

# Information Package and Form Checklist

This package includes important information about the school. Please review this information. You will also receive an **email in the coming weeks with forms that you need to complete for each child**. If you prefer to receive a paper copy or have not received the forms, please contact your school office.

**Return the completed forms by September 15<sup>th</sup>, 2023.**

## **Required Forms**

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

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

## **Additional Forms**

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

- ☐ Request for Faith Accommodations Form
- ☐ School Council Nomination Form

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# Welcome From the Principal

Dear Families,

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

We have a dedicated staff with a strong commitment to student learning, achievement and well-being. 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.

There are some important things we want to share at the start of the school year:

- This **start-up package** includes important information about our school, and I encourage you to review it.
- The [Guide to the School Year](#) has been moved online. We encourage families to review this webpage as it includes important information you may need to access throughout the school year. You can use the translation feature on the website to translate this content. It is available at <https://www2.yrdsb.ca/school-year-guide>.
- Each year we ask families to complete **important start-up forms**. You will receive an email in the coming weeks with a link to the online forms. Please review and complete the forms. If you prefer to receive and complete a paper copy, please let us know.

There are a few upcoming dates I would like to highlight, including:

- **Curriculum Information Night – Thursday, October 5, 2023**
- **First School Council Meeting – Wednesday, September 27<sup>th</sup>, 2023**

We value the relationship and partnership 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.

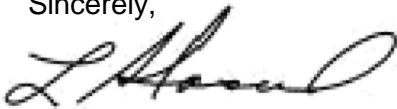
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There are many ways to stay connected with what's happening in our school:

- Visit our [school website](#) for up-to-date information about events.
- You can also find updated information about the Board at [www.yrdsb.ca](http://www.yrdsb.ca), Twitter @YRDSB, Instagram @yrdsb.schools, or the Board podcast Tune In YRDSB wherever you listen to podcasts.

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

Sincerely,



Lisa Hascal

Principal

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### Contact Information

For Ministry and Board compliance purposes, **please ensure that the school has your up-to-date contact and emergency information.** Please contact your school's main office to review or update your information, including:

- 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)

**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 [Epilepsy/Seizure Disorder](#) you must contact your child's school to ensure all information is up-to-date and accurate.

### Our School

Regular supervision begins at 8:15 am and students are not to enter the school before this time. The bell rings at 8:30 a.m., signaling students to be ready in their classrooms. Classroom attendance is taken immediately following the bell and students arriving in class after this time are considered late. Students who late will need to report to the office so their attendance is changed from absent to late before going to class.

#### Kiss-N-Ride Procedures:

For all parents/guardians accessing our Kiss-N-Ride, please ensure that you review our drop off and pick-up procedures, which have been implemented in order to increase efficiency and to ensure the safety of all.

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### Drop-Off:

1. Vehicles dropping students off are to pull up to the **middle lane** of the loop.
2. When unloading, students are to **only get out when their car is the first car in the line-up** \*a staff member will be there to watch them as they safely exit the vehicle.
3. Parents are not to park their car in the Kiss-N-Ride and get out of their cars. Vehicles cannot be left unattended.
4. Students are to be ready to get out when their car is the first car in the line-up in order to be able to move cars through as quickly and safely as possible.

*Students are to enter the school by grades:*

- *Kindergarten – congregate in the kindergarten corral and enter the doors located in the corral(south side of school)*
- *Grades 1 to 3 – congregate on the tarmac and enter the school from the primary door (south-west)*
- *Grades 4 to 8 – congregate on the tarmac and enter the school from the junior/intermediate door (south-east)*

### Pick-Up/Dismissal:

As has been past practice, during pick up time, parents/guardians are asked **not to enter the bus loop/Kiss-N-Ride**. Vehicles are asked to park alongside Arnold Avenue and to have your child/children meet you in a designated spot (or park and meet them on the tarmac). This will ensure the safe loading of our students onto the bus. For student safety, we do not want students walking through the parking lot or bus loop to meet their parents. Remember, the bus loop is for buses and emergency vehicles only, so please do not enter the bus loop or block the entrance or exit off of Arnold Avenue.

We thank you for your continued support in keeping our students and staff safe. Students are dismissed promptly at 2:50 p.m. from the school at which time parents are responsible for their children.

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### School Day Organization:

Period	Times
Before school supervision	8:15-8:30
Period 1	8:30 – 9:30
Period 2	9:30-10:10
Recess	10:10-10:30
Period 3	10:30-11:30
Period 4	11:30-12:10
Lunch	12:10-1:10
Period 5	1:10 - 2:10
Period 6	2:10 – 2:50
Dismissal	2:50

**Office hours:** 8:00 a.m. to 3:30 p.m.

### Additional Information

You can find information on topics covered in this package and more in the **Guide to the School Year** on the board website at [www.yrdsb.ca/familyresources](http://www.yrdsb.ca/familyresources).

### Attendance

Regular and punctual attendance affects school success and is expected of all students.

### Late Arrivals

If a student arrives at school after the entry bell, in the morning or after lunch, they are considered late and must go to the office to be admitted.

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### Reporting Attendance

Parents/guardians are asked to inform your child's school if your child is going to be absent or late to school or an after-school event that they planned to attend. Where possible, notify the school in advance by entering a Planned Absence on EDSBY, or calling the automated system (905-889-1566) before 8:30 am.

### Safe Arrival and Departure Program

The safety of our students is a priority. Our [safe arrivals programs and safe departures protocols](#) are in place so that we can account for the whereabouts of absent students. **Please provide the school with complete and current emergency contact information.**

If you have not informed the school of your child's absence in advance, the school will take the following steps to ensure your child is safe:

- We will call your home.
- If we do not reach you at home, we will call your work and/or cell phone.
- If we cannot reach you at work, we will call your emergency contact number.
- If we cannot get information from your emergency contact about your child's location, we will speak to a sibling if one is in the school.
- If we are still unable to get information, we may check with a friend of your child and other staff members.
- If we are still unable to get information, we will consider your child missing and we may contact York Regional Police.

### Arrivals and Departures

Families who live within walking distance are encouraged to use **active travel, including walking or rolling** (cycling, scootering, skateboarding) to and from school. Choosing [active travel](#) can improve physical and mental health and helps students start the day alert and ready to learn. It also helps to protect the environment and reduce traffic, making school zones safer for everyone.

### School Bus/Taxi

**For students who** are eligible to **take the school bus**, please keep in mind that students are only permitted to ride on the bus to which they are assigned and must get on and off their designated stops. Riding the bus is a privilege that can be revoked if students do not follow the

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drivers' instructions. 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](http://www.schoolbuscity.com) before leaving for the bus stop in the mornings and afternoons.
- Ensure their child(ren) arrive at the bus stop five minutes before the regularly scheduled pick-up and drop-off times (10 minutes during the first week of school).
- Ensure their child/children's safety and conduct while walking to, from and waiting at a designated bus stop.
- Make alternate arrangements for their children if they are unable to meet them at a bus stop. To help ensure student safety, Student Transportation Services recommends students in Kindergarten and Grade 1 are met at their bus stop by a parent/guardian, and age appropriate arrangements made for all other grades.
- Know their child(ren)'s route number.
- Know their child(ren)'s bus stop location.
- Know the school and bus company phone number in the event of an emergency.

More information about bus routes and times can be found at [www.schoolbuscity.com](http://www.schoolbuscity.com).

## School Bus Safety

When riding school buses, students must:

- Be at the bus stop five minutes before your scheduled pick up.
- Keep well away from the road until the bus has stopped. Do not move toward the bus until it has stopped.
- Watch for the bus driver's signal before crossing the road. Look both ways and then cross the road.
- Get on the bus safely by using the handrail and go directly to your seat.
- Stay seated while the bus is in motion.
- Not eat or drink on the bus.
- Keep the aisle clear of books, knapsacks, lunch bags and other items.
- Keep windows closed.
- Never throw anything inside the bus or out of the window.
- Talk quietly so you do not distract the driver.
- Use respectful language.



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

### Driving to School

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. In the morning, vehicles are not to park or idle in the Kiss N Ride as it is to be used for only stopping long enough to allow students to disembark. If you need to exit your vehicle, please park along Arnold Avenue. This will allow the “Kiss and Ride” lane to flow. 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. Please be considerate and careful when driving to our school. Please work with us to keep our students safe.

### Cycling or Rolling to School

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 store rollerblades, skateboards or scooters in their locker, backpack or school designated area. The school is not responsible for any lost or damaged personal items.
- Note: walk and roll shoes, skateboards, are not allowed on school property/in the school

### Weather Conditions

Transportation will be cancelled by 6:00 a.m. if conditions are unsafe or are expected to deteriorate significantly by the time students are to be transported home. Schools will remain open unless otherwise stated. For more information, visit the [Student Transportation section of the Board website](#).

**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](http://www.schoolbuscity.com) or hotline 1-877-330-3001, radio and television media outlets.

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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 [Severe Weather policy and procedures](#). At all times, students and families should be aware of somewhere else they can go or someone to contact if bus services are cancelled or delayed, or if schools are forced to close due to an emergency.

### Before/After School Supervision

The safety of our students is our mutual priority and responsibility. Supervision for students in the morning begins 15 minutes before the bell. Parents/guardians are responsible for their children until staff are on duty. At the end of the school day, staff will supervise students' safe exit from the school upon dismissal.

### Academic Honesty

Students are expected to provide original evidence of their learning and appropriately acknowledge the work of others. Plagiarism refers to representing someone else's ideas, writing or other intellectual property as one's own. For more information, please see the [Assessment, Evaluation and Communication of Student Learning and Achievement policy](#).

### Accessibility

The Board is [committed to providing accessible programs, services and environment](#) that support the four core principles of the Accessibility for Ontarians with Disabilities Act (AODA): integration, equality of opportunity, dignity and independence. If you need assistance accessing Board services, speak to a staff member in the school about how they can help or support you. If you require any information or materials on the Board website in an alternative format, please contact Corporate Communications at [communications@yrdsb.ca](mailto:communications@yrdsb.ca).

### Accident Insurance

Student accident insurance provides coverage for injuries due to accidents not covered by government or private health plans (e.g. the cost of expensive dental work as a result of an accident). It is strongly recommended that parents/guardians of students involved in athletics purchase this insurance. If your child is involved in an accident, whether at school or during non-school hours, insuremykids® protects your family from the resulting expenses, which are not

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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.

### Allergies/Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts and other allergens. If they smell or come into contact with these allergens, they may have an anaphylactic reaction. To help create an allergen-safe environment, **please refrain from bringing nuts or nut products to school; we are also a fragrance-free environment.** For more information on helping to create an allergen-safe environment, please see [information on allergies](#) on the Board website.

**If your child has a serious or life-threatening allergy or prevalent medical condition**, such as [Anaphylaxis](#), [Asthma](#), [Diabetes](#) or [Epilepsy/Seizure Disorder](#), **please let the school administration know immediately** and speak to the school office staff about completing the appropriate health care plans.

### Caring and Safe Schools

Every student has a right to learn in a safe, caring and supportive environment. We ask all students and families to review our [Caring and Safe Schools policy and procedures](#), which address a number of topics including:

- student progressive discipline
- bullying prevention and intervention
- student suspensions and expulsions

Students will review this important information during the Caring and Safe School Start Up presentations at the start of the school year.

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

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's [Caring and Safe Schools Policy](#) outline the situations in which suspension and expulsion must be considered. When inappropriate

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behaviour occurs, information will be shared with the victim and families of the victim to the extent that legislation allows.

### Report It

[YRDSB's online Report It](#) button lets you share information about inappropriate behaviour or incidents of hate or discrimination. It is available on the Board and school website.

### Code of Conduct

A positive school climate is essential for students to succeed in school, as it promotes a safe, respectful and welcoming learning environment. The Code of Conduct sets standards of behaviour for students and members of the school community that support a caring, safe and inclusive school environment. All school members must respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, creed, sex, gender identity, gender expression, sexual orientation, age, marital status, family status or disability. The Code of Conduct applies to all members of the school community including students, parents or guardians, school bus drivers, volunteers, school staff and community groups whether they are on York Region School Board property, in a virtual learning environment, on school buses, at school-authorized events or activities, in before- and after-school programs including co-curricular activities and field trips, and may be applied to any other circumstances connected to the school that may have an impact on the school climate.

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

*Students are expected to contribute and support a positive school climate and uphold the standards of responsible behaviour by:*

- *communicating respectfully verbally, non-verbally and through technology*
- *making positive decisions that develop character and promote well-being*
- *coming to school prepared, on time and ready to learn*
- *showing respect for themselves and for others*
- *following the established rules and taking responsibility for their own actions*
- *refraining from any action or behaviour that may put their safety or the safety of others at risk*
- *reporting incidents of inappropriate or unsafe behaviour*

*It is everyone's responsibility to act respectfully, to behave responsibly, and to address bullying whenever and wherever it arises.*

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### Code of Conduct

*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.*

The [Board Code of Conduct](#) is part of the Caring and Safe Schools Policy.

### Class Placements

Due to late registrations and enrolments over the summer, there may be staffing changes and class reorganization during the first few weeks of school. We do our best to keep these changes to a minimum and to support students during any transitions.

### Communication between School and Home

Parents/guardians are our most important partners in educating children. We communicate with you as a school in a variety of ways throughout the year. You are also encouraged to communicate with your child's teacher. Speak with the teacher about what method of communication is preferred. You are welcome to request an interpreter to assist with some communication with your child's school, such as interviews and meetings.

### Agenda- Grades 1-3

The school provides agendas free of charge to all students in Grades 1-3. The student agenda serves as a useful way for educators and parents/guardians to communicate. We may also communicate through regular newsletters. Please check your child's agenda/handbook daily.

We encourage all students in Grades 1 -3 to use an agenda/handbook on a daily basis. An agenda:

- May include important information about the school.
- Is a tool for students to record homework, important dates and notes.
- Is a useful way for teachers and parents to communicate.

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### 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 sending any type of electronic message that is commercial in nature (e.g., registration fees, pizza days, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats. **To subscribe or unsubscribe to commercial electronic messages**, visit the school website or Family Resources page at [www.yrdsb.ca/familyresources](http://www.yrdsb.ca/familyresources) and, using the link provided, submit a valid email address.

### Email/Electronic Communication

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. Families may receive electronic communication from the school through different platforms, such as Edsby or iNFORM.

#### *Edsby*

*YRDSB has partnered with Edsby to provide a secure platform for families to connect with what's happening at school and with your child's education. Some of the features include:*

- *on-line student absence reporting*
- *appointment bookings for parent-teacher interviews/student-led conferences*
- *program registration*

*To set up your Edsby account please contact the school and request they issue an invitation to your email address. Instructions for setting up your Edsby account for the first time and answers to frequently asked questions are posted on the school website.*

#### *iNFORM*

*iNFORM is an automated telephone attendance reporting system used to:*

- *track incoming calls reported to the school by parents/guardians*
- *make outgoing calls to parents to verify student attendance*
- *Send out mass email communications to parent community*

*The school uses this distribution list to send a weekly communication to parents, including important information and updates from the school. Please ensure that your school has the correct phone number on file as the system uses the phone numbers parents have provided to the office to verify the caller.*

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### Texts

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

### School Cash Online

*School Cash Online is an easy to use and safe way to pay for your children's school fees. Parents can make secure online payments by credit card or Interac for their child's yearbook, class trips, etc. Obtain your children's York Region District School Board student number from the school office and follow the steps in the attached link to register:*

<http://www.yrdsb.ca/schools/kingcity.ps/info/Pages/Frequently-Asked-Questions.aspx>

### Stay Connected Online

You can also stay connected online through our school website, Instagram @yrdsb.schools and the Edsby app or website (<https://yrdsb.edsby.com/>). Some classrooms also have Google Classrooms, Twitter feeds or newsletters to help you stay connected. Your child's teacher will provide more information about any communications tools they are using.

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

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

### Dress Code

For more information, see the [Student Dress Code Policy and Procedure](#).

### Emergency Preparedness

The Board has a number of policies and procedures in place to address emergency situations if 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

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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

Our outdoor spaces are learning spaces. We recognize that playing and learning in the outdoors supports cross-curricular connections as well as students' holistic well-being through the seasons. Opportunities for students to build connections to the land have meaningful, long-term, positive health implications, especially on mental health and well-being. Community walks are not field trips. They are defined as community excursions that take place off school property, which last less than one day and do not require transportation.

### Family Resources

Visit [www.yrdsb.ca/familyresources](http://www.yrdsb.ca/familyresources) or click on the link from the Board's homepage to access a variety of resources for families, including start-up forms (when available), IT support for families, translation tools, links to community resources and student supports, assistance accessing online tools like Google Classroom, Edsby and School Cash Online and more. Click on the "Need Help?" link for access to tips and resources.

### *Graduation Subject Award Criteria*

*Grade eight award recipients are chosen based on a combination of look-fors:*

- *high academic achievement in the subject area, good/excellent learning skills in the subject area (responsibility)*
- *independent work, organization, collaboration, self-regulation and initiative*
- *demonstrating a strong sense of academic curiosity/interest in the subject*
- *a high level of engagement in activities related to that subject (eg. band for music, teams for phys. ed., science fairs, writing or art contest submissions)*
- *a positive attitude and leadership.*

*Students must exemplify strength in all these areas to be considered for an award.*

### 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."

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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 [Board Homework Policy and Procedure](#). For homework help, visit the [Online Student Tools and Resources](#) page for links to homework tips and learning resources, including Mathify Homework Help.

### *Intramural/Interschool Sports*

*Throughout the year, students may have the opportunity to participate on intramural sport activities or interschool sport activities (junior grades 4, 5 & 6 and Intermediate grades 7 & 8). Parents/Guardians must complete an **Informed Consent Agreement – Sport Form** for each activity and for each child participating. Information pertaining to tryouts for each sport are will be made on the announcements. In order to participate in the tryouts – students must have the Informed Consent Agreement signed. Details of practices and games will be shared with the students at that time. Competition takes place at the area level and then the winners of each area tournament or meet compete at the regional level. The sports are as follows in order of occurrence:*

- *cross country*
- *intermediate volleyball*
- *junior co-ed volleyball*
- *intermediate basketball*
- *junior basketball*
- *intermediate badminton*
- *junior & intermediate track and field*
- *special needs track and field*

*When we have an after school sporting event, we remind parents that students can only stay to watch if they have parent supervision. We do not have teacher supervision at these events – the teachers who are present are coaching and refereeing and they are not responsible for the spectators. Thank you for your support.*

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### How Can We Help You?

Most concerns can be resolved with dialogue and cooperation. We are committed to addressing concerns in a fair, equitable and timely manner. If you have a school-related question or concern, please follow these steps:

1. Arrange a meeting with your child's teacher or the appropriate school staff member.
2. If you need further assistance, the school principal or designate may be contacted to review the matter, mediate and help facilitate the process.
3. Contact the superintendent for our school if the matter remains unresolved.

You can also [contact your local trustee](#). Trustees are committed to open dialogue with the community. You are encouraged to share your views on policy issues and Board governance with your local trustee. You are also welcome to attend and observe any [public Board, Advisory or Board Committee meeting](#). Meeting information is available on the Board website.

If you have a human rights related concern and/or complaint, the first step is to engage with the school or the superintendent. If your concern and/or complaint remains unresolved, your matter can then be referred to the Board's [Human Rights Commissioner's Office](#) (HRCO), or you can contact the HRCO directly. 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 [on the Board website](#).

### Lunch Time Agreement

Students who leave school property for lunch must have parent/guardian permission, otherwise students must stay at school. The **School Start-Up Permissions Form** must be completed for all students and returned to the school.

### Personal and School Property

The school and the Board are not responsible for lost, damaged or stolen personal items. You can reduce the risk by leaving valuable items at home. Always secure items.

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Students are expected to show respect for school property and materials at all times. Students, together with their parents/guardians, are responsible for ensuring that school items are returned in good condition. Textbooks, lockers, desks and chairs should not be vandalized (e.g., writing inside school books, torn pages, holes in desks, etc.). Lost or damaged textbooks, library books or other school materials are the responsibility of the student. Restitution will be expected and outlined by each school.

### Pets on School Property

Except for trained service animals, pets such as dogs or cats, are not permitted in a school, a classroom, or onto school property.

### Recess

All students are expected to go out for recess and lunch hour to support their well-being, weather permitting. If a student is well enough to attend school, then they will benefit from short periods of outdoor exercise. Schools do not have supervised health room facilities. Recess, entry, dismissal times, and lunch time are supervised. Students should dress comfortably and appropriately according to [weather conditions](#).

### 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 school principal or complete the **Faith Requests for Curriculum Accommodations Form** available through the school and in the start-up forms. By providing a range of accommodations, we are building a sense of community and belonging for all students. For more, see [Board Procedure on Equity and Inclusivity: Religious Accommodation](#).

### School Council

There are [many ways you can be engaged in your child's learning](#) at home and at school. This includes getting involved with the school council. The school council provides advice on school matters and helps to strengthen the important relationship between schools, families and their communities. The council includes family members, school staff and community members.

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### How do I join?

At the beginning of the school year, all parents/guardians have the opportunity to become a voting member of council. If you are interested, or would like to nominate someone, fill out the **School Council Nomination Form that will be part of your start-up forms by September 22, 2023**. Elections shall occur within the first thirty days of the start of each school year. All family members (voting member or as an attendee) are encouraged to attend school council meetings.

### 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:

2023-2024	Faith Day	Faith
September 16-17, 2023	Rosh Hashanah <sup>2</sup>	Judaism
September 25, 2023	Yom Kippur <sup>2</sup>	Judaism
November 12, 2023	Diwali	Hinduism
December 25, 2023	Christmas	Christianity (Western)
January 7, 2024	Christmas	Christianity (Eastern)
February 10, 2024	Lunar New Year	Buddhism
March 29, 2024	Good Friday	Christianity (Western)

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April 10, 2024	Eid-ul-Fitr <sup>1 2</sup>	Islam
April 14, 2024	Vaisakhi	Sikhism
April 23, 2024	Pesach/Passover <sup>2</sup>	Judaism
April 20, 2024	Ridvan	Baha'i
April 14, 2023		
May 3, 2024	Holy Friday	Christianity (Eastern)
June 17, 2024	Ed-ul-Adha <sup>1 2</sup>	Islam

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

<sup>2</sup> All Jewish and Islamic Holy Days commence on the preceding evening at sundown or 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.

## 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** in the start-up forms 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.

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### Technology Use

All students and their parents/guardians are expected to read the [Use of Technology Agreement](#). 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. 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. At no time may electronic devices be used in washrooms or changerooms.

Check with the school's main office to find out if students may bring electronic devices into the classroom and use them in school. Students are responsible for the care and security of their personal devices. The school is not responsible for any damage, loss or theft. There are

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exceptions for students who need specific devices as per their Individual Education Plan, such as voice recorders and other mobile technology. Board staff manage the use of these tools.

### Visitors

All visitors (including parents/guardians) must:

- Use the main entrance of the school, buzzing to enter all elementary schools.
- Check in at the main office when they arrive.
- Only visit classrooms, including portable 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 family 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.

### Fair Notices

#### Reporting Children And Youth In Need Of Protection

All school board staff have a legal responsibility to notify a child protection agency if there are concerns for the well-being of students under the age of 16 years. Staff may report suspicions of a protection concern to a child protection agency for youth aged 16 and 17 years. Any suspicions of physical or sexual abuse, neglect or lack of care by a parent/guardian must be reported immediately to the administrator for all students under the age of 18 years. Parents/guardians will not be consulted in these situations.

#### Student Threat-Risk Assessment Protocol: Fair Notice and Process

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### Threat Assessment and Intervention

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, families, 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;

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- 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 school administrator 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

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event of suicidal thoughts or actions. Youth suicide is a complex, emotionally-charged and sadly real problem in Canada. It is the second leading cause of death amongst young people. It's important to recognize that those who struggle with mental health have personal strength and resilience and the potential to overcome difficulties to ultimately thrive.

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

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

Given the urgent need to help keep students safe from suicide, each school has access to Board staff trained in suicide intervention. In the urgent situation of suicide intervention, staff trained in suicide intervention do not require 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.