

**LONDON ROAD  
PUBLIC SCHOOL**



**SCHOOL HANDBOOK  
2019/2020**

**London Road Public School**

240 London Road  
Sarnia ON N7T 4V8

T: 519-344-5741

<http://londonroad.lkdsb.net>

School Bus Zone 2

**Ms. Caley Evans  
Principal**

**Mrs. Colleen Lapier  
Secretary**

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**London Road Public School Mission Statement**

The staff at London Road Public School are dedicated to teaching the knowledge, skills, and attitudes necessary to foster a strong sense of responsibility for self and to society.

We believe this will create in our students pride, confidence, and a life-long love and appreciation for learning.

**Lambton Kent District School Board Vision Statement**  
**Our Students- Shaping Our World**

**Lambton Kent District School Board Mission Statement**  
**Fostering Success for Every Student Every Day**

**Belief Statements**

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

## GENERAL ROUTINES

### ACADEMIC CALENDAR

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School Year Calendar at a glance for 2019-2020

September 3.....	First Day of School
September 27.....	.PA Day
October 14.....	Thanksgiving Day Holiday
October 25.....	.PA Day
November 22.....	.PA Day
December 23- January 3.....	Christmas Break
January 31.....	.PA Day
February 17.....	Family Day Holiday
March 16 -20 .....	March Break
April 10.....	Good Friday
April 13.....	Easter Monday
April 24.....	.PA Day
May 18.....	Victoria Day Holiday
June 5.....	.PA Day
June 25.....	Last Day of School
June 26.....	.PA Day

### BELL SCHEDULE

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The bell times are listed below. There will be no supervision on the yard before 8:35 a.m. or after 3:10 p.m. There is a staff member assigned for bus duty.

8:35- 8:50	Supervised outdoor arrival
8:50-10:50	Instructional Block 1 (120 minutes)
10:50-11:10	First Nutritional Break
11:10-11:30	First Outdoor Recess
11:30-1:10	Instructional Block 2 (100 minutes)
1:10-1:30	Second Nutritional Break
1:30-1:50	Second Outdoor Recess
1:50-3:10	Instructional Block 3 (80 minutes)
3:10	Dismissal

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## **ABSENTEEISM**

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All students are required to attend school every day and to be on time. Timely and regular attendance contributes to success in school. When your child is ill, the best place to be is at home. It is the policy of the Ministry that a signed and dated note be submitted to the office in the event that a child will be absent for more than three consecutive school days. It is expected that missed work be made up.

## **ATTENDANCE AND SAFE ARRIVAL**

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Regular attendance is necessary for student success. It is our policy to follow the Safe Arrival Procedure A-AD-114 which can be found on the Board's website to enable the school and parents/guardians to account for any student's unexplained failure to arrive at school. It is the responsibility of parents/guardians to inform the school on a timely basis if their child is going to be late or absent.

When your child will be absent from school, please call the school at 519-344-5741 and leave a message on the answering machine or send an e-mail message to Mrs. Lapier at colleen.lapier@lkdsb.net. Your message should state: the full name of your child, your relationship to the student, the name of the teacher, and the reason for absence. **If no notification is given**, the school office will first contact the home, followed by all emergency contact numbers, including places of employment to confirm the whereabouts of the student. Students who are late for school (for any reason) should report to the office to obtain a late slip for entry to class.

If you will be picking up your child at school for an appointment or when there is a change in the dismissal routine, please send a note to your child's teacher. Please come to the office when you pick up your child to sign him/her out. This ensures that we always know your child's whereabouts. It is very important that students keep up with class lessons and assignments. Frequent absence can have an adverse effect on a student's progress, and may result in developing of ineffective work habits, limited progress and feelings of discouragement. We want students to be successful in their school work.

## **YARD SUPERVISION**

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Supervision is provided by staff outside before classes begin from 8:35 a.m. until 8:50 a.m. and during both outdoor recesses. Barring exceptional circumstances, **students should not arrive for school before 8:35 a.m.** because supervision is not available. Students are expected to line up on the tarmac until they have been brought inside by a teacher. At the end of the day, children are to leave the school and go directly home as supervision is not be provided, unless they are involved in a supervised school activity.

## **PROHIBITED, RESTRICTED ACTIVITIES**

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To help prevent injuries, when at school, students are not permitted to use rollerblades, 'wheelies', skateboards, scooters and similar items before, during or after school. Similarly, the use of hardballs and similar items is also not permitted. Furthermore,

when it is a ‘tarmac recess’, it may be necessary to further restrict the activities that are usually permitted since the tarmac will be more crowded.

## **LOST & FOUND**

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Students and parents are encouraged to check with the office for lost items. Every year, many clothing items accumulate in our ‘Lost & Found’. From time to time, it becomes necessary to donate unclaimed items to a charity. An announcement will be placed on the school’s website announcing our intention of doing so throughout the school year. All items left behind at the end of the school year will be donated.

## **ACADEMIC PROGRESS & SCHOOL LIFE**

### **QUESTIONS ABOUT YOUR CHILD’S PROGRESS**

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Parents are encouraged to keep in close contact with all of their children’s teachers. When something goes wrong, it is natural to want to get to the bottom of the problem. It is best to contact the teacher involved and make an effort to resolve any problem with him or her.

When you wish to meet with a teacher, it is important to call ahead in order to set an appointment. Walking in the door might result in disappointment when the desired person is either absent or otherwise engaged. It is a matter of courtesy, and practicality.

If, after having met with your child’s teacher, your concerns have not been resolved, it would be appropriate to arrange for a meeting with the principal. Again, it is only appropriate to call ahead to set an appointment.

### **STUDENTS’ COUNCIL**

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The purpose of the Students’ Council is to lead the student body in taking part in fun and charitable activities throughout the school year. They meet under the guidance of a teacher.

### **SCHOOL COUNCIL (Parent Teacher Association)**

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The purpose of school councils is through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents [O. Reg. 612/00, s. 2 (1)]. All parents of students at London Road Public School are eligible to serve on our School Advisory Council. Should you be interested, please contact either the principal or a parent who is currently serving on Council for further information.

### **FIELD TRIPS**

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Throughout the school year, a variety of field trips may be planned. A field trip is an extension of the curriculum and it is expected that all students take part. Sometimes, however, a student’s behaviour is such that, for reasons of safety, it may be necessary to place conditions upon his/her permission to take part. In rare cases, a student may be denied permission to take part. In all cases, the decision of the principal is final. In all

cases, teachers will send home an appropriate consent form. It is important that this form be fully completed and returned in a timely manner. Should you have any questions or concerns about the consent form, please bring them to the attention of the teacher who sent it home or to the principal.

**BE ADVISED** that consent for participation in a field trip will only be accepted in writing. This is a question of liability. Please ensure that you have thoroughly completed and returned all consent forms well before the day of the trip. No child will take part in a field trip unless the consent form has been completed and submitted before the departure time indicated on the form. It will never be possible to give consent by telephone.

## **HOMEWORK**

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Until either the Ministry or the Board mandates a policy on homework, the following shall be the policy of the school. Homework is instrumental in building lifelong learning skills. It is valuable in many ways including the following:

- guiding students in taking the initiative, assuming responsibility and developing self-discipline
- promoting a sense of task-commitment and time-management
- assisting in the development and practice of problem-solving
- guiding students in decision-making and learning the consequences of not completing work
- encouraging perseverance and resourcefulness in task-completion
- gives parents a clear idea of their child's areas of strengths and difficulties
- increasing academic achievement

Homework is effective when it is actively supported in the home and when it represents an on-going, three-way communication amongst students, teachers and parents. The completion of homework will be reflected each term in the learning skills area of the report card.

## **SPORTS AND INTRAMURALS**

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Students in the junior and intermediate grades may try out for school teams. Our school's teams represent the student body in our area and compete in such sports as cross-country, soccer, basketball, volleyball, and track and field. Participation in external tournaments, and involvement in other leagues and exhibition games, is at the discretion of the coach. Teams are coached by teachers, early childhood educators, and educational assistants on a voluntary basis and are managed at their discretion.

Students in primary, junior and intermediate grades may have the opportunity to participate in house league sports during the breaks and before or after school.



## **TRIBES-CODE OF BEHAVIOUR**

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We expect children to live according to the philosophy of our school. At London Road Public School, the self-worth of everyone is recognized. However, there is a need for rules to protect the rights of others. To sustain a positive learning environment, the following six agreements will need to be followed:

1. **Mutual Respect** – I will show respect to people and their belongings and the world and its creatures around me. I will treat others that way I wish to be treated.
2. **Appreciation/No Put Downs** – I will speak kindly to others and think of other people's feelings.
3. **Attentive Listening** – I will listen when others are speaking and give them my undivided attention and consideration.
4. **Right to Pass/Participate** – I have the right to pass in certain activities and to know that the more I participate the more I gain.
5. **Let It Go-Move On** - I will let negative situations go and move forward in a positive way.
6. **Personal Best** – I will strive to do my personal best on every assignment, project or test.

## **TERRIFIC KIDS**

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Character Education asks students to do their personal best, to be self-aware, to exercise self-discipline, and to demonstrate empathy and understanding towards others. At London Road Public School, we follow these Terrific Kids Attributes:

- Thoughtful- We value the opinions of others as we work together for a common purpose.
- Enthusiastic - We are active and responsible members of our community
- Respectful- We treat ourselves, others, and our world with high regard and dignity.
- Responsible- We are reliable and accountable, and we keep our commitments.
- Inclusiveness- We work to build a community where everyone feels included and where differences and diversity are honoured.
- Friendly- We strive to understand how others are feeling and to see things from their perspective.
- Inquisitive – We ask questions about the world around us and strive to face challenges directly.
- Capable- We face obstacles with perseverance and a strong belief in ourselves.

## **VOLUNTEERS**

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Parents and members of the community are welcomed as school volunteers, either on an occasional or on a long-term basis. Many of our volunteers work in the classroom or in an open area with a group of students under the direct supervision of staff. All classroom volunteers will have an orientation that will provide information about Board policies and regulations concerning confidentiality. A screening procedure, including a police check, will take place. Anyone interested in volunteering should contact the school principal.

**SHARING OF PERTINENT INFORMATION**

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It is the policy of the Board that pertinent medical information regarding all of its students is shared with the school. For students who are transported to school by school bus, this information should also be shared, in confidence, with our transportation provider.

**ILLNESS; INJURY; MEDICAL CERTIFICATES**

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If a student becomes ill at school, staff will attempt to contact either a parent or an emergency contact to ask that the child be picked up as soon as possible. We do not have a suitable area to accommodate sick children. It is always best to be cautious and ensure that students are truly recovered from an illness, before returning to school.

Should an injury or other medical reason necessitate restricted activity, please send a medical certificate to the office so that we know what needs to be done in order to safeguard your child's well-being.

**STUDENTS WITH ANAPHYLAXIS (A-SE-302-3), ALLERGIES & ASTHMA**

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Schools within the LKDSB promote safe environments for all students and staff. Due to life threatening reactions to such allergens as latex, bee stings, scented products, nut products etc. specific restrictions and procedures will be in place as required. Depending on the particular allergies within the school, parents will need to adhere to restriction of any foods as communicated by the school. Children and staff may require puffers or Epi-pens to be available for emergencies. Safety plans will be put in place for these children. Parents are required to have the authorization of medication form completed by the family doctor each school year for any medications to be dispensed at school.

**STUDENT CONCUSSION POLICIES**

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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.

Students who have been sent from school to hospital for suspected head injuries must present a medical certificate indicating that they may return to school. If, in the opinion of the principal, there is any doubt regarding the advisability of a student returning to school after a suspected head injury, in the absence of a medical certificate, that student may be excluded from attendance until medical clearance has been received.

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.

## **PEDICULOSIS**

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Checks of the hair of students will take place on occasion throughout the school year. These checks will occur periodically, when pediculosis is suspected or when there are reports of an occurrence of head lice. If nits are found, parents will be contacted. If live adult lice are found the child will be sent home until treatment has been applied. Although head lice are not considered to be a health threat, they are a nuisance and must be dealt with accordingly.

Parents are strongly counselled to seek advice in determining which treatment option is best. Medicated shampoos are commonly used and the removal of all nits must take place. Once this has occurred, your child's head will be rechecked and, if there are no nits/lice your child will be permitted to return to class. Please be sure to notify the office should you discover that your child has head lice.

## **SCHOOL INSURANCE, PERSONAL PROPERTY**

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Ontario law does not permit School Boards to insure students for accidents or injury. Instead, our Board sends home a package with information on how to purchase student insurance by mail from a major insurance company. These forms may also be obtained by calling the school. Similarly, the school cannot be responsible for personal property that is lost, stolen or broken at school. Students should leave valuable items at home.

## **MEDICATION**

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Oral medication can only be administered to your child if it has been prescribed by a physician or dentist, and if such medication, by necessity, must be taken during school hours and cannot be administered by you. The medication must be in the original container and an "Authorization for the Administration of Oral Medication" form must be completed. In order to help ensure that medication of any sort does not fall into the wrong hands, students must not bring medication for the purpose of self-medicating unless prior arrangements have been made with the office. At no time should a student be permitted to bring his/her medication to school by school bus.

Please do not send over-the-counter medication to be dispensed by school staff because it is not covered by the authorization form. Staff members may not administer over-the-counter medication to students.

## **MEDICAL OFFICER OF HEALTH - IMMUNIZATIONS**

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The *Immunization of School Pupils Act, R.S.O. 1990, c. 1.1*, authorizes the Medical Officer of Health to require a principal to suspend a student from attending school if that child has not been immunized as required by law. Proof of immunization must be presented to the local health unit. It is not sufficient to present such proof to the school.

## **COMMUNICABLE DISEASES**

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

## **LUNCHTIME ROUTINES**

### **NUTRITIONAL BREAKS**

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Two nutritional breaks will be held during the school day. During the second break students will be allowed to go home if parental/guardian permission has been granted. The following expectations will be in place in order to ensure student safety:

- All students are expected to remain at school during the first nutritional break.
- All students who stay at school for the nutritional breaks are expected to remain on the grounds at all times
- Students who have permission from a parent/guardian to leave property during second break will be expected to:
  - submit written permission from a parent/guardian to the classroom teacher prior to morning attendance being taken. Permission will not be accepted after that time. **This written permission will be dated and will only apply to that day.**
  - remain off school property for the entire 40 minute break
  - report to a designated area (as determined by the principal) when arriving back to school
  - arrive back to school property without food or drink
  - refrain from loitering near school property (i.e. fence lines) during the break

Families of students who consistently go home to eat lunch during second break are asked to please meet with the principal during the first week of school. The purpose of the meeting will be to arrange an appropriate communication method between home and school to ensure student safety.

### **ALLERGIES; MILK; WATER BOTTLES; GUM; FOOD DAYS;**

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London Road is a nut aware school. Several students have severe allergy to nuts and nut products. We ask for your cooperation and request that in the interest of safety, nuts or items containing nut products not be brought to school. Thanks to everyone for your compliance with this school policy. As well, we have a staff member at London Road who has a serious allergy to latex. Please do not send in products that contain latex into school with your child.

Milk will be available for sale to students if sales are enough to cover the school's costs. Milk would be available for purchase during both nutritional breaks. Milk cards will be available for purchase at the office.

Water bottles filled with water are allowed in the classroom during class time but not near computers or other electronic equipment.

Chewing gum is not permitted.

A variety of food hot lunch days may be available for students to purchase food on a rotating basis. In all events, students are not permitted to take food outside. All garbage is to be disposed of or recycled in a responsible manner.

### **USE OF WASHROOMS**

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Students should use their breaks to go to the washrooms. Teachers will understand students who must be excused more often; however, it is important to keep our classrooms free of interruptions in order to make the best use of instructional time. Some classes require students to sign out when leaving the room to use the washrooms.

While in the washrooms, students are expected to respect the right of privacy of other students. There is no loitering, rough play, food, drink, photographing or visiting with friends allowed in the washrooms.

### **SCHOOL PLAYGROUND SAFETY TIPS**

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- Remove cords and drawstrings from children's hood, hats and jackets.
- Tuck in all clothing that can get caught on playground equipment.
- 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.

## **ARRIVAL AT AND DEPARTURE FROM SCHOOL**

### **BICYCLING AND/OR WALKING TO SCHOOL**

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Students walking to and from school are to use the sidewalk and cross the street at the marked crossing areas on the way to and from the school. Students who do bike to school are reminded that they are expected to obey the *Highway Traffic Act, R.S.O. 1990, c. H.8*, including wearing an appropriate helmet. All bicycles are to be locked to the bike rack. Once this has been done, students are then to leave the bike rack area. The school will not accept liability for the loss or theft of any bicycle.

### **PICKING STUDENTS UP**

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If your child is to be picked up early, please send a note to his or her teacher. This is particularly important when someone unknown to staff arrives to pick up your child.

Our teachers are responsible for your child's safety while they are at school. When a staff member does not recognize someone picking up a student, we all worry. If we are uncertain, we will ask for identification and call you before we will allow the student to leave. In all cases, parents and other visitors must report to the office before proceeding further into the school.

### **VISTING THE SCHOOL**

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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 and main office area. When dropping off/picking up students during the school day, please report to the main office and staff will page your child to meet you.

### **DROPPING OFF AND PICKING UP BY CAR**

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Our school is very busy in the morning and at the end of the day with cars and busses. Please be very careful when the busses are unloading students in the morning and after school. Keep a safe distance away from all students and from all busses. **Drivers are not to park in the designated bus area at the front of the school.**

## **BUSING**

### **PERMISSION**

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The *Education Act, R.S.O. 1990, c. E.2*, permits school boards to provide transportation but does not obligate them to do so. Permission to ride a school bus can be withdrawn at any time for just cause.

### **ASSUMPTION**

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Bus drivers will assume that all students who ride the bus in the morning will ride the bus at the end of the day, unless parents inform them or the school otherwise in writing.

### **OPERATORS**

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At this time, Langs Bus Lines Ltd, 519-383-1221, and Hull Bus Lines Ltd, 877-882-4875, provide school bus transportation services for our students.

### **ZONE TWO**

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London Road Public School is located in **Zone 2**.

### **COURTESY SEATING**

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Every year, parents request information related to courtesy seating. Details regarding courtesy seating can be found at [www.schoolbusinfo.com](http://www.schoolbusinfo.com). A summary of the

regulations follows. The principal, in consultation with the school bus operator, may authorize transportation for a student, subject to the following conditions:

- an available seat exists,
- the student in question will be picked up and/or dropped off at a stop that already exists,
- the student in question resides more than 1.6 kilometres from the school, and
- the pick-up and/or drop-off point will never vary

## **SHARED CUSTODY**

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Effective September 2011, Student Transportation has been authorized to provide transportation services to those families that may require transportation to two locations due to shared custodial arrangements within the school's eligible transportation boundary. The full procedure is available at [www.schoolbusinfo.com](http://www.schoolbusinfo.com) in the 'policy and procedures' section. For more information, call Student Transportation at 877-330-4287, extension 410.

## **CANCELLATION OF BUSING DUE TO WEATHER CONDITIONS**

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When in doubt whether school buses will be operating, these are your options:

- Listen to a local radio station after 6:00 a.m. that day
- Student Transportation Service's website- [www.schoolbusinfo.com](http://www.schoolbusinfo.com).
- In all cases, it is the decision of parents whether to send their children to school when weather conditions are such that safety is at risk.

### **School buses are not running for any reason except fog**

Students who normally ride the bus will not be provided with transportation to or from school. Should parents choose to drive their children to school, they must pick them up at the end of the day.

### **School buses are not running because of fog**

If buses are cancelled in the morning due to fog, they will be run in the afternoon. If parents drive their children to school in the morning, the bus will provide transportation home in the afternoon. Listen carefully to the announced message on the radio or visit [www.schoolbusinfo.com](http://www.schoolbusinfo.com).

### **Early dismissal due to weather**

Students will be sent home earlier than regular dismissal. When feasible, this will be announced on the radio. A telephone call will be made to your home, work or emergency number to notify that children are being dismissed early. Please see that someone is at home, especially for the younger students. Do not call the school unless it is definitely an emergency.

### **This school or all schools have been closed**

Nobody attends school. This would occur rarely.

## **SAFETY ON THE BUS**

It is a shared concern of the Lambton Kent District School Board, the staff at London Road Public School, Student Transportation Services, and our school bus operators and their drivers that our students travel in safety to and from school.

The greatest single preventable source of distraction to the driver is the collective behaviour of the students on his or her bus. The easiest way to ensure that the driver is able to conduct the bus in the safest possible manner, therefore, is to require each student to abide by the following expectations for conduct on the bus. These expectations have been provided by Student Transportation Services and have been reprinted unedited.

### **Students are expected to:**

- Be at their bus pickup point at least 5 minutes prior to bus arrival time. If buses are more than 20 minutes late beyond the scheduled stop time, information can be obtained by contacting the school or Student Transportation Services [at 877-330-4287].
- Choose the safest walking route to and from the bus stop and keep well clear of the travelled roadway while waiting for the bus.
- Be sure roads are clear and traffic is stopped before crossing the road.
- Take their place on the bus as directed by the driver; students must remain in their seats throughout the trip to and from school.
- Not abuse, damage or litter private property while waiting for the bus.
- Line up and board the bus in single file with no crowding or pushing.
- Be picked up and discharged only at their designated school bus stops; responsibility for a student boarding or leaving the school bus at other than his or her designated stop, rests with the parents.
- Hold their books, lunch boxes, backpacks and other bulky items on their lap and not place them in the aisle where they may trip someone. Bats, hockey sticks, snowshoes and other large objects will not be permitted on the bus except by mutual agreement between the principal and the bus operator - ice skates must have guards.
- Not open or close windows unless authorized by the driver.
- Keep arms and head inside the bus at all times.
- Not at any time create a disturbance by distracting the driver's attention, or by interfering with another student or his/her belongings.
- Not carry any dangerous or annoying objects on school buses.
- Not eat or drink on school buses.
- Not smoke on school buses.
- Not use profane language on school buses.
- Be financially responsible for any damage done to the school bus.
- Follow the instructions of the driver.
- Not bring animals or pets onto the school bus.
- Not talk to the driver while bus is in motion unless in an emergency.

## **THE DRIVER IS IN CHARGE**

It is imperative that everyone understand that the driver has complete charge of the bus, not only during daily runs, but also during field trips and other outings.



Drivers will report to the principal, in writing, any student who fails to behave in a safe and responsible manner. The principal will investigate the complaint. Parents will be notified if their child's inappropriate behaviour on the bus persists. If circumstances warrant, this will result in that child losing his or her bus privileges, sometimes for an extended period of time. The safe conduct of the bus is our prime consideration.

## **SURVEILLANCE CAMERAS**

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**BE ADVISED** that a video camera system may be used to monitor behaviour on our school buses [Authority: Information and Privacy Commissioner, Ontario].

**NO ONE WILL BE PERMITTED TO IMPERIL THE SAFE CONDUCT OF  
THE BUS AND THE SAFETY OF OUR STUDENTS**

## **CODE OF CONDUCT**

The provincial Code of Conduct sets clear provincial standards of behaviour. These standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system – parents, volunteers, teachers, and other staff members – whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate [P/PM 128].

The Lambton Kent District School Board has adopted the Ministry's Code as its own and has required each of its schools either to do the same or to create a unique one. [*Education Act*, R.S.O, 1990, c. E.2, ss. 302 - 303].

London Road Public School has elected to adopt the Board's Code as its own on the understanding that any amendment to the Board's Code will, *ipso facto*, be deemed to be an amendment to the school's Code. The Board's Code has been reprinted below unaltered.

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### **LAMBTON KENT DISTRICT SCHOOL BOARD: CODE OF CONDUCT**

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#### **1.0 Introduction**

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.

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted.

All students, parents, teachers, and staff members have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate, and to be accountable for actions that put the safety of others or oneself at risk.

## **2.0 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 involving but not limited to those who are in possession of, or under the influence of alcohol or restricted drugs.

- Responsible citizenship involves appropriate participation in the life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

## **3.0 Standards of Behaviour**

The Standards of Behaviour 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 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.

## **4.0 Roles and 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 of the 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 his or her 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.

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

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

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## **REGULATION 298; OTHER POLICIES RESPECTING CONDUCT**

### **REGULATION 298**

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This regulation lists, at section 23, the general duties of pupils. It reads as follows:

23. (1) A pupil shall,
- (a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
  - (b) exercise self-discipline;
  - (c) accept such discipline as would be exercised by a kind, firm and judicious parent;
  - (d) attend classes punctually and regularly;
  - (e) be courteous to fellow pupils and obedient and courteous to teachers;
  - (f) be clean in person and habits;
  - (g) take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and
  - (h) show respect for school property. R.R.O. 1990, Reg. 298, s. 23 (1).

### **OTHER POLICIES RESPECTING CONDUCT**

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*Where any of the following policies conflict with the Code of Conduct, the latter shall prevail in all instances.*

#### **[1] Bullying**

It is our policy to follow the Bullying Definition as outlined in the Board's Regulation [R-AD-110-13] which can be found on the Board's website. Bullying is inappropriate in a school setting and will not be tolerated.

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

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

**Bullying behaviour** may occur through the use of physical, verbal, electronic, written, or other means. Bullying by electronic means (cyber-bullying) includes but may not be limited to:

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

## **[2] Harassment**

As defined by the Board, and as quoted below, harassment is inappropriate in a school setting and will not be tolerated.

“In accordance with the Ontario Human Rights Code, harassment is defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment includes other unwelcome behaviour that denies individual dignity and respect and involves torment through verbal, written or other methods that cause annoyance or worry.” [Reg. N° R-AD-112-08]

## **[3] Appropriate use of Technology**

It is the policy of the Board that most of the computer equipment in the school is for the use of students; however, it may only be used under the supervision of a teacher or other staff member. Only software that has been provided by the Board or the Ministry is permitted on our computer systems. Internet access is supervised by teachers and other educators. Teachers will make students aware of the Board’s policy with respect to acceptable use of technology. Students who misuse the equipment in any way will have their access restricted.

As outlined in the Board Policy [R-PR-200.1-12] the 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 everyone in maintaining a secure environment. These Regulations apply to all students of the Lambton Kent District School Board.

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 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 his/her 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 key pals 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.

It is the policy of the Board that all data and other files that are stored on computers that are owned by the Board are the property of the Board. Furthermore, there is absolutely no expectation of privacy with respect to such data and/or other files. As the Board continues to move towards a less restrictive use of electronic technology, it is permissible, with the consent of the principal, for students to bring personal electronic devices to school and to connect to the Internet wirelessly. There is, however, no requirement that they do so. Furthermore, there is no expectation that their parents/guardians grant them such permission. As ways are found to integrate their use into the instructional process, teachers may use them in close collaboration with the principal. Nonetheless, until such time as the Board has fully addressed issues of privacy, electronic devices that can function as video- and/or audio-recording and/or transmitting devices may be brought to school only with the permission of the principal.

#### **[4] Bringing or having unacceptable items**

It is a policy of the school that students not bring dangerous and/or illegal materials to school. This includes, but is not limited to, fireworks; illegal drugs; tobacco (including vapes); alcohol or alcoholic beverages; weapons, including knives of any sort, and realistic replicas of weapons; matches; lighters; lasers, including laser pens; and any other items deemed unacceptable either by the principal or the Board.

#### **[5] Dress code**

It is a policy of the school that, while at school, students are expected to be dressed in a tasteful and age-appropriate manner. The school is a place of learning and must be treated as such. Students who, in the opinion of the principal, are inappropriately dressed will be required to correct the problem before returning to class. In some instances, it will suffice to remove the inappropriate clothing and either to replace it with inoffensive clothing or to cover it with inoffensive clothing. In other cases, it will be necessary for students to ask their parents to bring inoffensive clothing.

Inappropriate dress includes, but is not limited to, the following examples:

- any form of gang attire
- bandanas, hats or hoods worn in the school
- clothing which does not completely cover one’s back, midriff, and/or backside
- exposed undergarments
- bathing suits or other beach attire
- clothing that is made of a distinctly sheer material
- clothing or jewellery with inappropriate messages, captions and/or symbols
- clothing that is inappropriately revealing

Whereas it may be considered fashionable to wear clothing that is inappropriately revealing, for example, “short shorts”, doing so is not acceptable in a school. For this reason, students who are so dressed will be required to correct the problem before returning to class. In some cases, a teacher may choose to ask a staff member who is of the same gender as the student in question for his/her assistance in discussing this with the student in order to minimise any discomfort that may arise from such a discussion. The best way to prevent this from occurring is for students to dress appropriately.

Jackets and coats may not be worn in class. Headwear may not be worn in school except for religious or military reasons unless the principal has authorised a ‘hat day’.

Students are required to keep a pair of gym shoes that have non-marking soles at school for the exclusive purpose of wearing them inside the gymnasium. The wearing of flip-flops, crocs, footwear with an excessive heel, and/or footwear that does not entirely enclose the foot, is unacceptable for reasons of safety.

During gym class or when playing sports, students must not wear any neckwear or earrings. Whistle straps that are designed to be broken away when resistance is applied are, however, permitted. This is a safety issue. The school’s sports uniform, when properly worn, is deemed to be in conformity with this dress code.

When students are taking part in a game or a tournament that is under the authority of a sports league that is recognized by the Board, the rules and regulations of that league with respect to appropriate dress will take precedence for the purposes of that sport.

The principal’s decision regarding the interpretation of the dress code will be final.

**[6] TOBACCO, ALCOHOL AND DRUGS (including cannabis)**

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

**CONSEQUENCES OF IMPROPER CONDUCT**

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It is our hope that students will always demonstrate self-control and respect. There are, however, occasions when staff must intervene when school rules are broken. Routine disciplinary matters, both in the classroom and on the yard, will be dealt with by the staff member present and on duty at the time. When a student fails to respond favourably, he or she will be referred to the principal. It is important to note that a teacher, early childhood educator or educational assistant will, except in very serious circumstances, make at least one attempt to bring about a positive solution to a problem.



Progressive discipline, now a policy of the Ministry, requires much more than simple punishment in response to improper conduct. “Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours described above. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools should utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices [P/PM 145; Reg. N° A-AD-110-10].”

Disciplinary actions will vary according to the individual situation. Generally speaking, older students, being more experienced and mature, are expected to be more capable of controlling their behaviour. They should expect to receive less latitude for misdeeds.

The following, although not exhaustive, provide examples of incremental consequences:

- reviewing of expectations
- oral reminders
- reteaching of the required behaviour
- redirection
- “do-over”
- counselling
- verbal correction and/or reprimand
- timeout
- recess detention
- written work assignment that addresses the behaviour and that has a learning component
- parental contact
- volunteer services to the school community
- conflict mediation and resolution
- peer mentoring
- restitution, including arranging through parents that a loss be made good, or damage be repaired
- referral to counselling
- loss of school-based privileges, including removal from a sports team, denial of permission to take part in an activity off school property, and the like
- temporary loss of the privilege to ride a school bus
- suspension from school
- permanent loss of the privilege to ride a school bus
- placement in an alternate learning environment
- expulsion
- consultation with and/or involvement of the police or other law enforcement authorities

It is always preferable to use the least amount of correction necessary; however, certain forms of misbehaviour are so egregious that they warrant decidedly more severe consequences. When a teacher begins to experience increasing difficulty with a student, he or she will contact the parents either by telephone or in writing. The nature of the difficulties will be logged so that it can be discussed at an interview that may need to take place at a time other than the traditional report card interview times.

Some students may need to have their conduct communicated more frequently to their parents. In this case, it may be appropriate and helpful for the teacher to inform the parents, through a log on a weekly or a daily basis, the misconduct being demonstrated.

It is important to remember that our school bus operators may request that the principal remove a child from their school buses for a period of time. Although rare, it is possible for a student to receive a lifetime loss of bus privileges. Additionally, the *Education Act* and various regulations and policies of the Minister, dictate that certain offences are dealt with in a prescribed manner.

## **SEARCH AND SEIZURE**

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BE ADVISED that all students' desks are the property of the Board and that that the principal may search them at any time. The principal may also direct students to display the contents of their clothing and their backpacks/duffle bags without a warrant [R. v. M. (M.R.), [1998] 3 S.C.R. 393].

### **Routine Use 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.

Secondary schools will send information of potential graduates (contact information, marks and transcripts) to Ontario Colleges and Universities to support the student's post-secondary applications.

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.

#### **Appendix A**

In elementary schools birthday congratulations may be announced over the PA system/or in the classrooms. At London Road, video announcements are used.

Elementary schools may share class lists with student first names and last initial only to other parents for 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, well-being 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.

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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.

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[These page has been supplied by the Lambton Kent District School Board]

## How Kids Help Phone can help

Feelings of frustration, sadness, worry, and uncertainty are an inevitable part of growing up.

Healthy coping includes asking for help.

### Phone Counselling

- Counselling
- Information
- Referral

**1-800-668-6868**

### Online

- Ask Us Online
- Your Space
- Info Booth
- Get Involved

**kidshelpphone.ca**



**1 800 668 6868**  
**KidsHelpPhone.ca**

**Kids Help Phone**