



SUTTON DISTRICT HIGH SCHOOL



School Start-Up Package 2022-2023

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Inspire Learning!



Information Package and Form Checklist

The package includes important information about the school. Please review this information. You will also receive **an email in the coming weeks 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 your school office.

Return the completed forms electronically or paper copy by September 9, 2022.

Required Forms

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

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

Additional Forms

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

- Request for Faith Accommodations Form
- School Council Nomination Form



Welcome From the Principal

Dear Parents/Guardians,

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

We recognize that the pandemic and shifts to remote learning over the past few years have affected students and families in different ways. As a school community, we are committed to supporting the learning, achievement and well-being of your child throughout the upcoming school year. We also continue to prioritize health and safety and follow guidelines and direction from the Government of Ontario and York Region Public Health.

This **start-up package** includes important information about our school, and I encourage you to review it.

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

Each year we ask families to complete some **important forms** to indicate they have reviewed and understand school and Board policies, and to indicate permissions. We are pleased to let you know that families will be able to complete this information online this year. You will receive an email in the coming weeks. Please take the time to review and complete the forms. If you prefer to receive and complete a paper copy, please let us know. These forms can also be found when available at www.yrdsb.ca/family-resources.

We have a dedicated staff with a strong commitment to student well-being and achievement, and to promoting positive, inclusive and supportive relationships with students, families, staff and community members. We are committed to supporting our students' transition back to school and to providing a learning environment where everyone feels safe, valued, welcome and respected.

We value the relationship we have with families, and look forward to speaking and working with you in the months ahead. Please do not hesitate to contact the school if you have any questions. We welcome the opportunity to connect with you.

There are many ways to stay connected with what's happening in our school. Visit our school website for up-to-date information about events. Look for our weekly Parent Bulletin and follow us on Twitter (@SuttonDHS). You can also find updated information about the Board at www.yrdsb.ca and Twitter @YRDSB.

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

Carmen Spiteri-Johnston,

Principal

Sutton District High School



IMPORTANT DATES

Semester 1: Term 1 - August 29, 2022 - November 9, 2022
Term 2 - November 10, 2022 - February 3, 2023
Exams - January 24, 2023 - January 31, 2023

Semester 2: Term 1 - February 6, 2023 - April 19, 2023
Term 2 - April 20, 2023 - June 30, 2023
Exams - June 21, 2023 - June 27, 2023

To support your family's planning, we would like to provide you with information regarding holidays and professional activity days. Students are not at school during the following school holidays and PA days.

The school holidays be as follows:

Labour Day Monday, September 5, 2022

Thanksgiving Day Monday, October 10, 2022

Fall Break Monday, October 24 - Friday, October 28, 2022

Winter Break Monday, December 26 - Friday, January 6, 2023 Family
Day Monday, February 20, 2023

March Break Monday, March 13 - Friday, March 17, 2023 Good
Friday Friday, April 7, 2023

Easter Monday Monday, April 10, 2023

Victoria Day Monday, May 22, 2023

The Professional Activity Days for the 2022-2023 school year at Sutton DHS be as follows:

Tuesday, September 6, 2022

Friday, September 23, 2022

Friday, November 18, 2022

Friday, February 3, 2023

Friday, May 5, 2023

Thursday, June 30, 202



School Day Organization

Period	Times
Homeroom and Announcements	9:15 - 9:20
Period 1	9:25 - 10:40
Period 2	10:45 - 12:00
Lunch	12:00 - 12:45
Period 3	12:50 - 2:05
Period 4	2:10 - 3:25

School Office Hours: 8:30 am – 4:30pm



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.

Additional Information

You can find information on topics covered in this package and more in the **Guide to the School Year**. A copy is provided to families and is also available on the York Region District School Board website at www.yrdsb.ca.

COVID-19

The health and safety of students, staff members and their families continues to be our top priority. York Region District School Board will continue to follow the guidance and direction of the Government of Ontario and York Region Public Health, and to share information with families as it becomes available.

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



Accident Insurance

Student accident insurance provides coverage for injuries due to accidents not covered by government or private health plans (e.g. the cost of expensive dental work as a result of an accident). It is strongly recommended that parents/guardians of students involved in athletics purchase this insurance.

If your child is involved in an accident, whether at school or during non-school hours, insuremykids® protects your family from the resulting expenses, which are not normally covered under your government health and group insurance plans. For more information, visit insuremykids.com or call 1-800-463-5437.

Allergies/Medical Conditions

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

To help create an allergen-safe environment, please refrain from sending peanuts, nuts and their by-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 about completing the appropriate health care plans.

Announcements

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



Attendance

We encourage full participation in school life every day, every class at SDHS. Student attendance is directly related to student success and achievement.

At Sutton District High School, **when a student misses a class or is late for a class** without a valid reason, our automated attendance program will email home in the evening stating what grade the student is in and what class(es) were missed or they were late for that day. If parents or guardians have any questions regarding the reported absence, they should check with their child and teacher, as well as the appropriate Vice Principal if necessary.

Parent(s)/guardian(s) and students aged 18 and older and students who have declared their independence must report all absences, late arrivals and/or changes to departure plans to the school in a timely manner. Where possible, notify the school in advance.

Valid Absences

Only absences due to illness, medical/dental/legal appointments, bereavement, and school-sponsored activities are valid. All other absences, including missed buses and oversleeping are invalid. When a student is absent, it is the student's responsibility to ensure that his or her parent(s)/guardian(s) confirm knowledge of the reason for the absence. Parent/Guardian(s) are asked to call the **Attendance Office at 722-3267 (accessible 24 hours daily)** on the morning of each day their child will be absent or write a note verifying the absence. Informing of the absence prior to the day or on the day of the absence will allow the information to be entered and will prevent the need for a phone call home or for the student to obtain an admit slip upon return. If no phone call or note is received, students must obtain an admit slip from the office. In certain instances, medical documentation may be required. Students who are 18 years of age or older are to sign in and out at the Attendance Office when leaving or entering the school for any reason.

Students are responsible for informing teachers in advance of an anticipated absence. Students are responsible for all missed work (tests, assignments, class notes) when absent and are encouraged to obtain this work from their teacher beforehand when possible. An **extended absence form** should be completed in advance of any anticipated absence that will be longer than one week.

Lates

As a community of learners at Sutton District High School, we believe that in order to collaborate, relate, communicate and learn from each other, it is essential that students arrive on time, and be prepared for every class. Existing routines such as bells, warning music, and announcements are in place to assist students to be punctual.

Once the bell has sounded, students who are not in their assigned class are considered late. A student who is late without a valid reason may be assigned an appropriate consequence by the classroom teacher, which may include a warning, a phone call/email home or referral to the Vice Principal for further supportive conversations or progressive discipline.



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.

For students who take the school bus:

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

- Understand the need to make alternative arrangements for their child/children if the school bus is late.
- Refer to the Late Bus Report on the Student Transportation Services website at www.schoolbuscity.com before leaving for the bus stop in the mornings and afternoons.
- Ensure their child(ren) arrive at the bus stop five minutes before the regularly scheduled pick-up and drop-off times (10 minutes during the first week of school).
- Ensure their child/children's safety and conduct while walking to, from and waiting at a designated bus stop.
- Know their child(ren)'s route number.
- Know their child(ren)'s bus stop location.
- Know the school and bus company phone number in the event of an emergency.

Transportation will be cancelled 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 cancelled, check: the @YRDSB Twitter account, the YRDSB website, school websites, the Student Transportation Services (STS) website at www.schoolbuscity.com or hotline 1-877-330-3001, radio and television media outlets. Schools will remain open unless otherwise stated. For more information, visit the [Student Transportation section of the Board website](#).

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

Parents/guardians who choose to **drive their children to school** are asked to consider parking a block or two away from the school and walking the rest of the way. **Choosing active travel** can improve physical and mental health and helps students start the day alert and ready to learn. It also helps to protect the environment and reduce traffic, making school zones safer for everyone.



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

Students who use bicycles, rollerblades, skateboards or scooters to travel to school must wear a helmet, and walk while on school property. Students should lock bicycles on the bike rack, and store rollerblades, skateboards or scooters in their locker or backpack or in another school designated area. The school is not responsible for any lost or damaged personal items.

There may be rare occasions when unprecedented winter weather events occur and we need to close all schools and Board locations. For more information, please see the section on Weather Conditions in the Guide to the School Year. At all times, students and families should be aware of somewhere else they can go if bus services are cancelled or delayed, or if schools are forced to close due to an emergency.

Lockers

Lockers are school property on loan to students. Lockers are assigned to students when they register for the first time at Sutton District High School and remain that student's assigned locker for the duration of their school career. Each student must:

- take care and maintain their locker in a clean and orderly fashion (i.e. no writing on it, ensure garbage is disposed of appropriately, dirty clothing is removed, etc.);
- use only the Dudley combination lock which is supplied with the locker by the school;
- only post pictures in lockers provided they are in good taste and are removed along with all tape when the student is no longer using the locker. Students will be charged for the repair of damage to their lockers; and
- use only the locker that has been assigned to them. Using a locker not assigned will result in the lock being cut off and the contents removed.

The school has the right to search lockers and desks, without notice to or permission of any person.



Code of Student Conduct

A positive school climate and a safe learning and teaching environment are essential if students are to succeed in school. A positive school climate means everyone feels they are safe, welcome and respected. The Code of Student Conduct sets standards of behaviour for students and members of the school community that support a caring and safe school environment. All school members must respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender identity, gender expression, sexual orientation, age, marital status, family status or disability..

The code applies whether on school property, on school buses, at school-related events or activities, before and/or after school programs or in other circumstances that could have an impact on the school climate.

To enhance caring and safe school climates, positive student behaviour supports are provided and inappropriate behaviour is addressed using a bias-aware progressive discipline approach that takes into account mitigating factors.

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.

Code of Student Conduct

The code of conduct supports a caring and safe school environment and creates a shared understanding of expectations of behaviour.

Students are expected to follow these rules of behaviour on school property and during Board or school- sponsored events and activities. To enhance caring and safe school climates, positive student behaviour supports are provided and inappropriate behaviour is addressed using a progressive discipline approach that takes into account mitigating factors.

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

Responsibilities

The chart below is posted throughout the school and highlights the key academic responsibilities to promote success.

At Sutton District High School we value ourselves and others in our community. We demonstrate this by always being our best and supporting each other to achieve it.

TEACHERS WILL:	STUDENTS WILL:
<input checked="" type="checkbox"/> Arrive on time and take accurate attendance	<input checked="" type="checkbox"/> Arrive on time and attend regularly
<input checked="" type="checkbox"/> Provide quality instruction and tasks that help students demonstrate their learning	<input checked="" type="checkbox"/> Be prepared and ready to learn
<input checked="" type="checkbox"/> Evaluate, update and return assignments in a timely manner	<input checked="" type="checkbox"/> Complete assignments on time with their best effort
<input checked="" type="checkbox"/> Provide additional supports for success	<input checked="" type="checkbox"/> Seek help when having difficulty

Together we will meet classroom and school expectations.

Expectations

All members of the school community must adhere to the following standards of respectful and responsible behaviour:

- Respect the rights of others.
- Respect differences between people.
- Respect and treat others fairly, regardless of race, ancestry, languages spoken, place of origin, colour, ethnic origin, religion, gender, sexual orientation, age, weight, or level of ability.
- Ensure verbal, non-verbal and electronic communication is conducted respectfully.
- Respect the needs of others to learn and work in a safe, positive and healthy environment that encourages collaboration, thinking, teaching and learning.
- Demonstrate the Board's 10 Character Attributes (respect, responsibility, honesty, empathy, fairness, initiative, perseverance, courage, integrity and optimism) in all day-to-day interactions.
- Focus on developing positive learning skills and work habits (responsibility, collaboration, initiative, organization, independent work and self-regulation).
- Treat each other with dignity and respect.
- Become self-regulated learners willing to take on challenges, express and develop our opinions, and make well-thought through decisions.
- Show care and respect for the property of others.



- Take appropriate measures to help those in need.
- Seek help to resolve conflicts peacefully.
- Dress and present themselves suitably for learning and working environments.
- Follow all safety procedures.

Textbooks, Technology and Learning Materials

Textbooks are a valuable resource designed to support learning. Each semester students are given textbooks on loan for each course. Books must be handed in when the student writes the examination at the end of the semester. Students are financially responsible for textbooks or library/learning commons materials that are not returned or have been damaged. If a student has not paid for the lost resources, they will not be issued textbooks for use in subsequent semesters.

Classes will often be brought to the computer labs, Think Pod or library/learning commons. Students are to not only respect the books in these classrooms but also the technology hardware (see more under the Student Computer Use Policy). Each student should inspect the computer before use. If they note any damage, this should be brought to the attention of the classroom teacher immediately.

York Region District School Board's *Safe, Caring and Supportive Schools Policy (SCSS Policy)*

Suspensions

Where a student has committed one or more of the infractions outlined below where the infraction has a negative impact on the school climate, whether on or off school property, or during a school-related activity or event, the principal shall consider suspension as part of a progressive discipline approach. These infractions, as outlined in the *Education Act*, include:

1. uttering a threat to inflict serious bodily harm on another person;
2. possessing alcohol or illegal drugs;
3. being under the influence of alcohol or illegal drugs;
4. swearing at a teacher or at another person in a position of authority;
5. committing an act of vandalism that causes extensive damage to school or Board property or to property located on school/Board premises;
6. bullying or cyberbullying;
7. any act considered by the principal to be injurious to the moral tone of the school;
8. any act considered by the principal to be injurious to the physical or mental well-being of members of the school community; and/or
9. any act considered by the principal to be contrary to the Board or school code of conduct.

Expulsions

Where a student has committed one or more of the infractions outlined below where the infraction has a negative impact on the school climate, whether on or off school property, or during a school-related activity or event, the principal will suspend the student and shall consider expulsion:

These infractions, as outlined in the *Education Act*, include:

1. possessing a weapon or replica weapon, including possessing a firearm;
2. using a weapon to cause or to threaten bodily harm to another person;
3. committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
4. committing sexual assault;
5. trafficking in weapons or in illegal drugs;
6. committing robbery;
7. giving alcohol to a minor;
8. bullying or cyber-bullying, if,
 - i. the pupil has previously been suspended for engaging in bullying and/or cyber-bullying, and
 - ii. the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person; and/or
9. Any infraction outlined in *Board Procedure #668.1 Student Suspension* that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.

Communication between School and Home

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



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.

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 parents/guardians. Your email will not be sold, distributed or publicly posted.

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 website <http://www.suttondistrict.hs.yrdsb.ca/> email: sutton.dhs@yrdsb.ca, Twitter feed @SuttonDHS and 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



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 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).

Dress Code

To set an appropriate tone for a respectful, positive and productive learning environment and workplace, all students are expected to maintain an appropriate level of dress and personal hygiene within the school. It is expected that students will dress in an acceptable manner which reflects the School's Code of Behaviour, and the York Region District School Board's Safe, Caring and Supportive Schools, Equity and Inclusive Education, and Respectful Workplaces Policies. To this end:

- clothing must bear no vulgar, profane or disrespectful symbols or messages; no images/messages that promote drugs or alcohol, or that are racially, ethnically, sexually or religiously offensive;
- hoods cannot be worn inside the building; and
- coats should not be worn in the classroom but left in your locker at the beginning of the day.

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.



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.

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. For more information about time guidelines and how parents can provide support, please see the Guide to the School Year and the 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 alpha Vice-Principal, Lori Rice A – L or Scot Angus M-Z may be contacted to review the matter, mediate and help facilitate the process.
3. Contact the superintendent for our school if the matter remains unresolved.

We are committed to addressing concerns in a fair, equitable and timely manner.

If you have a human rights related concern and/or complaint, the first step is to engage with the school or the superintendent. Following a review of the matter, a determination is made on whether or not it is to be referred to the Board’s Human Rights Commissioner’s Office. The Independent Office of the Integrity Commissioner may also be engaged to address concerns related to trustee behaviour. Contact information can be found on the Board website, or by contacting the school.

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



Requests for Faith Accommodation

There may be circumstances where students and families request accommodation for religious beliefs in curriculum areas including the Arts and Physical Education. Accommodations may include different instruction and assessment opportunities, or full withdrawal. If you are interested in discussing an accommodation based upon your religious beliefs, speak with your child's teacher and the school principal or complete the **Faith Requests for Curriculum Accommodations Form** available through the school.

By providing a range of accommodations, we are building a sense of community and belonging for all students. For more information, see Board Procedure on Equity and Inclusivity: Religious Accommodation.

Significant Faith Days

York Region is rich in culture and diverse in religious beliefs and practices based on faith.

The dates listed below are some faith holidays of particular significance to members of the major faith communities in our Board. We affirm and value equally the faith diversity in our schools, therefore, events such as field trips, school concerts, conferences, meetings, workshops, other professional events, co-curricular activities and exams/tests will not be scheduled on these dates:

2022-2023	Faith Day	Faith
July 9, 2022	Ed-ul-Adha ^{1 2}	Islam
September 26-27, 2022	Rosh Hashanah ²	Judaism
October 5, 2022	Yom Kippur ²	Judaism
October 24, 2022	Diwali	Hinduism

December 25, 2022	Christmas	Christianity (Western)
January 7, 2023	Christmas	Christianity (Eastern)
January 22, 2023	Lunar New Year	Buddhism
April 6, 2023	Pesach/Passover ²	Judaism
April 7, 2023	Good Friday	Christianity (Western)
April 14, 2023	Vaisakhi	Sikhism
April 14, 2023	Holy Friday	Christianity (Eastern)
April 21, 2023	Ridvan	Baha'i
April 21, 2023	Eid-ul-Fitr ^{1 2}	Islam
June 29, 2023	Ed-ul-Adha ^{1 2}	Islam

¹ Dates are subject to the sighting of the moon each month and may vary for different members of the Islamic faith

² All Jewish and Islamic Holy Days commence on the preceding evening at sunset.

Please note that in addition to the above listed dates, we will take reasonable steps to accommodate students and staff members of a faith group for whom the Board's and the school's operations or requirements create undue hardship and interfere with their ability to exercise their religious beliefs and practices.



School Council

As parents/guardians, there are many ways you can be engaged in your child's learning at home and at school. This includes getting involved with the school council. Contact school office staff for more information. Elections shall occur within the first thirty days of the start of each school year. **School Council Nomination Forms** are due by September 9th. The first meeting date will be held in September with more information to follow.

Student Personal Information

Schools routinely collect, use and release student personal information, in keeping with the Education Act and other laws. Whenever your child's personal information is collected, its use will be explained to you.

Parents/guardians, please sign the **Student Personal Information Consent Form** and see the section on Privacy and Information Access in the Guide to the School Year for more information.

If you have any questions about your child's privacy protection, please contact the school principal or the Information Access and Privacy Office at 905-727-0022 ext. 2015.

Technology Use

All students and their parents/guardians are expected to read the [Use of Technology Agreement](#) (in the Guide to the School Year or available on the Board website). They are also required to sign the **School Start-Up Permissions Form** to acknowledge that they have read, understand and will support the conditions/rules concerning the use of school/Board and personal technology as it supports learning.

This agreement is designed to ensure a safe and supportive school environment and network integrity.

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

Through Google Suite, students have access to a Google Suite Gmail. This Gmail access is customized for appropriate age levels. Students younger than Grade 6 cannot send or receive emails outside of the YRDSB Google Suite. We have also put strict measures in place to prevent SPAM and block inappropriate language and websites for students using email through the Google Suite.



For more information, please visit the Board website or speak to your child's teacher about the tools they are using in the classroom.

We all have a role to play in helping students to become responsible digital citizens. Digital citizenship at home resources are available on our Board website.

Use of Non-Board Electronic Devices

We recognize that learning can be enhanced by technology and we have created opportunities in our classrooms to leverage digital tools to enhance teaching, learning and communication. Each school has its own guidelines about electronic devices. At a minimum, cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods, except with the clear permission of the principal or the classroom teacher.

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

Check with the school's main office to find out if students may bring electronic devices into the classroom, use them in school, or if they must leave these items in their backpacks/lockers. There are exceptions for students who need specific devices as per their Individual Education Plan, such as voice recorders and other mobile technology. The use of these tools is managed by Board staff.

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

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

Visitors

All visitors (including parents/guardians) must:

- Use the main entrance of the school.
- 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 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 *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.

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 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 principal or teacher. Infractions will be dealt with as student discipline, under *Caring and Safe Schools Policy* and its related procedures.

Check with the school's main office to find out if students may bring electronic devices into the classroom, use them in school, or if they must leave these items in their backpacks/lockers. There are exceptions for students who need specific devices as per their Individual Education Plan, such as voice recorders and other mobile technology. The use of these tools is managed by Board staff.

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

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



Student Threat-Risk Assessment Protocol: Fair Notice and Process

Threat Assessment and Intervention

Schools continue to be among the safest places in our community. The well-being and safety of members of the school community are a shared responsibility. This includes preventing and responding to the risk of violence.

Our Student Threat-Risk Assessment Protocol was developed with community partners to respond to behaviours, including actions, statements and other indicators that suggest that a student may be “at risk” of harming others. To keep school communities safe and provide support to everyone, staff, parents/guardians, students, and community members must report all threatening situations to the school administrator or police as soon as possible. Note – other procedures and protocols are in place to deal with threats from adults in the school community.

What is the purpose of the Threat Assessment Protocol?

- Ensure the safety of students, staff, parents/guardians, and other members of the school community
- Ensure an effective and timely response when there is a threatening situation
- Understand the factors that contribute to a threatening situation
- Assist in the development of an intervention plan
- Promote the emotional and physical safety of everyone involved

What is a threatening situation?

A threatening situation is defined as an indication of impending harm or violent acts against someone or something. Threats may be implied, verbal, written, drawn, posted on the internet, sent electronically or by information technology of any type, made by gesture or reasonably inferred from the surrounding circumstances of events. Threats may be direct, indirect, conditional or veiled.



What behaviours activate the Threat Assessment Protocol?

The protocol will be initiated when behaviours include, but are not limited to:

- Serious violence with intent to harm or kill;
- Verbal/written threats of serious violence to harm or kill others (clear, direct and plausible);
- Use of technology to communicate threats to harm/kill others.
- Possession of weapons (including replicas);
- Bomb threats (making and/or detonating explosive devices);
- Fire setting;
- Sexual assault;
- Criminal Harassment;
- Gang-related occurrences.

What happens when a threatening situation is reported?

All threatening behaviours by a student shall be reported to the principal who will activate the Threat Assessment protocol.

Once a threatening situation has been reported to a school administrator, interviews will be conducted. These interviews may include students, staff, family members and/or others as appropriate. This will be done to determine the level of risk, and develop an effective and timely response to the incident. After the immediate safety risk has been addressed, support and intervention plans will be developed with input from parents/guardians.



Who is a member of a Threat Assessment team?

Each school will have staff trained in the Threat Assessment protocol. A multi-disciplinary Threat Assessment team will assess the situation and support the development of an intervention plan. The team includes a School Administrator, a School Social Worker and/or a Psychological Services staff member, a York Regional Police officer, and appropriate members of the student's circle of care.

Is parental/guardian or student consent required?

Consent is not required to respond to an emergency situation. When there is a risk that someone may be harmed, it is important that the incident be addressed as quickly and effectively as possible.

Fair Notice

Please consider this as "fair notice" to all members of the school community that any report of a threatening situation will be investigated. The Threat Assessment protocol is part of our strategy to create a safe, secure and supportive school environment for everyone.

YRDSB Student Suicide Intervention Protocol Fair Notice

York Region District School Board is committed to student well-being and mental health. YRDSB has developed a Student Suicide Intervention Protocol to help keep students safe in the event of suicidal thoughts or actions. Youth suicide is a complex, emotionally-charged and sadly real problem in Canada. It is the second leading cause of death amongst young people. It'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.](#)



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.