

# 2017-2018 Student and Parent Handbook - Glen Dhu Public School

<http://www.ddsb.ca/school/glendhu>

***This agenda belongs to:***

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**2017-2018 Student and Parent Handbook - Glen Dhu Public School**

<http://www.ddsb.ca/school/glendhu>

**MISSION STATEMENT**

*Every student attending Glen Dhu Public School will be fully engaged in building skills and understanding in academics, problem solving, creative thinking and citizenship. The Glen Dhu staff, students and community continuously work together to foster an environment that is safe, supportive, inclusive and stimulating. This environment challenges both staff and students by providing learning opportunities within the board, school, home and community.*

**SCHOOL MOTTO      “THE KEY IS WE”**

**INTRODUCTION**

When staff, students and families work together, a positive and productive learning environment is established at Glen Dhu P. S. where goals are set and achieved. The Code of Conduct establishes the level of behaviour expected for all. Our goal is to provide the best possible school environment where success and achievement are reached through cooperation, courtesy and respect.

**YOUR INPUT IS WELCOMED**

At Glen Dhu we invite parents / guardians to share concerns or ask questions regarding their child's school program. Please make an appointment so that we can provide you with the necessary time to discuss your questions. Always begin any visits to the school at the office.

## **SCHOOL HOURS**

8:40	Yard supervision begins
8:55	Entry bell
9:00	Classes begin
11:00-11:10	Recess
11:40	Lunch Dismissal
11:40 - 12:00	Students who stay for lunch eat in designated lunch rooms
12:00 - 12:40	Playground time
12:40	Entry bell
12:45	Classes resume
2:15-2:25	Recess
3:25	Dismissal
3:25- 4:00	Time available for extra help and other after school sessions

Students who have not completed their required assignments may be kept after school. Parents must be notified and consulted regarding the times this will take place.

It is important to note that all exterior doors will be locked during the instructional portion of the day.

## **SAFE ARRIVAL PROGRAM AND ATTENDANCE**

Your child's attendance and punctuality at school every day is an important part of their achievement. Immediately following entry in the morning and after lunch, each teacher will enter their attendance on-line. Parents of absent children who have not already contacted the school will be called by the secretary. Absences can be reported well in advance.

If your child will be away or late, please do not call the school directly to report your child's absence but call the school connects line (1-844-350-2646). The School Connects Safe Arrival system allows parents to conveniently notify the school about an absence or late. Parents may make use of phone, Internet or the mobile app (SafeArrival) to relay this information. The absence must be

reported before bell time (8:55 a.m.), otherwise the system will generate a call to the home and parent cell numbers until confirmation of an absence is received. Parents wanting to avoid these calls should make sure to report the absence or late prior to 8:55a.m.

Parents may notify the school in one of three ways:

Online: [attendance.ddsb.ca](http://attendance.ddsb.ca)

By phone: 1-844-350-2646

Mobile app: SafeArrival

For more information on the DDSB Safe Arrival system, please view the DDSB Safe Arrival FAQ.

### **LUNCH HOUR**

The following are the school's expectations for those students who stay for lunch:

- lunches will be eaten during a twenty minute time period (11:40-12:00)
- weather permitting, students will then proceed outside for a forty minute recess
- on inclement weather days students will remain in their rooms
- students are to sit at their own desks while eating
- students will follow prescribed expectations regarding safe and polite behaviour
- the lunch area will be left clean and litter free before the students will be dismissed
- parents who've indicated their children are staying for lunch regularly must provide a note each time they grant permission for the student to leave school property
- uneaten food and litter should be returned home for environmentally friendly disposal
- students may not use technology (personal or school devices) unless there is direct teacher supervision
- students may not be in the gym without direct teacher supervision
- **students who persistently do not meet our expectations may lose the privilege of staying for lunch**

### **BOOMERANG LUNCH/SNACK PROGRAM**

As an Eco-School we practice the three R's: Reduce, Reuse and Recycle. We have established a Boomerang Lunch/Snack program to reinforce these practices. Please make use of re-usable containers for food and drink items sent to school. Any garbage and composting materials will be boomeranged home for you to dispose. Parents have found it useful to send a plastic bag to hold these waste materials.

### **PEANUT ALERT/AWARE and ALLERGIES**

Students in many of our classes have life threatening peanut/nut oil allergies. We endeavor to provide these students with the safest environment possible. We ask that all persons do not bring food items containing peanut/nut oil products to school. We also ask that WOW Butter and other nut substitutes not be sent to school to avoid confusion with nut products.

NOTE: Some classes may have other allergies requiring special consideration. Teachers will let their classes know if there are safety procedures that are required to keep students safe.

### **HEALTHY SCHOOL, HEALTHY YARD**

All students will be given the opportunity to enjoy a snack during class time before or after recess during the morning and afternoon. Teachers will review the snack routines with their classes. We have found students are more likely to take time to eat their snacks during this time. We encourage all students to have healthy snacks. It is easier for teachers to keep watch for snacks containing nut products which represent a significant health risk for many of our students. We do not permit students to take food or drink into the school yard. This reduces yard litter and the presence of gulls, insects and rodents, thus maintaining a healthier, safer, cleaner school yard.

### **CAN STAFF ADMINISTER MEDICATION?**

From time to time a parent request is made for staff to administer medication to a student. Board Policy #5140 states that staff members cannot administer medication to a child unless a “*Request for Administration*” form is completed and signed by the parent/guardian and the family physician. Forms are available in the office. All students who have epipens or require other medication must have this form filled out yearly.

### **HEAD LICE**

Head lice (aka pediculosis) are a nuisance to all parents. Please do a random check of your child’s head weekly, particularly in the fall and early spring. If you detect head lice, contact the school immediately. Board Policy #5120 requires that a notice be sent home with each child in the classroom. For further information, go to the Durham Public Health Department website, <http://www.durham.ca>.

### **EMERGENCY RESPONSE DRILLS**

Teachers will make sure that all students are familiar with fire procedures. Fire drills will be conducted a minimum of 6 times throughout the year. Lock Down and Hold and Secure procedure drills will be conducted a minimum of twice each year.

### **AT-RISK POLICY**

Under the authority of the Principal, classroom teachers are responsible for delivering the curriculum as it is set out by the Ministry of Education and the Durham District School Board. An essential component of the curriculum is assessment and evaluation of student progress. Students are required to meet the academic expectations that are set before them. Should a student not achieve the expectations, parents, teachers and the Principal will discuss appropriate interventions.

## **LOCKERS**

Intermediate students are assigned lockers for their use while here at school. The locker continues to be the property of the Durham District School Board, for the school year, and not the property of the student. Lockers are to be used to store school related materials and authorised personal items such as outer garments, footwear, grooming aids and a lunch. Students are solely responsible for the contents of their lockers.

Administration have the authority, with reasonable suspicion, to search property and lockers. The right to search is established to assist Principals and Vice-Principals in providing for the safety and welfare of all students and staff by the authority of the Education Act.

Principals have the right to seize contraband material. The contraband material will be removed from the locker and held by an Administrator for evidence in disciplinary proceedings and may be turned over to law enforcement officials. The parent/guardian of a minor student shall be notified by the school Administration of the items removed from the locker.

## **LOST AND FOUND**

The school has a lost and found box located on the main floor. Articles will be put on display periodically throughout the year for classes to view and retrieve their lost items. Parents are urged to put their child's name on the inside of all articles. Items not claimed at the end of each term are donated to charitable organizations.

## **BICYCLES AND SCOOTERS**

Bicycles and scooters must be walked on school property. The law requires all students to wear helmets when riding a bicycle. All bikes and scooters should be locked in the racks. A quality lock is strongly recommended. Students are not permitted in the bicycle rack areas during the day. The school will not be responsible for damaged, lost or stolen items.

### **DROP OFF AND PICK UP**

When walking your child to and from school, please drop off and pick up your child(ren) in the designated areas outside the school. **It is important that students enter and exit at their assigned entry door and not through the front door unless their designated door is locked.** We ask that you meet your children outside, and not in the school to prevent congestion in the hallways.

### **SCHOOL DROP OFF**

Putting a child's life at risk is too high a cost to pay for saving a few seconds or steps.

Please use entry and exits as marked and do not drive through bus lanes. It is important that drivers obey all traffic directions, including correct entrance and exit markings.

Staff are there to assist from 8:40 - 8:55 in the mornings and at dismissal time at the end of the day. Drivers and students must follow the direction of supervising staff.

### **CROSSING GUARD**

All students are expected to obey the rules of the crossing guard. It is important to stand back from the curb. Students should only cross the road after the whistle has sounded twice and the crossing guard has signaled you to cross. Town of Whitby crossing guards are located at the following locations: Bassett and Fallingbrook, Garden and Bassett, Fallingbrook at the front of the school, and Anderson at the end of the footpath behind the school.

### **PARKING AROUND THE SCHOOL**

Students should not be in the school parking lot unless they are exiting or entering a vehicle. Drivers are advised to closely supervise students in this area. Drivers are also asked to avoid dropping off and picking up students at the Fifewood Crescent entrance to the schoolyard. Our neighbours in this area have had difficulties with blocked driveways, accessing the community mailbox and double parked vehicles blocking the street. Please also be aware of the no parking and no stopping areas on Fallingbrook Street. These are marked in order to keep students safe. Following the traffic flow rules and routines is a great opportunity for adults to



model the character traits of respect for others and courtesy that we all want to develop in our students.

### **DOGS**

Dogs are not allowed on school property on school days from 8:00 a.m. to 4:00 p.m. They are not allowed inside the kindergarten fences at any time.

### **OUTDOOR RECESS**

It is the expectation that all students participate in outdoor recess. Outdoor recesses provide students with fresh air and a chance to burn off energy. We will have indoor recesses on rainy days and in winter when frost bite becomes a factor. We follow the Environment Canada Wind Chill Guide (<http://www.msc.ec.gc.ca/education/windchill/Minutes>). Consideration for indoor recess is warranted, according to the Guide, when temperature readings, available constantly on our school computers, drop below a wind chill of -25C.

### **EMERGENCY SCHOOL CLOSING/BUS CANCELLATION**

Infrequently, schools are faced with emergency situations (i.e., inclement weather, fire, flood, breakdown of heating system, failure of essential utility, nuclear incident). The school may need to be closed. The main sources of communication for the Durham District School Board will be:

CKDO-AM 1350 OSHAWA CKGE-FM 94.9 OSHAWA  
CJKX-FM 95.9 AJAX CFRB-AM1010 TORONTO  
CBL 740 TORONTO CHFI –FM 98.1 TORONTO  
CHUM-GM 104.5 TORONTO MIX 99.9 TORONTO  
CFTR 680 TORONTO

During inclement weather, the Durham District School Board may attempt to keep schools open but this does not mean that students must be sent to school. It is the parents' responsibility to decide if conditions are safe for their children to walk to and from school.

Once the school day has begun, students will normally remain until the day is over. Should it become necessary to close the school early, the Board will make the decision before 11:00 a.m. Parents may pick up their children at any time during the day. If necessary to dismiss children early from the school, each student will be dismissed according to your directions on the registration form. The school will seek volunteers to assist with phones in case of emergency. It is extremely important that all students have up-to-date contact information including emergency contacts.

### **FAIR NOTICE AND PROCESS: Violent Threat Assessment**

The Durham District School Board and Community Partners are committed to making our schools safe for students and staff. As a result the Board will respond appropriately to all student behaviours that pose a potential risk to other students, staff and members of the community. It is hoped that support for early identification and intervention measures by Durham District School Board and Community Partners will prevent school violence.

There are many initiatives in place to support our schools as safe places for students to learn. One important initiative is the Community Threat Assessment and Intervention Protocol and the training of Board administrators and associated staff in Threat Assessment and Intervention. School teams work to assess potentially high risk student behaviour and evaluate the level of threat to others and the student exhibiting the behaviour.

The timely sharing of information about students at risk for violence towards self and/or others ensures that supportive plans are put in place to enhance safety. In addition, the effective implementation of The Community Threat Assessment & Intervention Protocol will support collaborative planning to prevent traumatic events.

For more information, please see the Durham District School Board Website.

## **CODE OF CONDUCT AT GLEN DHU P. S.**

### **ANTI-RACISM & ANTI-HOMOPHOBIC POLICY**

At Glen Dhu School, we promote racial harmony and mutual respect within the school community. We acknowledge the racial, religious, cultural and individual differences in our school. We provide an educational atmosphere in which all students see themselves and their families as respected and valued members of the school community.

### **HARASSMENT AND BULLYING**

All school members must refrain from any form of physical, verbal, social or electronic harassment. There are no innocent bystanders in these situations. When you are aware of a situation where someone is being bullied it is critical that you report it or you then become part of the problem. If you cannot resolve a conflict peacefully then seek assistance from staff. Confidentiality will be kept if requested when reporting.

### **A SAFE SCHOOL ENVIRONMENT**

At Glen Dhu P.S., we believe that the school environment must be safe so that learning can take place. To that end, it is an expectation that students, staff, care givers and community members act so as to respect the inherent dignity, equality, fundamental rights and freedoms of every child. All members of the school will interact in a respectful and peaceful manner to ensure an environment that is free from threats of personal harm.

At Glen Dhu P.S., the elements of our safe school environment include the following:

- > a **“hands off”** policy;
- > positive behaviour that is acknowledged, rewarded and modeled by all;
- > fostering achievement and wellness;
- > opportunities for participation in a wide range of extra-curricular activities by all members of the school community;
- > physical, verbal (oral or written), sexual or psychological abuse, bullying, or discrimination on the basis of race,

culture, religion, gender, language, disability, sexual orientation or other attributes such as family income or personal appearance is deemed unacceptable behaviour on the part of any member of the school community as per the Board's Harassment Prevention Policy # 4245

- > the use of fair and consistent discipline strategies (Progressive Discipline) that focus on teaching and learning appropriate behaviour while maintaining individual self-respect;
- > a sense of responsibility, empowerment and ownership that is promoted by all members of the school community;
- > the promotion of parental involvement and community participation;
- > the absence of weapons and drugs;
- > curricular opportunities to deal with safety

**THESE DANGEROUS ITEMS ARE NOT ALLOWED AT SCHOOL:**

- > motorized scooters, roller shoes
- > lacrosse and all hockey sticks except for use in PE classes, teams or intramurals
- > hard rubber balls, baseballs
- > laser pointers, lighters & matches
- > glass bottles and containers, aerosol sprays, and strong fragrances
- > all knives and weapons of any kind, including toys and replicas
- > tobacco products including e-cigarettes

**Policy and Regulations 5145**

The Durham District School Board does not tolerate the use or abuse of alcohol, illegal drugs and/or intoxicants within its jurisdiction and will respond accordingly as per Board Policy and Regulation.

**BUS BEHAVIOUR**

Bus riding is a privilege, not a right. Safety is paramount on a school bus and it is where expectations for proper conduct are highest. Bus drivers must be able to give their full attention to driving safely. Students are expected to enter and exit the bus in an orderly manner. They are to sit quietly in their seats and refrain

from eating or drinking on the bus. They must listen to and follow directions given by the driver. Consequences for students who engage in unsafe or disruptive behaviour may include counseling or suspension of bus privileges for a period of time.

### **PERSONAL ELECTRONIC DEVICES**

Personal electronic devices that are used inappropriately inside of schools during the normal school day are disruptive to the teaching and learning environment. The privacy and personal dignity of others could be violated by the inappropriate use of personal electronic devices to text message, social network, and/or share digital media. In addition, communication through personal electronic devices during class time interferes with teaching and learning. An exception to this occurs when the teacher has approved the use of specific technology for purposeful instruction. If a student uses personal technology without teacher permission, the following progressive discipline measures will be implemented: first offence – device taken from the student and returned at the end of the day with a verbal warning; second offence – device will be taken from the student, a call made to parents and device returned at the end of the day; third offence – device taken from the student and returned when parent and student attend a meeting with administration.

Following the Board Protocol: “The taking of photos, filming or recording, or the broadcasting of live audio and/or video, while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.”

Note: Video, photos and other electronic material that has a nexus to the school, and is detrimental to the moral conduct of the school, is also prohibited.

### **COMPUTING & INFORMATION TECHNOLOGY**

We are pleased to provide students with access to a variety of computing and information technology facilities and resources. These facilities and resources are provided for educational purposes, not for public access. They will help students to achieve their learning outcomes, research requirements, and they will assist with career preparation, as per Durham District School Board Policy #3101:

### Acceptable and Safe Use

#### Students must:

- > use the computing and technology facilities as instructed by their teachers
- > use the Internet only when a teacher is present or have special permission to do so
- > use computing & technology facilities for recreational purposes only with teacher's permission
- > never use the computing and technology facilities for illegal or money-making purposes
- > never copy another person's work unless it is acknowledged in a reference note
- > never download and sell materials which are owned by someone else
- > follow the school rules when using and downloading any files and software
- > keep their password secret
- > never record or photograph anyone's image or voice without their permission and staff approval
- > never give out personal information about themselves or others on the Internet without their teacher's instruction (this includes address, telephone number, picture, baby-sitter, route taken to school, or parents' hours of work)
- > only use their first name if they are working with a project where they talk to other people
- > inform their teacher immediately if they find materials and sites they should not see
- > inform their teacher immediately if they are ever uncomfortable or frightened on the Internet
- > be polite and only use language that is acceptable at school
- > send messages that contain words or information suitable for a home and school environment
- > not use the computing and technology facilities in any way that would harm the system or another person's work
- > not go into another person's private mail or files

#### Reliability

Teachers and technicians try to ensure that the computer and technology facilities work. However, there may be times when computing and technology facilities are unavailable. It is important

to remember that information found on the Internet may be false. Students must learn to evaluate the information.

### **Cheating and Plagiarism**

The Durham District School Board defines cheating as any attempt to give or obtain unauthorized assistance in a formal or informal academic exercise (the use of unauthorized materials during a quiz, test, examination etc., including using notes, copying from other students, use of information from print, electronic devices or other sources). Plagiarism is a form of cheating involving the use of the thoughts or ideas of another individual by a student, without crediting the sources. The use of part or all of any other person's book, essay, magazine article, chart, drawing, diagram or any other piece of work in an assignment, without proper acknowledgement, is considered plagiarism. Cheating and plagiarism will result in consequences being administered in accordance with Procedure #5122 *Cheating and Plagiarism, Prevention and Intervention* and regulation #5500 *Durham District School Board Code of Conduct and Safe School Regulation*.

### **Learning Commons Page and Passwords**

The Learning Commons Page is an excellent resource for students in K-8. It can be used for on-line reading, research using a variety of databases and encyclopedias, and provides home access for other programs regularly used in students' classes. In order to access many of these fantastic resources from home, passwords are needed. They are as follows:

Username: durham

Password: research12

### **APPROPRIATE DRESS CODE (Regulation #5550)**

#### **Statement of Principle**

A Dress Code for students, supported by parents/guardians, staff and students, promotes a safe and respectful environment for teaching and learning. Therefore, each school shall establish a Dress Code. The Dress Code shall respect the ethnocultural diversity of the community and comply with the Human Rights Code

and the Charter of Rights and Freedoms. Once established, all students shall comply with the School Dress Code.

#### Dress Code

The Dress Code, established and reviewed locally at the school by the School Community Council, staff and students, is the standard of dress for all students. Durham District School Board Policy states schools must have one of the following dress code standards in place: 1) Appropriate Dress, 2) Uniform Dress or 3) School Uniform. We currently have an Appropriate Dress Code policy in place at Glen Dhu.

#### Appropriate Dress Code at Glen Dhu P. S.

Our Appropriate Dress Code defines standards of dress that meet the school community's expectations of modesty, decency, and promote a safe and respectful learning environment.

Students and staff are to wear:

- > neat, modest and appropriate indoor attire
- > tops that cover the midriff and lower back area when arms are raised above the head and cover the shoulders with "two fingers" width of material (no halter tops, spaghetti straps or plunging necklines, adolescent students and adults in particular)
- > shorts that are of sufficient length to cover the upper leg areas
- > clothing which completely covers all undergarments
- > for physical education and DPA classes, soft-soled, non-marking running shoes, shorts, T-shirts or track suits
- > clothing displaying messages which promote healthy lifestyles (ie. no messages that are sexually suggestive, refer to alcohol, drugs or use disrespectful language)
- > hats in school only at entry and dismissal times
- > footwear with sufficient tread that is safe and suitable for the various floor and outdoor surfaces at the school. (High heeled shoes and flip-flop sandals have been listed as unsafe by Durham DSB.)

Please be aware that clothing may be deemed inappropriate for school at the Principal's discretion.