



Dear Families,

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

We have a dedicated staff with a strong commitment to student learning, achievement and well-being. 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.

There are some important things we want to share at the start of the school year:

- This **start-up package** includes important information about our school, and I encourage you to review it.
- The [Guide to the School Year](https://www2.yrdsb.ca/school-year-guide) has been moved online. We encourage families to review this webpage as it includes important information you may need to access throughout the school year. You can use the translation feature on the website to translate this content. It is available at <https://www2.yrdsb.ca/school-year-guide>.
- Each year we ask families to complete **important start-up forms**. You will receive an email in the coming weeks with a link to the online forms. Please review and complete the forms. If you prefer to receive and complete a paper copy, please let us know.

We value the relationship and partnership 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 for up-to-date information about events.
- You can also find updated information about the Board at www.yrdsb.ca, Twitter @YRDSB, Instagram @yrdsb.schools, or the Board podcast Tune In YRDSB wherever you listen to podcasts.

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

Sincerely,

John Bearcroft

Principal

Rizwana Kaderdina

Vice-Principal

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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 22, 2023

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	Period	Times	OFFICE HOURS
Before school supervision	8:55-9:10	Period 6	12:20 – 1:00	8:30-4:30
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	

Academic Honesty

Students are expected to provide original evidence of their learning and appropriately acknowledge the work of others. Plagiarism refers to representing someone else's ideas, writing or other intellectual property as one's

own. For more information, please see the [Assessment, Evaluation and Communication of Student Learning and Achievement policy](#).

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.

Accessibility

The Board is [committed to providing accessible programs, services and environment](#) that support the four core principles of the Accessibility for Ontarians with Disabilities Act (AODA): integration, equality of opportunity, dignity and independence. If you need assistance accessing Board services, speak to a staff member in the school about how they can help or support you. If you require any information or materials on the Board website in an alternative format, please contact Corporate Communications at communications@yrdsb.ca.

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.

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 or come into contact with these allergens, they may have an anaphylactic reaction.

To help create an allergen-safe environment, **please refrain from bringing nuts or nut products to school**. Some students at our school have life-threatening allergies to other foods. If this applies to a student in your child's class, you will receive additional communication.

For more information on helping to create an allergen-safe environment, please see [information on allergies](#) on the Board website.

If your child has a serious or life-threatening allergy or prevalent medical condition, such as [Anaphylaxis](#), [Asthma](#), [Diabetes](#) or [Epilepsy/Seizure Disorder](#), please let the school administration know immediately and speak to the school office staff about completing the appropriate health care plans.

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.

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 before going 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

Before/After School Supervision

The safety of our students is our mutual priority and responsibility. Supervision for students in the morning begins 15 minutes before the bell. Parents/guardians are responsible for their children until staff are on duty. At the end of the school day, staff will supervise students' safe exit from the school upon dismissal.

Caring and Safe Schools

Every student has a right to learn in a safe, caring and supportive environment. We ask all students and families to review our [Caring and Safe Schools policy and procedures](#), which address a number of topics including:

- student progressive discipline
- bullying prevention and intervention
- student suspensions and expulsions

Students will review this important information during the Caring and Safe School Start Up presentations at the start of the school year.

To enhance caring, safe, and inclusive 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's [Caring and Safe Schools Policy](#) outline the situations in which suspension and expulsion must be considered. When inappropriate behaviour occurs, information will be shared with the victim and families of the victim to the extent that legislation allows.

Code of Student Conduct

The [Board Code of Conduct](#) is part of the Caring and Safe Schools Policy.

The Code of Conduct sets standards of behaviour for students and members of the school community that support a caring, safe and inclusive 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 of Conduct applies to all members of the school community including students, parents or guardians, school bus drivers, volunteers, school staff and community groups whether they are on York Region School Board property, in a virtual learning environment, on school buses, at school-authorized events or activities, in before- and after-school programs including co-curricular activities and field trips, and may be applied to any other circumstances connected to the school that may have an impact on the school climate.

Contact Information

For Ministry and Board compliance purposes, please ensure that the school has your up-to-date contact and emergency information. Please contact your school's main office to review or update your information, including:

- address, work or home numbers or other contact information
- emergency contacts and telephone numbers
- changes in custody agreements
- medical alert or changes in health condition (e.g., allergies, medications)

If your child has a medical condition that requires emergency intervention, an essential routine health care plan, or any of the following medical conditions: [Anaphylaxis](#), [Asthma](#), [Diabetes](#) or [Epilepsy/Seizure Disorder](#) you must contact your child's school to ensure all information is up-to-date and accurate.

Communication between School and Home

Parents/guardians are our most important partners in educating children. We communicate with you as a school in a variety of ways throughout the year. You are also encouraged to communicate with your child's teacher. Speak with the teacher about what method of communication is preferred. You are welcome to request an interpreter to assist with some communication with your child's school, such as interviews and meetings.

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 \$6.50. Log in to your account here: <https://yrdsb.schoolcashionline.com>. Please contact the office at 905-591-3800 if you do not have an account.

Canada's Anti-Spam Legislation (CASL)

Canada's Anti-Spam Legislation (CASL) prohibits sending 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 or Family Resources page at www.yrdsb.ca/familyresources and, using the link provided, submit a valid email address.

Email/Electronic Communication

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. Families may receive electronic communication from the school through different platforms, such as Edsby or email.

Texts

Families can now receive text messages in emergency situations only - as part of our elementary school safe arrivals program 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.

Stay Connected Online

You can also stay connected online through our school website, Twitter feed @Barbara Reid PS, and the Edsby app or website (<https://yrdsb.edsby.com/>). Your child's teacher will provide more information about any communications tools they are using. In addition, you can follow Board news and updates through:

- www.yrdsb.ca
- Instagram [@yrdsb.schools](#)
- Twitter [@YRDSB](#)
- [YouTube channel YRDSBMedia](#)
- [TuneIn YRDSB](#), the Board's podcast, available on most podcast platforms

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.

Dress Code

For more information, see the [Student Dress Code Policy and Procedure](#).

Other Key Messages:

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).

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

Our outdoor spaces are learning spaces. We recognize that playing and learning in the outdoors supports cross-curricular connections as well as students' holistic well-being through the seasons. Opportunities for students to build connections to the land have meaningful, long-term, positive health implications, especially on mental health and well-being. Community walks are not field trips. They are defined as community excursions that take place off school property, which last less than one day and do not require transportation.

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 start-up forms (when available), IT support for families, translation tools, links to

community resources and student supports, assistance accessing online tools like Google Classroom, Edsby and School Cash Online and more. Click on the “Need Help?” link for access to tips and resources..

Homework

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 [Board Homework Policy and Procedure](#).

For homework help, visit the [Online Student Tools and Resources](#) page for links to homework tips and learning resources, including Mathify Homework Help.

How Can We Help You?

Most concerns can be resolved with dialogue and cooperation. We are committed to addressing concerns in a fair, equitable and timely manner. If you have a school-related question or concern, please follow these steps:

1. Arrange a meeting with your child’s teacher or the appropriate school staff member.
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.

You can also [contact your local trustee](#). Trustees are committed to open dialogue with the community. You are encouraged to share your views on policy issues and Board governance with your local trustee. You are also welcome to attend and observe any [public Board, Advisory or Board Committee meeting](#). Meeting information is available on the Board website.

If you have a human rights related concern and/or complaint, the first step is to engage with the school or the superintendent. If your concern and/or complaint remains unresolved, your matter can then be referred to the Board’s [Human Rights Commissioner’s Office](#) (HRCO), or you can contact the HRCO directly. 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 [on the Board website](#).

Kiss ‘n Ride Procedure

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. Students who have written permission to leave at lunch will check out in the front foyer before exiting through the main door. Please **School Start-Up Permissions Form** must be completed for all students and returned to the school.

Personal and School Property

The school and the Board are not responsible for lost, damaged or stolen personal items. You can reduce the risk by leaving valuable items at home. Always secure items.

Students are expected to show respect for school property and materials at all times. Students, together with their parents/guardians, are responsible for ensuring that school items are returned in good condition. Textbooks, lockers, desks and chairs should not be vandalized (e.g., writing inside school books, torn pages, holes in desks, etc.). Lost or damaged textbooks, library books or other school materials are the responsibility of the student. Restitution will be expected and outlined by each school.

Pets on School Property

Except for trained service animals, pets such as dogs or cats, are not permitted in a school, a classroom, or onto school property.

Recess

All students are expected to go out for recess and lunch hour to support their well-being, weather permitting. If a student is well enough to attend school, then they will benefit from short periods of outdoor exercise. Schools do not have supervised health room facilities. Recess, entry, dismissal times, and lunch time are supervised. Students should dress comfortably and appropriately according to [weather conditions](#).

Report It

[YRDSB's online Report It](#) button lets you share information about inappropriate behaviour or incidents of hate or discrimination. It is available on the Board and school website.

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 school principal or complete the Faith Requests for Curriculum Accommodations Form available through the school and in the start-up forms. By providing a range of accommodations, we are building a sense of community and belonging for all students. For more, 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. At dismissal time, bus students line up inside and board the correct bus when instructed to do so by their supervisors.

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:

2023-2024	Faith Day	Faith
September 16-17, 2023	Rosh Hashanah ²	Judaism
September 25, 2023	Yom Kippur ²	Judaism
November 12, 2023	Diwali	Hinduism
December 25, 2023	Christmas	Christianity (Western)
January 7, 2024	Christmas	Christianity (Eastern)
February 10, 2024	Lunar New Year	Buddhism
March 29, 2024	Good Friday	Christianity (Western)
April 10, 2024	Eid-ul-Fitr ^{1 2}	Islam
April 14, 2024	Vaisakhi	Sikhism
April 23, 2024	Pesach/Passover ²	Judaism
April 20, 2024	Ridvan	Baha'i
May 3, 2024	Holy Friday	Christianity (Eastern)
June 17, 2024	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 sundown or 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.

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 29 2023**. The first School Council meeting will be October 11th at 7pm in the school library.

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 in the start-up forms 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](#). 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. 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. **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, including portable 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 family 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.

Fair Notice

Reporting Children And Youth In Need Of Protection

All school board staff have a legal responsibility to notify a child protection agency if there are concerns for the well-being of students under the age of 16 years. Staff may report suspicions of a protection concern to a child protection agency for youth aged 16 and 17 years. Any suspicions of physical or sexual abuse, neglect or lack of care by a parent/guardian must be reported immediately to the administrator for all students under the age of 18 years. Parents/guardians will not be consulted in these situations.

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.