



Welcome from the Principal & Vice Principal

Dear Parents/Guardians,

Welcome to all our new and returning families. We hope you all had a safe, healthy and enjoyable summer. Our caring, professional and dedicated school team has been working hard to prepare to welcome your children back to school.

We recognize that the pandemic and shifts to remote learning over the past few years have affected students and families in different ways. As a school community, we are committed to supporting the learning, achievement and well-being of your child throughout the upcoming school year. We also continue to prioritize health and safety and follow guidelines and direction from the Government of Ontario and York Region Public Health.

This **start-up package** includes important information about our school, and I encourage you to review it.

Families will also receive the [Guide to the 2022-2023 School Year](#) which includes important Board information.

Each year we ask families to complete some **important forms** to indicate they have reviewed and understand school and Board policies, and to indicate permissions. We are pleased to let you know that families will be able to complete this information online this year. You will receive an email in the coming weeks. Please take the time to review and complete the forms. If you prefer to receive and complete a paper copy, please let us know. These forms can also be found when available at www.yrdsb.ca/family-resources.

We have a dedicated staff with a strong commitment to student well-being and achievement, and to promoting positive, inclusive and supportive relationships with students, families, staff and community members. We are committed to supporting our students' transition back to school and to providing a learning environment where everyone feels safe, valued, welcome and respected.

We value the relationship we have with families, and look forward to speaking and working with you in the months ahead. Please do not hesitate to contact the school if you have any questions. We welcome the opportunity to connect with you.

There are many ways to stay connected with what's happening in our school. Visit our school website and look for bi-weekly school ebulletins for up-to-date information about events. You can also find updated information about the Board at www.yrdsb.ca and Twitter @YRDSB.

We wish you all a happy, safe and successful school year.

Sincerely,

John Bearcroft
Principal, Barbara Reid PS

Mike Kanis
Vice Principal, Barbara Reid PS

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Information Package and Form Checklist

This package includes important information about the school. Please carefully review this information. You will also receive an email with forms that you need to complete for each child. If you prefer to receive a paper copy or have not received the forms, please contact our school office.

Return complete the forms by Friday September 16, 2022

Required Forms

These forms must be completed.

- ☐ School Start-Up Permissions Form
- ☐ Student Personal Information Consent Form

Additional Forms

These programs or opportunities are optional. These forms must be completed **only** if you or your child wish to participate.

- ☐ Request for Faith Accommodations Form
- ☐ School Council Nomination Form

Our Touchstone

(compiled and created by the students, families and staff of BRPS when we opened in 2017-2018)

We rush to do the right, not the wrong
Making good choices to benefit our friends, our school, and our world is important
We believe in equity and inclusivity; accepting people for who they are
Looking out for others we cherish their uniqueness
Words matter: we speak up to prevent bullying
We try to treat each other with kindness, respect, and the way we want to be treated ourselves
We respect and listen to others' ideas. Collaboration helps us succeed
We are resilient, thoughtful and fair. A growth mindset is the road to achieving our goals
Our integrity makes us honest; our selflessness makes us helpful
Working hard to repair the planet, we care about the earth and the environment
We are role models to our peers, building a great reputation in our community
Anything is possible when we try
No one is flawless but we make it work
Feel the **RUSH**
Respect Unity Strength Heart

School Day Organization

Period	Times		Office hours: 8:30 – 4:30
Before school supervision	8:55-9:10.	Period 6	12:20 – 1:00
Period 1	9:10-9:30	Lunch	1:00 – 2:00
Period 2	9:30-10:10	Period 7	2:00 – 2:40
Period 3	10:10-10:50	Period 8	2:40 – 3:20
Recess	10:50-11:20	Period 9	3:20 – 3:40
Period 4	11:20-11:50	Kindergarten Dismissal	3:30
Period 5	11:50-12:20	Dismissal	3:40

Additional Information

You can find information on topics covered in this package and more in the **Guide to the School Year**. A copy is provided to families and is also available on the York Region District School Board website at www.yrdsb.ca.

Agenda/Handbook

We encourage all students to use an agenda/handbook (electronic or paper) on a daily basis. An agenda:

- may include important information about the school.
- is a tool for students to record homework, important dates and notes.
- is a useful way for teachers and parents to communicate

Hard copy agendas can be purchased through school cash online for \$6.25. Log in to your account here: <https://yrdsb.schoolcashonline.com>. Please contact the office at 905-591-3800 if you do not have an account.

Accident Insurance

Student accident insurance provides coverage for injuries due to accidents not covered by government or private health plans (e.g. the cost of expensive dental work as a result of an accident). It is strongly recommended that parents/guardians of students purchase this insurance.

If your child is involved in an accident, whether at school or during non-school hours, insuremykids® protects your family from the resulting expenses, which are not normally covered under your government health and group insurance plans. For more information, visit insuremykids.com or call 1-800-463-5437.

Allergies/Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts and other allergens. If they smell, touch or accidentally ingest these foods, they may have an anaphylactic (life threatening) reaction.

To help create an allergen-safe environment, please refrain from bringing nuts or nut products to school. Peanut butter and Nutella substitutes are also not permitted. For more information on helping to create an allergen-safe environment, please see the section on *Allergies* in the *Guide to the School Year*.

Outside food for your child's class to celebrate special occasions is not permitted. We ask for your cooperation and understanding in providing the safest possible environment for our students and staff.

If your child has a serious or life-threatening allergy or medical condition, let the school know immediately and speak to the school office about completing the appropriate Health Care Plans. Students who have Epi-pens are expected to wear them in a pouch on their person at all times.

Announcements

Important information is shared with students during the daily announcements. Students should listen attentively and respectfully during the announcements. We sing or sign our national anthem, “O Canada” every day and share our Land Acknowledgement weekly. We have a Gr. 8 “Announcements Team” who lead this endeavor with their teacher(s) and administrators.

Arrivals and Departures

We encourage all families to use active travel, including walking or rolling (cycling, scootering, skateboarding) to and from school. Parents/guardians who choose to **drive their children to school** are asked to consider parking a block or two away from the school and walking the rest of the way

Choosing active travel even once or twice a week can improve physical and mental health and helps students start the day alert and ready to learn. It also helps to protect the environment and reduce traffic, making school zones safer for everyone.

Students who use bicycles, rollerblades, skateboards or scooters to travel to school:

- Must wear a helmet.
- Must walk while on school property.
- Should lock bicycles on the bike rack.
- Must store rollerblades, skateboards or scooters in their locker or backpack or in another school designated area.

The school is not responsible for any lost or damaged personal items.

Students who arrive late must go to the office for an admit slip. An office member will sign off on the admit slip before the student goes to class.

Attendance

Student safety is of paramount importance and is related to every Board priority. When students arrive safely at school, can participate in the learning, and then return home safely to their families, the Board’s mission is in action.

Student attendance is taken twice a day: in the morning after 9:10 am and in the afternoon following lunch recess at 2 pm. It is important that parents/guardians notify the school office in the event your child will be late or absent. This can be done in one of two ways:

1. Log into your [Edsby](#) account and record your student's absence
2. Call the school office at 905-591-3800 before 9:10 am if your child will be absent or late that day

If your child is marked absent by his or her teacher and the school office has not heard from his or her parent/guardian, we will follow the Board's *Safe Arrival Procedures* as outlined below:

1. Contact the parents in order of priority via a phone call using our automated calling system
2. If the automated calling system cannot reach parents, the office staff will attempt to contact the parents by placing a phone call or by sending an email to the address on file.
3. If this is unsuccessful, the child's emergency contact will be notified
4. If all contact and emergency numbers have been tried and a student is still deemed to be absent without explanation, the school office will contact York Regional Police immediately

Canada's Anti-Spam Legislation (CASL)

Canada's Anti-Spam Legislation (CASL) impacts how schools, staff and school councils communicate electronically to parents. CASL prohibits the sending of any type of electronic message that is commercial in nature (e.g., registration fees, pizza days, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats.

To subscribe or unsubscribe to commercial electronic messages, visit the school website and, using the link provided, submit a valid email address.

Code of Student Conduct

A positive school climate and a safe learning and teaching environment are essential if students are to succeed in school. A positive school climate means everyone feels they are safe, welcome and respected. The *Code of Student Conduct* sets standards of behaviour for students and members of the school community that support a caring and safe school environment.

All school members must respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender identity, gender expression, sexual orientation, age, marital status, family status or disability. The code applies whether on school property, on school buses, at school-related events or activities, before and/or after school programs or in other circumstances that could have an impact on the school climate.

To enhance caring and safe school climates, positive student behaviour supports are provided and inappropriate behaviour is addressed using a bias-aware progressive discipline approach that takes into account mitigating factors.

We use a progressive discipline approach when inappropriate behaviour occurs. This means we consider a range of options to determine the most appropriate response to each situation to help students learn from their choices. In some cases, suspension or expulsion may be necessary. The Ontario Education Act and our Board *Caring and Safe Schools Policy* outline the situations in which suspension and expulsion must be considered. These infractions are also outlined in

the *Guide to the School Year*. When inappropriate behaviour occurs, information will be shared with the victim and parents/guardians of the victim to the extent that legislation allows.

Class Placements

Due to late registrations and enrolments, there may be staffing changes and class reorganization during the first few weeks of school. We do our best to keep these changes to a minimum and to support students during any transitions.

Contact Information

Parents/guardians are our most important partners in educating children. We communicate with you in a variety of ways throughout the year. Our primary form of communication is email. For Ministry and Board compliance purposes, please ensure that the school has your up-to-date contact information, including:

- telephone number
- home address
- email address
- your child's emergency contact information
- medical information, if applicable

Please contact your school's main office to review or update your information.

COVID-19

The health and safety of students, staff members and their families continues to be our top priority. York Region District School Board will continue to follow the guidance and direction of the Government of Ontario and York Region Public Health, and to share information with families as it becomes available.

It is also important to note that some information in this package may be subject to change to ensure we are adhering to health and safety guidelines.

You can also visit www.yrdsb.ca/school-reopening for more information, including community and mental health resources, frequently asked questions and more.

Dress Code

In order to maintain a positive atmosphere conducive to learning, the following principles are to be followed in matters of dress: cleanliness, neatness and modesty.

There are also the following consideration, as per the YRDSB policy #635:

- Safety
- Canadian Charter of Rights and Freedoms
- Mobility
- Students with special needs
- Weather
- Items which are deemed inappropriate
- Promotion of illegal/harmful substances (weapons, drugs, tobacco, alcohol as examples)
- Gang-related paraphernalia (gang coloured bandanas, rolled up pant leg as examples)
- Exposed undergarments (bra straps, briefs/boxer tops) - girls' tank top straps at least 4 cm wide
- Ontario Human Rights Code
- Socioeconomic factors
- Consequences for not complying
- Cultural and religious issues
- Age of students
- Vulgar language or pictures (swear words; sexually explicit or suggestive as examples)
- Racial or discriminatory messages/wording/pictures
- Large chains that aren't likely to break if caught on a door or equipment
- Shorts/skirts that are higher than the mid-thigh (knuckle length with arms at side)
- Overly tight clothing or questionably ripped clothing

Other Key Messages:

We ask students to remove headgear (other than religious headgear) when they enter the building. For safety reasons, proper footwear must be worn at school. Proper footwear includes sneakers and/or closed toe shoes. Flip-flops are not

permitted given the number of staircases in the school and tripping hazards. **Every student needs a pair of dry indoor shoes that may remain at school.** Students must wear appropriate sports shoes for Physical Education and DPA (Daily Physical Activity).

Email

To improve communication between home and school and reduce paper use, we coordinate an email distribution list. The list will be maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted.

Emergency Preparedness

The Board has a number of policies and procedures in place to address emergency situations when normal school operations cannot continue or where student and staff member safety may be at risk. This could include a fire, flood or acts of violence. All schools have individual plans and conduct drills throughout the year.

There will be six fire, one hold-and-secure, and two lockdown drills annually so students become familiar with emergency preparedness procedures. These drills are important so that in the case of an actual emergency, students and staff members know what to do to be safe.

Excursions/Community Walkabouts

Teachers may take classes on walks around the community to support classroom programs. As well, many physical education classes and other activities are held outdoors, weather permitting. You will be informed when and if school vehicles are used for longer trips.

Family Resources

Visit www.yrdsb.ca/familyresources or click on the link from the Board's homepage to access a variety of resources for families, including:

- links to the start-up forms (when available)
- IT support for families
- translation tools, privacy considerations and more
- links to community resources, curriculum materials, student supports and more
- online tools like Google Classroom, Edsby and School Cash Online. Click on the "Need Help?" link for access to tips and resources to support you in using these online tools.

Homework

The Ministry of Education defines homework as "work that students do at home to practise skills, consolidate knowledge and skills, and /or prepare for the next class."

The Board has a homework policy that supports student learning and recognizes the importance of personal and family well-being. The amount, frequency and nature of assigned homework will vary depending on the student's strengths and needs, well-being, grade, subject and other factors. For more information about time guidelines and how parents can provide support, please see the *Guide to the School Year* and *Board Homework Policy and Procedure*.

How Can We Help You?

Most concerns can be resolved with dialogue and cooperation. If you have a school-related question or concern, please follow these steps:

1. Call your child's teacher and leave a message or email your child's teacher. Contact information will be provided to parents/guardians within the first few days of school.
2. If you need further assistance, the school Principal or designate may be contacted to review the matter, mediate and help facilitate the process.
3. Contact the Superintendent for our school if the matter remains unresolved. The Principal will provide you with contact details.

We are committed to addressing concerns in a fair, equitable and timely manner.

If you have a human rights related concern and/or complaint, the first step is to engage with the school or the Superintendent. Following a review of the matter, a determination is made on whether or not it is to be referred to the Board's *Human Rights Commissioner's Office*. The *Independent Office of the Integrity Commissioner* may also be engaged to address concerns related to trustee behaviour. Contact information can be found on the Board website, or by contacting the school.

More information is available in the *Guide to the School Year* and on the Board website.

Kiss 'n Ride Procedure

Families should ensure that they are abiding by public health guidelines when traveling to and from school.

Kindergarten students may be picked up in the *Kiss 'n Ride* from 3:30 - 3:40 pm. If you are picking up a Kindergarten student and a student in another grade, please either find a parking spot or pull out of the *Kiss 'n Ride* after loading the Kindergarten student. For pick-up of students in Grades 1 - 8, please wait until 3:40 pm. Staff on duty will ensure that there is sufficient room for cars to pull up to the *Kiss 'n Ride*. Please follow their direction - your cooperation contributes to a safe and efficient pick-up area for all of our students. Thank you!

If you choose to drive your child to school, please drive carefully through the *Kiss'n Ride* and pull up beside the curb. Please do not leave your car unattended at any time. Staff on duty are available to walk kindergarten students into the fenced yard.

Lunch Time Agreement

Students who leave school property for lunch must have parent/guardian permission, otherwise students must stay at school. The **School Start-Up Permissions Form** must be completed for all students and returned to the school. As per York Region Public Health, we expect students to remain at school for the lunch hour, except where there are extenuating circumstances. Please discuss with the Principal or Vice Principal.

Requests for Faith Accommodation

There may be circumstances where students and families request accommodation for religious beliefs in curriculum areas including the Arts and Physical Education. Accommodations may include different instruction and assessment opportunities, or full withdrawal. If you are interested in discussing an accommodation based upon your religious beliefs, speak with your child's teacher and the school Principal or complete the Faith Requests for Curriculum Accommodations Form available through the school.

By providing a range of accommodations, we are building a sense of community and belonging for all students. For more information, see Board Procedure on Equity and Inclusivity: Religious Accommodation.

School Bus Transportation and Safety

When riding school buses, you must:

- Arrive at the bus stop five minutes before the regularly scheduled pick-up and drop-off times (10 minutes during the first week of school).
- Keep well away from the road until the bus has stopped. Do not move toward the bus until it has stopped.
- Watch for the bus driver's signal before crossing the road. Look both ways and then cross the road.
- Get on the bus safely by using the handrail and go directly to your seat.
- Stay seated while the bus is in motion.
- Not eat or drink on the bus.
- Keep the aisle clear of books, knapsacks, lunch bags and other items.
- Keep windows closed.
- Never throw anything inside the bus or out of the window.
- Talk quietly so you do not distract the driver.
- Use respectful language.

More information about bus routes, transportation companies and times can be found at www.schoolbuscity.com. It is important to remember your child's bus number and pick-up/drop-off times. Additionally, know the school and bus company phone number in the event of an emergency.

Refer to the *Late Bus Report* on the *Student Transportation Services* website at www.schoolbuscity.com before leaving for the bus stop in the mornings and afternoons. If the bus is late, please be prepared to make alternate arrangements to get your children to school.

Please ensure your children's safety and conduct while walking to, from and waiting at a designated bus stop. Please make alternate arrangements for your children if you are unable to meet them at a bus stop.

To help ensure student safety, *Student Transportation Services* recommends students in Kindergarten and Grade 1 are met at their bus stop by a parent/guardian, and age appropriate arrangements made for all other grades. Students from JK to grade 1 will be returned to the school by the bus driver if an adult is not waiting for them. In this event, the office will contact the parent to arrange for the child to be picked up at the school.

On the first day of school we will provide large yellow bus backpack stickers to students in Kindergarten to Gr. 4. The stickers note the bus route, pick up and drop off address and drop off time. We coordinate with our Before/After care provider to ensure student safety. A student bus list is used to confirm each student is on the correct bus. At dismissal time, bus students line up inside, we take attendance and monitor to make sure they board the correct bus.

Transportation will be canceled by 6:00 a.m. if road conditions are unsafe or are expected to deteriorate significantly by the time students are to be transported home. To find out if transportation is canceled, check: the @YRDSB Twitter account, the YRDSB website, school websites, the Student Transportation Services' (STS) website at www.schoolbuscity.com or hotline 1-877-330-3001, radio and television media outlets. Schools will remain open unless otherwise stated. For more information, visit the [Student Transportation section of the Board website](#).

School Closures

There may be rare occasions when unprecedented winter weather events occur and we need to close all schools and Board locations. For more information, please see the section on Weather Conditions in the *Guide to the School Year*. At all times, students and families should be aware of somewhere else they can go if bus services are canceled or delayed, or if schools are forced to close due to an emergency.

Significant Faith Days

York Region is rich in culture and diverse in religious beliefs and practices based on faith.

The dates listed below are some faith holidays of particular significance to members of the major faith communities in our Board. We affirm and value equally the faith diversity in our schools, therefore, events such as field trips, school concerts, conferences, meetings, workshops, other professional events, co-curricular activities and exams/tests will not be scheduled on these dates:

2022-2023	Faith Day	Faith
July 9, 2022	Ed-ul-Adha ^{1 2}	Islam
September 26-27, 2022	Rosh Hashanah ²	Judaism
October 5, 2022	Yom Kippur ²	Judaism
October 24, 2022	Diwali	Hinduism
December 25, 2022	Christmas	Christianity (Western)
January 7, 2023	Christmas	Christianity (Eastern)
January 22, 2023	Lunar New Year	Buddhism
April 6, 2023	Pesach/Passover ²	Judaism

April 7, 2023	Good Friday	Christianity (Western)
April 14, 2023	Vaisakhi	Sikhism
April 14, 2023	Holy Friday	Christianity (Eastern)
April 21, 2023	Ridvan	Baha'i
April 21, 2023	Eid-ul-Fitr ^{1 2}	Islam
June 29, 2023	Ed-ul-Adha ^{1 2}	Islam

¹ Dates are subject to the sighting of the moon each month and may vary for different members of the Islamic faith

² All Jewish and Islamic Holy Days commence on the preceding evening at sunset.

Please note that in addition to the above listed dates, we will take reasonable steps to accommodate students and staff members of a faith group for whom the Board's and the school's operations or requirements create undue hardship and interfere with their ability to exercise their religious beliefs and practices.

Stay Connected Online

You can also stay connected online through our school website and Twitter feed @BarbaraReidPS. Some classrooms also have blogs, Twitter feeds or newsletters to help you stay connected. Your child's teacher will provide more information.

In addition, you can follow Board news and updates through:

- www.yrdsb.ca
- Twitter @YRDSB
- Instagram @yrdsb.schools
- YouTube channel YRDSBMedia
- the Board app YRDSB Mobile

Texts

Families can now receive text messages in emergency situations only - as part of our elementary school safe arrivals program, to communicate the COVID-19 school closures or in the rare occasion of schools being closed due to [emergency winter weather](#). Ensure your school has your correct cell phone number captured to participate. Families can opt out at any time.

School Council

As parents/guardians, there are many ways you can be engaged in your child's learning at home and at school. This includes getting involved with the school council. Contact school office staff for more information. Elections shall occur within the first thirty days of the start of each school year. School Council Nomination Forms are due by **Friday September 30 2022**.

Student Personal Information

Schools routinely collect, use and release student personal information, in keeping with the *Education Act* and other laws. Whenever your child's personal information is collected, its use will be explained to you.

Parents/guardians, please sign the *Student Personal Information Consent Form* and see the section on Privacy and Information Access in the Guide to the School Year for more information.

If you have any questions about your child's privacy protection, please contact the school Principal or the *Information Access and Privacy Office* at 905-727-0022 ext. 2015.

Technology Use

All students and their parents/guardians are expected to read the [Use of Technology Agreement](#) (in the Guide to the School Year or available on the Board website). They are also required to sign the *School Start-Up Permissions Form* to acknowledge that they have read, understand and will support the conditions/rules concerning the use of school/Board and personal technology as it supports learning.

This agreement is designed to ensure a safe and supportive school environment and network integrity.

We believe the classroom is the ideal place to teach students how to use digital tools effectively and responsibly, and how to stay safe online. *Google Suite for Education* is one of the tools educators may use to engage students in online learning and teach students how to stay safe and be responsible using technology.

Through *Google Suite*, students have access to a *Google Suite Gmail*. This Gmail access is customized for appropriate age levels. Students younger than Grade 6 cannot send or receive emails outside of the YRDSB Google Suite. We have also put strict measures in place to prevent SPAM and block inappropriate language and websites for students using email through the *Google Suite*. For more information, please visit the Board website or speak to your child's teacher about the tools they are using in the classroom.

We all have a role to play in helping students to become responsible digital citizens. Digital citizenship at home resources are available on our Board website.

Threat-Risk Assessment Protocol: Fair Notice and Process

Threat-Risk Assessment and Intervention

Schools continue to be among the safest places in our community. The well-being and safety of members of the school community are a shared responsibility. This includes preventing and responding to the risk of violence.

Our *Threat-Risk Assessment Protocol* was developed with community partners to respond to behaviours, including actions, statements and other indicators that suggest that a student may be “at risk” of harming others. To keep school communities safe and provide support to everyone, staff, parents/guardians, students, and community members must report all threatening situations to the school administrator or police as soon as possible. Note – other procedures and protocols are in place to deal with threats from adults in the school community.

What is the purpose of the Threat-Risk Assessment Protocol?

- Ensure the safety of students, staff, parents/guardians, and other members of the school community
- Ensure an effective and timely response when there is a threatening situation
- Understand the factors that contribute to a threatening situation
- Assist in the development of an intervention plan
- Promote the emotional and physical safety of everyone involved

What is a threatening situation?

A threatening situation is defined as an indication of impending harm or violent acts against someone or something. Threats may be implied, verbal, written, drawn, posted on the internet, sent electronically or by information technology of any type, made by gesture or reasonably inferred from the surrounding circumstances of events. Threats may be direct, indirect, conditional or veiled.

What behaviours activate the Threat-Risk Assessment Protocol?

The protocol will be initiated when behaviours include, but are not limited to:

- Serious violence with intent to harm or kill
- Verbal/written threats of serious violence to harm or kill others (clear, direct and plausible)
- Use of technology to communicate threats to harm/kill others
- Possession of weapons (including replicas)
- Bomb threats (making and/or detonating explosive devices)
- Fire setting
- Sexual assault
- Criminal Harassment
- Gang-related occurrence

What happens when a threatening situation is reported?

All threatening behaviours by a student shall be reported to the principal who will activate the Threat-Risk Assessment protocol.

Once a threatening situation has been reported to a school administrator, interviews will be conducted. These interviews may include students, staff, family members and/or others as appropriate. This will be done to determine the level of risk, and develop an effective and timely response to the incident. After the immediate safety risk has been addressed, support and intervention plans will be developed with input from parents/guardians.

Who is a member of a Threat-Risk Assessment team?

Each school will have staff trained in the Threat-Risk Assessment protocol. A multi-disciplinary Threat-Risk Assessment team will assess the situation and support the development of an intervention plan. The team includes a School Administrator, a School Social Worker and/or a Psychological Services staff member, a York Regional Police officer, and appropriate members of the student's circle of care.

Is parental/guardian or student consent required?

Consent is not required to respond to an emergency situation. When there is a risk that someone may be harmed, it is important that the incident be addressed as quickly and effectively as possible.

Fair Notice

Please consider this as "fair notice" to all members of the school community that any report of a threatening situation will be investigated. The Threat-Risk Assessment protocol is part of our strategy to create a safe, secure and supportive school environment for everyone.

Use of Non-Board Electronic Devices

We recognize that learning can be enhanced by technology and we have created opportunities in our classrooms to leverage digital tools to enhance teaching, learning and communication. Each school has its own guidelines about electronic devices. At a minimum, cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods, except with the clear permission of the principal or the classroom teacher.

Discussions will take place in our classrooms throughout the year about the impact of digital footprints and how a positive attitude toward using technology supports collaboration, learning and productivity. Camera and/or video functions on mobile devices are not permitted for use on school property without clear permission from the principal or teacher. Infractions will be dealt with as student discipline, under the Caring and Safe Schools Policy and its related procedures.

Check with the school's main office to find out if students may bring electronic devices into the classroom, use them in school, or if they must leave these items in their backpacks/lockers. There are exceptions for students who need specific

devices as per their Individual Education Plan, such as voice recorders and other mobile technology. The use of these tools is managed by Board staff.

At no time may electronic devices be used in washrooms or changerooms.

Students are responsible for the care and security of their personal devices. The school is not responsible for any damage, loss or theft.

Visitors

All visitors (including parents/guardians) must:

- Use the main entrance of the school, buzzing to enter all elementary schools.
- Check in at the main office when they arrive.
- Only visit classrooms or other locations within the school, with permission from the principal or their designate.
- Follow the direction of the principal at all times.

The office staff will get important messages and materials to your child.

Volunteering in the School

We welcome and encourage the important role that parents/guardians and community members play in education. There are many opportunities for you to get involved at the school. For more information, contact the school office staff or review Volunteers in Our Schools Policy and Procedure. If you are interested, please complete the Volunteers in Our Schools Form and return it to the school office.

YRDSB Student Suicide Intervention Protocol Fair Notice

York Region District School Board is committed to student well-being and mental health. YRDSB has developed a Student Suicide Intervention Protocol to help keep students safe in the event of suicidal thoughts or actions. Youth suicide is a complex, emotionally-charged and sadly real problem in Canada. It is the second leading cause of death amongst young people. It's important to recognize that those who struggle with mental health have personal strength and resilience and the potential to overcome difficulties to ultimately thrive.

The YRDSB Student Suicide Intervention Protocol is designed to address the six steps involved when responding to current and present thoughts of suicide, as well as actions related to suicide. In addition, the Protocol is governed by a set of guiding principles which are underpinned by a culturally responsive and reflective practice.

Suicide is not culturally neutral. Our cultural and ethnic backgrounds will inform how each of us understands suicide. To see all the guiding principles, see the [Student Suicide Intervention Protocol on the Board website, or request a copy through the school office.](#)

Given the urgent need to help keep students safe from suicide, each school has access to Board staff trained in suicide intervention. In the urgent situation of suicide intervention, staff trained in suicide intervention do not require parental / guardian consent to intervene. However, we do make every effort to contact parents/ guardians to apprise you of your child's situation and the assistance provided. Parents/guardians are an integral part of keeping their children safe. In the event that the intervention protocol is used, a record of the intervention will be shared with you (student consent to share information is required for those over the age of 18 years) and a copy will be created and stored in a private and confidential on-line records management system. In accordance with privacy and health records legislation, a copy will be retained for one year plus a day following the intervention. As per the protocol parental/guardian (student if 18 or over) consent will be sought to share the intervention plan with those members identified in the record. If you have any questions about the Student Suicide Intervention Protocol please contact your school principal.

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