and/or has a negative impact on the school community. Inappropriate behaviour may also include, but is not limited to, one of the following infractions for which a suspension may be imposed:

1. Any act considered by the principal to be injurious to the moral tone of the school;
2. Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community;
3. Any act considered by the principal to be contrary to the Board or School Code of Conduct.
4. Bullying has been added to the list of behaviours for which suspension must be considered.
5. A school's right to discipline extends to events occurring off school property and/or outside of school-related activities where there is a resulting impact on school climate.

REGULATIONS NO: R-PR-200.1-12

SUBJECT: Acceptable Use of Technology for Students

The Lambton Kent District School Board provides students with access to technology to support their educational and learning experiences. Since students have access to technology, they have a role to play in maintaining a secure environment. The purpose of these Regulations is to set out the expectations with respect to the use of technology and the responsibilities of each individual in maintaining a secure environment. These Regulations apply to all students of the Lambton Kent District School Board ("LKDSB").

1. The computer system including computer files, documents and electronic communications are the property of the LKDSB.
2. There is no expectation of privacy in using LKDSB technology. The LKDSB may monitor and may at any time access any and all files, documents, electronic communications and use of Internet to ensure integrity of the system and compliance with these Regulations.
3. Students will only use the network account assigned to them.
4. All technological devices will be password protected and conform to the password requirements as detailed in the corresponding LKDSB Administrative Procedures.
5. The student will be responsible for any activity using their password, including any time the computer is left unattended. Students must not share passwords nor use the passwords of others.
6. Technological devices brought to school by students are not the responsibility of the LKDSB.
7. Students must not connect any electronic devices in any way (wired or wireless) for any reason to the LKDSB network without the written permission of the Information Technology Department of the LKDSB.
8. Students must not download or install any unauthorized materials such as programs, games or files from any source, or cause a denial of service for others.
9. When using the Board supported networks, students must not reveal any personally identifying information (such as first and last name, picture, address, telephone number, physical description, etc.) about themselves or others.
10. Students must NEVER agree to meet with keypals unless supervised by a teacher.
11. Students must report to a teacher or school administrator any messages they receive that request personal information, are inappropriate, or make them feel uncomfortable.
21. Students must not access director or proxy sites that circumvent the security measures put in place by the Lambton Kent District School Board.
22. Students must immediately exit any site that is transmitting inappropriate or offensive material. Students must immediately report accidental access to such a site to a teacher or school administrator.
23. Users will conduct themselves in a professional manner as detailed in the corresponding LKDSB Administrative Procedures.
24. Any violation of these Regulations may result in sanctions being imposed, including the loss of computer privileges, disciplinary action and legal action or police involvement.

Reference: Board Policy

FREEDOM OF INFORMATION NOTICE TO PARENTS: 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:

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

In addition, public media organizations 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.**

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. 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.

Routine uses and/or disclosures of student personal information

The student's OSR will be used by school and board staff to support the classroom teacher in developing an educational program which best meets the student's needs. Staff working with the classroom teacher or directly with the student may include individuals working in areas such as Special Education, guidance counseling, student success, etc.

In keeping with the requirements of the Education Act and the Personal Health Information Protection Act, informed consent will be sought prior to conducting intelligence or behavioural tests, or prior to the involvement of Psychological, Speech and Language or Social Worker staff.

Secondary schools will receive information about registered Grade 8 students in advance of the student attending the secondary school to help establish an appropriate program for the student.

The secondary school may share information about each student's progress through secondary school with the student's previous elementary school to support continuous improvement of the elementary school program for all students.

Student home addresses may be released to the Chatham-Kent Lambton Administrative School Services (CLASS) - Student Transportation Services department - and the contracted bus company responsible for transporting students to and from the school in order to administer the board's contracted bus program.

School sponsored activities may be reported in school and board newsletters, and on school and board websites. Individual students will only be photographed and identified with appropriate consent.

The media, such as newspapers, television and radio, may be invited to the school for the purpose of reporting on newsworthy events or activities such as graduations, student achievements/awards, and current events. Their reports may include non-identifying photos of groups of students. Individual students would only be photographed or identified with appropriate consent.

Students participating in extra-curricular activities or events where the public is invited, i.e. field trips, school concerts, school teams, may be photographed and/or reported on by media or the general public.

Students may be recorded or photographed by their classroom teacher in school or during school activities as part of their educational program. Photos may be shared with the class and parents as appropriate.

Students may participate in video conferencing (a technology which allows for two or more locations to interact via simultaneous two-way video and audio transmissions) to support the classroom program. Conferences may be organized with students in other LKDSB schools, students in other countries, and/or as virtual field trips.

Phone numbers will be used on telephone lists. Examples include:

Emergency contact lists to facilitate contact with parents during emergencies (e.g. inclement weather); field trip rosters; volunteers, authorized by the principal, to contact parents regarding school-related activities which benefit the student and the school community and require parent involvement.

Parent contact information and basic student information may also be used for safe arrival programs to contact parents where a student is absent and the parent/guardian has not notified the school of the absence. These programs may be staffed by parent volunteers, or the information may be sent off-site to a secure externally hosted automated system.

Parents/guardians/adult students are asked to complete Student Medical/Health Data forms in order to develop a medical emergency plan for the purpose of administering medication to the student when necessary. Medical emergency plans may also be provided to Student Transportation Services and/or contracted bus operators to aid in a medical emergency.

In compliance with the Personal Health Information Act, student health numbers (OHIP) will generally not be collected; however, parents/guardians/students may be invited to volunteer such information for students going on field trips to facilitate medical services if needed.

Student work, including students' names, may be displayed in the classroom or in school hallways, or may be shared with the public through science fairs, school and board newsletters, writing/colouring/poster contests, community events, fairs, and similar events/locations outside the school setting.

Student accidents that take place during school or on school-sponsored activities will be reported to the LKDSB Insurer (OSBIE - Ontario School Boards' Insurance Exchange). Reports included the name of the injured student(s) and details about the incident as well as the name and contact information of witnesses to the accident.

In elementary schools, birthday congratulations may be announced over the PA system, virtual electronic morning announcements and/or in the classrooms.

Elementary schools may share class lists with student first names and last initial only to other parents for the purpose of addressing greeting cards or invitations in connection with holidays, birthday parties, etc.

Surveillance equipment may be used in schools and on buses to enhance the safety of students and staff, to protect property against theft or vandalism, and to aid in the identification of intruders and of persons who endanger the health, wellbeing, or safety of school community members.

Student names and/or photographs may be printed in school programs (e.g. commencement or graduation programs, school plays and musical productions, student awards, academic and athletic awards and plaques, school brochures, honour roll and classroom assignment during school and semester start up) and in school yearbooks.

Questions regarding the information contained in this notification may be addressed to the School Principal or the Freedom of Information Coordinator of the LKDSB. **Please communicate any concerns you have with regards to the sharing of personal information in any or all of the above mentioned by contacting the School Principal in writing as soon as possible.** The above will apply unless an objection is filed with the Principal and an alternative resolution can be found.

SCHOOL COUNCIL

The Grand Bend School Council enhances students' learning through the cooperative efforts of parents, students, staff and community members. School Council members meet a minimum of 4 times a year. Members of School Council act as a link between the school and the community and encourage parents and others within the school community to participate in educational matters in our school. School Council members have the opportunity to advise in educational matters with the aim of improving students' well-being and performance. Members of School Council have the opportunity to work cooperatively to develop common goals and plans to achieve those goals at the school level, and act in an advisory capacity to the School Principal and to the Board. School Council membership is open to every parent who would like to participate.



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