



## Cornell Village Public School



## School Start-Up Package 2021-2022

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*Inspire* Learning!

September 2, 2021

*Dear Cornell Village Public School Families:*

*We welcome all our new and returning families and we hope you had a wonderful, relaxing summer and are looking forward to the new school year. This package includes important information about our school, including forms you need to complete and the Guide to the 2021-22 School Year. A Guide to the School Year will also be sent home in a booklet form the first day of school.*

*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 providing a learning environment where everyone feels safe, welcome and respected.*

*We 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 speak with you. There are many ways to stay connected with what's happening in our school. Visit our school website and blog for up-to-date information about events.*

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

*Sincerely,*

*Scott Chin  
Principal*

*Leeann Morrow  
Vice Principal*

# Cornell Village Public School



**This guide provides you with information about the York Region District School Board. Please take it to someone who can explain it to you.**

<b>Arabic:</b>	يقدم لك هذا الدليل معلومات حول مجلس إدارة مدارس منطقة يورك York Region District School Board يرجى منك أخذة لشخص يستطيع شرحه لك.
<b>Chinese:</b>	此指南為您提供有關 York Region District School Board 的資訊。請您將它拿給可以向您解釋此指南的人。
<b>Farsi:</b>	این راهنما برای شما اطلاعاتی درباره York Region District School Board فراهم می کند. لطفاً آنرا نزد شخصی که بتواند در مورد آن به شما توضیح دهد ببرید.
<b>Gujarati:</b>	આ ગાઇડ આપને York Region District School Board ની માહિતી પુરી પાડે છે. મહેરબાની કરી તે કોઇ પાસે લઇ જાઓ જે આપને સમજાવી શકે.
<b>Hebrew:</b>	הוברת הדרכה זו מכילה מידע אודות York Region District School Board. אנא קחו הוברת זו למישהו שיוכל להסביר לכם את המידע הנפורט.
<b>Hindi:</b>	इस गाईड में आपको York Region District School Board के बारे में जानकारी मिलेगी . कृपया इसे किसी ऐसे व्यक्ति को दिखाएँ जो इसे आपको समझा सके .
<b>Khmer:</b>	សៀវភៅនេះផ្តល់ព័ត៌មានអំពី York Region District School Board សូមយកវាទៅអ្នកណាម្នាក់ដែលអាចជួយពន្យល់វាឱ្យលោកអ្នក។
<b>Korean:</b>	이 안내서는 York Region District School Board에 대한 정보를 제공합니다. 내용을 설명해줄 수 있는 분에게 보여드리겠습니다.
<b>Punjabi:</b>	ਇਸ ਗਾਇਡ ਵਿੱਚ ਆਪ ਨੂੰ York Region District School Board ਬਾਰੇ ਜਾਣਕਾਰੀ ਮਿਲੇਗੀ.ਕ੍ਰਿਪਾ ਕਰਕੇ ਇਸਨੂੰ ਕਿਸੀ ਅਜਿਹੇ ਵਿਅਕਤੀ ਕੋਲ ਲੈ ਜਾਓ ਜੋ ਇਸਨੂੰ ਆਪ ਨੂੰ ਸਮਝਾ ਸਕੇ.
<b>Romanian:</b>	Acest ghid furnizeaza informatii cu privire la scolile din cadrul lui York Region District School Board. Apelati la cineva care va poate ajuta sa-l intelegeti.
<b>Russian:</b>	В данном руководстве Вам предоставляется информация о школьном совете района Йорк – York Region District School Board. Пожалуйста, обратитесь к кому-либо, кто сумеет Вам его разъяснить.
<b>Spanish:</b>	Esta guía le proporciona información sobre el York Region District School Board. Llévela a alguien que pueda explicársela.
<b>Tamil:</b>	York Region District School Board பற்றிய தகவல்களை இந்த வழிகாட்டி உங்களுக்கு வழங்குகின்றது. தயவுசெய்து இதனை உங்களுக்கு விளங்கப்படுத்தக்கூடிய யாராவது ஒருவரிடம் எடுத்துச் செல்க.
<b>Urdu:</b>	یہ گائیڈ آپ کو York Region ڈسٹرکٹ سکول بورڈ کے بارے میں معلومات فراہم کرتی ہے۔ براہ مہربانی اسے اس فرد کے پاس لے جائیں جو آپ کیلئے اس کی وضاحت کر سکے۔
<b>Vietnamese:</b>	Tài liệu này cung cấp cho quý vị các thông tin về York Region District School Board. Xin đưa tài liệu này cho người nào có thể giải thích nội dung cho quý vị rõ.

## Information Package and Form Checklist

This package includes important information about the school. You will also receive an email with **forms** that you need to complete for each child.

Please complete the forms by **FRIDAY, SEPTEMBER 24, 2021**.

## Required Forms

These forms **must** be completed.

- School Start-Up Permissions Form**
- Student Personal Information Consent Form**
- Student Registration Verification Form** (to be sent home with students)

## Additional Forms

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

- Faith Request for Curriculum Accommodations Form
- School Council Nomination Form (double sided)
- Volunteers in Our School

## Our School

### School Day Organization:

Period	Times
<i>Before School Supervision</i>	<i>8:45 - 9:00</i>
Period 1	9:00 - 9:50
Period 2	9:50 - 10:40
<i>Snack Recess</i>	<i>10:40 - 10:55</i>
	<i>10:55 - 11:10</i>
Period 3	11:10 - 12:00
Period 4	12:00 - 12:50
<i>Lunch</i>	<i>12:50 - 1:50</i>
Period 5	1:50 - 2:40
Period 6	2:40 - 3:30
<i>Dismissal</i>	<i>3:30</i>

**Office Hours:** 8:00 a.m. to 4:00 p.m.

**Our School GOAL:** *Saying "YES" to...*

Creating Youth who are Engaged, Excited, Empowered Successful  
Happy and Healthy Global Citizens.

## 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](http://www.yrdsb.ca).

## COVID-19

The health and safety of students, staff members and their families continues to be our top priority. York Region District School Board continues to work closely with York Region Public Health and to follow their direction in implementing health and safety measures and recommendations. It is essential that we all continue to practice health and safety measures to help reduce the spread of COVID-19.

Families will receive information from the school board about health and safety measures that are in place in our schools. **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](http://www.yrdsb.ca/school-reopening) for more information, including community and mental health resources, frequently asked questions and more.

## 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 involved in athletics 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 [www.insuremykids.com](http://www.insuremykids.com) or call 1-800-463-5437.

## Agenda

We encourage all students to use an agenda or other organizational tool on a daily basis. Our school will not be providing / selling agendas this year. As part of our paperless school plan and enhanced digital communication tools, we hope that our staff, students and families will use digital tools to promote ongoing communication (EDBSY, email and school blog).

## 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 foods, they may have an anaphylactic reaction.

To help create an allergen-safe environment, please refrain from bringing nuts or nut products to school. For more information on helping to create an allergen-safe environment, please see the section on Allergies in the Guide to the School Year.

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 medical forms.

**\*An updated form must be completed each school year.**

## Announcements

Important information is shared with students during the morning announcements. Students should listen attentively and respectfully during the announcements. Announcements are posted daily on our Blog <https://cornellvillageps.blogspot.com/> under the announcement link and can be translated using the Google translate button.

## Arrivals and Departures

We encourage all families to use **active travel, including walking or rolling** (cycling, scootering, skateboarding) to and from school.

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

- must wear a helmet.
- must walk while on school property (can't remain on bicycle, skateboard or scooter).
- should lock bicycles on the bike rack.
- must store rollerblades, skateboard or scooters in their locker or backpack.

The school is not responsible for any lost or damaged personal items. Note: Heelys (shoes with wheels) are not allowed on school property.

Parents/guardians who drive their children to school must follow municipal parking rules and regulations regarding street parking/idling. Please familiarize yourself with legal parking areas before the start of school. Unsafe, illegal driving near our school puts our students in danger.

### For Students Who Take the School Bus

Parents/guardians of students who are eligible to receive school bus transportation per the Board's Transportation Policy should:

- understand the need to make alternative arrangements for their child(ren) if the school bus is late.
- refer to the Late Bus Report on the Student Transportation Services website at [www.schoolbuscity.com](http://www.schoolbuscity.com) before leaving for the bus stop in the mornings and afternoons.
- ensure their child(ren) 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).
- ensure their child(ren)'s safety and conduct while walking to, from and waiting at a designated bus stop.
- make alternate arrangements for their children if they 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.
- know their child(ren)'s route number.
- know their child(ren)'s bus stop location.
- know the school and bus company phone number in the event of an emergency.

Parents/guardians who choose to **drive their child(ren) 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** 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.

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

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 must have alternate arrangements if bus services are cancelled or delayed, or if schools are forced to close due to an emergency.

## Kiss and Ride Program

The entry bell rings at 8:45 a.m. Students must make every effort to be in school by 9:00 a.m. to ensure “on time” arrival in class. During the early entry time, students may enter the school hallways to unpack their bags and prepare for class. In the interest of safety, it is suggested that students who walk to school should arrive after 8:45 a.m. **when the school is supervised.** Parents who pick up their child after school need to arrive promptly. Supervising staff are on duty in the hallways 15 minutes before the start of first period classes at 9:00 a.m. **NOTE: Supervision is not available after school.** Staff are on duty at the end of the day to assist with bus loading and the safe exit of the building.

### How To Use the Kiss and Ride

- Morning drop off is open from 8:40 a.m - 9:00 a.m.
- Please use the right hand single lane in the Bus Loop.
- You will be directed to drive to the end of the loop until the ENTIRE ROW of cars stops.
- ONLY when all cars are stopped, students are then to exit vehicles in the “SAFETY ZONE” (indicated by green dots on the Kiss and Ride Map) by Kiss and Ride Buddies, Student Helpers and Staff.
- Once clear of students, vehicles will be waved forward to exit and the next line will advance.
- Please do not STOP EARLY in the loop as you will create a traffic jam behind and cause other cars to pass / create UNSAFE conditions.
- Exit right onto Country Glen Road so you do not create a left hand turn traffic grid lock.
- DO NOT pass in the Kiss and Ride Loop – students may get out on both sides of the car.

### Picking Up at Dismissal Time

Please note – you may enter the Kiss and Ride loop in the parking lot prior to 3:15 p.m. Both the entrance and exit to the parking lot will remain closed until 3:40 p.m to ensure the safe dismissal of our students. You may choose to park along the right side curb but must remain stationary until the line of parked cars is dismissed at 3:40 p.m. If you would like to park and pick up your students, please see our alternate parking options.

### Where to Park

Between 9:10 a.m. – 3:15 p.m. you are welcome to use any open parking spaces in the school lot. Please do not park in the Bus Loop at any time.

The school lot will be closed from 8:45 a.m. – 9:10 a.m. and 3:20 p.m. – 3:40 p.m. – Please use alternate parking available on the following streets:

- Parking Inlets on Country Glen Road (in front of school)
- Cornell Commons Road (in front of school – south side)
- Parking Inlets on Christian Reesor Park Avenue
- Donald Sim Avenue

**If you enter the Bus Loop before 3:20 p.m.** the parking lot will be closed. **NO cars will be allowed to exit until 3:40 p.m.** to ensure the safe dismissal of students leaving our school.

\*Please make sure you are not blocking any driveways and are obeying all parking signs and traffic laws.

### \*NEW Parking Enforcement Fines

Recently, the City’s Parking Enforcement Unit has implemented some new penalties for vehicles parked or stopped in violation in a school zone to help address the safety issues. Vehicles parked within 100 ft. (30m) of a school zone will be subject to increased fines starting in September.

## Sign In/Out Procedure

### Sign In

- Students are late once “O Canada” has started and must go to the office for an Admit Slip.
- An office member must sign off on the admit slip before the student goes to class.
- Students entering late (after 9:00 a.m.) should use the side parking lot door to sign in at the office.

### Sign Out

- Parents/Guardians may sign out students at the office. Please sign them in when they return. If students are returning during lunch hour, there is no sign in required.

### Sign Out (Lunch Time)

- If you signed a release form in September for students to go home every day for lunch – sign out is not required at lunch.
- Students without the daily release form need to bring in a dated, signed note when they wish to leave at lunch.
- Students without a dated and signed note must contact their parent/guardian on the phone and a staff member must get verbal permission to release the student; this should be for odd occasions only.
- \*As per our Health and Safety protocol - Students must have the permission of the school principal to go home for lunch. Please email Mr. Chin for confirmation.

### Establishing Identity

- After parent approval, if there is a change in pickup arrangements, clarification is required to ensure that the person is on the contact list for permission to sign out students.
- The staff member will ask for last name and connection to the family and request identification to verify.
- If a person is not on the contact list, and we haven't received previous permission, we will need to call parent/guardian to get verbal permission.

## 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.

# Cornell Village Public School



## **Student Conduct Expectations: Our Goal**

At Cornell Village Public School... Inclusive, accepting, respectful and healthy relationships support individuals to reach their full potential. Norms, expectations and standards of behaviour reflect a responsible and civil society where inclusion, accessibility, acceptance and safety build the foundation of a caring and safe school climate. Building a caring and safe school climate requires a whole-school approach. All students benefit from clear, consistent behavioural expectations with positive modeling.

Inappropriate behaviour is addressed, taking into account mitigating and other factors through a bias-free progressive discipline model that employs a restorative practice approach. A clear focus on bullying prevention supports the development of healthy relationships, while educating the school community and encouraging timely reporting so that appropriate action can be taken.

Families play a critical role in the education of their children and in supporting their mental health and well-being. We hope you will work collaboratively with the school staff in order to create positive outcomes for all of our students. We want to ensure a safe Learning and Working environment for all by creating a place of welcoming, belonging and respect. We are a village, growing together.

## **Student Code of Conduct**

***At CVPS students are encouraged to abide by the following expectations:***

**Comply with all directions the first time they are given**

**On time, at school and prepared to learn**

**Respect others and yourself**

**Never give up - Always put forth your best effort**

**Establish a welcoming and inclusive space through your words and actions**

**Lead by example and show respect for school rules, property and the environment**

**Leave out bullying and name calling**

*The Board Code of Student Conduct is part of the Caring and Safe Schools policy.*

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.

## Cornell Village Public School

### Communication between School and Home

Parents/guardians are our most important partners in educating children. We communicate with you in a variety of ways throughout the year. **It is important that the school has your correct contact information. Please contact the school if your contact information has changed/changes throughout the school year.**

#### EDSBY

Be sure to add this app in order to communicate absences and appointments. Some teachers may also use this as a communication tool with families.

#### Email

We will use an email distribution list for our **Cobra Communicator**. 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. The news will also be posted on our blog at [cornellvillageps.blogspot.ca](http://cornellvillageps.blogspot.ca) for general school communications and updates. By subscribing to the blog, you will be notified on most recent Cornell Village Public School News.

#### 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.

#### 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 the school office has your correct cell phone number to participate. Families can opt out at any time.

#### Stay Connected Online

You can also stay connected online through our school blog at [cornellvillageps.blogspot.ca](http://cornellvillageps.blogspot.ca) and the school website <http://cornellvillage.ps.yrdsb.ca>.

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

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

## Emergency Information

Office staff should be notified as soon as possible if any of the following information changes:

- Address, work, cell 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). The forms are available in the office.

## 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.

In case of a real lockdown or evacuation, you will be directed to pick up your children at the following locations: **Reunification/Evacuation Site: Bill Hogarth Secondary School (100 Donald Sim Ave)**  
**Alternate Reunification/Evacuation Site: Cornell Community Centre (3201 Bur Oak Ave)**

## 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 whenever school vehicles are used for longer trips.

## Homework

The Ministry of Education defines homework as “work that students do at home to practice 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.

Student learning progresses in different ways and at different times. The same student may find one subject or concept easy to grasp, yet have difficulty with another. For this reason, there is no minimum amount of time that must be assigned for homework; instead, teachers will use their professional judgment to assign homework according to the specific learning profile and well-being of each student.

## Cornell Village Public School

### Homework should:

- support the interconnection of student learning and well-being.
- be age and developmentally appropriate.
- respect the need for a balance between academic, personal and family demands.
- recognize the interests, strengths and needs of each student.
- adhere to accommodations and modifications.
- include families as partners in the learning process.
- ensure equity of opportunity and access to help, technology and resources.

We, at Cornell Village Public School, believe that homework is an essential part of your child's education. Homework provides students with opportunities to review concepts and strengthen skills. In addition, homework encourages responsibility, self-discipline and the development of effective time-management strategies that will be of benefit for the future.

Homework enhances the partnership that parents have with the school in educating children. It is an effective tool in keeping the lines of communication open between the parent and the teacher. Parents/guardians provide valuable support for student learning. Teachers work with students and parents/guardians to facilitate homework completion and provide appropriate support where necessary.

### Homework is:

- quality time that enriches and is relevant.
- work that can be done without the help of the teacher.
- a positive experience, not a punishment.
- connected to classroom activity and to the skills already taught in class.
- a foundation for the development of effective study skills.

### Types of Homework

In order to be effective, homework types vary depending on the student, the nature of the learning and the timing within the teaching-learning cycle. The quality of homework is more important than the quantity.

- Pre-learning homework introduces an upcoming topic of study. Pre-learning can stimulate interest, activate prior knowledge or determine readiness.
- Checking for understanding homework uses strategic questions to assess current levels of understanding and helps teachers determine next steps for instruction.
- Practice homework provides the opportunity to practice what has been learned in class and requires a genuine understanding of the skill or concept.
- Study homework is time spent reviewing material taught in class to consolidate understanding and/or prepare for upcoming assessment.
- Completion homework is work not completed during class time.

How often and how much homework a student receives will vary with their grade and program. The time it will take to do the homework will also depend on the learning goals and the independent learning skills and work habits of the student. We recognize that homework should be balanced and take into consideration the student and their family's well-being.

## Time Guidelines

Teachers use their professional judgment to assign homework, adjusting requirements to support individual student learning and well-being. Teachers will consider other subject/course requirements when assigning homework. The following timelines are intended to show daily recommended maximums across all subjects and courses. It is not meant to be an average or expected daily amount. Grade Daily maximum: Kindergarten (10 minutes); Grades 1-3 (20 minutes); Grades 4-6 (40 minutes); Grades 7-8 (50 minutes).

## 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. 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.

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.

## 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.

## 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.

## Cornell Village Public School

### School Appropriate Attire

Students are expected to dress appropriately to demonstrate respect for self and others at all times.

- Parents are advised to send their children dressed properly for the day's weather. When the weather is cold, wearing warm jackets, hats, boots, mittens, snow suits etc.
- Hats, hoods, bandannas, or other non-religious head coverings are not to be worn in school.
- Hats, jackets and school bags are to be left in lockers or in the coat rack areas of the classroom.
- Students are asked to dress with their midriff, chest area and buttocks covered. No undergarments showing.
- Clothing that contains offensive / inappropriate words, symbols or messages are not acceptable.
- Indoor shoes are recommended for the whole school year. Appropriate footwear is required (running shoes with socks) during gym, dance, DPA, and outdoor play (no flip flops). Students will not be able to participate if they are not wearing appropriate footwear.
- It is recommended that extra pants and socks be left at school (on hooks, in bags, or lockers) in case of an accident or emergency.

### School Cash ONLINE:

School Cash Online provides the following benefits:

- A convenient payment option that saves time
- Reduces paper
- No more need to send cash or cheques to school

Parents that opt to participate will receive notification via email of student fees owed (both required and optional), and can make secure online payments by credit card or Interac and receive a receipt.

To view a presentation about the program, go to

<http://www.kevsoftware.com/movies/ParentRegEnglish/> .

#### To Get Started:

**Follow the easy steps listed below to register.**

#### **Please note:**

Your purchases will appear on your statement as "School Cash Online – YRDSB"

#### **Step 1: Register**

- a) Click on the School Cash Online button on our school's website at <http://cornellvillage.ps.yrdsb.ca/>
- b) Select the "Get Started Today" button.
- c) Complete each of the three Registration Steps.

**\*For security reasons, your password requires eight characters (including one uppercase letter, one lowercase letter and a number).**

#### **Step 2: Confirmation Email**

A registration confirmation email will be automatically forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account. The confirmation link will open

186 Country Glen Road, Markham, ON L6B 1B5

Phone: (905) 471-1694 Fax: (905) 471-4212 Email: [cornell.village.ps@yrdsb.ca](mailto:cornell.village.ps@yrdsb.ca)

Website: <http://cornellvillage.ps.yrdsb.ca> Blog: [cornellvillageps.blogspot.ca](http://cornellvillageps.blogspot.ca) Twitter: @Cornell\_Village

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the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.

### **Step 3: Find Student (NOTE: A STUDENT NUMBER IS REQUIRED)**

*This step will connect your children to your account.*

- a) Enter the School Board Name
- b) Enter the School Name
- c) Enter Your Child's Student Number and Last Name
- d) Select **Continue**
- e) On the next page confirm that you are related to the child, check in the Agree box and select **Continue**
- f) Your child has been added to your account

### **Step 4: View Items or Add Another Student**

If you have more children, select **"Add Another Student"** option and repeat the steps above. Five children can be added to one parent account.

If you do not wish to add additional children, select **"View Items for Students"** option. A listing of available items for purchase will be displayed.

### **NEED HELP?**

If you require assistance, select the GET HELP option in the top right hand corner of the screen or contact School Cash Online – **Parent Help Desk at 1-866-961-1803** or [parenthelp@schoolcashonline.com](mailto:parenthelp@schoolcashonline.com).

## **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 Cornell Village Public School Council.

The Cornell Village Public School Council is an advisory group of parents, teachers, school staff and community representatives that serve a vital role in helping our students reach their potential in all aspects of school life. The School Council promotes student achievement in many ways including; advising on school policies and procedures, assisting with school programs, fundraising etc. For more information on the activities of our School Council please visit our web site at <http://www.yrdsb.ca/schools/cornellvillage.ps/SchoolCouncil>

Contact school office staff for more information. **School Council Candidate Nomination Forms** are due by 4 pm on Friday, September 24, 2021. Please complete the [google form](#) or email [scott.chin@yrdsb.ca](mailto:scott.chin@yrdsb.ca) with a copy of the nomination form by this date. The School Council members will be published on the school website unless a school council election is required. The first meeting will be held on Tuesday, September 28 at 7pm.

## **Student Personal Information**

## Cornell Village Public School



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.

### 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

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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 buzzer at the side entrance of the school. Side parking lot doors are locked 15 minutes after the morning bell.
- check in at the school office.
- sign in and obtain a visitor or volunteer pass to wear while in the school, even if you have pre-arranged a meeting at a location other than the office.

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 Policy and Procedure #280.0, Volunteers in Our Schools. If you are interested, please complete the **Volunteers in Our Schools Form** and return it to the school office.

### 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

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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 occurrences

### **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.

## 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 is 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.