



James Robinson Public School



School Start-Up Package 2022-2023

90 Robinson Street, Markham, ON L3P 1N9

Phone: 905-294-3484

Fax: 905-294-4626

email: james.robinson.ps@yrdsb.ca

blog: jrpsregister.blogspot.com/

website: www.yrdsb.ca/schools/jamesrobinson.ps/

Inspire Learning!



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

Arabic:	يقدم لك هذا الدليل معلومات حول مجلس إدارة مدارس منطقة يورك York Region District School Board. يرجى منك أخذه لشخص يستطيع شرحه لك.
Chinese:	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。
Farsi:	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.
Gujarati:	આ ગાઈડ આપને York Region District School Board ની માહિતી પુરી પાડે છે. મહેરબાની કરી તે કોઈ પાસે લઈ જાઓ જે આપને સમજાવી શકે.
Hebrew:	חברת הדרכה זו מכילה מידע אודות York Region District School Board. אנא קחו חברה זו למישהו שיוכל להסביר לכם את המידע המפורט.
Hindi:	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.
Khmer:	សៀវភៅនេះផ្តល់ព័ត៌មានអំពី York Region District School Board ។ សូមយកវាទៅអ្នកណាម្នាក់ដែលអាចជួយពន្យល់វាឱ្យលោកអ្នក។
Korean:	이 안내서는 York Region District School Board에 대한 정보를 제공합니다. 내용을 설명해줄 수 있는 분에게 보여드리십시오.
Punjabi:	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.
Romanian:	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.
Russian:	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.
Spanish:	Esta guía le proporciona información sobre el York Region District School Board. Llévase la a alguien que pueda explicársela.
Tamil:	York Region District School Board பற்றிய தகவல்களை இந்த வழிகாட்டி உங்களுக்கு வழங்குகின்றது. தயவுசெய்து இதனை உங்களுக்கு விளங்கப்படுத்தக்கூடிய யாராவது ஒருவரிடம் எடுத்துச் செல்க.
Urdu:	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۔
Vietnamese:	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. Please review this information. You will also receive an **email in the coming weeks with forms that you need to complete for each child.** If you prefer to receive a paper copy or have not received the forms, please contact your school office.

Return the completed forms by September 30

Required Forms

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

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

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

Dear James Robinson 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 2022-2023 School Year.

Each year we ask families to complete **important forms** to indicate they have reviewed and they understand the school and Board policies, and to indicate permissions. We are pleased to let you know that families will be able to continue 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. Please submit the forms by September 30, 2022.

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

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. Our caring and professional school team has been working hard to prepare to welcome your children back to school.

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 to what is happening in our school. Visit our school website and blog for up-to-date information about events. You can also find updated information about the Board at www.yrdsb.ca and Twitter @YRDSB.

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

Sincerely,

Scott Chin
Principal

Lisa La Marca
Vice-Principal

JAMES ROBINSON PUBLIC SCHOOL

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 Hours

Period	Times
Before school supervision	8:15 - 8:30 a.m.
Instructional Block 1	8:30 - 10:10
Recess	10:10 - 10:40
Instructional Block 2	10:40 - 12:20 p.m.
Lunch	12:20 - 1:20
Instructional Block 3	1:20 - 3:00
Dismissal	3:00 p.m.

School Day Organization:

Office hours: 8:00 a.m. to 4:00 p.m.

Agenda

We encourage all students to use an agenda on a daily basis. An agenda is a tool for students to record homework, important dates and reminders, and is a useful way for teachers and parents to communicate daily. Families, please check your child's agenda daily. If you wish to purchase an agenda, you may do so for \$8.00. You can purchase the agenda online via School Cash Online found on our school website or submit cash to your child's homeroom teacher.

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.

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.

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, such as anaphylaxis, asthma, diabetes and/or epilepsy/seizure disorder, **please let the school administration know immediately** and speak to the school office staff about completing the appropriate health care plans.

Announcements

Important information is shared with students during the morning announcements. Students are asked to listen attentively and respectfully during the announcements.

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. **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.

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

- Must wear a helmet.
- Must walk while on school property.
- Should lock bicycles on the bike rack (located at the east end of the school. New racks in the west end of the school are planned) and store rollerblades, skateboards or scooters in their locker or backpack or in another school designated area. The school is not responsible for any lost or damaged personal items

Families who **drive their child(ren) to school:**

- The school parking lot is reserved for school and support staff only. A parking lot with moving cars is a very unsafe space for children to walk.
- Robinson Street could be used as a drop off area *only* – no parking.
- Galsworthy Avenue is our bus area and is a no stopping zone.
- There is a crossing guard located on the corner of Robinson and Galsworthy. Please plan drop off accordingly to utilize this safe crossing zone.
- Consider parking a block away and walking the short distance to the school to alleviate traffic congestion.
- Arrive to school between 8:15 and 8:30 a.m.
- Pick up is at 3:00 p.m.

For students who take the bus to school:

- We have several buses/ cabs picking-up and dropping off students.
- **Students from Kindergarten to grade 3 who take the bus to school**, please be advised that the school bus will not allow your child to disembark unless there is a parent at the bus stop to meet them. Unclaimed students will be brought back to the school at the end of the driver's daily bus routes.
- Please make arrangements with your child *before the start of the school day* if their bus routine changes and they are going to be picked up by you instead. Please do not call the main office and ask office staff to make these arrangements for you during the school day.

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.

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.

Transportation will be cancel by 6:00 a.m. if road conditions are unsafe or are expected to deteriorate significantly by the time students are to be transported home. To find out if transportation is cancel, 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](#).

Attendance

Regular and punctual attendance affects school success and is expected of all students. Parents/guardians are responsible for notifying the school before bell time at 8:30am if your child will be absent or late to school or an after-school event that they planned to attend. We have a safe arrivals program so that we can account for the whereabouts of absent students if the absence has not been reported prior to bell time.

There are two options you can use to report your child's absence or future planned absences.

1. EDSBY

If you have activated your **EDSBY** account, you can login to **EDSBY** at www.yrdsb.edsby.com and report your child's absence online. You can access an [online video tutorial to learn more](http://bit.ly/edsbyabsence) (bit.ly/edsbyabsence) about how to do this. If you have not yet created an **EDSBY** account, please contact your local school for information on how to do this.

2. iNFORM - By calling 905.294.3484

You can also use our new automated phone reporting tool, iNFORM. To report your child's absence, please call the school phone number, press 1 to report a late or absence, and follow the prompts provided. A confirmation email will be sent to all parents/guardians who have access to the student's records.

Please note: For safety purposes, iNFORM will use the phone number you have provided to the office to verify the caller reporting the absence. Please ensure that we have your proper phone number on file. This automated system is part of our safe arrivals program to ensure student safety. Thank you for continuing to work with us to ensure student well-being and achievement.

After school bell time of 8:00 a.m.

If you are reporting an absence or late after the bell time, you can use **EDSBY**, call the school directly or wait for the automated call to you to verify the late or absence. Families will receive a call and email if your child has been marked late or absent and you have not reported it. You will be prompted to verify whether or not you are aware of the absence.

Childcare

High Birch Childcare is an independent daycare that uses a classroom at James Robinson Public School. High Birch has a before and after school program for students in Kindergarten to grade 6. Please contact them if you are in need of a before and after school program at 416-580-8876.

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.

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.

At James Robinson Public School our goal is to create inclusive, accepting, respectful and healthy relationships that 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.

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.

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

The student agenda serves as a useful way for teachers and families to communicate. Please check your child's agenda daily.

Email

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

Texts

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

EDSBY

Starting this year, James Robinson P.S.'s main source of parent communication will be through EDSBY. If you have not downloaded the EDSBY app (<https://yrdsb.edsby.com/>), please do so. Some classrooms also use EDSBY and Twitter feeds or newsletters to help you stay connected. More information will be shared in the upcoming weeks. We can't wait to get our EDSBY news river up and running!

Blog

JRPS's Blog account is <https://jrpsregister.blogspot.com/>

Twitter

In addition, JRPS's Twitter account is [@JRobinsonPS](#). Twitter is used to communicate up to the minute happenings or to celebrate events around our school in real time.

Important messages to the community will be sent home via electronic communication and in hard copies printed on coloured paper.

Stay Connected Online

You can also stay connected online through our school website, the **EDSBY** app or website (<https://yrdsb.edsby.com/>). Some classrooms also have blogs, Twitter feeds or newsletters to help you stay connected. Your child's teacher will provide more information.

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

- www.yrdsb.ca
- Instagram @yrdsb.schools
- Twitter @YRDSB
- YouTube channel YRDSBMedia
- the Board app YRDSB Mobile
- TuneIn YRDSB, the Board's podcast, available on most podcast platforms

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<http://www.jamesrobinson.ps.yrdsb.ca>, Blog: <https://jrpsregister.blogspot.com/>

Twitter: @jrobinsonps

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.

Dress Code

Currently the YRDSB Dress Code Policies are under review. We will be encouraging classrooms of Grades 4-12 students to join a Zoom session with their class, facilitated by Leadership Development and Engagement and Inclusive Schools and Community Services to build context on the Student Leadership and Student Voice and Student Dress Code Policies. A revised document will be developed this year. In the meanwhile, we will continue to follow the current school dress code as follows:

The JRPS dress code applies to all students regardless of their age or grade.

- Clothing may not promote or advertise drugs, alcohol or smoking
- Clothing may not display sexist, racist, or gender biased slogans
- Clothing may not depict violence, death, or promote gang/cults
- Bandanas may not be worn as they are often gang related
- Hats may not be worn indoors (unless for medical or religious reasons)
- Clothing may not have metal accessories (e.g. chains or studs)
- Clothing must cover student's body from shoulders to thighs

Students who choose to wear clothing that does not follow these standards may be required to:

- Turn the item of clothing inside out
- Change into something else
- Wear an item of clothing over it
- Change clothes at home
- Have a replacement item brought to school

EcoSchools

EcoSchools are schools that demonstrate a commitment to reducing their ecological footprint and becoming environmentally responsible. They are certified by the Ontario EcoSchools program, an environmental education and certification program for grades K-12. James Robinson is a Gold Certified EcoSchool. We engage the whole school community in ecological literacy, waste minimization, energy conservation and school ground greening.

Electronic Devices

Cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods, except with the clear permission of the classroom teacher. The school is not responsible for personal items that go missing or are damaged at the school. There are exceptions for students who need specific devices as per their Individual Education Plan. Cell phones' camera functions 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 Board Policy #668.0 Safe, Caring and Supportive Schools.

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 a hold and secure situation, York Regional Police will ask that outside doors of a school remain locked. Normal school operations will continue inside the building, but no one may enter or leave the building until police indicate it is safe to do so. This will occur regardless of weather.

In case of a real lockdown or evacuation, you may be directed to pick up your children at the following
Reunification/Evacuation Site: Franklin Street Public School, 21 Franklin Street, Markham

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

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 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.

Internet Safety – Social Networking Sites

In our new Internet generation, children are interacting with the world around them in ways many adults might never have imagined. The benefits of Internet access are enormous, but unfortunately there are also serious risks. Unsupervised, some children may be "downloading" inappropriate information. We have also become aware of some students "uploading" information about themselves (e.g., pictures, personal information, and family details) onto social networking sites (chat rooms). This practice has been known to lead to many personal tragedies.

Parental involvement is the key to keeping children safe online. Lecturing, installing filters to block objectionable websites, spying, or even keeping children off the Internet are tactics that some parents have employed, with greater or lesser success. However, none of these are as effective as engaging your children in ongoing conversation about what they are doing online. Try to keep the lines of communication open about this important aspect of their lives. For more information about keeping your children safe on the internet, visit the York Regional Police website at www.police.york.on.ca and click on the "Be Net Aware" icon.

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. If students do not go home for lunch, they are encouraged to bring a **healthy and litterless lunch** and will eat in their classrooms, where they will be supervised by our lunch supervisors. All food items must be **"nut free"**.

Families are welcome to drop off lunches in the morning (before 12:20 p.m.) at the designated Lunch Table set up outside the office in the front foyer. As part of our safe school policy, families are not able to visit their child's classroom or their lockers to drop off lunches. If you would like to communicate with your child, let the office know, we will gladly connect you.

Once your permission is given on the **Lunch Time Agreement**, it is then in effect for the entire year unless you notify us of different arrangements. Students who do not have this agreement in place must bring a note from their parents if they have permission to leave the school grounds on a specific day.

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 or via the Online Form.

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 Cash Online

Items sold via the school will be included on the www.schoolcashionline.com site and updated as needed. We recommend this method of payment for any school related expenses. A reminder email will be sent out to parents as needed. Please contact the office should you require assistance registering.

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/>.

90 Robinson Street, Markham, Ontario L3P 1N9

Phone: 905.294.3484, Fax: 905.294.4626, email: james.robinson.ps@yrdsb.ca website:

<http://www.jamesrobinson.ps.yrdsb.ca>, Blog: <https://jrpsregister.blogspot.com/>

Twitter: @jrobinsonps

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://www.yrdsb.ca/schools/jamesrobinson.ps>

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

There are many ways you can be engaged in your child's learning at home and at school. This includes getting involved with the school council. Contact school office staff for more information. Please complete the google form: [School Council Nomination Form](#) by Friday, September 23rd at 4pm. Our first council meeting will be on Monday, October 3rd at 6:30pm.

The James Robinson 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/jamesrobinson.ps/Pages/default.aspx>

Student Locker Agreement

The use of a locker in the intermediate grades is both a privilege and a responsibility. It is expected that students will follow these guidelines regarding the use of their locker.

- No food is left in your locker for more than one day
- Textbooks, notebooks, and papers are to be stored neatly in your locker at all times
- No writing, drawing, or etching on the inside of your locker
- The outside of your locker doors are to be kept clean and free of any written or painted material
- Locker doors are to be treated with care. The kicking or slamming of locker doors will not be tolerated
- Masking tape or magnets may be used to post appropriate pictures on the inside of lockers
- A locker will not be shared with another student unless specifically assigned by office/teacher
- Locker combinations must be kept private. Please do not give your combination to any of your friends
- Lockers remain school property
- Any mistreatment of them will result in the loss of your use of a locker
- All the necessary material for classes should be acquired during non-classroom times i.e., 8:25 a.m., recess, etc.
- You may not go to your locker during class time without teacher permission
- You may not loiter around your locker to socialize with your friends
- The office/teacher have the right to ask you to open your locker to view content if deemed necessary
- Do not bring valuable items to school and put them in your locker. The school is not responsible for stolen or missing items

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.

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 families are expected to read the [Use of Technology Agreement](#) (in the Guide to the School Year or available on the Board website). They are also required to sign the **School Start Up Permissions Form** to acknowledge that they have read, understand and will support the conditions/rules concerning the use of school/Board and personal technology as it supports learning. This agreement is designed to ensure a safe and supportive school environment and network integrity.

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

Through Google Suite, students have access to a Google Suite Gmail. This Gmail access is customized for appropriate age levels. Students younger than Grade 6 cannot send or receive emails outside of the YRDSB Google Suite. We have also put strict measures in place to prevent SPAM and block inappropriate language and websites for students using email through the Google Suite. For more information, please visit the Board website or speak to your child's teacher about the tools they are using in the classroom. We all have a role to play in helping students to become responsible digital citizens. Digital citizenship at home resources are available on our Board website.

Threat 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 Threat 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, and 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.

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 change rooms.

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

Visitors

All visitors (including parents/guardians) must:

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

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

Volunteering in the School

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

YRDSB Student Suicide Intervention Protocol Fair Notice

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

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

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

Given the urgent need to help keep students safe from suicide, each school has access to Board staff trained in suicide intervention. In the urgent situation of suicide intervention, staff trained in suicide intervention do not require families consent to intervene. However, we do make every effort to contact families to apprise you of your child's situation and the assistance provided. Families 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.