



## Stouffville District S.S.



### Welcome Letter from Principal

Dear Parents/Guardians,

We eagerly anticipate a year in which we will experience a return to operational structure and activities that our students were able to enjoy prior to the pandemic. We are intentional in our efforts to provide additional support for our students as they transition back to face-to-face instructional delivery.

We are pleased to welcome to the SDSS Admin team, Vice-Principal, Ms. Nadia Bearcroft. As well, we wish to extend a special welcome to all other staff and students new to Stouffville DSS this year, including our new grade 9 cohort.

This package is provided to you to assist you in familiarizing yourself with our school. We ask that you take time to read through it with your child. An additional booklet *Guide to the School Year*, is provided by the York Region District School Board.

Please know that we are here to support your child and would ask that you reach out to us if you have any questions or concerns.

Mr. Jeff Foran – student alpha surnames A-L

Ms. Nadia Bearcroft – student alpha surnames M-Z

Please mark the following dates on your calendar,,

- September 20 – School Council Meeting
- October 28 - Student Progress Interviews

In order to remain informed of our school news, please read the weekly Spartan Speaks and follow us on Twitter @StouffvilleDSS and/or Instagram @Stouffvilledss

We look forward to working with you this year in support of your child.

Sincerely,

Rose Walker  
Principal

Jeff Foran  
Vice-Principal

Nadia Bearcroft  
Vice-Principal

Ms. Erin Gray  
Ms. Michelle Jackson  
Ms. Karen Venditti  
Ms. Gail Pollard

Head of Guidance  
Head of Student Services  
Secondary Office Administrative Assistant  
Attendance Secretary – ext. 1180



## Stouffville District S.S.



### Student Council 2020-2021

President:	Arathi S.	Tech Rep:	Hassan K.
Vice President:	Nabiha S.	Social Rep:	Vanessa S.
Secretary:	Riya U.	Senior Rep:	Arya B.
Junior Secretary:	Sloan T.	Junior Rep:	Prisha B.
Treasurer:	Sahari K.		

### Information Package and Form Checklist

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

**Return the completed forms by September 14<sup>th</sup>.**

#### Required Forms

These forms must be completed.

- ☐ Registration Verification/Office Index Card/Emergency Contact Information
- ☐ School Start-Up Permissions Form
- ☐ Student Personal Information Consent Form

#### Additional Forms

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

- ☐ Consent for Information Sharing – Students at the Age of Majority Form.
- ☐ Request for Faith Accommodations Form
- ☐ School Council Nomination Form
- ☐ Canada's Anti-Spam Legislation (CASL) Consent Form



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### Our School

#### School Day Organization:

Period	Times
Block A	9:20 – 11:55
Lunch	12:00 - 12:55
Block B	1:00 - 3:30

Office hours: 8:00 to 4:30 p.m.

### Common Lunch

During the common lunch, students are permitted to eat in the halls. Students are not permitted to sit in stairwells as this contravenes Fire Code Regulations. All students are asked to place all garbage in waste and recycling containers.

Students are encouraged to participate in lunch activities and clubs. Students are to refrain from taking food into classrooms unless special permission has been granted and appropriate plans are in place to ensure the room is clean and left ready for instructional use in Block B.

### COVID-19

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

Families will receive information from the school board about health and safety measures that are in place in our schools. **It is also important to note that some information in this package may be subject to change to ensure we are adhering to health and safety guidelines.**

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

### Accident Insurance



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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](http://insuremykids.com) or call 1-800-463-5437.

### **Agenda/Handbook**

We encourage all students to use an agenda or the calendar on their phone on a daily basis. An agenda is a tool for students to record homework, important dates and notes.

### **Allergies/Medical Conditions**

There are students and staff members in our school who have life-threatening allergies to nuts and other allergens. If they smell or come into contact with these foods or scents, they may have an anaphylactic reaction.

To help create an allergen-safe environment, do not bring nut or nut products to school. We also ask that students do not use scented body-spray in the school, as many staff and students have a severe reaction to scented products.

If your child has a serious or life-threatening allergy or medical condition, let the school know immediately and speak to the school office about completing the appropriate medical forms.

[Anaphylaxis Health Care Plan](#)

[Asthma Health Care Plan](#)

[Epilepsy Health Care Plan](#)

[Type 1 Diabetes Health Care Plan](#)



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### Announcements

Important information is shared with students during the morning announcements. Students should listen attentively and respectfully during the announcements and anthem.

### Arrivals and Departures

Parents/guardians who **drive their children to school**, are asked to use the designated drop off area at the east side of the school.

**Students who drive to school are** required to obtain a pass, provide vehicle information to the main office, and park in the West or North parking lots.

**For students who take the school bus**, ensure you are at the front of the school before your pick-up time.

More information about bus routes and times can be found at [www.schoolbuscity.com](http://www.schoolbuscity.com). Parents/guardians, it is important to remember your child's bus number and pick-up/drop-off times.

**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; and
- Must store rollerblades, skateboards or scooters in their locker.

Skateboards that are used as transportation to and from school, **upon arrival on school property**, must be picked up and carried to their lockers where they must be stored during the school day. **The school is not responsible for any lost or damaged personal items.**

### Attendance Procedures

Students will attend all of their classes regularly and punctually. Regular attendance is a vital part of learning. The only valid reasons for absences are:

- Illness;
- Authorized School Activity; and/or
- Religious Observance.

**All students are expected to be on time for all classes.** However, there are



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times when students will be late or absent from school. When this happens to you must,

### **UNDER 18 YEARS OF AGE**

Have your parent/guardian call the Attendance Office (905-640-1433 Press 1) with an explanation at the start of the day you are absent. If this is not possible, phone the school yourself and bring a note from your parents/guardian to the Attendance Office upon your return to school.

### **18 YEARS OR OLDER**

**ABSENCE** - Telephone the Attendance Office (905-640-1433 and Press 1) with an explanation on the day you are absent. If you have persistent unexplained absences, a conversation with your vice-principal will occur to support improved attendance.

### **Start of the School Day:**

It is expected that all students are in class at the start of the school by 9:20am. Students unable to arrive on time, must sign in at the main office **before proceeding to class**.

### **Throughout the School Day.**

In the event that students are late for Block A or B teachers will track and administer interventions. If a student continues to be late or truant, they will be referred to the office for progressive discipline and/or additional support.

### **ALL STUDENTS**

In the event of extended absence for illness, or an absence on the date of a scheduled assessment/evaluation, a medical note may be requested. Medical notes, appointment cards from doctors, dentists, courts, etc. that you visit while absent should be retained and provided to the Attendance Office on your return to school.

### **SIGNING IN/OUT**

In the event that you must leave school early due to a valid reason, you must sign out at the Attendance Office. If you are under 18, this must be done with parental permission.

When you reach the age of 18, you may sign out independently with a valid reason. When absences extend beyond 5 during a semester, follow-up with your vice-principal will occur. If you leave school and return before the end of the



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day, you must sign back in at the Attendance Office (explaining the circumstances) before proceeding to class.

### **REQUEST FOR ABSENCES OF 3 OR MORE INSTRUCTIONAL DAYS (E.G., VACATION)**

A student who wishes to withdraw from school for three or more days at the request of parents or guardians must complete an “Extraordinary Absence Form” AT LEAST ONE WEEK in advance for the proposed absence. This form may be obtained from the Attendance Office. It must be completed fully by both the parents and teachers involved and then submitted to the Administration AT LEAST ONE WEEK prior to your planned absence. This will allow your teachers to help you make up for missed work.

The January Examinations will occur from **January 25 – 31, 2022** and the June Examinations will occur from **June 22 – 28, 2022**. Exams must be written during these scheduled dates. As a result, please do not schedule vacations during these times.

### **THINGS TO REMEMBER**

It is your responsibility to make up work missed due to lateness or absences. Again, it is important to be on time for all classes.

If a student is signed out, they must leave the school property. Students cannot be signed out by a parent/guardian and remain in the school unsupervised.

### **Buses**

Failure to abide by the bus safety and school expectations could result in the removal of bus privileges. Students must obey the bus driver at all times. School bus transportation is provided to and from home only. Information about bus routes and times can be found at [www.schoolbuscity.com](http://www.schoolbuscity.com). Parents/guardians, it is important to remember your child's bus number and pick-up/drop-off times.

### **INCLEMENT WEATHER DAYS**

Schools are open on inclement weather days, although school bus service may be cancelled. If there is a need to cancel school bus service, official announcements are made on the following radio stations:

AM 640	CHUM 1050	SRC 90.3 FM	CJEX 97.3 FM
AM 680 NEWS	AM	CBC-1 99.1 FM	CHFI 98.1 FM
CJBC 860 AM	CJCL 1430 AM	CBC-2 94.1 FM	MIX 99.9 FM
CFRB 1010 AM	CHIN 1540 AM	CHAY 93.1 FM	CHIN 100.7 FM
	CKDX 88.5 FM		



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As well information will be posted to the school Twitter @StouffvilleDSS or Instagram @Stouffvilledess accounts.

Ultimately, it is a parent's discretion as to whether or not to send a student to school based on parents'/guardians' assessment of whether travel to school is safe.

### **SDSS Code of Student Conduct**

Students are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our community members. These expectations are indicated in our School Code of Student Conduct. Students are expected to demonstrate this code of behaviour on school property and during offsite Board or school-sponsored events and activities.

#### **CODE OF BEHAVIOUR FOR STUDENTS OF Stouffville District S.S.**

Our primary goal at S.D.S.S. is to help students develop their potential as individuals and as contributing responsible members of society who will think critically, demonstrate empathy, and act responsibly. This goal can best be realized in a school environment in which all individuals have a clear understanding of their rights and responsibilities, as well as an awareness of the rights and responsibilities of others within our community.

Students, teachers, and parents share the responsibility of developing and achieving the goals of S.D.S.S. Listed below are areas for which behaviour inconsistent with expectations may result in progressive discipline while providing support for improved student behaviour. In each area a rationale is given, the expected behaviour is explained and the possible consequences for harm caused by inappropriate actions are outlined.

#### **EXPECTED BEHAVIOUR – ACADEMIC HONESTY**

Stouffville District S.S. students are expected to think independently and behave honestly. True learning in an intellectually stimulating environment is enhanced when students consistently demonstrate respect for the intellectual property rights of others in all evaluation activities. Students are also expected to complete their tests or mid-term/final exams independently. Students are not permitted to speak to each other or out loud to themselves during tests/exams or to use unauthorized aids or resources of any kind.





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For YRDSB definitions of cheating and plagiarism, refer to the Academic Honesty section in the YRDSB **Guide to the School Year** booklet.

### **REASONS FOR EXPECTED BEHAVIOUR**

Honesty is an important character trait. Credits are granted to reflect a student's own effort and achievement.

### **CONSEQUENCES/SUPPORTS**

The consequences and learning about cheating or plagiarism may include: contact with parents/guardians, referral to administration, disciplinary action, re-doing the task or a portion of the task, or a mark of zero in the absence of original work, and completion of a learning activity. All incidents of cheating should be shared with the school librarian for tracking and supportive learning activities. Consequences are administered in alignment with Growing Success and Board Policy and Procedure 305.2 taking into consideration knowledge of the learner, circumstances and responses designed to facilitate collection of evidence.

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### **EXPECTED BEHAVIOUR - ATTENDANCE**

Students are expected to attend school regularly and to be present in all of your classes.

### **REASONS FOR EXPECTED BEHAVIOUR**

It is required that S.D.S.S. students attend regularly, on time, and participate in all scheduled classes. Regular attendance supports optional learning and academic success.

### **CONSEQUENCES/SUPPORTS**

Chronic lates and/or absences without reason will result in contact with parents/guardians. The school social worker may be consulted if attendance patterns are affecting academic achievement. This may result in regular contact with the student and family to encourage improved attendance. Progressive intervention/discipline may also include referral to a guidance counselor or vice-principal, making up for missed time, an attendance contract, and/or withdrawal of privileges. Ultimately persistent truancy results in lowered achievement and possible loss of course credits.

### **EXPECTED BEHAVIOUR - PUNCTUALITY**

Students are expected to be on time for every class.



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### **REASONS FOR EXPECTED BEHAVIOUR**

Punctuality shows respect and consideration for others as well as reflecting good character. If you are late for class, you inconvenience and disrupt the learning of your classmates and teachers.

### **CONSEQUENCES/SUPPORTS**

Habitual lateness may result in counselling, lunch detention, referral to an administrator, contact with parents, performance contract and/or other actions within a progressive discipline approach. Lates will be tracked by teachers with appropriate interventions. Persistent lates will result in a referral to administration for further intervention.

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### **EXPECTED BEHAVIOUR - RESPECT FOR PROPERTY**

Students are expected to treat the school grounds, building, and resources with respect and care.

Students are expected to keep the property tidy. Therefore, all food must be disposed into proper receptacles. It is expected students will familiarize themselves with and follow the expectations governing the use of lockers, parking facilities, textbooks, bulletin boards, and the cafeteria.

Students are expected to treat all school property and facilities with respect. Vandalism of any nature will not be tolerated.

### **REASONS FOR EXPECTED BEHAVIOUR**

The school belongs to students and the community as a whole since parents/guardians and others pay for it through taxes. In order for the school community to operate efficiently, everyone must abide by these expectations.

Damage to school property adversely affects the positive atmosphere of the school.

### **CONSEQUENCES/SUPPORTS**

A student who damages school property will be referred to an administrator and progressive discipline will apply. Parents will be contacted and informed that payment must be made for the cost of any repairs or replacement of items. Student will be supported with activities such as counselling, restorative circles/conference or referral to outside agencies aimed at



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supporting improved behaviour.

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### **EXPECTED BEHAVIOUR - RESPECT FOR OTHERS**

Students are expected to comply with the behaviour expectations of the school and to cooperate with adults in the building, on the grounds, on the school buses, in the community, and at any school activity. This includes providing your full name upon request.

As well, students are expected to use respectful language, in an appropriate tone of voice at all times. Offensive and/or derogatory comments of an ethnic, racial, sexist, or religious nature will not be tolerated. All individuals, regardless of their sex, religion, ethnic background, sexual orientation, size, ability or personality, are entitled to personal dignity and to learn in an environment free from any form of harassment.

### **REASONS FOR EXPECTED BEHAVIOUR**

The diversity of ethnic backgrounds of our community enriches our learning environment and strengthens us as a community. In order that a positive and inclusive school atmosphere is preserved, acts of discrimination will not be tolerated in our school. Students, staff and parents all share in the responsibility for providing an educational environment conducive to learning and maintaining inclusion and mutual respect.

### **CONSEQUENCES/SUPPORTS**

Showing a lack of respect for others will result in progressive intervention/discipline referral to an administrator, parent contact, restorative practices, counselling and/or suspension from school.

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### **EXPECTED BEHAVIOUR - RESPECT FOR SELF**

Students are expected to come to school free from the influence of alcohol or drugs. Such substances are forbidden on school property or at any school sponsored activity.

### **REASONS FOR EXPECTED BEHAVIOUR**

Students are expected to persevere and to achieve with integrity. By using substances, which can cause you to lose control of yourself or to behave inappropriately, you put yourself and the school community at risk.



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### **CONSEQUENCES/SUPPORTS**

Showing a lack of respect for oneself will lead to interventions/consequences such as: referral to an administrator, parental contact, referral to a counsellor, referral to a social agency, involvement of police, and/or suspension from school.

### **EXPECTED BEHAVIOUR - PREPARATION FOR CLASS**

Students are expected to be prepared for each class; that is, to have the books and materials specified by their teachers. They are expected to submit completed homework and assignments on time.

Students are expected to study for and attend each test or exam.

### **REASONS FOR EXPECTED BEHAVIOUR**

Arriving to class with proper materials helps you to make the best use of time.

Arriving in class with homework completed helps you and the class to progress.

Exams, tests, and assignments are designed as instructional tools. When you fail to complete an activity, you lose the evaluation and instructional value.

You must complete and meet the requirements for the course in order to be eligible for credit. To be granted a credit, you must complete all requirements and have a mark of 50% or more.

### **CONSEQUENCES/SUPPORTS**

Arriving habitually unprepared for a class will lead to: parental contact by a teacher, referral to an administrator, referral to a counsellor and/or performance contract.

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### **EXPECTED BEHAVIOUR - FRAUDULENT DOCUMENTS**

Students who attend night school and summer school outside of York Region are responsible for bringing their transcript to our school's Guidance Department.

Falsification of any academic record will result in discipline. As well, forged attendance notes are treated as a serious behaviour infraction.

### **REASONS FOR EXPECTED BEHAVIOUR**

Transcripts must include authentic marks for diploma requirements.



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Forgery and fraud are criminal offences and can negatively impact future goals.

### **CONSEQUENCES/SUPPORTS**

Falsification of any transcript or note will result in referral to an administrator. Fraudulent transcripts will be reported to the respective institution and/or family. In addition, the University and College Placement Office may be advised. Students may be supported with counselling and/or restorative conversations.

*The Board Code of Student Conduct is part of Policy #668.0, Caring and Safe Schools.*

### **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.

### **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, parents/guardians should visit the school website and, using the link provided, submit a valid email address.

### **Spartan Speaks Email**

To improve communication between home and school and reduce paper use, we coordinate an email distribution list and send the Spartan Speaks newsletter weekly to parents. 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.



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### Texts

Families can now receive text messages in emergency situations only - to communicate 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.

### Stay Connected Online

You can also stay connected online through our school website, [stouffvilledistrict.ss.yrdsb.ca](http://stouffvilledistrict.ss.yrdsb.ca). Your child's teacher will provide more information about other web based applications that support communication between teachers and families, such as TeachAssist and Edsby.

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

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

### Consent for Information Sharing – Students at the Age of Majority

Once a student reaches the age of majority (18) all communications regarding their school matters (e.g., absences, etc.) will automatically cease to go to the parents/guardians as the student is deemed an adult for the purposes of the Education Act.

A student may complete the **Consent for Information Sharing – Students at the Age of Majority Form** available through the school to provide express approval for the school to contact parent(s)/guardian(s).

### Appropriate Attire

Stouffville District S.S. has a dress code under the school's code of conduct. Students are expected to dress appropriately for learning in clothing that shows respect for self and others.

Clothing should meet the following guidelines:

- Clothing will not display inappropriate language or graphics.
- Undergarments to remain covered
- Exposed skin that comes into contact with furniture surfaces and sporting equipment should remain covered
- Shoes must be worn at all times.

When clothing does not align with the above expectations, the following may occur:

- Turn the piece of clothing inside out;
- Wear something over the offending piece of clothing or to provide additional coverage of exposed skin or undergarments;
- Change into something else or remove the accessory;
- Return home to change.

### **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; and
- 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 drills, two lockdown and one hold and secure drill 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 be 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.



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### Guidance

The Guidance Department offers a number of services, including support for academic and career planning, personal counseling, referrals to community resources, and support for the development of study habits and life skills. For more information, contact the Guidance Department.

### Homework

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

The Board has a homework policy that supports student learning and recognizes the importance of personal and family well-being. The amount, frequency and nature of assigned homework will vary depending on the student’s strengths and needs, well-being, grade, subject and other factors. It is the student’s responsibility to complete assigned work. If illness or other reasonable causes prevent the completion of such assignments, the student or parents must discuss the difficulty with the teacher. For more information about time guidelines and how parents can provide support, please see the Guide to the School year and Board Policy and Procedure #320.0, Homework.

### 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 vice-principals or designates 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





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

### Requests for Religious 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 #261.8, Equity and Inclusivity: Religious Accommodation.

### Locks, Lockers and Valuables

Lockers are the property of the school. THE SCHOOL RESERVES THE RIGHT TO INSPECT LOCKERS IF THERE IS A SUSPICION THAT THE CONTENTS ARE IN CONTRAVENTION OF THE SAFE SCHOOLS POLICY.

A locker will be assigned to every student. Students are not to share lockers. A combination lock is purchased for a nominal charge in the first year of registration at S.D.S.S. This is a privilege granted solely for the purpose of temporary storage of books and clothing. LOCKERS ARE NOT THEFT-PROOF. Neither the YRDSB nor any employee of the Board is responsible for any article lost or stolen. DO NOT LEAVE MONEY OR VALUABLES IN YOUR LOCKER. All contents must be removed from lockers on the last day of classes in June.

Parents/Guardians and students are advised that there is no security for valuables during Physical Education classes. Valuable items should never be left in the Physical Education change rooms. Limited protection of personal articles is provided. Students should not assume that any staff member could be responsible for absolute security. The school is not responsible for loss or theft of personal items.

### Lost and Found

The school cannot take responsibility for items lost in the classroom, change rooms, or from your lockers. Lost articles such as books, binders, etc., which are found around the school or on its grounds should be turned into the main office. Students may check in the lost and found in the hallway outside the main office for articles which may have been found.



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### Parking

Student vehicles are to be parked in valid student parking spots (West and North Parking Lots only). Cars waiting for students after school must avoid the bus loading area at the Front of the school. Students may not park in the staff parking lots (Front and East lots) or stand around parked vehicles in any parking lots. Students who drive recklessly or dangerously on the school grounds, will have their driving privileges on school property revoked.

Rules for parking on school property:

1. All students driving and parking their vehicles at school must register their vehicle in the school's Main Office and display a valid tag. Vehicles without a valid parking pass may be ticketed or towed away at the owner's expense after attempts to inform the vehicle owner;
2. Short-term visitors to the school may use the "Visitors Only" parking spaces located in front of the school.
3. Drive cautiously on school property at all times. Speeding and careless driving will result in loss of parking privileges and will involve notification of the police;
4. While on school property, your car's sound system volume must be kept low;
5. Sitting in your car during the school day is not permitted;
6. The school will assume neither responsibility nor liability for damage to vehicles parked on school property; and
7. Smoking in cars on school property is not permitted.

[Parking Pass Form](#)

### Report Cards

For all students there will be six reporting periods during the year: October, November, February, March, April and June.

Early recognition of poor achievement enhances student chances of future success with timely intervention and support. Feedback from parents is always appreciated. Student Progress Interview Evenings are normally held in October and March, and can be booked through Edsby. By contacting the school, parents may also request a progress report from subject teacher(s) at any time during the school year.



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### School Council

As parents/guardians, there are many ways you can be engaged in your child's learning at home and at school. This includes getting involved with the school council. Contact school office staff for more information. School council nomination forms are due by September 18, 2021.

### 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 see the section on **Student Personal Information** in the **Guide to the School Year** for a list of examples of when permission will be sought. Parents must sign the **Policy Agreement Form**, acknowledging that they have read and understood this 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.

### Use of Non-Board Electronic Devices

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 classroom teacher. There are exceptions for students who need specific devices as per their Individual Education Plan, such as voice records and laptops. The use of these tools is managed by Board staff.

Discussions will take place in our classrooms throughout the year about the impact of digital footprints and how a positive attitude towards 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 administrator or teacher. Infractions will be dealt with as student discipline, under Board Policy #668.0, Caring and Safe Schools and its related procedures.

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

### Use of Non-Board Electronic Devices - SDSS Policy Policy



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Students are expected to adhere to all policies, procedures, and codes of conduct when using any form of technology so that the privacy and personal dignity of others is not violated and teaching and learning is not disrupted. ***Cell phones and other personal communications/electronic devices are to be turned off and kept out of sight during all instructional periods, except with the explicit permission of the classroom teacher.***

### Exceptions

1. During non-instructional time students may make appropriate use of their electronic devices within or outside the school building. Non-instructional time is before school, after school, at lunch, and during a student's study hall period. All other times are deemed instructional.
2. A teacher may approve the use of specific technology for purposeful instruction. In this case, the student shall use the device only in a manner, and for the specified time, that relates directly to the course work and is not distracting to others.

### Consequences

Consequences for actions which contravene Board Policy #668.0, Caring and Safe Schools; Board Policy #194.0, Use of Technology; related procedures; and the student code of conduct may range from withdrawal of privileges to suspension from school.

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

### Smoke-Free Environment

The York Region District School Board believes that all students and staff have the right to a safe and healthy learning and working environment. Through its mission, vision and values and in accordance with the *Smoke Free Ontario Act*, the Board provides a working and learning environment which is free from tobacco/marijuana products. Smoking and/or holding lit tobacco/marijuana products, consuming or using any other tobacco/marijuana product and vaping is therefore prohibited on Board property, within 20 feet of school property, or in personal vehicles parked on Board property. Please see the YRDSB **Guide to the School Year** booklet for more information. Students found smoking or vaping in the school, its washrooms, or within 20 feet of the school's perimeter will face consequences including by-law fines in excess of \$300.

### No Parking in Fire Routes

Any designated Fire Route needs to be clear of vehicles and ready for use by emergency vehicles. You may not idle in these areas, or leave your vehicle even for short periods of time.



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Please note that the Town of Whitchurch Stouffville is permitted to ticket students, staff and parents for all by-law infractions related to smoking/vaping and parking. In the event that a student, parent or staff member receive a ticket, the school is unable to influence/change the actions of Law Enforcement personnel.

### Visitors

Visitors, including parents/guardians, must:

- Use the main entrance to the school.
- Check in at the main office upon arrival. Office staff will deliver important messages and materials to your child; and
- Sign in and obtain a visitor or volunteer pass to wear while in the school.

### Volunteering in the School

We welcome and encourage the important role that parents/guardians and community members play in education. There are many opportunities for you to get involved at the school. For more information, contact the school office staff or review Policy and Procedure #280.0, Volunteers in Our Schools. If you are interested, please complete the **Volunteers in Our Schools Form** and return it to the school office. A current Vulnerable Sector Screening is required.

### 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, 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?**



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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'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.



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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.

### **Additional Information**

You can find more information on these and other topics in the **Guide to the School Year** included with this package or on the York Region District School Board website at [www.yrdsb.ca](http://www.yrdsb.ca).