



Cornell Village Public School



School Start-Up Package 2022-2023

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Inspire Learning!

Welcome From the Principal

Dear Parents/Guardians,

Welcome to all our new and returning families. I 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. You will receive a weekly newsletter that will provide detailed information and highlight important dates. You can visit our school website for up-to-date information about events. You can also find updated information about the Board at www.yrdsb.ca and Twitter @YRDSB.

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

Sincerely,

Heather Purcell
Principal
Cornell Village P.S.
heather.purcell@yrdsb.ca

Information Package and Form Checklist

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

Return the completed forms by **Friday, September 16, 2022.**

Required Forms

These forms will be sent by email and **must** be completed.

- School Start-Up Permissions Form**
- Student Personal Information Consent Form**
- Student Registration Verification Form** (to be sent home with students, for parents to verify information on file)

Additional Forms

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

- Request for Faith Accommodations Form
- School Council Nomination Form

Contact Information

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.

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 Seizures you must contact your child's school to ensure all information is up-to-date and accurate.

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 am to 4:00 pm

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.

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.

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 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 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. 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 prevalent medical condition, **please let the school know immediately** and speak to the school office staff about completing the appropriate health care plans.

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

Announcements

Important information is shared with students during the morning announcements. Students are asked to 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.

Attendance

Parents/guardians are asked to inform your child's school before 9:00 am, if your child is going to be absent or late to school or an after-school event that they planned to attend. Where possible, notify the school in advance by logging into Edsby and using the "Report an Absence" feature or calling the school (905) 471-1694 and select the option "To Report a Student Absence or Late".

Arrivals and Departures

Families who live within walking distance are encouraged to use **active travel, including walking or rolling** (cycling, scootering, skateboarding) to and from school.

Students who use bicycles, rollerblades, skateboards or scooters to travel to school must wear a helmet, and walk while on school property. Students should lock bicycles on the bike rack, and store rollerblades, skateboards 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.

Kiss and Ride Program

The entry bell rings at 8:45 am. Students must make every effort to be in school by 9:00 am 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 am **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 am. **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 am - 9:00 am.
- 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 pm. Both the entrance and exit to the parking lot will remain closed until 3:40 pm 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 pm. If you would like to park and pick up your students, please see our alternate parking options.

Where to Park

Between 9:10 am – 3:15 pm 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 am – 9:10 am and 3:20 pm – 3:40 pm.

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 pm the parking lot will be closed. NO cars will be allowed to exit until 3:40 pm 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.

For students who are eligible to Take the School Bus:

School Bus Safety

When riding school buses, you must:

- be at the bus stop five minutes before your scheduled pick up.
- 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.

Shouting, rough play and fighting are strictly prohibited. Students engaging in these activities will have their bus privileges suspended. We expect that all students should treat buses as an extension of the school and follow school rules and policies.

Transportation will be cancelled by 6:00 am 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](#).

More information about bus routes and times can be found at www.schoolbuscity.com.

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** 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.

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 canceled or delayed, or if schools are forced to close due to an emergency.

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 am) 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.

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 is essential for students to succeed in school, as it promotes a safe, respectful and welcoming learning environment. The Code of Student 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 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, 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.

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.

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.

Agenda/Handbook

The student agenda or handbook serves as a useful way for teachers and parents/guardians to communicate. We may also communicate through regular newsletters.

Our school will be providing agendas to selected classes **only** this year. We encourage all students in the selected classes to use an agenda/handbook 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.

Parents/guardians, please check your child's agenda/handbook daily. If you wish to purchase an agenda through the school, provide **\$7.00 by Friday, September 23rd, 2022.**

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 (EDSBY, email and school blog).

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.com 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 or Family Resources page at www.yrdsb.ca/familyresources 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 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 blog at cornellvillageps.blogspot.com and the school website <http://cornellvillage.ps.yrdsb.ca>.

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

- www.yrdsb.ca
- Instagram @yrdsb.schools
- Twitter @YRDSB
- [YouTube channel YRDSBMedia](#)
- the 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 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)

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:

1. Reunification/Evacuation Site: **Bill Hogarth Secondary School (100 Donald Sim Avenue)**
2. Alternate Reunification/Evacuation Site: Cornell Community Centre (3201 Bur Oak Avenue)

Excursions/Community Walkabouts

Our outdoor spaces are learning spaces. Teachers may take classes on walks around the community to support classroom learning, environmental literacy, and mental and health and well-being. 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.

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 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.

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.
- 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.

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.

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, wear 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

Click on the School Cash Online button on our school's website at <http://cornellvillage.ps.yrdsb.ca/>

Select the "Get Started Today" button.

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 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.

Enter the School Board Name

Enter the School Name

Enter Your Child's Student Number and Last Name

Select **Continue**

On the next page confirm that you are related to the child, check in the Agree box and select **Continue**

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.

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. Elections shall occur within the first thirty days of the start of each school year.

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>.

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.

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.

Student Threat-Risk Assessment Protocol: Fair Notice and Process

Threat 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 Student 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 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 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 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 Assessment team?

Each school will have staff trained in the Threat Assessment protocol. A multi-disciplinary Threat 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 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.